



**Capital
Development
Board**
Building a Better Illinois

STATE OF ILLINOIS
JB PRITZKER, GOVERNOR
TAMAKIA EDWARDS, EXECUTIVE DIRECTOR

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Saul Morse
Beverly Potts
Glyn M. Ramage

September 1, 2025

James L. Bennett, Director
Department of Human Rights
James R. Thompson Center
100 W. Randolph, Suite 10-100
Chicago, IL 60601

RE: FY26 Affirmative Action Plan

Dear Director Bennett:

Please find the attached the FY26 Affirmative Action Plan for the Capital Development Board (CDB). If you have any questions or require any further information from CDB, the agency EEO Officer, Jill Bohm, can be reached by phone at 217.782.7222 or by email at jill.a.bohm@illinois.gov.

Sincerely,

Tamakia Edwards
Executive Director

Capital Development Board Annual Affirmative Action Plan (AAP)

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Section I

EEO/AA Certification Form

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
PROGRAM CERTIFICATION**

AGENCY	Capital Development Board
MAIN ADDRESS	401 South Spring Street, 3 rd Floor Stratton Building, Springfield IL 62706
TELEPHONE NUMBER	217-782-2864
TTY/NEXTTALK	217-524-4449
WEBSITE	www.Illinois.Gov/cdb
CHIEF EXECUTIVE OFFICER	Tamakia Edwards
EEO/AA OFFICER	Jill Bohm
ADA COORDINATOR	Jill Bohm

Type text here

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

Tamakia Edwards
Signed by AS

9/22/2025

Chief Executive Officer

Date

Jill Bohm
EEO/AA Officer

8-28-2025

Date

EEO/AA Policy Statement of the Chief Executive Officer

It is the policy of CDB to provide equal employment opportunity to all its employees with regard to state and federal rules, regulations, laws, and executive orders covering equal employment. Furthermore, CDB prohibits the exclusion of a person from employment, examination, appointment, training, recruitment, promotion, retention, discipline, or any other personnel action because of race, color, religion, sex, national origin, ancestry status, age, marital status, physical or mental or physical disability, pregnancy, arrest, military status, unfavorable discharge from military service, citizenship status, or sexual orientation, order of protected services or any other protected class. CDB's policy extends to all activities in programs which are conducted by other agencies, institutions, organizations, or political subdivisions where financial assistance is made available by CDB through grants, subgrants, contracts, formula funds or other arrangements using state or federal funds.

CDB implements EEO and Affirmative Action Plans by identifying, removing, and avoiding any artificial forms of discrimination or preferential treatment. Management will ensure that areas of discretionary judgment will not be used to prevent the utilization of minority persons, women, and others previously listed.

Tamakia Edwards 8-28-2025
Tamakia Edwards, Executive Director Date

Agency Profile

Philosophy: The philosophy of the Capital Development Board is to execute its responsibilities as the State's manager of design and construction programs in an efficient and timely fashion while remaining sensitive to the commitment to foster fair and businesslike practices with private industry.

Mission: The mission of the Capital Development Board is to manage the design and construction of capital projects for the State in a timely, effective, and economical manner, while spreading opportunities among qualified industry partners.

Role: The role of the Capital Development Board is to advise the Executive and Legislative branches and other public bodies as requested regarding the programmatic and physical adequacy of existing facilities and to execute the management of design and construction programs that respond both to the physical facility needs of the people represented by the public agencies in Illinois and to the programmatic objectives of the Governor and the General Assembly.

As of June 30, 2025, the Capital Development Board has a total of 158 employees. The Agency's staff includes employees covered by the Personnel Code, exempt employees in administrative and technical positions, and bargaining unit employees covered by the AFSCME Bargaining Agreement.

SPECIAL PROBLEMS

The Capital Development Board has limited employment opportunities. The technical nature, educational requirements, and salary limitations of our professional positions make it difficult to competitively recruit with the private sector. Regardless, the Board strives to pursue all avenues available to ensure that it attracts a diverse workforce. We affirm our commitment to make greater strides in attracting a qualified and diverse employee pool by bolstering our relationship with institutions of higher education throughout the state. We will also continue to employ the following methods for posting vacancies: in-house, CDB webpage [Job Postings - About CDB \(illinois.gov\)](https://www.illinois.gov/jobs), Central Management Services on-line posting system [Careers at State of Illinois \(jobs2web.com\)](https://careers.state.il.us/jobs2web.com), and notification emails to various Universities and private industry Job Posting Board organizations.

Identification and Duties of the Agency EEO/AA Officer

The person who has been designated by the Executive Director of the Capital Development Board as the Affirmative Action Officer is:

Jill Bohm
HR Administrator & EEO/AAP Officer
Capital Development Board
401 S. Spring St., 3rd Fl Rm 356N
Springfield, IL 62706
217-782-7222 TDD 217-524-4449

The responsibilities of the EEO/AA Officer are:

- 1) To develop the agency's affirmative action plan, goals, and objectives;
- 2) Collection, analysis, and proper distribution of all statistical data required by this plan.
- 3) To assist in identifying and solving EEO problems.

- 4) To serve as liaison between CDB and the Department of Human Rights.
- 5) To report to the Department of Human Rights all internal and external complaints of discrimination against CDB.
- 6) To assist in investigating internal and external complaints of discrimination
- 7) Preparation of all required Federal and State reports related to Equal Employment Opportunity issues.
- 8) Establishment of communication links with nonprofit minority and women's organizations, maintaining listings of such organizations capable of identifying qualified minority and female applicants for employment, analyzing the effectiveness of such organizations regarding CDB on a regular basis.
- 9) Periodic review of employment practices and related documents (i.e., job descriptions, job announcements, application forms) to help ensure the elimination of discriminatory practices.
- 10) Review of layoff plans for adverse impact.
- 11) To assist in identifying and solving EEO problems;
- 12) To design and implement internal audits and reporting systems for measuring the effectiveness of agency programs indicating need for remedial action, and determining the degree to which the agency's goals and objectives have been attained;
- 13) To serve as liaison between the agency and EEO enforcement authorities;
- 14) To serve as liaison between the agency, women, minorities, and disability organizations;
- 15) To inform management of developments in the EEO field;
- 16) To assist in the evaluation of employees and job applicants so that women, minorities, and disabled persons are given equal employment opportunity;
- 17) To regularly confer with managers, supervisors, and employees to assure that the agency's EEO policies are observed;
- 18) To advise managers and supervisors if employment practices comply with the Act;
- 19) To report to the Department all internal and external complaints of discrimination against the agency;
- 20) To assist in the investigation of internal and external complaints of discrimination as specified in Section 2520.790 (a & b) of these regulations;
- 21) At the request of the agency's Chief Executive Officer, to direct agency staff in taking appropriate action to correct discriminatory practices identified by the Department and report to the Chief Executive Officer on the progress of actions taken;
- 22) In conjunction with the filing of quarterly reports, to submit recommendations to the Chief Executive Officer and the Department for improvements to the agency's Affirmative Action Plan;
- 23) To immediately notify the Chief Executive Officer and the Department when unable to resolve employment practices or conditions which have or tend to have disparate impact on women, minorities, or people with disabilities;
- 24) If the agency is in noncompliance, as described in Section 2520.795 (c) (2) (3) to work with Central Management Services to develop programs for the preparation and promotion of the affirmative action group in question.

