

*Illinois Department  
of Human Rights*

*Illinois  
Human Rights  
Commission*

*1987 Annual Report*



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**State of Illinois  
Department of Human Rights**

**Annual Report  
Fiscal Year 1987**



**Joyce E. Tucker**

**Director**

**The Honorable**

**James R. Thompson**

**Governor**

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STATE OF ILLINOIS  
**Department of Human Rights**  
100 West Randolph Street, Illinois Center, Suite 10-100  
Chicago, Illinois 60601  
312/917-6200

James R. Thompson  
Governor

Joyce E. Tucker  
Director

To The Honorable James R. Thompson  
Governor of Illinois, and the  
Honorable Members of the General  
Assembly

I am pleased to share with you this annual report of the Illinois Department of Human Rights for fiscal year 1987.

This report reflects the strong and aggressive program of human rights this Department is implementing on behalf of the people of Illinois.

We are proud of our accomplishments and are proud to share them with you.

A handwritten signature in cursive script that reads "Joyce E. Tucker".

Joyce E. Tucker  
Director  
Illinois Department of Human Rights

April 1988

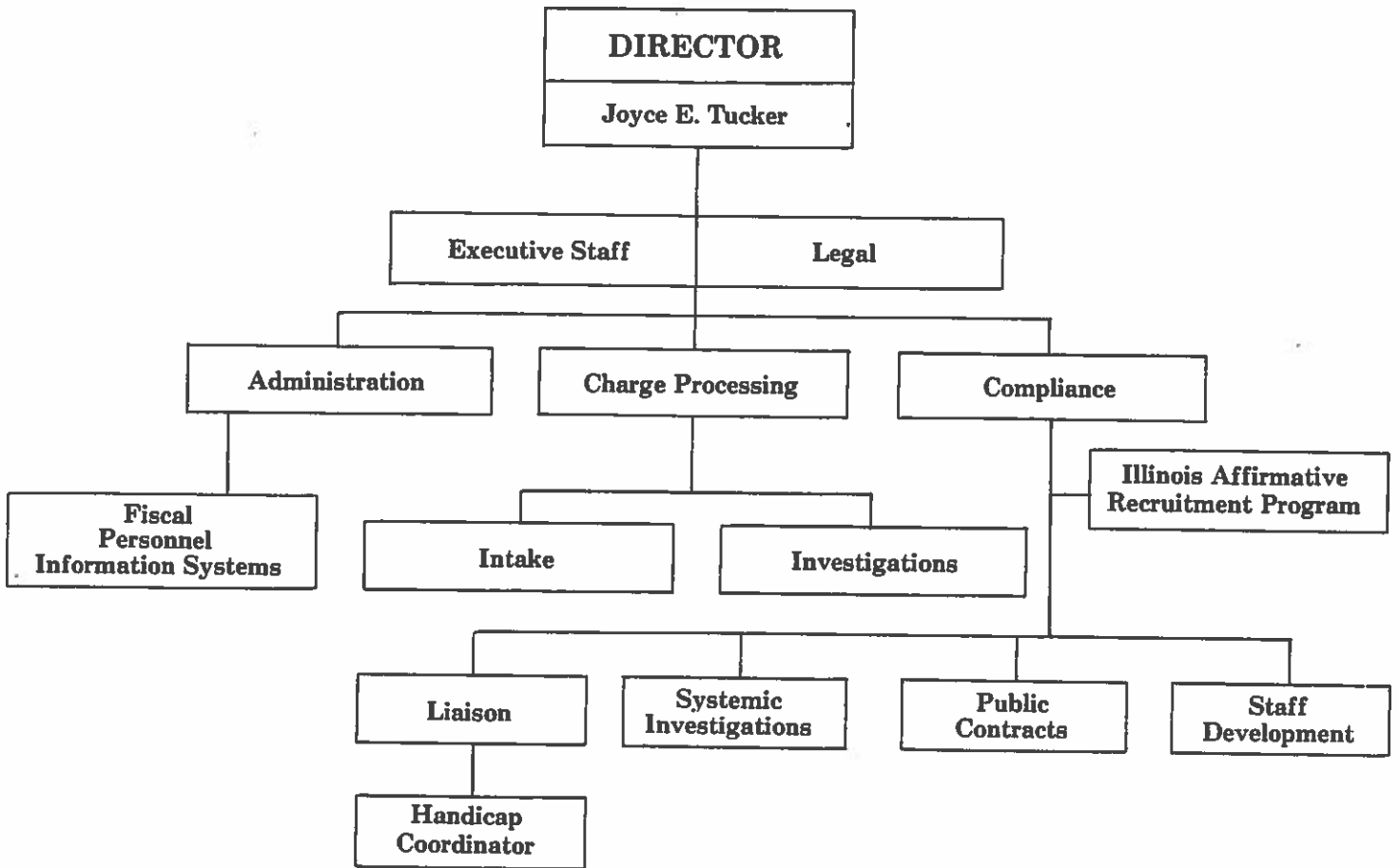
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## ADMINISTRATION

- Prepares and monitors the annual budget
- Operates the computerized information system
- Processes personnel transactions



# DEPARTMENT OF HUMAN RIGHTS



## ADMINISTRATION

### Financial Report Fiscal Year 1987

Appropriation Item	Appropriation	Expenditures
Personal Services	2938.5	2833.1
Retirement	164.0	162.6
Social Security	209.5	198.3
Group Insurance	50.3	33.4
Contractual Services	176.3	131.9
Travel	98.0	87.3
Commodities	26.6	25.5
Printing	33.9	33.6
Equipment	15.7	13.7
EDP	0	0
Telecommunications	135.5	134.9
Operation Auto. Equipment	<u>.1</u>	<u>0</u>
<b>TOTAL</b>	<b>3848.4</b>	<b>3654.3</b>

### Division Funding

Fiscal Year 1987  
(in thousands)

DIVISIONS:

Administration

677.0

Charge Processing

2426.1

Compliance

675.3

Total Resources: 3868.4

### Federal Appropriations and Contracts (Fiscal Year 1987)

HUD Capacity Building Contract	33.0
EEOC Age Contract	122.0
EEOC New Charge Contract	873.7
Illinois Affirmative Recruitment Grant	<u>20.0</u>
Total Federal	1048.7
Total State	2819.7
Combined Total (in thousands)	3868.4

### Budget Review

Resources	Fiscal Year				
	1983	1984	1985	1986	1987
General Revenue Fund	\$2877.1	\$2781.1	\$2859.7	\$2866.9	\$2819.7
Federal	640.5	988.4	997.8	1070.5	1028.7
Other	113.8	45.0	0	20.0	20.0
Total Federal	<u>754.3</u>	<u>1033.4</u>	<u>997.8</u>	<u>1090.4</u>	1090.4
Total Resources	\$3631.4	\$3814.5	\$3857.5	\$3957.4	\$3868.4

