

OFFICE OF THE  
**STATE'S ATTORNEYS  
APPELLATE PROSECUTOR**



**EQUAL EMPLOYMENT  
OPPORTUNITY PLAN  
UTILIZATION REPORT**

FOR FEDERAL FISCAL YEAR 2017

October 2, 2017

## Introductory Information

This EEOP report is a condition of receiving Justice Department funding authorized by the Omnibus Crime Control and Safe Streets Act of 1968. The purpose of the EEOP is to make sure that recipients of financial assistance from the Justice Department are providing equal employment opportunities to men and women, regardless of sex, race, or national origin. This report was developed in order to analyze the Agency's relevant labor market data, as well as employment practices, and to identify possible barriers to the participation of women and minorities in all levels of the Agency's workforce.

The data within this report was gathered using statistics from federal fiscal year 2017, which spans between October 1, 2016, and September 30, 2017.

Grant Title:	Multi-Jurisdictional Drug Program	Grant Number:	414025
Grantee Name:	Office of the State's Attorneys Appellate Prosecutor	Award Amount:	\$352,389.00
Address:	725 South Second Street Springfield, IL 62704	Type of Organization:	State Government Agency
Contact Person:	Patrick J. Delfino	Telephone:	217-782-1628
Contact Address:	725 South Second Street Springfield, IL 62704		
State or Local Granting Agency:	Illinois Criminal Justice Authority	Grant Number:	n/a
Contact Name:	Luisa Salazar	Telephone:	312-814-0707
Address:	300 West Adams Street Suite 200 Chicago, IL 60606		

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### Policy Statement:

It is the conviction of the Agency to recruit and maintain highly qualified employees. Decisions regarding the recruitment, hiring, training, promotion, and layoff of and the awarding of benefits to an employee will be made without regard to factors including, but not limited to race, sex, creed, religion, color, marital status, age, national origin, mental or physical handicap, sexual orientation, pregnancy, military status, genetic information, or any other status protected by law.

Further, the State's Attorneys Appellate Prosecutor is committed to maintenance of a work environment free of harassment and all forms of coercion that diminish the dignity of an employee in the office. This policy forbids any employee, supervisor, official, vendor, client or other person to harass any Agency employee. The harassment prohibited by this policy is conduct, whether verbal, physical or

visual, that denigrates or shows hostility or aversion toward an individual based on that person's race, sex, creed, religion, color, marital status, age, national origin, mental or physical handicap, sexual orientation, pregnancy, military status, genetic information, or any other status protected by law. The Agency will not tolerate harassing conduct that has the purpose or effect of interfering unreasonably with an individual's work performance, affecting an individual's tangible job benefits or creating an intimidating, hostile or offensive work environment.

For the purposes of this policy, an employee is defined as any individual performing services for remuneration within this State for the Agency, an apprentice, an applicant for any apprenticeship, or an unpaid intern as defined by the Illinois Human Rights Act (775 ILCS 5/ et seq.).

## **Narrative Analysis of Utilization Data**

Given the Agency's size of its workforce in federal fiscal year 2017 (76 total employees), it is difficult to interpret the level of underutilization in each job category as significant when comparing it to the labor market of Illinois. It is also necessary to note that of the eight recognized employment categories; only three are applicable to the Agency. Regardless, in doing so, the following underutilization was noted:

1. White females were under-represented in the following category: Officials (-14%);
2. Hispanic or Latino females were under-represented in the following categories: Officials (-3%), Professionals (-1%), and Administrative Support (-7%);
3. Black or African American females were under-represented in the following categories: Officials (-5%), Professionals (-2%) and Administrative Support (-9%);
4. Asian females were under-represented in the following categories: Officials (-2%), Professionals (-2%), and Administrative Support (-2%);
5. Hispanic or Latino males were under-represented in the following categories: Officials (-4%) and Administrative Support (-5%);
6. Black or African American males were under-represented in the following categories: Officials (-3%), Professionals (-1%), and Administrative Support (-4%); and
7. Asian males were under-represented in the following categories: Officials (-3%), Professionals (-5%), and Administrative Support (-2%).

As a note, in comparison to the Equal Employment Opportunity Plan Utilization Report completed for federal fiscal year 2016, a 2% increase in utilization can be reported within the Officials category and a 3% increase in utilization within the Professionals category for white females. A 2% increase in utilization within the Professional categories for Asian females can be reported. There was also a 1% increase in utilization within the Professionals category for Hispanic or Latino males.

The majority of employees within the Agency are attorneys (75%) and the principal duties of each vary. Overall, attorneys function within certain areas of the Agency's main programs, such as handling criminal and civil appeals, serving as Special Prosecutor, and assisting in labor matters, among others.

Also, a majority of the workforce within the Agency are collective bargaining unit employees (71%). Thus, wages are governed by a collective bargaining agreement and a longevity pay scale is in place.

Delivery of services by the Agency includes trial and appeal of cases, drug forfeitures, labor services, tax objection services, and training for legal and criminal justice personnel without regard to the factors listed within the Agency's non-discrimination statement or any other status protected by law.

## Objectives and Steps

### **Objective 1. Identify any barriers that may deter candidates in all under-represented areas**

The Agency will review last years' collection of applicants and determine if potential candidates were under-represented in any way, if at all possible. Any identified barriers of determent will be researched and addressed.