The EEO/AA Officer's duties should also include:

- Reporting on and/or analyzing layoff reports [2520.770 (f)], reorganization reports [2520.770 (g)], hiring and promotion monitors [2520.770 (h)], and exit questionnaires [2520.770 (i)];
- Evaluating tests, employment policies and practices and reporting to the agency director any such policies, practices and evaluation mechanisms that have adverse impact on

women, minorities, and people with disabilities. The agency EEO Officer will also assist in the recruitment of minorities, women, and people with disabilities;

- 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, order of protection status, marital status, arrest record, military status, unfavorable discharge from military service, citizenship status, and disability.

Internal EEO/AA Organizational Chart/Agency-Wide Organizational Chart

Tamakia Edwards,
Executive
Director

Darnita Lee,
Chief of Staff

Jill Bohm, HR
Administrator/
EEO & AAP Officer

Methods of Disseminating the Agency's AA Policy/Plan

Policy

- Post EEO policy on electronic bulletin boards or any other conspicuous location used to display important agency notices;
- Inclusion in brochures and other appropriate publications which discuss the hiring practices of the agency;
- Inclusion in supervisors' and employees' handbooks and new employee orientation and other appropriate training programs;
- Communications sent to employee/employer associations;
- Communications sent to area women's organizations and minority groups and advocacy groups for persons with disabilities;
- Information included on the agency's website and intranet.

Plan

- Notification to all staff that the AAP is available for review or obtained from the EEO Officer;
- Copies will be forwarded to the Illinois State Library, Government Documents Section; [Title 23, Part 3020, Ch. 1, Subpart A, Section 3020.110]
- Available to state and federal regulatory agencies;
- Agency intranet.

Section II

Internal Workforce Analysis:

SUMMARY

CDB had a total of 13 new hires in FY 2025. Nine of the new hires were male (50%) and nine were female (50%). Of the 18 new hires, twelve were Caucasian (66%), four were African American (22%), one was Asian (.5%) and one Spanish (.5%).

The agency promoted 4 employees in FY 2025. Of the 4 promotions, two were female (50%) and two were male (50%). Of the 4 promotions, one was African American (25%).

Finally, CDB had 8 separations in FY 2025. Of the separations, six were female (75%) and three were male (37%). Six were Caucasian (75%). There were 2 discharges. Both were female (100%) and one was African American (50%).

Workforce Analysis (DHR-9)

We have employees in several regions (1, 3, 5, 7, 8, 9 & 10). We do not have any employees in regions 2, 4 and 6.

Workforce Analysis by Region

Agency: Capital Development Board

Reporting Period: April 1 - June 30, 2025

Region: 1

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	
Officials / Administrators	6	4	2	1	1					2		2						66.67%	33.33%	33.33%	50.00%	16.67%	0.00%	0.00%	0.00%	0.00%	
Professionals	32	18	7	8	3					14	4	6	3	1				56.25%	43.75%	34.38%	43.75%	18.75%	3.13%	0.00%	0.00%	0.00%	
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
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	5	2			1	1				3	2	1						40.00%	60.00%	40.00%	20.00%	20.00%	20.00%	0.00%	0.00%	0.00%	
Administrative Support	2	1		1						1				1				50.00%	50.00%	0.00%	50.00%	0.00%	50.00%	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	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	45	25	9	10	5	1	0	0	0	20	6	9	3	2	0	0	0	55.56%	44.44%	33.33%	42.22%	17.78%	6.67%	0.00%	0.00%	0.00%	

Grand Total Employees for Region 1:				Males:	25	Females:	20	Total Minorities:	30				
					55.56%		44.44%		66.67%				
White:	15	Black/African American:	19	Hispanic/Latino:	8	Asian:	3	AI/AN:	0	NHOPI:	0	PWD:	0
	33.33%		42.22%		17.78%		6.67%		0.00%		0.00%		0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities
 CHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Capital Development Board

Reporting Period: April 1 - June 30, 2025

Region: **3**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	2	2	2							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	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	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	2	2	2	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%

Grand Total Employees for Region 3:				Males:	2	Females:	0	Total Minorities:	0
					100.00%		0.00%		0.00%
White:	2	Black/African American:	0	Hispanic/Latino:	0	Asian:	0	AI/AN:	0
	100.00%		0.00%		0.00%		0.00%		0.00%
								NHOPI:	0
									0.00%
								PWD:	0
									0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities
DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Capital Development Board

Reporting Period: April 1 - June 30, 2025

Region: **5**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES							
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0								0								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%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	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%

Grand Total Employees for Region 5:		Males:	1	Females:	0	Total Minorities:	0
			100.00%		0.00%		0.00%
White:	1	Black/African American:	0	Hispanic/Latino:	0	Asian:	0
	100.00%		0.00%		0.00%		0.00%
						AI/AN:	0
							0.00%
						NHOPI:	0
							0.00%
						PWD:	0
							0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities
DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Capital Development Board

Reporting Period: April 1 - June 30, 2025

Region: 7

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	
Officials / Administrators	14	5	4	1						9	9							35.71%	64.29%	92.86%	7.14%	0.00%	0.00%	0.00%	0.00%	0.00%	
Professionals	59	31	30	1						28	23	3		2				52.54%	47.46%	89.83%	6.78%	0.00%	3.39%	0.00%	0.00%	0.00%	
Technicians	4	0								4	4							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
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	10	5	4	1						5	5							50.00%	50.00%	90.00%	10.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	9	2	2							7	6	1						22.22%	77.78%	88.89%	11.11%	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	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	96	43	40	3	0	0	0	0	0	53	47	4	0	2	0	0	0	44.79%	55.21%	90.63%	7.29%	0.00%	2.08%	0.00%	0.00%	0.00%	

Grand Total Employees for Region 7:				Males:	43	Females:	53	Total Minorities:	9				
					44.79%		55.21%		9.38%				
White:	87	Black/African American:	7	Hispanic/Latino:	0	Asian:	2	AI/AN:	0	NHOPI:	0	PWD:	0
	90.63%		7.29%		0.00%		2.08%		0.00%		0.00%		0.00%

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

DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Capital Development Board

Reporting Period: April 1 - June 30, 2025

Region: **8**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES							
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	8	5	5							3	3							62.50%	37.50%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0								0								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%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	9	6	6	0	0	0	0	0	0	3	3	0	0	0	0	0	0	66.67%	33.33%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 8:				Males:	6	Females:	3	Total Minorities:	0				
					66.67%		33.33%		0.00%				
White:	9	Black/African American:	0	Hispanic/Latino:	0	Asian:	0	AI/AN:	0	NHOPI:	0	PWD:	0
	100.00%		0.00%		0.00%		0.00%		0.00%		0.00%		0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities
DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Capital Development Board