## Appropriations and Expenditure Review

Appropriations	Fiscal Year					
	1982	1983	1984	1985	1986	1987
State	\$2597.4	\$2877.1	\$2781.2	\$2859.7	\$2866.9	\$2819.7
Federal	858.0	640.5	988.4	997.8	1070.5	1028.7
<b>Total</b>	<b>\$3455.4</b>	<b>\$3517.6</b>	<b>\$3769.6</b>	<b>\$3857.5</b>	<b>\$3937.4</b>	<b>\$3848.4</b>
<b>Expenditures</b>						
State	\$2488.5	\$2541.0	\$2685.4	\$2795.2	\$2660.2	\$2735.0
Federal	488.8	484.5	755.7	806.9	888.3	919.3
<b>Total</b>	<b>\$2977.3</b>	<b>\$3025.5</b>	<b>\$3441.1</b>	<b>\$3602.1</b>	<b>\$3548.5</b>	<b>3654.3</b>

## Income and Expenditure Statement

(Rounded to Nearest 1,000)

Income	Fiscal Year 1987	
	General Revenue Funds	Federal
Appropriations	\$2819.7	\$1028.7
Reserve	0	0
Availability for Expenditure	2819.7	1028.7
<b>Expenditures:</b>		
Salaries	2131.6	701.5
Fringe Benefits	279.7	122.6
Contractual Services	126.8	5.1
Rental Real Property	1.6	0
Registration and Conference	9.7	.9
Rental Office Equipment	10.0	1.7
Rental Motor Vehicle	4.7	0
Repair and Maintenance	26.2	0
Statistical and Tabulating	30.3	0
Freight, Express and Drayage	.8	0
Professional and Artistic Service	14.4	0
Association Dues	.9	0
Postage	19.8	2.5
Subscription and Information Service	5.3	0
Court Reporting and Filing Service	.9	0
Contractual Services Miscellaneous	2.2	0
Travel Cost	56.8	30.5
Commodities	16.2	9.3
Printing	25.0	8.6
Equipment	3.0	10.7
Telecommunications	103.1	31.0
<b>Total Expenditures</b>	<b>2735.0</b>	<b>919.3</b>
Lapsed Appropriation	84.7	109.4
Plus Reserve	0	0
<b>Total Lapse</b>	<b>84.7</b>	<b>109.4</b>



### End of Year Headcount

Division	Fiscal Year					
	1982	1983	1984	1985	1986	1987
Administration	18	17	18	19	18	17
Charge Processing	63	81	86	96	94	83
Community Relations*	5	N/A	N/A	N/A	N/A	N/A
Compliance	<u>20</u>	<u>20</u>	<u>18</u>	<u>25</u>	<u>25</u>	<u>25</u>
	106	118	122	140	137	125

\*Eliminated by the Illinois Bureau of the Budget, effective Fiscal Year 1983.

## Fiscal Year 1987

## SPEAKING ENGAGEMENTS/PRESENTATIONS

		JULY 1986			
Community Based Organizations		Rockford		Government College Relations Council	Chicago
Hispanic Leadership Training Program		Chicago		Illinois Collegiate Job Fair	Glen Ellyn
Illinois Minority Women's Conference		Chicago		Work and Family Issues Forum of the Women's Bureau, Department of Labor	Chicago
Oakton Community College		Des Plaines		Women's Auxilliary of Englewood Mental Health Center	Chicago
State/South Suburban Task Force of Fair Housing		Hazelcrest		Illinois Regional Conference of Community Churches	Chicago
International Conference of Mayors		Chicago		Kick-off for Minority Development Week	Chicago
Chicago Area Fair Housing Alliance		Chicago		Hearing, Status of Hispanics in State Government	Chicago
U.S. Department of Housing and Urban Development, National Community Housing Resource Board Training Conference		Chicago		Annual Banquet, Federation of Hispanic Chamber of Commerce	Chicago
		AUGUST 1986		Housing Seminar Series Planning Committee	Chicago
American Cancer Society		Chicago		Western Illinois University	McComb
Decatur Human Relations Council		Decatur		NOVEMBER 1986	
Thornton Community College		South Holland		Quad City Merit Employees Council	Rock Island
Regional Job Developers		Rockford		Rock Island County Department of Public Health	Rock Island
Latin-American Police Association		Chicago		Mainstream Conference	Washington, D.C.
South Suburban Community Action Association		Hazelcrest		Women in Charge Conference	Chicago
MALDEF Hispanic Leadership Training Program		Chicago		Board Meeting National Council of Churches in the U.S.A.	Chicago
Operation PUSH Convention		Chicago		Ecumenical Conference	Chicago
Chicago Area Fair Housing Alliance		Chicago		Illinois Minority Women's Caucus	Chicago
		SEPTEMBER 1986		Women's Day Program, West Chatham	Chicago
Illinois Conference of the National Federation of the Blind		Springfield		Illinois Collegiate Job Fair	Chicago
University of Illinois Fall Roundtable		Champaign		University of Illinois	Chicago
Self Help for the Hard of Hearing		Springfield		Illinois State University	Normal
Illinois Association of Black Professional Women		Chicago		Chicago State University	Chicago
Chicago Foundation for Women		Chicago		Hispanic Alliance Career Enhancement Conference	Chicago
South Suburban Action Committee		Hazelcrest		American G.I. Forum State Directors	Chicago
Reception to honor Mr. Arabel Alva, special assistant to the Secretary of State on Hispanic Affairs		Chicago		South Suburban/State of Illinois Task Force	Hazelcrest
Area Two Agency on Aging		Bradley		Save Our Neighborhood Coalition Meeting	Chicago
National Contract Compliance Association Convention		St. Paul Minnesota		Chicago Area Fair Housing Alliance	Chicago
Chicago Area Four Housing Alliance		Chicago		Housing Seminar Series Planning Committee	Chicago
YWCA of Metropolitan Chicago		Chicago		DECEMBER 1986	
		OCTOBER 1986		American Cancer Society (Illinois) Conference on Return of Patients to the Workforce	Chicago
Illinois Affirmative Action Officers Association		Springfield		Interagency Committee on Handicapped Employees Awards Program	Springfield
Television Interview on AIDS, WAND-TV		Decatur		Thornton Community College Regional Conference on Sexual Harassment	South Holland
United Cerebral Palsy State Conference		Springfield		Cancer Rights Conference	Chicago
American Cancer Society		Chicago		Hispanic Recruitment Job Developers Workshop	Tinley Park
				Chicago Area Fair Housing Alliance	Chicago
				Housing Seminar Series Planning Committee	Chicago

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<b>JANUARY 1987</b>	
Quad Cities Personnel Association	Moline
South Suburban/State of Illinois Task Force	Hazelcrest
Chicago Urban League	Chicago
Southwest Women Working Together	Chicago
Urban League	Springfield
Chicago Area Fair Housing Alliance	Chicago
Housing Seminar Series Planning Committee	Chicago
All Illinois University Minority Student Career Fair	Chicago