### **Objective 2. Encourage candidates in all under-represented areas to apply for vacancies within impacted job categories**

The Agency will review its external sourcing methods and determine if all areas of under-represented potential candidates are being reached. Current methods of external sourcing include, but are not limited to, newspaper advertisements, trade publications, the Agency's online job bank, etc. The target population of any utilized newspaper and trade publication sources need to be identified in order to ensure there is an expanded selection of qualified candidates that include under-represented areas.

### **Objective 3. Continue the Agency's Minority Law Student Intern Program**

The Agency's previously-developed Minority Law Student Intern Program was created in an effort to recruit and maintain qualified minorities to work for the Agency. The purpose of the Minority Law Student Intern Program continues to be to seek qualified minority applicants interested in the mission of the Agency. The internship allows minority law students to gain working knowledge and hands-on experience by working alongside experienced Agency staff attorneys. This acclimatization to the Agency's work easily allows interested interns to apply and to fill permanent positions when they would become available.

This Program has been successful in the past. Provided that State funding continues to stay available, this Agency anticipates the continuation of such a successful program.

### **Objective 4. Continue to enforce the Agency's Equal Opportunity & Anti-Harassment Policy**

In 2012, the Agency developed a new, updated policy, which addressed equal opportunity and harassment in the workplace. An EEO Officer was set into place as well, in an effort to eliminate Equal Employment Opportunity barriers. This policy was again updated in 2015.

## **Internal Dissemination**

1. Post a digital copy of the EEO Utilization Report on the Agency's intranet site.

## **External Dissemination**

1. Post a digital copy of the EEO Utilization Report on the Agency's internet site.

Note: An EEO Utilization Report has been completed online and submitted to the Department of Justice, Office for Civil Rights.

## Statistical Analyses

### Federal Fiscal Year 2017 (10/1/16 to 9/30/17)

#### Sanction Statistics

Sanction	Male								Female								TOTAL
	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	
Suspension Indefinitely	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Suspension for Term	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Loss of Pay	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Written Reprimand	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Oral Reprimand	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

No sanctions imposed for federal fiscal year 2017

#### Promotion and Transfer Statistics

Promotion / Transfer	Male								Female								TOTAL
	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	
Application for Promotion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Application for Transfer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Promotion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

## Statistical Analyses

### Federal Fiscal Year 2017 (10/1/16 to 9/30/17)

#### Termination Statistics

	Male								Female								TOTAL
	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	
Termination																	
Voluntary	1								6		1						8
Involuntary																	0
<b>TOTAL</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>

#### Hiring Statistics

	Male								Female								TOTAL
	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	
Hiring																	
Hired	3	2							4				1				10
<b>TOTAL</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>

## Statistical Analyses

### Federal Fiscal Year 2017 (10/1/16 to 9/30/17)

#### Workforce Utilization Statistics


Workforce utilization statistics (attached) were garnered with the aid of the *Workforce Analysis Chart*, a tool provided by the U.S. Department of Justice which contains data from the U.S. Census Bureau. The chart compares occupational categories to race, sex, and national origin information in Illinois, utilizing 2010 Census information. This information is cross-analyzed with Agency-gathered statistics.

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
<b>Officials/Administrators</b>																
Workforce # %	5/83%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/17%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS # %	381,580/4 9%	28,075/4 %	24,260/3 %	350/0%	24,385/3 %	175/0%	2,135/0%	1,345/0%	233,950/3 0%	22,435/3 %	35,780/5 %	405/0%	14,620/2 %	120/0%	1,710/0%	905/0%
Utilization # %	34%	-4%	-3%	0%	-3%	0%	0%	0%	-14%	-3%	-5%	0%	-2%	0%	0%	0%
<b>Professionals</b>																
Workforce # %	23/44%	2/4%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	22/42%	1/2%	2/4%	0/0%	1/2%	0/0%	0/0%	0/0%
CLS # %	377,965/3 4%	27,380/2 %	33,490/3 %	375/0%	53,570/5 %	115/0%	3,260/0%	1,850/0%	470,225/4 2%	34,110/3 %	66,530/6 %	485/0%	47,055/4 %	125/0%	4,365/0%	1,700/0%
Utilization # %	11%	1%	-1%	0%	-5%	0%	0%	0%	0%	-1%	-2%	0%	-2%	0%	0%	0%
<b>Technicians</b>																
Workforce # %	0/	0/	0/	0/	0/	0/	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 # %																
<b>Protective Services: Sworn</b>																
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 # %																
<b>Protective Services: Non-sworn</b>																
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 # %																
<b>Administrative Support</b>																
Workforce # %	2/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	15/83%	0/0%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%
CLS # %	413,770/2 6%	72,885/5 %	59,265/4 %	515/0%	28,895/2 %	60/0%	3,860/0%	2,055/0%	718,820/4 5%	117,645/7 %	137,910/9 %	1,090/0%	32,730/2 %	330/0%	6,475/0%	2,940/0%
Utilization # %	-15%	-5%	-4%	0%	-2%	0%	0%	0%	38%	-7%	-9%	5%	-2%	0%	0%	0%
<b>Skilled Craft</b>																
Workforce # %	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS # %	335,985/7 0%	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 # %																
<b>Service/Maintenance</b>																
Workforce # %	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS # %	534,715/3 2%	276,190/1 7%	116,285/7 %	1,140/0%	28,705/2 %	235/0%	5,565/0%	3,030/0%	398,000/2 4%	145,230/9 %	104,695/6 %	730/0%	28,005/2	200/0%	5,215/0%	2,400/0%
Utilization # %																



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.

	Director	October 2, 2017
Signature	Title	Date