Reporting Period: April 1 - June 30, 2025

Region: 9

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES							
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH OPI
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	3	3	3							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	0	0								0								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%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	3	3	3	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%

Grand Total Employees for Region 9:				Males:	3	Females:	0	Total Minorities:	0
					100.00%		0.00%		0.00%
White:	3	Black/African American:	0	Hispanic/Latino:	0	Asian:	0	AI/AN:	0
	100.00%		0.00%		0.00%		0.00%		0.00%
								NH OPI:	0
									0.00%
								PWD:	0
									0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities
DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: Capital Development Board

Reporting Period: April 1 - June 30, 2025

Region: 10

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	3	2	2							1	1							66.67%	33.33%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	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	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	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%	0.00%	0.00%

Grand Total Employees for Region 10:				Males: 2		Females: 1		Total Minorities: 0					
				66.67%		33.33%		0.00%					
White:	3	Black/African American:	0	Hispanic/Latino:	0	Asian:	0	AI/AN:	0	NHOPI:	0	PWD:	0
	100.00%		0.00%		0.00%		0.00%		0.00%		0.00%		0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities
DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: **CAPITAL DEVELOPMENT BOARD**

Reporting Period: **4/1/25 to 6/30/25 (4th Qtr FY25)**

Grand Total

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	
Officials / Administrators	20	9	6	2	1	0	0	0	0	11	9	2	0	0	0	0	0	45.00%	55.00%	75.00%	20.00%	5.00%	0.00%	0.00%	0.00%	0.00%	
Professionals	108	62	50	9	3	0	0	0	0	46	31	9	3	3	0	0	0	57.41%	42.59%	75.00%	16.67%	5.56%	2.78%	0.00%	0.00%	0.00%	
Technicians	5	1	1	0	0	0	0	0	0	4	4	0	0	0	0	0	0	20.00%	80.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	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%	
Para-professionals	15	7	4	1	1	1	0	0	0	8	7	1	0	0	0	0	0	46.67%	53.33%	73.33%	13.33%	6.67%	6.67%	0.00%	0.00%	0.00%	
Administrative Support	11	3	2	1	0	0	0	0	0	8	6	1	0	1	0	0	0	27.27%	72.73%	72.73%	18.18%	0.00%	9.09%	0.00%	0.00%	0.00%	
Skilled Craft	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%	
Service / Maintenance	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%	
TOTAL	159	82	63	13	5	1	0	0	0	77	57	13	3	4	0	0	0	51.57%	48.43%	75.47%	16.35%	5.03%	3.14%	0.00%	0.00%	0.00%	

Grand Total Employees:		Males: 82		Females: 77		Total Minorities: 39	
		51.57%		48.43%		24.53%	
White: 120	Black/African American: 26	Hispanic/Latino: 8	Asian: 5	AI/AN: 0	NHOPI: 0	PWD: 0	
75.47%	16.35%	5.03%	3.14%	0.00%	0.00%	0.00%	

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DHR-9 (Rev. Feb. 2016)

Workforce Transactions Report by EEO Category

Agency: Capital Development Board

Reporting Period: July 1, 2024 to June 30, 2025 (FY 25)

EEO Category: OFFICIALS / ADMINISTRATORS

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES									
			W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	1	1		1					0									100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	1	1		1					0									100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Transactions Report by EEO Category

Agency: Capital Development Board

Reporting Period: July 1, 2024 to June 30, 2025 (FY 25)

EEO Category: PROFESSIONALS

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES									
			W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	5	0								5	5							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	3	2	1	1						1	1							66.67%	33.33%	66.67%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Transactions Report by EEO Category

Agency: Capital Development Board

Reporting Period: July 1, 2024 to June 30, 2025 (FY 25)

EEO Category: TECHNICIANS

Transaction	Grand Total Total		MALES							FEMALES							PERCENTAGES									
			W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	7	3	3							4	2	2						42.86%	57.14%	71.43%	28.57%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Transactions Report by EEO Category

Agency: Capital Development Board

Reporting Period: July 1, 2024 to June 30, 2025 (FY 25)

EEO Category: PARAPROFESSIONALS

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES									
			W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	1	0							1	1								0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Transactions Report by EEO Category

Agency: Capital Development Board

Reporting Period: July 1, 2024 to June 30, 2025 (FY 25)

EEO Category: ADMINISTRATIVE SUPPORT

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES										
			W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD	
New Hires	1	0								1				1					0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
Promotions	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Intra-Agency Transfers	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Suspensions	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Separations	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Discharges	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Lay Off	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Demotions	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reductions	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reinstatements	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reemployment	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Upward Reallocations	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Downward Reallocations	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Summary of Workforce Transactions Report by EEO Category

Agency: Capital Development Board

Reporting Period: July 1, 2024 to June 30, 2025 (FY 25)

EEO Category: GRAND TOTAL

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES									
			W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
New Hires	15	4	3	1						11	8	2		1				26.67%	73.33%	73.33%	20.00%		6.67%			
Promotions	4	3	1	2						1	1							75.00%	25.00%	50.00%	50.00%					
Intra-Agency Transfers																										
Suspensions																										
Separations																										
Discharges																										
Lay Off																										
Demotions																										
Reductions																										
Reinstatements																										
Reemployment																										
Upward Reallocations																										
Downward Reallocations																										

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Analysis by Region

Agency: Capital Development Board

Reporting Period: FY25

Region: **1**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	
Officials / Administrators	6	4	2	1	1					2		2						66.67%	33.33%	33.33%	50.00%	16.67%	0.00%	0.00%	0.00%	0.00%	
Professionals	32	18	7	8	3					14	4	6	3	1				56.25%	43.75%	34.38%	43.75%	18.75%	3.13%	0.00%	0.00%	0.00%	
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
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	5	2			1	1				3	2	1						40.00%	60.00%	40.00%	20.00%	20.00%	20.00%	0.00%	0.00%	0.00%	
Administrative Support	2	1		1						1				1				50.00%	50.00%	0.00%	50.00%	0.00%	50.00%	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	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	45	25	9	10	5	1	0	0	0	20	6	9	3	2	0	0	0	55.56%	44.44%	33.33%	42.22%	17.78%	6.67%	0.00%	0.00%	0.00%	

Grand Total Employees for Region 1:		Males:	25	Females:	20	Total Minorities:	30
			55.56%		44.44%		66.67%
White:	15	B/AA:	19	H/L:	8	Asian:	3
	33.33%		42.22%		17.78%		6.67%
						AI/AN:	0
							0.00%
						NHOPI:	0
							0.00%
						PWD:	0
							0.00%