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<b>FEBRUARY 1987</b>	
Save Our Neighborhood Coalition	Chicago
Chicago Area Fair Housing Alliance	Chicago
Housing Seminar Series Planning Conference	Chicago
Statewide Conference Department of Children and Family Services	Chicago
Urban League	Chicago
Alliance Committee on Black Concerns in Higher Education	Chicago
Latino's Advancing Education (College Network)	Chicago
Midwest Women's Center	Chicago
Regional Urban League Directors	Chicago
Southwest Women Working Together	Chicago
Urban League	Springfield
SER Jobs for Progress	Chicago
University of Illinois	Urbana-Champaign
Ameritech Services Professional Women's Organization	Schaumburg

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<b>MARCH 1987</b>	
Chicago Area Fair Housing Alliance	Chicago
Housing Seminar Series Planning Committee	Chicago
Department of Rehabilitation Services	Chicago
Consumer Advisory Council	Springfield
Chicago Foundation for Women	Chicago
EEOC/Systemic Conference	Washington, D.C.
Race Relations and Housing Conference	Glenwood
Matchmakers Conference	Collinsville
Matchmakers Conference	Peoria
Conference on Recruiting and Placing Minorities Women and Disabled Person for State Government Employment (two days each)	Chicago and Springfield
Networking for Youth	Bridgeview
Illinois Manufacturers' Association Conference	Rosemont

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<b>APRIL 1987</b>	
Chicago Area Fair Housing Alliance	Chicago
Housing Seminar Series Planning Committee	Chicago
SIU School of Medicine	Springfield
Bloomington Human Relations Council	Bloomington
Training for Federal Government Hispanic Employment Program Managers	Chicago

South Suburban Task Force	Hazelcrest
Save Our Neighborhood, Save Our City Coalition	Chicago
Illinois Affirmative Action Officers Association	Chicago
American Association of University Women	Rockford

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<b>MAY 1987</b>	
Chicago Area Fair Housing Alliance	Chicago
Housing Seminar Series Planning Committee	Chicago
Metro Chicago Minority/Female Vendor Conference	Chicago
Special Conferences for Central Management Services Managers	Chicago
Eastern Illinois University	Charleston
Chicago Federation for Women	Chicago
State Convention of the League United of Latino American Citizens	Chicago
Department of Revenue Managers	Springfield
Springfield Disability Commission	Springfield
Chicago State University Youth Motivation Program	Chicago
Peoria Human Relations Commission	Peoria
Illinois Affirmative Action Officers Association	Peoria
Blacks in Government Workshop	Chicago
National Institute for Employment Equity Symposium	Charleston, S.C.
Reception to Celebrate the Independence of Puerto Rico	Chicago
Northwestern University	Evanston
University of Illinois	Urbana-Champaign

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<b>JUNE 1987</b>	
Chicago Area Fair Housing Alliance	Chicago
Public Information Officers Roundtable	Springfield
State Conference on Human Rights Chicago State University	Chicago
Conference for State Scientific Surveys	Champaign
Chicago Foundation for Women	Chicago
Illinois Municipal Human Rights Agencies	Bloomington
Illinois Department of Employment Security, Veterans Division	Springfield
American G.I. Forum State Convention	Chicago
American Association for the Advancement of Science	Chicago
Midwest Women's Center	Chicago
Latin American Bar Association	Chicago
Save Our Neighborhood Coalition	Chicago
California Business Law Human Resources Institute	Chicago

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## CHARGE PROCESSING DIVISION

- Charge Intake

- Charge Investigations  
in employment, housing,  
financial credit, public  
accommodations and sexual  
harassment of students in  
higher education



## CHARGE PROCESSING DIVISION

The Department accepts charges in employment, housing, financial credit, public accomodation and sexual harassment in higher education. The charts and graphs which follow depict that activity

Number of charges filed remains steady.

Intake staff docketed 4,554 charges in fiscal year 1987. Employment charges comprised 92.9 percent

of the total; Housing, 4 percent, Public Accommodations 2.8 percent and Financial Credit and Sexual Harassment in Higher Education, less than one percent.

Charges alleging race as the basis of discrimination comprised 27 percent of all charges filed, followed by sex—13 percent, handicap—12.3 percent, and age— 10 percent.

<b>Charges Docketed by Jurisdiction</b>												
Fiscal Years 1982-1987												
Jurisdiction	Charges Filed											
	1982		1983		1984		1985		1986		1987	
	No.	(%)	No.	(%)	No.	(%)	No.	(%)	No.	(%)	No.	(%)
Employment	2,480	(94)	3,150	(93)	3,207	(91)	3,518	(91)	4,309	(94)	4,230	(93)
Housing	117	(4)	184	(6)	268	(8)	204	(5)	140	(3)	178	(4)
Financial Credit	1	(—)	4	(—)	3	(—)	10	(—)	7	(—)	12	(—)
Public Accommodations	48	(3)	42	(1)	63	(2)	116	(3)	133	(3)	134	(3)
Sexual Harassment, Higher Education	N/A		N/A		N/A		N/A		1		0	
<b>Total</b>	<b>2,646</b>		<b>3,380</b>		<b>3,541</b>		<b>3,848</b>		<b>4,590</b>		<b>4,554</b>	

<b>Disposition of Completed Investigations By Division</b>			
Fiscal Year 1987			
	Charge Processing	Compliance Systemic	Totals
	Division	Unit	
Substantial Evidence	491	88	579
Settlements	690	26	716
Dismissals			
Lack of Substantial Evidence	969	59	1028
Failure to Proceed by Complainant	631	16	647
Lack of Jurisdiction	154	3	157
Withdrawn by Complainant	385	35	420
<b>TOTALS</b>	<b>3320</b>	<b>227</b>	<b>3547</b>

**Disposition of Completed Investigations**  
Fiscal Years 1982-1987

	'82	'83	'84	'85	'86	'87
Inquiries received	15,441	18,171	18,897	19,823	18,045	15,111
Charges filed	2,646	3,380	3,541	3,848	4,589	4,554
Completed investigations	2,195	2,255	3,723	3,674	3,484	3,547

	'82		'83		'84		'85		'86		'87	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Substantial Evidence	206	(9.4)	220	(10.1)	345	(10.1)	485	(13.2)	452	(13.0)	579	(16.3)
Settlements	555	(25.3)	468	(21.5)	817	(23.9)	740	(20.1)	633	(18.2)	716	(20.3)
Withdrawn by Complainant	320	(14.5)	351	(16.1)	456	(13.3)	435	(11.8)	413	(11.9)	420	(11.8)
Dismissals Lack of Substantial Evidence	877	(40.0)	810	(37.2)	1083	(31.6)	1204	(32.8)	1193	(34.2)	1028	(29)
Lack of Jurisdiction	75	(3.4)	64	(2.9)	134	(3.9)	222	(6.0)	164	(4.7)	157	(4.4)
Complainant's failure to proceed	162	(7.4)	263	(12.0)	588	(17.2)	588	(16.0)	629	(18.1)	647	(18.2)

**EMPLOYMENT  
Charges Docketed**

I. Number	12 Months FY '85		12 Months FY '86		12 Months FY '87	
	Avg. #/month	293		359		352
Avg. #/week	68		83		81	
Avg. #/day	14.1		17.3		17	
II. Types	No.	Percent	No.	Percent	No.	Percent
Race	959	27.3	1,049	24.3	1,156	27.3
Color			7	.2	2	.0
National Origin/Ancestry	233	6.6	243	4.6	249	5.9
Sex	476	13.5	624	14.5	528	12.5
Retaliation	142	4.0	210	4.9	212	5.0
Physical Handicap	375	10.7	493	11.4	452	10.7
Mental Handicap	55	1.6	52	1.2	67	1.6
Military Discharge	1	.0	1	.0	1	.0
Age	431	12.2	495	11.5	420	9.9
Marital Status	29	.8	34	.8	19	.4
Arrest Record and Conviction/Record	16	.4	22	.5	11	.3
Coercion/Interference	21	.6	0	.0	1	.0
Religion	24	.7	48	1.1	33	.8
Other	0	.0	53	1.3	24	.6
Multiple	756	21.5	978	22.7	1,055	24.9
<b>Totals</b>	<b>3,518</b>		<b>4,309</b>		<b>4,230</b>	

**FY'87: Employment Charges  
Respondent: By Type**

**Springfield Office:**

Private Employers	428
State Government	60
Local Government	30
Colleges and Universities/Public	14
Elementary and Secondary Schools (Public)	9
Unions	6
<b>Total</b>	<u>547</u>

**Chicago Office:**

Private Employers	3,298
State Government	82
Local Government	176
Colleges and Universities/Public	30
Colleges and Universities/Private	22
Elementary and Secondary Schools (Public)	24
Elementary and Secondary Schools (Private)	3
Unions	38
Joint Apprenticeship Programs	2
Private Employment Agencies	4
State Employment Agencies	4
<b>Total</b>	<u>3,683</u>

**Chicago & Springfield Offices Combined:**

Private Employers	3,726
State Government	142
Local Government	206
Colleges and Universities/Public	44
Colleges and Universities/Private	22
Elementary and Secondary Schools (Public)	33
Elementary and Secondary Schools (Private)	3
Unions	44
Joint Apprenticeship Programs	2
Private Employment Agencies	4
State Employment Agencies	4
<b>Total</b>	<u>4,230</u>

**Basis on Which Charges Were  
Filed in FY 1987**

**For Housing, Financial Credit  
and Public Accommodation**

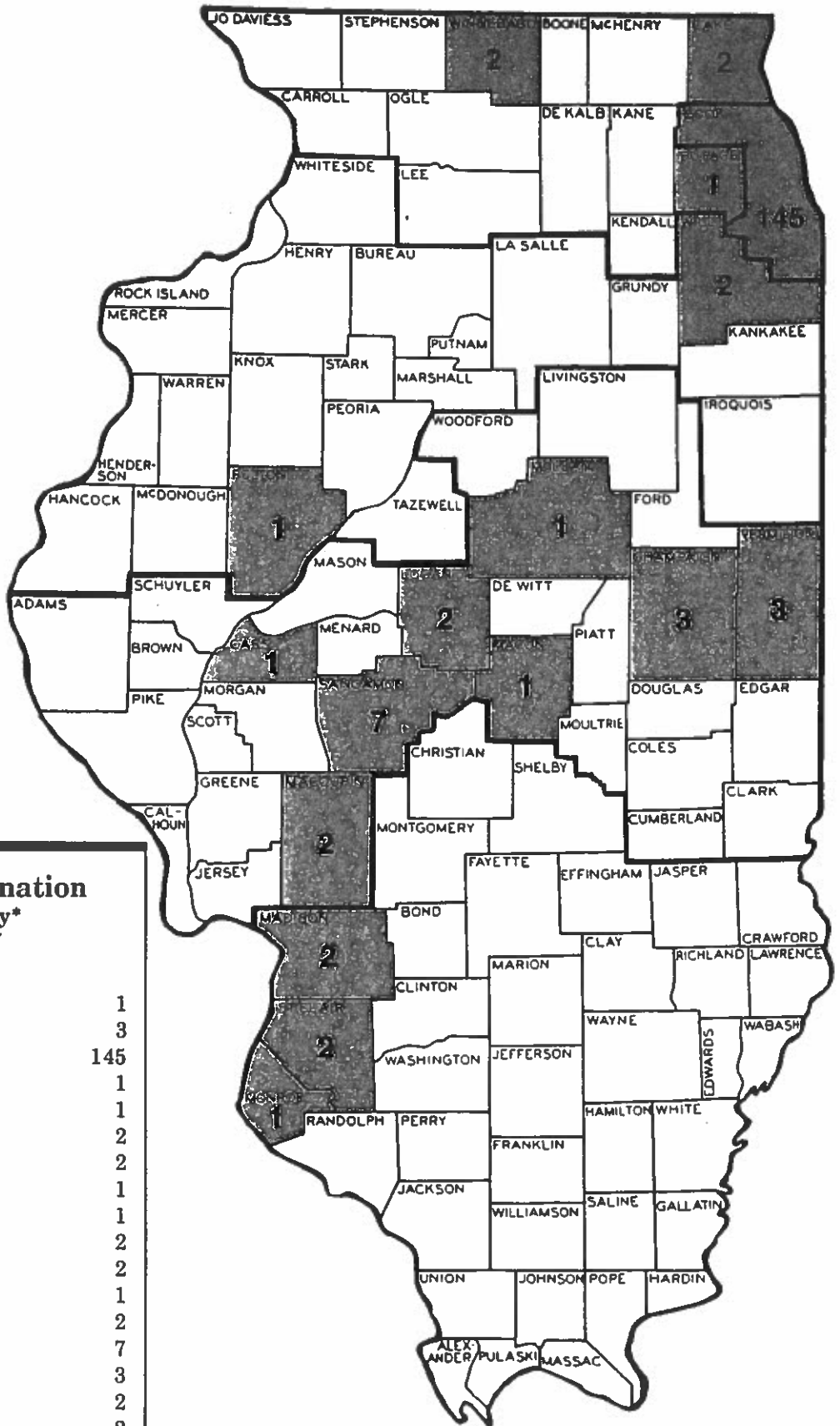
	Housing	Financial Credit	Public Accommodation
Race	68	10	70
Religion	0	0	3
Sex	1	2	14
National Origin	4	0	0
Mental Handicap	27	0	1
Physical Handicap	26	0	38
Excluding Children in Rental Housing	46	N/A	N/A
Marital Status	3	0	4
Retaliation	3	0	4
<b>TOTALS</b>	<u>140</u>	<u>7</u>	<u>133</u>

**Employment Discrimination:**

**Issues alleged as an  
Act of Discrimination\*  
Fiscal Year 1987**

Issue	Number
Hiring	331
Discharge	2,298
Layoff	247
Recall	128
Wages	362
Promotion	267
Demotion	152
Seniority	8
Job Class	7
Training/Apprentice	19
Exclusion	7
Union Representation	36
Segregated Locals	4
Referral	5
Qualification/Testing	5
Benefits	94
Segregated Facility	4
Intimidation/Referral	10
Tenure	8
Terms and Conditions	623
Other	802
	<u>5,412</u>

\* Includes multiple issue charges.