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

Workforce Analysis by Region

Agency: Capital Development Board

Reporting Period: FY25

Region: **7**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	
Officials / Administrators	14	5	4	1						9	9								35.71%	64.29%	92.86%	7.14%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	59	31	30	1						28	23	3		2					52.54%	47.46%	89.83%	6.78%	0.00%	3.39%	0.00%	0.00%	0.00%
Technicians	4	0								4	4								0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0	4	1						0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	10	5	2							5	5								50.00%	50.00%	70.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	9	2								7	6	1							22.22%	77.78%	66.67%	11.11%	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	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	96	43	40	3	0	0	0	0	0	53	47	4	0	2	0	0	0		44.79%	55.21%	90.63%	7.29%	0.00%	2.08%	0.00%	0.00%	0.00%

Grand Total Employees for Region 7:		Males:	43	Females:	53	Total Minorities:	9
			44.79%		55.21%		9.38%
White:	87	B/AA:	7	H/L:	0	Asian:	2
	90.63%		7.29%		0.00%		2.08%
						AI/AN:	0
							0.00%
						NHOPI:	0
							0.00%
						PWD:	0
							0.00%

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

Summary of Workforce Transactions Report by EEO Category

Agency: Capital Development Board

Reporting Period: FY25

EEO Category: GRAND TOTAL

			MALES							FEMALES							PERCENTAGES							
			W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN
Transaction	Grand Total	Total																						
New Hires	13	6	4	2						7	4	1	1	1				46.15%	53.85%	61.54%	23.08%	7.69%	7.69%	
Promotions	4	2	1	1						2	2							50.00%	50.00%	100.00%	25.00%			
Intra-Agency Transfers																								
Suspensions																								
Separations	8	3	3							6	4		1	1				37.50%	75.00%	87.50%		12.50%	12.50%	
Discharges	2									2	1	1							100.00%	50.00%	50.00%			
Lay Off																								
Demotions																								
Reductions																								
Reinstatements																								
Reemployment																								
Upward Reallocations																								
Downward Reallocations																								

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

Availability Analysis

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 affirmative action groups currently employed by the agency will indicate whether the agency is underutilized. The resulting number becomes the goal of the agency.

Availability Percent Worksheet (DHR-5 AAP)

This analysis shows one underutilization for FY25.

Workforce Analysis by Region

Agency: Capital Development Board

Reporting Period: 6/30/2024

Region: **1**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / NH		PWD	Total	W	B/AA	H/L	A	AI / NH		PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	
							AN	OPI							AN	OPI											
Officials / Administrators	5	2	1		1					3	1	2						40.00%	60.00%	40.00%	40.00%	20.00%	0.00%	0.00%	0.00%	0.00%	
Professionals	33	19	8	8	3					14	3	6	4	1				57.58%	42.42%	33.33%	42.42%	21.21%	3.03%	0.00%	0.00%	0.00%	
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
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	4	2			1	1				2	1	1						50.00%	50.00%	25.00%	25.00%	25.00%	25.00%	0.00%	0.00%	0.00%	
Administrative Support	1	1		1						0								100.00%	0.00%	0.00%	100.00%	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	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	43	24	9	9	5	1	0	0	0	19	5	9	4	1	0	0	0	55.81%	44.19%	32.56%	41.86%	20.93%	4.65%	0.00%	0.00%	0.00%	

Grand Total Employees for Region 1:		Males: 24 55.81%		Females: 19 44.19%		Total Minorities: 29 67.44%	
White: 14 32.56%	B/AA: 18 41.86%	H/L: 9 20.93%	Asian: 2 4.65%	AI/AN: 0 0.00%	NHOPI: 0 0.00%	PWD: 0 0.00%	

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

Availability Percent Worksheet

AGENCY: Capital Development Board
Category: Professionals

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.	940,565	518,070	55.08%	90	49.57	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	7	4	57.14%	10	5.71	Agency Workforce.
				100	44.23	Availability Percent.

AGENCY: Capital Development Board
Category: Professionals

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.	940,565	92,115	9.79%	90	8.81	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	7	2	28.57%	10	2.86	Agency Workforce.
				100	9.34	Availability Percent.

AGENCY: Capital Development Board
Category: Professionals

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.	940,565	83,970	8.93%	90	8.03	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	7	1	14.29%	10	1.43	Agency Workforce.
				100	7.57	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
Category: Professionals

Affirmative Action Group:
ASIAN
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.	940,565	116,395	12.38%	90	11.14	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	7	1	14.29%	10	1.43	Agency Workforce.
				100	10.05	Availability Percent.

AGENCY: Capital Development Board
Category: Professionals

Affirmative Action Group:
**AMERICAN INDIAN or
ALASKAN NATIVE**
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.	940,565	923	0.10%	100	0.10	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	7	0	0.00%	0	0.00	Agency Workforce.
				100	0.08	Availability Percent.

AGENCY: Capital Development Board
Category: Professionals

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
PACIFIC ISLANDER**
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.	940,565	244	0.03%	100	0.03	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	7	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

Workforce Analysis by Region

Agency: Capital Development Board

Reporting Period: 6/30/2025

Region: 1

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / AN	NH	OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH	OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI
Officials / Administrators	6	4	2	1	1					2		2							66.67%	33.33%	33.33%	50.00%	16.67%	0.00%	0.00%	0.00%	0.00%
Professionals	32	18	7	8	3					14	4	6	3	1					56.25%	43.75%	34.38%	43.75%	18.75%	3.13%	0.00%	0.00%	0.00%
Technicians	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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	5	2			1	1				3	2	1							40.00%	60.00%	40.00%	20.00%	20.00%	20.00%	0.00%	0.00%	0.00%
Administrative Support	2	1		1						1				1					50.00%	50.00%	0.00%	50.00%	0.00%	50.00%	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	0	0								0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	45	25	9	10	5	1	0	0	0	20	6	9	3	2	0	0	0		55.56%	44.44%	33.33%	42.22%	17.78%	6.67%	0.00%	0.00%	0.00%

Grand Total Employees for Region 1:		Males: 25 55.56%		Females: 20 44.44%		Total Minorities: 30 66.67%	
White: 15 33.33%	B/AA: 19 42.22%	H/L: 8 17.78%	Asian: 3 6.67%	AI/AN: 0 0.00%	NHOPI: 0 0.00%	PWD: 0 0.00%	

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

Utilization Analysis

Agency: Capital Development Board
Affirmative Action Group: **WOMEN**

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	32	0	0	5	2	0	0
Availability Percent	0.00	44.23	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	14	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	2	14	0	0	3	1	0	0

Underutilization

Agency: Capital Development Board
Affirmative Action Group: **BLACK or AFRICAN AMERICAN**

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	32	0	0	5	2	0	0
Availability Percent	0.00	9.34	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	2	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	3	14	0	0	1	1	0	0

Underutilization

Utilization Analysis

Agency: Capital Development Board
 Affirmative Action Group: **HISPANIC or LATINO** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	32	0	0	5	2	0	0
Availability Percent	0.00	7.57	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	2	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	6	0	0	1	0	0	0

Underutilization

Agency: Capital Development Board
 Affirmative Action Group: **ASIAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	32	0	0	5	2	0	0
Availability Percent	0.00	10.05	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	3	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	1	0	0	1	1	0	0

Underutilization

2

Utilization Analysis

Agency: Capital Development Board
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	32	0	0	5	2	0	0
Availability Percent	0.00	0.08	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

Agency: Capital Development Board
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	32	0	0	5	2	0	0
Availability Percent	0.00	0.02	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

Availability Percent Worksheet

AGENCY: Capital Development Board
Category: Officials/Administrators

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.	30,405	12,585	41.39%	90	37.25	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	82	44	53.66%	10	5.37	Agency Workforce.
				100	34.09	Availability Percent.

AGENCY: Capital Development Board
Category: Officials/Administrators

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.	30,405	1,285	4.23%	90	3.80	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	82	6	7.32%	10	0.73	Agency Workforce.
				100	3.63	Availability Percent.

AGENCY: Capital Development Board
Category: Officials/Administrators

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.	30,405	427	1.40%	100	1.40	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	82	0	0.00%	0	0.00	Agency Workforce.
				100	1.12	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
Category: Officials/Administrators

Affirmative Action Group:
ASIAN
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.	30,405	282	0.93%	90	0.83	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	82	2	2.44%	10	0.24	Agency Workforce.
				100	0.86	Availability Percent.

AGENCY: Capital Development Board
Category: Officials/Administrators

Affirmative Action Group:
**AMERICAN INDIAN or
ALASKAN NATIVE**
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.	30,405	45	0.15%	100	0.15	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	82	0	0.00%	0	0.00	Agency Workforce.
				100	0.12	Availability Percent.

AGENCY: Capital Development Board
Category: Officials/Administrators

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
PACIFIC ISLANDER**
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.	30,405	15	0.05%	100	0.05	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	82	0	0.00%	0	0.00	Agency Workforce.
				100	0.04	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
Category: Professionals

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.	47,290	28,700	60.69%	90	54.62	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	23	16	69.57%	10	6.96	Agency Workforce.
				100	49.26	Availability Percent.

AGENCY: Capital Development Board
Category: Professionals

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.	47,290	2,220	4.69%	90	4.22	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	23	2	8.70%	10	0.87	Agency Workforce.
				100	4.08	Availability Percent.

AGENCY: Capital Development Board
Category: Professionals

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.	47,290	844	1.78%	100	1.78	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	23	0	0.00%	0	0.00	Agency Workforce.
				100	1.43	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
Category: Professionals

Affirmative Action Group:
ASIAN
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.	47,290	1,683	3.56%	100	3.56	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	23	0	0.00%	0	0.00	Agency Workforce.
				100	2.85	Availability Percent.

AGENCY: Capital Development Board
Category: Professionals

Affirmative Action Group:
**AMERICAN INDIAN or
ALASKAN NATIVE**
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.	47,290	39	0.08%	100	0.08	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	23	0	0.00%	0	0.00	Agency Workforce.
				100	0.07	Availability Percent.

AGENCY: Capital Development Board
Category: Professionals

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
PACIFIC ISLANDER**
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.	47,290	64	0.14%	100	0.14	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	23	0	0.00%	0	0.00	Agency Workforce.
				100	0.11	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
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%	90	51.59	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	9	7	77.78%	10	7.78	Agency Workforce.
				100	47.49	Availability Percent.

AGENCY: Capital Development Board
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%	90	13.56	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	9	1	11.11%	10	1.11	Agency Workforce.
				100	11.73	Availability Percent.

AGENCY: Capital Development Board
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.	9	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Availability Percent Worksheet

AGENCY: Capital Development Board
Category: Paraprofessionals

Affirmative Action Group:
ASIAN
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.	9	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: Capital Development Board
Category: Paraprofessionals

Affirmative Action Group:
**AMERICAN INDIAN or
ALASKAN NATIVE**
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.	9	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: Capital Development Board
Category: Paraprofessionals

Affirmative Action Group:
**NATIVE HAWAIIAN or OTHER
PACIFIC ISLANDER**
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.	9	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

Workforce Analysis by Region

Agency: Capital Development Board

Reporting Period: 6/30/2025

Region: 7

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / NH		PWD	Total	W	B/AA	H/L	A	AI / NH		PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	
							AN	OPI							AN	OPI											
Officials / Administrators	14	5	4	1						9	9							35.71%	64.29%	92.86%	7.14%	0.00%	0.00%	0.00%	0.00%	0.00%	
Professionals	59	31	30	1						28	23	3		2				52.54%	47.46%	89.83%	6.78%	0.00%	3.39%	0.00%	0.00%	0.00%	
Technicians	4	0								4	4							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
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	10	5	4	1						5	5							50.00%	50.00%	90.00%	10.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	9	2	2							7	6	1						22.22%	77.78%	88.89%	11.11%	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	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	96	43	40	3	0	0	0	0	0	53	47	4	0	2	0	0	0	44.79%	55.21%	90.63%	7.29%	0.00%	2.08%	0.00%	0.00%	0.00%	

Grand Total Employees for Region 7:		Males:	43	Females:	53	Total Minorities:	9
			44.79%		55.21%		9.38%
White:	87	B/AA:	7	H/L:	0	Asian:	2
	90.63%		7.29%		0.00%		2.08%
						AI/AN:	0
							0.00%
						NHOPI:	0
							0.00%
						PWD:	0
							0.00%

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

Utilization Analysis

Agency: Capital Development Board
Affirmative Action Group: **WOMEN**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	14	59	4	0	10	9	0	0
Availability Percent	34.09	49.26	0.00	0.00	47.49	0.00	0.00	0.00
Number Needed for Parity	4	29	0	0	4	0	0	0
Number of Affirmative Action Group Members Already Employed	9	28	4	0	5	7	0	0

Underutilization

1

Agency: Capital Development Board
Affirmative Action Group: **BLACK or AFRICAN AMERICAN**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	14	59	4	0	10	9	0	0
Availability Percent	3.63	4.08	0.00	0.00	11.73	0.00	0.00	0.00
Number Needed for Parity	0	2	0	0	1	0	0	0
Number of Affirmative Action Group Members Already Employed	1	4	0	0	1	1	0	0

Underutilization

Utilization Analysis

Agency: Capital Development Board
Affirmative Action Group: **HISPANIC or LATINO**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	14	59	4	0	10	9	0	0
Availability Percent	1.12	1.43	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

Agency: Capital Development Board
Affirmative Action Group: **ASIAN**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	14	59	4	0	10	9	0	0
Availability Percent	0.86	2.85	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	2	0	0	0	0	0	0

Underutilization

Utilization Analysis

Agency: Capital Development Board
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	14	59	4	0	10	9	0	0
Availability Percent	0.12	0.07	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

Agency: Capital Development Board
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	14	59	4	0	10	9	0	0
Availability Percent	0.04	0.11	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

Underutilization Summary by Region

Name of Agency: Capital Development Board

Fiscal Year: 2026

Region	Officials and 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										2														
2																								
3																								
4																								
5																								
6																								
7							1																	
8																								
9																								
10																								
Total	0	0	0	0	0	0	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Paraprofessionals						Administrative Support						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																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for Women: 1

Total underutilization for Black or African American: 0

Total underutilization for Hispanic or Latino: 0

Total underutilization for Asian: 2

Total underutilization for American Indian or Alaskan Native: 0

Total underutilization for Native Hawaiian or Other Pacific Islander: 0

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 or Alaskan Native NHOPI= Native Hawaiian or Other Pacific Islander

Section III

The following outlines our numeric and program goals based on the workforce analysis results from FY25. CDB does not have employees in regions 5, 6 and 9.