**Housing Discrimination  
Charges by County\*  
Fiscal Year 1987**

Cass	1
Champaign	3
Cook	145
DuPage	1
Fulton	1
Lake	2
Logan	2
McLean	1
Macon	1
Macoupin	2
Madison	2
Monroe	1
St. Clair	2
Sangamon	7
Vermillion	3
Will	2
Winnebago	2

\* Counties which are not listed had no charges filed.

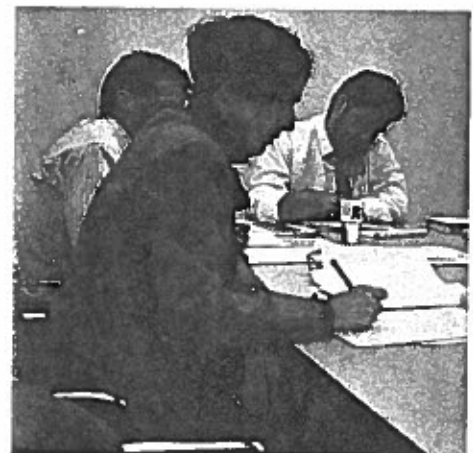




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## LEGAL

- **Files Complaints with the Human Rights Commission**
- **Responds to requests for review**
- **Works to accomplish terms of settlement in conciliation**
- **Issues notices of dismissal**



**Legal Division Report  
Fiscal Year 1987**

Complaints Filed	509
Responses to Requests for Review Filed	413
Department Recommends Vacate	173
Commission Remands	39
Settlements in Conciliation	48
Notices of Dismissal Issued	2103

	<b>FY-83</b>	<b>FY-84</b>	<b>FY-85</b>	<b>FY-86</b>	<b>FY-87</b>
Complaints Filed	272	259	259	242	509
Response to Request for Review	330	431	335	470	413
Settlements in Conciliations	48	30	53	58	48

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## COMPLIANCE

- Equal employment opportunity and affirmative action compliance of executive State agencies and Illinois public contractors
- Equal employment opportunity and affirmative action training
- Systemic investigation of discriminatory patterns and practices
- Affirmative Recruitment
- Handicap Program Coordination



## COMPLIANCE DIVISION

The Compliance Division of the Illinois Department of Human Rights has the primary duty to monitor and provide consultation to all governmental agencies in the broad aspects of equal employment opportunity and affirmative action. Compliance to state and federal laws by governmental and private sector agencies and organizations is another of its responsibilities.

The Division investigates the patterns and practices of employers, and initiates charges against those which demonstrate personnel policies exerting adverse impact on protected class persons. In addition, training is provided to public and private organizations, and to educational institutions and community groups upon request. Division staff members recruit, statewide, to fill vacancies in state government by women, minorities and handicapped persons. And, the Division also provides special consultation and initiative to public and private employers in guaranteeing the rights of handicapped people.

The Division is organized into several units. To accomplish its activities staff members are assigned to the following areas:

- The Public Contracts Unit
- The Systemic Unit
- The Staff Development Unit
- The Agency Liaison Unit
- The Illinois Affirmative Recruitment Program (I.A.R.P.)
- Handicap Program

### THE PUBLIC CONTRACTS UNIT

The Public Contracts Unit monitors and enforces the compliance of persons holding state contracts with the non-discrimination and affirmative action requirements of the Illinois Human Rights Act and the Rules and Regulations of the Department.

Major unit activities are:

- Bidder registration and record maintenance
- Compliance reviews
- Technical assistance
- EEO/AA oversight monitoring
- Participation in the Minority and Female Business Enterprise Council

### BIDDER REGISTRATION UP, BACKLOG ELIMINATED

During FY-1987 the unit processed 5,914 Employers Report Forms (PC-1). This represents a 25 per cent increase over the number of forms processed during the previous year.

During the same period a dramatic reduction in the processing backlog was accomplished. Having started the period with a backlog of 818 forms, the unit closed the year with only 17 awaiting processing.

Bidder registration for the last two years are shown here.

	FY-86	FY-87	Change
Forms Received	5,380	5,263	- 2%
Forms Processed	4,728	5,914	+ 25%
Total Registrants on June 30	44,083	48,401	+4,318
Backlogged Forms on June 30	818	17	- 98%

Other bidder and contractor activities are reported here.

	FY-86	FY-87	Change
PC-1 Requests Received	3,688	3,555	- 4%
PC-1 Status Calls	744	641	-14%
Agency Verifications	1,826	1,700	+ 7%
Other Verifications	343	611	+78%
Other Inquiries	989	1,118	+13%

### STAFF COMPLETES 21 PERCENT MORE REVIEWS

The staff completed 85 compliance reviews during FY 1987, up 21% from the previous year. However, fewer compliance reviews were initiated during FY-87 due to a substantial number of reviews remaining from FY-86.

The revised FY-87 review completion goal was 113, the completion of 85 reviews represented a 75% attainment of the goal, a higher production rate was destroyed with the extended illness of a key clerical staff person and the necessary shift of professional staff to clear up the resultant backlog of bidder registration forms. This deployment was required during the months which are normally the most productive for on-site compliance reviews.

The following graphs compare activity for the past two years.

<b>Compliance Reviews Initiated</b>		
FY-86	FY-87	Change
159	77	- 52%
<b>Compliance Reviews Completed</b>		
FY-86	FY-87	Change
67	85	+ 21%

### **TECHNICAL ASSISTANCE TO AGENCIES AND CONTRACTORS**

The unit was active in providing assistance to state agencies and contractors regarding Public Contracts Unit rules and procedures and equal employment opportunity/affirmative action program implementation. Examples of assistance given during the year included:

- The training of 50 Department of Transportation staff members, the review of University of Illinois compliance procedures, a review of EEO/AA compliance by O'Hare Field people mover project contractors and the training of Mental Health and Development Disabilities staff in EEO/AA contract compliance.
- Also assistance to Lake County in the development of an AA program on the jail construction project, contract compliance briefings to several state and municipal agencies and the training of 45 state agency EEO officers on calculation techniques for adverse impact.

### **MINORITY AND FEMALE BUSINESS ACTIVITY**

This area continued to demand a substantial portion of the administrator and staff time. The Department is represented by the administrator in the review of all state agency equal employment plans submitted by state agencies to provide for appropriate levels of contract awards to women and minority race persons.

The unit was active in responding to requests from potential contractors, in matching state agencies with appropriate contractors and the activities of the council.

### **SYSTEMIC UNIT**

The Systemic Unit investigates and initiates charges in instances where discriminatory patterns and practices are identified. Major investigations completed during FY-87 included the following:

- retaliation against an employee for objecting to discriminatory policies and procedures aimed at minority employees of a fast food franchise
- reduction in work force policies which had a disparate impact on employees in a protected age group at a major utility company and at manufacturing companies
- discriminatory advertisements in apartment rental ads in various newspapers
- the accessibility of public transportation to physically handicapped persons
- sex and race discrimination in promotions and terms and conditions of employment at state universities
- race discrimination in job assignments to members of some labor unions

Two hundred twenty-seven systemic charges were completed. The disposition of the investigations and a comparison with FY-86 is in the following graph.