Numerical Goals to include Timetable, Responsible Persons and Monitoring Procedures

The Capital Development Board will continue to diversify workforce in regions 1, 2, 3, 4, 7, 8, and 10 when filing vacancies in FY24:

Region	Action Item	Assignment	Completion Date	Monitoring
1	Continue Recruitment Plan, increase outreach to diverse audience	HR Specialist	6/30/2026	EEO Officer
2	mentor programs	HR Administrator	6/30/2026	EEO Officer
3	monitor turnover	HR Administrator	6/30/2026	EEO Officer
4				
7				
8				
10				

Program Goals to include Timetable, Responsible Persons and Monitoring Procedures

AREA TO BE ADDRESSED:

Continue to create a recruitment plan for CDB to assist the agency's recruitment of qualified professionals. Add recruitment efforts with diverse professional groups, colleges, universities, and trade groups.

GOAL:

Using the recruitment plan designed by CMS, CDB will create a plan specific to the unique needs of the agency to increase the number of women candidates who apply for professional positions.

Continue all staff annual DEI training.

Region	Action Item	Assignment	Completion Date	Monitoring
1	Continue Recruitment Plan	EEO/AA Officer	6/30/2026	EEO Officer, HR Liason
2	Continue Recruitment Plan	EEO/AA Officer	6/30/2026	EEO Officer, HR Liason
3	Continue Recruitment Plan	EEO/AA Officer	6/30/2026	EEO Officer, HR Liason
4	Continue Recruitment Plan	EEO/AA Officer	6/30/2026	EEO Officer, HR Liason
7	Continue	EEO/AA Officer	6/30/2026	EEO Officer, HR

	Recruitment Plan			Liason
8	Continue Recruitment Plan	EEO/AA Officer	6/30/2026	EEO Officer, HR Liason
10	Continue Recruitment Plan	EEO/AA Officer	6/30/2026	EEO Officer, HR Liason

Section IV

Employment Discrimination Complaint Process

All CDB employees who feel their civil rights have been violated because of their race, color, religion, sex, national origin, ancestry status, mental or physical disability, age, marital status, pregnancy, arrest record, military status, sexual orientation, unfavorable discharge from the military and citizenship status, order of protection status or any other protected class, are advised of their right to file a formal charge within 2 years of the alleged violation with the Department of Human Rights and/or within 300 days with the U.S. Equal Employment Opportunity Commission, or any other appropriate government agency.

An internal complaint process has been developed to respond quickly and effectively to any complaint. To initiate a formal charge of discrimination, complaint forms are available to employees through the EEO/AA Officer. The completed form must be received with **15 working days** of the alleged violation and returned to the EEO/AA Officer. The EEO/AA Officer shall inform the employee in writing of the acceptance of the complaint within **5 working days** after receiving the complaint.

Within **10 working days** of the acceptance of the complaint, the EEO/AA Officer shall initiate a thorough investigation of the allegations of the discrimination cited in the complaint. The investigation shall entail the verification of the information with the immediate supervisors, staff and witnesses to the alleged discriminatory employment practice and present the findings and report recommendations to resolve the dispute to the Executive Director. **The Executive Director will make the final decision regarding steps to be taken in resolving the complaint.** The findings of the investigation will be relayed to the employee by written report within **20 working days** after acceptance of the complaint. If the investigation is not able to be completed within 20 working days, the employee will be provided with a reason for the delay and an approximate date by which the investigation should be complete.

Through this process, we hope to resolve complaints of alleged discrimination at the lowest organizational level, reducing the backlog, delay, and expense of a prolonged formal investigation.

Direct discrimination complaints to the Agency EEO Officer:

HR Administrator
401 S. Spring, 3rd Floor Stratton Building
Springfield, IL 62706
217-782-7222

Employment Discrimination Complaint Form (DHR-21)

EXAMPLE**Discrimination Complaint Form****To: Agency EEO/AA Officer**_____
Name of Agency

1. Name _____ Telephone _____
Home Address _____
2. Are you currently employed by the agency? Yes _____ No _____
3. Indicate your present job title, status, work unit, address, telephone number and length of service in your current title:
- | Job Title | Status | Unit |
|-----------|--------------|-------------------------------------|
| Location | Phone Number | Length of Service in Classification |
4. Date of the alleged discriminatory practice: _____
5. Basis of the alleged discriminatory practice:
- ____ Race ____ Color ____ Sex ____ Religion ____ Age ____ Disability
 ____ National Origin ____ Ancestry ____ Marital Status ____ Military Status ____ Pregnancy
 ____ Retaliation ____ Sexual Orientation Other _____
6. The discrimination occurred in connection with:
- ____ Interview ____ Hiring Selection ____ Promotion ____ Disciplinary Action
 ____ Compensation ____ Transfer ____ Lay Off ____ Training Opportunity
 Other (specify) _____
7. The facts of the alleged discriminatory employment practice are:
- _____

 (Continue on additional sheets, if necessary)
8. Name(s), Title(s), Work Location(s) and Telephone Number(s) who you believe discriminated against you.
- | Name | Title | Location | Phone Number |
|------|-------|----------|--------------|
| Name | Title | Location | Phone Number |
9. Please supply evidence to document the basis for the discriminatory practice you are claiming, as indicated in your response to number five of the form.
 I have attached supporting evidence: Yes _____ No _____ If yes, describe attachments:

 (Continue on additional sheets, if necessary)
10. Have you made an effort to resolve the discrimination through your supervisors, the grievance procedure or with any public or private organization? Yes _____ No _____
 If yes, please explain indicating the outcome of the efforts:

 (Continue on additional sheets, if necessary)

COMPLAINANT'S SIGNATURE AND DATE FILED
DHR 21 (Rev. November 2017)

EEO/AA OFFICER'S SIGNATURE AND DATE RECEIVED

Numerical Goal for People with Disabilities

AREA TO BE ADDRESSED:

Underutilization of four people with disabilities.