	FY-86	FY-87
Substantial Evidence	49	88
Dismissals:		
Lack of Substantial Evidence	104	59
Lack of Jurisdiction	6	3
Failure to Proceed	—	16
Withdrawn	20	35
Settlements	18	26
<b>Total</b>	<b>197</b>	<b>227</b>

Monetary awards negotiated directly or indirectly by the unit staff totalled nearly \$114,000, an increase of more than \$53,000 over the previous year.

### STAFF DEVELOPMENT

The Staff Development Unit coordinates, in conjunction with other division managers, all in-service and on-the-job training for agency staff. The unit also serves by providing technical assistance and training to other state agencies, community groups, colleges and universities, municipal government, private and public businesses and special interest organizations.

Major planning and execution was devoted to the training and orientation of eight newly hired investigators during the year. New employee orientation was also extended to five other personnel in the legal and administrative divisions, the clerical pool and the Human Rights Commission.

The unit maintained a high level of activity in the offering of workshops and seminars in cooperation with fellow departmental units. Three "Ask an Expert" sessions were coordinated by the handicap coordinator for 160 employees and guests.

The staff development Supervisor planned and conducted 17 workshops and seminars attended by 914 state employees and the staffs of colleges and community organizations. This represents an increase of 407 persons, when compared with the previous fiscal year. The unit additionally coordinated the scheduling of the appearance of five IDHR staff persons at community conferences attended by 161 persons. Additional training was conducted by other units, in counsel with the staff development supervisor.

A continuing priority is placed on assuring the increasing quality and accountability of state agencies in carrying out their affirmative action and recruitment requirements. To this end the unit supervisor met in 28 technical assistance meetings with various agency EEO/AA officers and provided coordination in the planning and execution of two recruitment technical sessions for agency EEO/AA officers and community based organizations. Two-hundred-fourteen persons attended the sessions in Springfield and Chicago as recruitment techniques for minorities and women were brought into sharper focus.

Significant efforts were directed during the year toward maintaining and developing human relations contacts throughout the United States. One unit member provided leadership and direction to numerous women and minority rights groups as they worked to assure the participation of protected class person in the economic and social fiber of the nation. A main event was the Annual DHR Conference attended by 150 persons.

Major emphasis was placed on the upgrading of resource materials, the conduct of the Employee Assistance Program and the training of emergency fire wardens.

Needs assessment investigation was conducted and preliminary planning carried out for expanded clerical and management training scheduled for the subsequent fiscal year.

### STATE AGENCY LIAISON UNIT

The Illinois Department of Human Rights liaison unit monitors the affirmative action programs for executive agencies, board commissions and instrumentalities as prescribed in Section 2-105(B) and 7-105 of the Illinois Human Rights Act. All covered entities must practice equal opportunity and affirmative action in employment. The law states the methods by which the Department monitors and assists agencies in meeting these obligations.

The liaison unit provides a wide range of ongoing and customized technical assistance to state agencies to enhance, strengthen and provide their equal employment opportunity/affirmative action compliance obligations, addressing all aspects of employment including but not limited to recruitment, testing, selection, training, promotions, layoffs and terminations.

The following state agencies submitted FY-87 Affirmative Action Plans that were approved; (95.7%).

1. Abandoned Mined Lands Reclamation Council
2. Aging, Department on
3. Agriculture, Department of
4. Alcoholism and Substance Abuse
5. Arts Council, Illinois
6. Attorney General
7. Banks and Trust, Commission on
8. Capital Development Board
9. Central Management Services
10. Children and Family Services
11. Commerce Commission, Illinois
12. Conservation, Department of
13. Civil Service Commission
14. Commerce and Community Affairs, Department of
15. Comptroller
16. Corrections, Department of
17. Criminal Justice Information Authority
18. Education, State Board of
19. Educational Labor Relations Board
20. Elections, State Board of
21. Emergency Services and Disaster Agency
22. Employment Security, Department of
23. Energy and Natural Resources
24. Environmental Protection Agency
25. Finance Authority, Illinois Development
26. Financial Institutions
27. Guardianship and Advocacy Commission
28. Governor's Office
29. Governor's Purchase Care Review Board
30. Health Care Cost Containment, Illinois
31. Higher Education, State Board of
32. Historical Preservation Agency
33. Human Rights, Department of
34. Human Rights Commission
35. Housing Authority, Illinois
36. Industrial Commission
37. Insurance, Department of
38. Investments, State Board of
39. Labor, Department of
40. Local Labor Relations Board
41. Labor Relations Board, State
42. Liquor Control Commission
43. Local Governmental Law Enforcement Officers Training Board, Illinois
44. Lottery, Department of
45. Medical Center Commission
46. Mines and Minerals, Department of
47. Military and Naval, Department of
48. Nuclear Safety
49. Office of Public Counsel
50. Pollution Control Board

51. Prairie State 2000 Board
52. Prisoner Review Board
53. Property Tax Appeal Board
54. Public Health, Department of
55. Racing Board, Illinois
56. Registration and Education, Department of
57. Rehabilitation Services, Department of
58. Revenue, Department of
60. Scholarship Commission
61. State Employees Retirement System
62. State Fire Marshal
63. State Police, Department of
64. Transportation, Department of
65. Treasurer, State
66. Teachers' Retirement System
67. Veterans Affairs, Department of

The following agencies submitted Affirmative Action Plans that were not approved due to deficiencies. Department staff provided technical assistance to these agencies to bring their FY-87 Affirmative Action Plans into compliance (48.5%).

1. Abandoned Mined Lands Reclamation Council
2. Agriculture, Department of
3. Alcoholism and Substance Abuse
4. Attorney General
5. Banks and Trust, Commissioner of
6. Capital Development Board
7. Central Management Services
8. Civil Service Commission
9. Conservation, Department of
10. Corrections, Department of
11. Criminal Justice Information Authority
12. Elections, State Board of
13. Employment Security, Department
14. Energy and Natural Resources
15. Environmental Protection Agency
16. Finance Authority, Illinois Development
17. Financial Institutions
18. Guardianship and Advocacy Commission
19. Higher Education, State Board of
20. Human Rights Commission
21. Industrial Commission
22. Investment, State Board of
24. Liquor Control Commission
25. Local Governmental Law Enforcement Officers Training Board, Illinois
26. Mental Health and Developmental Disabilities
27. Military and Naval, Department of
28. Nuclear Safety
29. Property Tax Appeal Board
30. Public Health, Department of
31. Revenue, Department of
32. State Fire Marshal
33. Transportation, Department of



The following state agencies received a "Notice to Show Cause" for failure to submit their FY-87 Affirmative Action Plans as mandated per section 12.(B) of the Department's Rules and Regulations.

With one exception the following agencies subsequently submitted FY'87 affirmative action plans:

1. Corrections, Department of
2. Environmental Protection Agency
3. Insurance, Department of
4. Medical Center Commission
5. Public Aid, Department
6. Savings and Loan Commission
- \*7. Toll Highway Authority

\*Please note this agency was subsequently issued a "Notice of Non-Compliance" for failure to submit an Affirmative Action Plan as prescribed by the Department's Rules and Regulations.

The following agencies' FY-87 Affirmative Action Plans were found to be deficient, with revisions not forthcoming these Affirmative Action Plans were not approved:

1. Public Aid
2. Secretary of State
3. Toll Highway

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## UNIT ACCOMPLISHMENTS

The liaison unit was able with the assistance of the Department of Central Management Services to redesign the mandated reports received from state agency EEO/AA officers, which additionally provided more information on the posture of each agency as it relates to Equal Employment Opportunity and Affirmative Action.

The liaison unit provided an intense one day training session for both the Springfield and Chicago based EEO officers for the development of their respective agency FY-88 Affirmative Action Plans in addition to the mandated reports received by IDHR throughout the year.

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## ILLINOIS AFFIRMATIVE RECRUITMENT PROGRAM

The Compliance Division's Illinois Affirmative Recruitment Program, IARP, continued to provide a valuable and unique link between minorities, women and handicapped persons needing jobs and state agencies looking for employees.

The IARP staff employs a broad range of activities.

A major function of the Illinois Affirmative Recruitment Program (IARP) is to provide state agencies with technical assistance in the development and implementation of their own affirmative action recruitment efforts. IARP services include recruitment training, resource development, planning and program evaluation and direct linkages with recruitment sources. The following twenty-five (25) state agencies received IARP recruitment technical assistance services:

### Arts Council

Minority recruitment, selection procedures and recruitment sourcing.

### Attorney General

Recruitment sourcing for minority interns and law clerks.

### Auditor General

Hispanic Recruitment

### Central Management Services

Examining and testing, external recruitment procedures, utilization of Spanish speaking option, and recruitment sourcing.

**Children and Family Services**

Train staff, identify internal hiring procedures, program evaluation process, screening team, candidate preparation, recruitment sourcing, establish direct linkages with recruitment sources.

**Commerce and Community Affairs**

Recruitment sourcing and establish direct linkages with recruitment sources.

**Commerce Commission**

Evaluate recruitment portion of FY'87 Affirmative Action Plan.

**Conservation**

Developing a recruitment plan for Conservation Police Officer examination (as well as other positions), recruitment sourcing, establish direct linkages with recruitment sources, coordinate applicant orientation, selection process preparation program for recruitment source implementation.

**Corrections**

Recruitment procedures for new prisons, recruitment sourcing, establish linkages with recruitment sources.

**Criminal Justice Information Authority**

Recruitment sourcing.

**Employment Security**

Train job service staff on affirmative recruitment referral procedures for state agency vacancies, recommendations on selection procedures.

**Energy and Natural Resources**

Recruitment sourcing and establish direct linkages with recruitment sources.

**Governor**

Train personnel in minority recruitment and hiring for state government recruitment sourcing.

**Human Rights**

Recruitment sourcing for public meetings.

**Liquor Control Commission**

Recruitment sourcing for Metro East Region 9.

**Mental Health and Developmental Disabilities**

Development of recruitment plan, joint implementation of Hispanic recruitment project, program evaluation, train agency personnel, recruitment sourcing, establish direct linkages with recruitment sources, candidate preparation.

**Public Aid**

Evaluation of internal hiring procedures, recruitment sourcing and Hispanic recruitment procedures and placing applicants with disabilities, establish direct linkages with recruitment sources.

**Public Health**

Recruitment sourcing.

**Registration and Education**

Recruitment procedures for Health Services Investigator.

**Rehabilitation Services**

Recruitment sourcing.

**Revenue**

Recruitment sourcing, establish direct recruitment linkages with recruitment sources.

**Secretary of State**

Recommended recruitment procedures to bolster eligibility lists, recruitment process for Investigator Trainee, recruitment sourcing, establish direct recruitment linkages with recruitment sources, applicant orientation.

**State Police**

Assist field recruitment staff, recruitment sourcing and establish direct linkages with recruitment sources.

**Transportation**

Orientation and recruitment for Department of Transportation targeted position titles, recruitment sourcing and establish direct linkages with recruitment sources.

**Veterans Affairs**

Review affirmative hiring procedures, recruitment sourcing and have developed training programs for field staff.

## Statistical Summary of Services

### Skills Bank

Nine-hundred and eight persons were entered into the Illinois Affirmative Recruitment Program Skills Bank. They are as follows:

Sex	White	Black	Hispanic	Asian	Am Ind	Hndcp	Total
Female	35	163	268	6	0	(9)*	472
Male	16	118	290	11	1	(18)	436
Total	51	281	558	17	1	(27)	908

\*All figures for the handicapped are recorded in parenthesis and not included in the total, having already been counted by race.

## Job Placements

The 164 persons placed by the program were recorded as follows:

Sex	White	Black	Hispanic	Asian	Am Ind	Hndcp	Total
Female	0	19	62	2	0	(0)	83
Male	6	17	56	2	0	(9)	81
Total	6	36	118	4	0	(9)	164

### ILLINOIS AFFIRMATIVE RECRUITMENT PROGRAM STATE AGENCY PLACEMENTS

#### Placements by Agency and Position Title

Number of State Agencies Hiring IARP  
Clients—24

Abandoned Mined Lands Reclamation Council—1  
Assistant Director

Alcoholism and Substance Abuse—1  
Correspondent

Banks and Trusts—4  
Clerk Typist III (1)  
Financial Institutions Examiner Trainee (3)

Central Management Services—6  
Data Processing Analyst Trainee (1)  
Police Officer (5)

Children and Family Services—21  
Child Care Service Worker (1)  
Child Protection Investigator (7)  
Child Welfare Specialist (12)  
Clerk Typist III (1)

Commerce and Community Affairs—1  
Economic Development Representative (1)

Corrections—2  
Youth Supervisor

Environmental Protection Engineer —2

Human Rights—3  
Clerk Typist III (1)  
Human Rights Investigator I (1)  
Technical Advisor I (1)

Human Rights Commission—1  
Administrative Assistant I

Illinois Development Finance Authority—1  
Administrative Assistant

Insurance—2  
Clerk Typist III  
Insurance Analyst III

Mental Health—46  
Clerk III (1)  
Clerk Typist III (1)  
Mental Health Specialist III (1)  
Mental Health Technician Trainee (37)  
Support Service Worker II (4)

Nurse (1)  
 Physician (1)  
 Financial Institutions—1  
 Clerk Typist III  
 Guardianship and Advocacy Commission—1  
 Guardianship Representative I  
 Secretary of State—4  
 Administrative Assistant (2)  
 Clerk Typist III (1)  
 Field Service Representative (1)  
 State Board of Education—1  
 Field Auditor  
 Transportation—3  
 Civil Engineer (1)  
 Highway Maintainer (2)  
 Veterans Affairs—1  
 Assistant Director  
 Public Aid—47  
 Administrative Assistant (1)  
 Clerk II (8)  
 Clerk Typist III (1)  
 Public Aid Caseworker I (6)  
 Public Aid Caseworker II (22)  
 Public Aid Caseworker III (8)  
 Public Aid Local Office 1 (1)  
 Administration I (1)  
 State Scholarship Commission—1  
 Clerk Typist III  
 University of Illinois at Urbana-Champaign—1  
 Director of La Casa Cultural Latina

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### TRAINING PROGRAMS

**Affirmative Recruitment Workshops**  
**Topic: "Recruiting and Placing Minorities, Women and Disabled Persons in State Government Employment"**  
 Attendance: 171 State Agency EEO and Personnel Officers  
 Attendance: 143 Community/College job developers

The IARP staff conducted two day workshops in Springfield, March 26-27 and Chicago March 30-31. The first day program covered responsibilities, techniques and strategies for state agencies. The second day program for job developers included an orientation on state government employment and one-on-one meetings with state agency recruiters.