GOAL:

Eliminate underutilization of four people with disabilities. OBJECTIVES:

As vacancies occur, hire two people with disabilities. Action Item		Assignment of Responsibility	Completion Target Date	Monitoring Procedure
1.	Identify recruitment sources for people with disabilities	EEO/AA Officer HR Director	6/30/26	Provide copy of list at quarterly DHR visit
2.	Send job vacancies to recruitment sources	EEO/AA Officer HR Director	Ongoing	Copies of transmittal letters for quarterly visit
3.	Hire one person with a disability	Relevant Supervisor	6/30/26	Copy of survey form for quarterly review
4.	Hire one person with a disability	Relevant Supervisor	6/30/26	Copy of survey form for quarterly review
5.	Have all employees complete the Disabilities Survey on OneNet	EEO/AA Officer HR Director	6/30/26	Email distribution list and Survey results

Numerical Goals, if necessary: See previous page

Reasonable Accommodation Policy [Chief Executive Officer's Signature]

Amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and the Illinois Human Rights Act, it is the policy of CAPITAL DEVELOPMENT BOARD to reasonably accommodate the known physical or mental conditions of otherwise qualified applicants and employees with disabilities. CAPITAL DEVELOPMENT BOARD recognizes the right of a qualified applicant or employee with a disability to request a reasonable accommodation to ensure equal opportunity in the application process; to enable him or her to perform essential functions of a job; and/or to enable him or her to enjoy equal benefits and privileges of employment.

It is the responsibility of CAPITAL DEVELOPMENT BOARD to provide a reasonable accommodation to qualified applicants and employees with disabilities when such reasonable accommodation does not pose an undue hardship to the operation of the agency's business.

The agency Equal Employment Opportunity Officer and/or the Americans with Disabilities Act Coordinator can provide further information about the agency's policy in this area.



Chief Executive Officer

8/28/2025

Date

Accommodation Procedures / Request Forms

For Employee

The following procedures should be followed in processing reasonable accommodation requests from employees. The agency EEO/AA Officer and/or the ADA Coordinator can provide guidance on the accommodation process.

1. The employee shall submit a completed reasonable accommodation request form to his or her immediate supervisor and give a copy of the form to the agency EEO/AA Officer and/or the ADA Coordinator. The employee should retain a copy of this information in his or her files.
2. Once received, the supervisor shall review the request form for completeness and, in consultation with the EEO/AA Officer and/or ADA Coordinator, determine whether medical documentation is needed to either establish the presence of a disability or determine an appropriate accommodation. If documentation is needed, the agency should narrowly tailor its request to the issues of whether the employee has a disability under the law and how he or she can be accommodated. The employee should be asked to complete a medical release form (also narrowly tailored) if the agency has additional questions upon review of the medical documentation. When necessary, the employee should be asked to provide documentation to address these issues.
3. Upon receipt of necessary documentation, the supervisor shall make a recommendation, in writing, to the Division Manager within five (5) working days.
4. The Division manager shall review the supervisor's recommendation and make a recommendation to the Reasonable Accommodation Committee (RAC) within five (5) working days of receipt of the supervisor's recommendation. The Division Manager shall forward his/her recommendation along with the original reasonable accommodation

- request form and all documentation to the agency's EEO/AA Officer and/or the ADA Coordinator.
5. The EEO/AA Officer and/or the ADA Coordinator shall convene a meeting of the Reasonable Accommodation Committee within ten (10) working days of receipt of the Division Manager's recommendation. The RAC shall review the accommodation request. Once the Committee's review is complete, the Committee's recommendation shall be submitted to the Director within five (5) working days of the Committee's review for the Director's approval or denial.
 6. The Director shall review the RAC's recommendation and shall render a decision of denial or approval within five (5) working days of receipt from the RAC.
 7. Provided that appropriate documentation has been submitted, the EEO/AA Officer and/or the ADA Coordinator shall inform the employee in writing of the agency's decision to grant or deny the request within thirty (30) working days of receipt of the completed request form and any necessary medical documentation. A copy of the response will also be sent to the supervisor.
 8. If the Director approves the accommodation request, the agency shall take appropriate action to comply with the accommodation request. Approved accommodation requests shall be implemented as soon as possible. Please note that the agency may offer alternative suggestions providing an equally effective accommodation to remove the workplace barrier in question.
 9. Reconsideration: If an employee wishes to ask the Director to reconsider a decision on a reasonable accommodation request, a written request shall be addressed to the Director within ten (10) working days of notification of the decision. The reconsideration request shall include the reasons that a reconsideration is being requested and, if appropriate, alternative suggestions for reasonable accommodation. After a complete review of the matter, a decision shall be made, and the employee shall be notified. The Director's decision on this recommendation shall constitute the final internal action by the Department on the accommodation request.
 10. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 2 years of the denial of the request. An employee may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days or any other appropriate government agency pursuant to their time frame.
 11. The EEO/AA Officer and/or the ADA Coordinator shall document any action taken on a reasonable accommodation request were indicated on the request form and shall retain completed accommodation request forms one year following final action in the matter.



State of Illinois Reasonable Accommodation Request for Employees

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 immediate supervisor, with a copy to the agency's EEO/AA Officer and/or the ADA Coordinator. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name	Job Title	Division	Telephone Number
Functional Limitations			

SPECIFY TYPE OF ACCOMMODATION NEEDED AND PROVIDE A DETAILED DESCRIPTION OF THE ITEM REQUESTED – PLEASE BE SPECIFIC

- ☐ Purchase or modification of equipment or devices _____
- ☐ Job restructuring or task modification _____
- ☐ Provision of reader, sign language interpreter or personal assistant _____
- ☐ Structural modification to work site or facility _____
- ☐ Modification of work schedule or leave policy _____
- ☐ Modification of examinations, training materials or personal assistant _____
- ☐ Reassignment to vacant position _____
- ☐ Other _____

Narrative Explanation

Describe how your functional limitation interferes with performance of a particular duty or participation in an activity sponsored by the employer. Explain how the requested accommodation would be used to enhance job performance or would allow you to participate in an employer-sponsored activity. (Use additional sheets if necessary)

Employee's Signature	Date
----------------------	------

RAC Recommendation ☐ Grant ☐ Deny ☐ Date _____
 (RAC's initials _____) Return for _____

Chief Executive Officer's Final Action ☐ Grant ☐ Deny ☐ Date _____
 (CEO's initials _____) Return for _____

Remarks _____

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 (5) 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 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 2 years 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 other appropriate government agency pursuant to their time frame.



**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 adjustments 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
- ☐ 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 pre-employment 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:
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Agency Action

Interviewing Officer's Determination

☐ Grant

☐ Deny

Remarks (if denied, provide explanation) _____

Final Agency Approval

Signature:	Date:
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Physical Barriers

None

Procedural Barrier Narrative

The following discusses various procedural barriers to successfully achieving all goals set forth within this plan.

Pre-employment Screening

The Capital Development Board does not require a medical examination prior to employment. Pre-Employment inquiries are limited to contact with prior employers to confirm salary, dates of employment, and reason for leaving.

Employment Criteria and Job Description Review

Employment criteria and job descriptions used by CDB for a specific title will be reviewed prior to filling a vacancy in that title and the EEO/AA Officer will certify his/her review of the criteria and job descriptions by initialing and dating the documents.