**Regional Recruitment Seminars**  
 In addition to the Springfield and Chicago affirmative recruitment workshops the IARP has conducted half day sessions in Rockford, Kane County, and Will/Southern Cook County.

**Special Interest Workshops**  
 The IARP coordinated large group workshops for applicants in targeted fields. In April the IARP organized a workshop on state of Illinois law enforcement positions attended by over 170 minority candidates in cooperation with the Departments of Central Management Services, Conservation, Corrections, Mental Health, Secretary of State and State Police. A Health Professions seminar, attended by 84 minorities, was held in May for the Departments of Children and Family Services, Corrections, Mental Health, Public Aid, Public Health, and Rehabilitation Services, and a seminar on state government clerical positions, attended by 117 minorities, was conducted in June.

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### RECRUITMENT RESOURCE DIRECTORY

The IARP maintains a database of community based organizations, professional associations and college and university programs that can assist employers in their recruitment of minorities, women and disabled applicants. A statewide directory of over 600 recruitment resources was distributed to all state agency EEO/AA officers at the beginning of the fiscal year. This document has been updated as a result of the invitation process for the March recruitment workshops. The updated directory will be distributed during the first quarter of FY'88.

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### SPECIAL RECRUITMENT PROJECTS

**Hispanic Recruitment Project**  
 The IARP in conjunction with Centro de Informacion Y Progreso, a subcontractor, conducted a project to recruit Hispanic applicants for targeted position titles with the following results:

150 applicants entered in the IARP skills bank  
 51 applicants receiving grade of "A" or "B" option SS  
 20 placements  
 9 applicant orientation  
 3 job developer workshops

The Illinois Job Service participated in the applicant orientation programs, job developer workshops and made an additional 113 referrals for specially targeted positions, as part of an interagency agreement.

**All University Minority Student Career Fair**  
Over 800 minority students from throughout Illinois attended this January 6, 1987 event. The IARP co-coordinated the recruitment of these students.

**Illinois Committee on Black Concerns in Higher Education (ICBCHE) Minority Resume Service**  
The IARP has provided several technical assistance services to the ICBCHE. The IARP particularly has assisted in the development of the Minority Student Resume Service which will be coordinated by ICBCHE representatives at Illinois colleges and universities.

**Hispanic Alliance for Career Enhancement (HACE) Conference**

The IARP assisted in the coordination of first Chicago area employment conference for Hispanic professionals and college seminars. Over 700 Hispanic applicants attended this conference as well as several state agency recruiters.

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#### **OTHER PROJECTS**

**IDHR/DeVry Institute of Technology  
Computerization Project**

The IARP, with Kelvin Bulger, continued the internship project with DeVry which resulted in the creation of computerization of a number of needed projects for IDHR.

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#### **HANDICAP PROGRAM**

The two purposes of the handicap program are to provide expertise to Department staff on the interpretation of the handicap provisions of the Human Rights Act and to provide assistance and information to members of the public regarding the rights of disabled people and the responsibilities of employers. These objectives are achieved through the development and distribution of educational materials, participation in speaking engagements and consultations provided to members of the public with questions about the handicap requirements of the Human Rights Act.

In FY-87 the Handicap Program Coordinator provided training for new Department staff on the handicap provisions of the Human Rights Act and prepared a training and reference manual for investigators. Additional in-service training was made available to Departmental staff through a continuing series of public education programs on disability-related topics coordinated by the handicap program.

Two educational programs on Acquired Immune Deficiency Syndrome (AIDS) were sponsored by the Department for state agency staff. Eighty agency personnel officers and Equal Employment Opportunity officers attended the programs held in Springfield and Chicago.

The handicap provisions of the Human Rights Act were discussed in a number of speaking engagements in which the Handicap Program Coordinator participated. A total of 300 supervisors and managers of the Department of Revenue were provided training on the handicap requirements of the Human Rights Act in eight separate programs conducted over a three-month period. Similar programs were presented to ten community organizations throughout the state.

In a collaborative effort with Barat College, the Handicap Program Coordinator wrote and published a brochure on learning disabilities. The brochure, which was issued in an attempt to encourage employers to hire adults with learning disabilities, provides information about various learning disabilities and suggests ways of accommodating learning disabled employees.

The Handicap Program Coordinator also participates in committees concerned with disability rights. The Employability/Insurability Committee of the American Cancer Society, which is made up of state, municipal and federal agencies, legal aid society, hospitals and the insurance industry, is chaired by the Handicap Program Coordinator.

The state Interagency Committee on Handicapped Employees, which is composed of five state agencies and four disabled state employees, is chaired by the directors of the Departments of Human Rights and Rehabilitation Services. In FY-87 the committee monitored the hiring practices of state executive agencies and made awards to three agencies for their achievements. The committee also purchased a training manual on job analysis and reasonable accommodation; plans are made to provide free training for state agency staffs. Training

is essential because disabled state employees identified problems in supervision as a concern in a disability survey.

A brochure for handicapped applicants for state jobs was completed by the committee this year and will be printed next year. The brochure discusses state programs for disabled applicants and employees. The committee also provided assistance to the Department of Central Management Services in drafting rules to implement the alternative employment legislation, which was enacted at the request of the committee.

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### CORRECTIONS IN FY 1986 ANNUAL REPORT

We call your attention to a few errors which got past us in the Human Rights Annual Report for fiscal year 1986.

On page 9 the total appropriation for 1981 should read \$3,499.5 instead of \$2,499.5 and for 1985 \$3,857.5 instead of \$3,857.4

And the total expenditures for 1982, 1983 and 1984 should read \$2,977.3 instead of \$2,937.3, \$3,025.5 instead of \$2,025.5 and \$3,441.1 instead of \$3,441.2 respectively.

On page 16, the total charges docketed in 1986 should read 4,590 instead of 4,589.

On page 27 under "Disposition of Completed Investigations" the completed investigations for 1983 should read 2,255 instead of 2,176 and for 1984, 3,732 instead of 3,423.

And on page 32, the total in the chart box should read 197 instead of 195.

We regret the errors and appreciate your making note of them.