Employment Testing

CDB does not conduct their own employment testing.

Identification of ADA Coordinator

Jill Bohm/HR Administrator
401 S. Spring St, 3rd Fl Stratton Office Building
Springfield, IL 62706
Phone: 217-782-7222
Fax: 217-557-8475
TTY: 217-524-4449

Emergency Evacuation Procedures

CDB participates in the online Disability Survey where emergency needs of employees are identified and any such information submitted is provided to the appropriate safety personnel. The most current disability survey can be found on OneNet.

Section VI

Applicable EEO Laws

CIVIL RIGHTS ACT OF 1964, as amended

Title VI prohibits discrimination on grounds of race, color, or national origin in federally assisted programs

Title VII prohibits discrimination on the grounds of race, color, religion, sex or national origin by employers or unions with 15 or more employees. The designation employer includes the government of the United States, corporations wholly owned by the United States, and state or political subdivisions thereof.

EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972

This 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 (EEO) 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. The Act also gives the right to an individual to take a complaint directly to a court of law.

PREGNANCY DISCRIMINATION ACT

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. 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.

CIVIL RIGHTS ACT OF 1991

The Civil Rights Act of 1991 expands the protections afforded individuals under the Civil Rights Act of 1964. It provides for damages for intentional discrimination and unlawful harassment in the workplace and codifies the concepts of "business necessity" and "job related" as enunciated in various Supreme Court decisions. Additionally, it confirms statutory authority and provides guidelines for disparate impact suits under Title VII of the Civil Rights Act of 1964 and in response to recent Supreme Court decisions, expands the scope of relevant civil rights statutes.

AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967

This Act prohibits arbitrary discrimination against persons 40 years of age or older.

REHABILITATION ACT OF 1973

This Act sets the standards for promoting, expanding, and assisting in employment opportunities for the handicapped in all programs or activities receiving Federal financial assistance. Sections 503 and 504 provide for the prohibition of discrimination against qualified handicapped individuals. The Office of Federal Contract Compliance Programs (OFCCP), U. S. Department of Labor, enforces section 503. Section 504 is enforced by the agency providing the federal funds in question.

EQUAL PAY ACT OF 1963

This Act provides that an employer may not discriminate based on sex by paying employees different wages for doing equal work on jobs requiring equal skill, effort, and responsibility, and which are performed under similar working conditions in the same establishment. The U. S. Equal Employment Opportunity Commission (EEOC) enforces this Act.

AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED BY THE AMERICANS WITH DISABILITIES AMENDMENTS ACT OF 2008

Congress enacted the Americans with Disabilities Act of 1990 ("the ADA") to eliminate discrimination against individuals with disabilities in the areas of employment, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public service. Title I of the ADA prohibits discrimination in employment against individuals with disabilities and establishes the standards governing an employer's affirmative duty to accommodate an individual with a disability. Title II of the ADA prohibits discrimination against individuals with disabilities by state and local governments. The ADA Amendments Act of 2008 broadens the coverage of "disability" and thereby brings more individuals under the protection of the law. EEOC issued regulations under this Act.

FAMILY MEDICAL LEAVE ACT of 1993

This act requires employers to provide up to 12 weeks of unpaid job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours during the year preceding the start of the leave and be employed at a worksite where the employer employs at least 50 employees within a 75-mile radius. The U. S. Department of Labor's Wage and Hour Division is authorized to investigate and resolve complaints of violations.

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Section 585(a) of the National Defense Authorization Act (NDAA) amended the FMLA to provide eligible employees working for covered employers two important leave rights related to military service:

- **Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active-duty status, in support of a contingency operation.
- **Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

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 U. S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

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.

Section VII

Hiring Monitor (DHR-19) and Promotion Monitor (DHR-20)

Section 2520.770 (h) of the Human Rights 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 EEO Officer or designee has reviewed and signed the monitor indicating approval of the transaction. In all transactions, the agency Chief Executive Officer 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.”

HIRING MONITOR

Name of Agency: _____ Candidate's Name: _____
 City / County: _____ Position Number: _____
 IDHR Region / (Facility): _____
 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)]

DHR-19 (Rev. July 2015)

PROMOTION MONITOR

Name of Agency: _____ Candidate's Name: _____
 City / County: _____ Position Number: _____
 IDHR Region / (Facility): _____
 EEO Job Category: _____ Bid Number: _____
 Title of Job to be filled: _____ Date of Promotion: _____

1. Is the EEO category underutilized? ☐ No ☐ Yes 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: _____ People with Disabilities* _____

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	_____	_____	_____
People with Disabilities	_____	_____	_____
Veterans	_____	_____	_____

4. Did it change the employee's EEO Job Category? ☐ No ☐ Yes
 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? ☐ No ☐ Yes

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)]

DHR-20 (Rev. Feb. 2016)

*For EEO Monitoring purposes.

Exit Questionnaire (DHR-30)

Each state entity shall provide an exit questionnaire according to Section 2520.770 (i) of the Department's Rules.

- The employee has the option of completing the form. The EEO/AA 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 DHR, or upon occasion, federal authorities.



Capital Development Board Exit Questionnaire

To maintain a positive working environment at Capital Development Board, we request your assistance by providing comments about your employment experience with us. Please complete this questionnaire and return it directly to me (Tina.L.Dye@illinois.gov). Please be candid with your answers so we may benefit from your experience. Your responses will remain confidential, but we may use the information you provide to help us improve as an agency and as a place to work. Thank you for taking the time to provide your input.

Name: _____ (Optional) Position: _____

Division: _____ Supervisor: _____

A. Reason for Leaving (Please check all that apply):

- | | | |
|---|--|--|
| ☐ Personal | ☐ Problems with Work Schedule | ☐ Lack of Promotional Opportunity |
| ☐ Quantity of Work | ☐ Not Satisfied with Salary | ☐ Type of Work |
| ☐ Family Circumstances | ☐ Returning to School | ☐ Health Reasons |
| ☐ Working Conditions | ☐ Benefits | ☐ Relationship with Supervisor |
| ☐ Accepted Another Job | ☐ Relocation | ☐ Other |
| ☐ Retirement | ☐ Lack of Training | ☐ Personal |

Comments (Please be candid):

B. How would you rate your Supervisor on the following elements?

	Excellent	Good	Fair	Poor
Demonstrated fair & equal treatment	☐	☐	☐	☐
Facilitated cooperation & teamwork	☐	☐	☐	☐
Provided recognition on the job	☐	☐	☐	☐
Encouraged feedback / listened to suggestions	☐	☐	☐	☐
Effectively resolved complaints & grievances	☐	☐	☐	☐

C. How would you rate the following in relation to your job at CDB?

	Excellent	Good	Fair	Poor
Communications between you and & your manager	☐	☐	☐	☐
Morale in your work division	☐	☐	☐	☐
Job satisfaction	☐	☐	☐	☐
Training you received on how to do your job	☐	☐	☐	☐
Potential to move to a higher position	☐	☐	☐	☐