



# Illinois Lottery

## Affirmative Action Plan For Fiscal Year 2025



JB Pritzker  
Governor

Harold Mays  
Director



## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION TABLE OF CONTENTS

---

<b>Section One</b>	
Program Certification	4
Policy Statement	5
Agency Profile	6
Duties of Equal Employment Opportunity Officer	7
Organization Chart	9
Methods of Disseminating the Affirmative Action Policy and Plan	10
<b>Section Two</b>	
Narrative Summary	12
Workforce Analysis by Region (DHR-9)	13
Summary of Workforce Analysis by Region	14
Workforce Transactions Report by EEO Category (DHR-10)	17
Job Titles By EEO Category	23
Transactions Definitions	24
Availability Percent Worksheet (DHR-5)	25
Utilization Analysis (DHR-8)	37
Underutilization Summary (DHR-11) / Regional Map	47
<b>Section Three</b>	
Numerical Goals	50
Program Goals	52
<b>Section Four</b>	
Complaint Investigation Process	53
Discrimination Complaint Form (DHR-34-AAP)	57
<b>Section Five</b>	
Labor Force Analysis for People with Disabilities	59
Reasonable Accommodation Policy	60
Employing Persons with Disabilities	61
Disability Hiring Survey	63
Reasonable Accommodation Requests	64
<b>Section Six</b>	
Applicable EEO Laws	69
<b>Section Seven</b>	
Hiring Monitor (DHR-19)	73
Promotion Monitor ((DHR-20)	74
Exit Questionnaire	75

SECTION

ONE



EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

**PROGRAM CERTIFICATION**

---

Name of Agency: Illinois Lottery  
Address: 404 North 5<sup>th</sup> Street  
Springfield, IL 62702  
Phone Number: 217-524-5252  
TTY Number: 844-207-7266  
Website: [www.illinoislottery.com](http://www.illinoislottery.com)  
Lottery Director: Harold Mays  
EEO/AA Officer: Peter Romano

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

Harold Mays 9-2-2024

Signature

Director

Date

Peter Romano 9-2-2024

Signature

EEO/AA Officer

Date



EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

**POLICY STATEMENT**

It is the policy of the Illinois Lottery to provide equal employment opportunity to all persons employed or served by the Lottery in accordance with the Human Rights Act of 1980 and all other state or federal laws or Executive Orders relevant to affirmative action.

As Director of the Illinois Lottery, I am committed to assuring that the citizens we serve are treated with respect and without discrimination as well as to providing employment opportunities without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, pregnancy, arrest record, military status, age, marital status or disability.

Equal employment opportunity applies to recruitment, hiring, training, compensation, promotion, layoff, discipline and awarding of benefits for all positions.

The Illinois Lottery will not tolerate sexual harassment or discrimination in any form and will make certain that its employees understand that complaints can be filed without fear of retaliation and those complaints will be thoroughly investigated.

I fully expect cooperation and support of executive, managerial and supervisory staff in the implementation of this affirmative action plan. Each of my executive, managerial and supervisory staff will make every reasonable effort to assure that all employees are provided a work environment that is free from discrimination and allows each employee the opportunity to succeed according to his or her ability.

The Illinois Lottery has in the past and will continue to strive to increase opportunities for those who have historically been underrepresented. It is my goal to make progress toward achieving a workforce in which minorities, women and a person with a disability are proportionately represented.

Harold Mays  
Director

9-2-2024  
Date

Signature

Peter Romano  
EEO/AA Officer

9-2-2024  
Date

Signature



## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

### AGENCY PROFILE

---

Through the sale of various instant and terminal games, the Illinois Lottery generates more than \$690 million annually for K-12 public education, road and bridge construction, and other worthy causes including but not limited to, support for Illinois veterans and the fight against breast cancer.

The Illinois Lottery, with its private management partner, is responsible for: planning, designing and advertising Lottery games and promotions; recruiting and licensing Lottery retailers; ensuring licensed retailers have adequate inventories of tickets, supplies and marketing materials; removing inventory from retail locations in license revocation or change of ownership situations; processing prize payments to Lottery winners; conducting lottery drawings, and procuring financial instruments to fund multi-year Lottery prizes; maintaining electronic funds transfer data for sales proceeds and collection of delinquent accounts; processing and disseminating drawing results; and operating both a retailer and player hotline for dissemination of information and problem/complaint resolution. These functions are carried out at various locations across the state.



## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

### **DUTIES OF EQUAL EMPLOYMENT OPPORTUNITY OFFICER**

---

The ultimate responsibility for achieving equal employment opportunity within the Lottery is through its Affirmative Action Plan and otherwise rests with the Director of the Lottery both under the law and the principles of sound public administration; however, the Director has designated an Equal Opportunity Officer. The following are the duties of the EEO/AA officer:

Peter Romano, EEO/AA Officer  
404 North 5<sup>th</sup> Street  
Springfield, Illinois 62702  
217-524-5252

1. To develop the agency's affirmative action plan, goals, and objectives;
2. To assist in identifying and solving EEO problems;
3. 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;
4. To serve as liaison between the agency and EEO enforcement authorities.
5. To serve as liaison between the agency, minorities, women, and disability organizations;
6. To inform management of development in the EEO field;
7. To assist in the evaluation of employees and job applicants so that minorities, women, and a person with a disability are given equal employment opportunity;
8. To regularly confer with managers, supervisors, and employees to assure that agency's EEO policies are observed;
9. To advise managers and supervisors if employment practices comply with the Human Rights Act;
10. To report to the Department of Human Rights (DHR) all internal and external complaints of discrimination against the agency;
11. To assist in the investigation of internal and external complaints of discrimination as specified in Section 2520.790 (a & b) of the regulations of the DHR (Regulations);
12. At the request of the Lottery Director, to direct agency staff in taking appropriate action to correct discriminatory practices identified by the DHR and report to the Director on the progress of action taken;
13. In conjunction with the filing of Quarterly Reports, to submit recommendations to the Director and the DHR for improvements to the agency's Affirmative Action Plan;
14. To immediately notify the Director when unable to resolve employment practices or conditions, which have or tend to have disparate impact on minorities, women, or a person with a disability;
15. If the agency is in noncompliance, as described in Section 2520.795 of the Regulations, to work with the Department of Central Management Services (CMS) to develop programs to come into.



## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

### **DUTIES OF EQUAL EMPLOYMENT OPPORTUNITY OFFICER (cont.)**

---

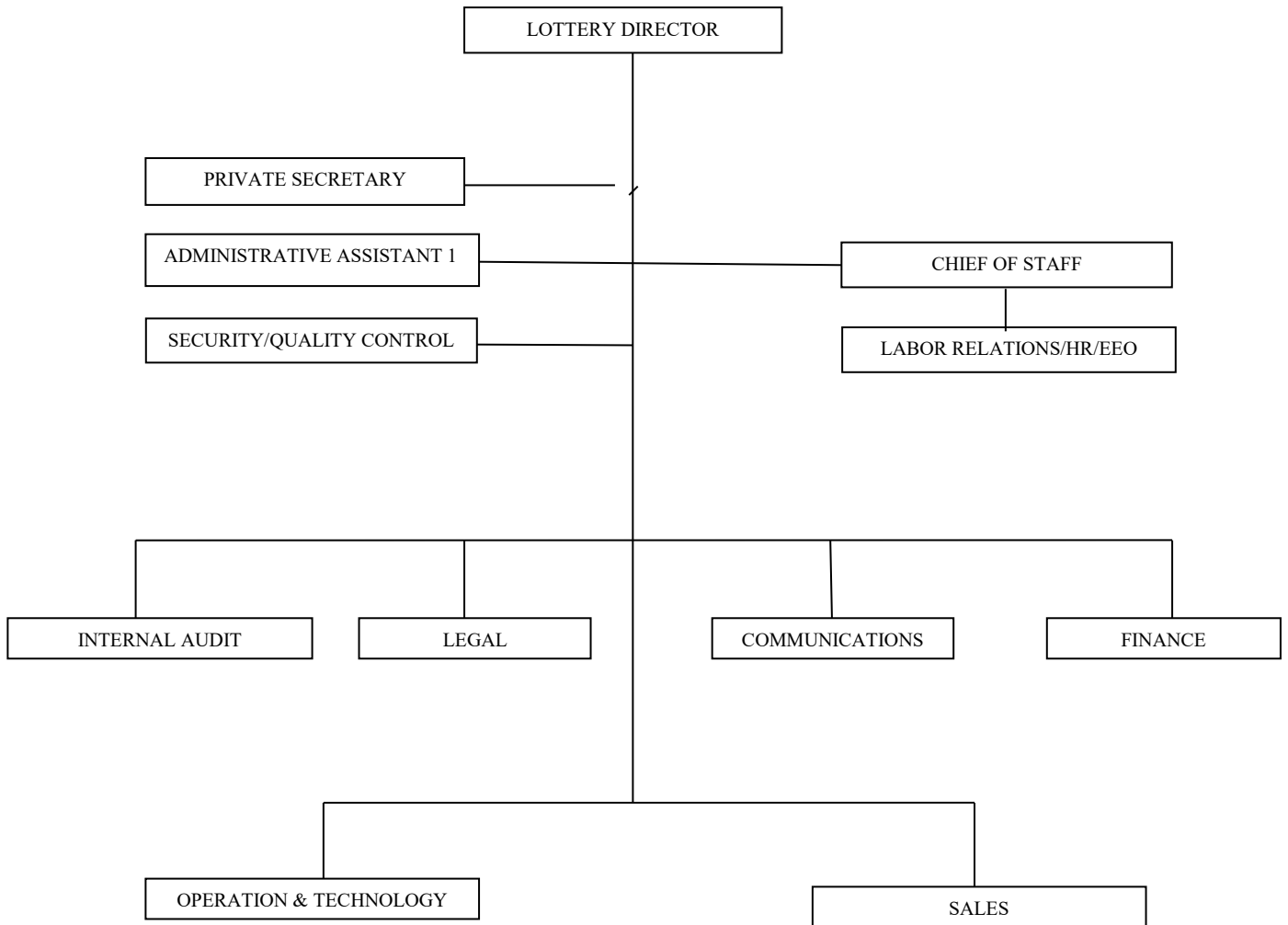
16. Reporting on and/or analyzing layoff reports (2520.770 (f) of the Regulations) reorganization reports (2520.770 (g) of the Regulations), hiring and promotion monitors (2520.770 (h) of the Regulations) and exit questionnaires (2520.770 (l) of the Regulations);
17. Evaluating tests, employment policies and practices, and reporting to the Director any such policies, practices, and evaluation mechanisms that have adverse impact on minorities, women, and a person with a disability. The agency EEO Officer will also assist in the recruitment of minorities, women, and people with disabilities;
18. Provide counseling for any aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of race, color, religion, sex, national origin/ancestry, age, marital status, arrest record, military status, and unfavorable discharge from military service, citizenship status and people with disabilities.





EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

**ORGANIZATIONAL CHART**





## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

### **METHODS OF DISTRIBUTING THE AFFIRMATIVE ACTION POLICY AND PLAN**

---

#### INTERNAL

Notification to all staff that the Affirmative Action Plan is available for review on the Lottery Intranet or obtained from the EEO Officer.

Post policy on bulletin boards or any other conspicuous location used to display important agency notices.

Display EEO/AA posters in conspicuous work locations.

Disseminate to all managerial and supervisory personnel.

Special presentations and updates regarding the EEO functions will be presented from time to time during Senior Staff meetings.

Ensure that agency employees complete the Disability Survey.

#### EXTERNAL

Illinois State Library; [Title 23, Part 3020, Ch. 1, Subpart A, Section 3020.110];

Available to requesting state and federal regulatory agencies.

Available to all recruitment sources.

SECTION

TWO



EQUAL OPPORTUNITY/AFFIRMATIVE ACTION  
**NARRATIVE SUMMARY**

---

The Illinois Lottery became an independent state agency on October 11, 2012. Prior to October 2012 the Lottery was part of the Illinois Department of Revenue.

**Analysis of “Summary of the Workforce Analysis by Region” (DHR-9)**

The Illinois Lottery’s workforce consisted of 153 full time employees on June 30, 2024. It has employees in four (4) of the Department of Human Rights State Regional Map, namely Region 1, Region 2, Region 7 and Region 8. The Illinois Lottery has (53) employees in Region 1, (12) employees in Region 2, (78) employees in Region 7 and (10) employees in Region 8. The workforce is 62.09% (95) male and 37.91% (58) female. Additionally, the workforce is composed of 25.49% (39) minorities.

**Analysis of “Summary of Workforce Transactions Report” (DHR-10)**

**During FY24 the Illinois Lottery processed the following transactions:**

**New Hires** – 11 employees (7 white males; 1 minority male; 2 white females; 1 minority female)

**Promotions** – 5 employees (2 white males; 3 white females)

**Intra-Agency Transfers** – 6 employees (4 white males; 1 minority male; 1 white females)

**Suspensions** – 3 employees (2 minority males, 1 minority female)

**Separations** – 19 employees (6 white males; 4 minority males; 7 white females; 2 minority female)

**Discharge** – Zero

**Reductions** – Zero

**Reinstatements** – Zero

WORKFORCE  
ANALYSIS  
BY  
REGION

### Summary of Workforce Analysis by Region

Agency: Lottery

Reporting Period: 4th Quarter FY '24 (4/1/24 - 6/30/24)

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	21	14	13	1					1	7	5	1		1				86.67%	33.33%	85.71%	9.52%		4.76%			4.76%
Professionals	78	55	42	7	5	1			8	23	13	8	2				2	70.51%	29.49%	70.51%	19.23%	8.97%	1.28%			12.82%
Technicians	5	2	2							3	3							40.00%	80.00%	100.00%						
Protective Service																										
Para-professionals	32	15	12	1	1	1				17	13	1	3					46.88%	53.13%	78.13%	6.25%	12.50%	3.13%			
Administrative Support	15	7	6		1					8	3	2	1	1	1			46.67%	53.33%	80.00%	13.33%	13.33%	6.67%	6.67%		
Skilled Craft																										
Service / Maintenance	2	2	2						1									100.00%		100.00%						50.00%
<b>TOTAL</b>	<b>153</b>	<b>95</b>	<b>77</b>	<b>9</b>	<b>7</b>	<b>2</b>			<b>10</b>	<b>58</b>	<b>37</b>	<b>12</b>	<b>6</b>	<b>2</b>	<b>1</b>	<b>2</b>		<b>82.00%</b>	<b>37.01%</b>	<b>74.51%</b>	<b>13.73%</b>	<b>8.50%</b>	<b>2.61%</b>	<b>0.65%</b>		<b>7.84%</b>

<b>Grand Total Employees:</b>	<b>Males:</b>	<b>95</b>	<b>Females:</b>	<b>58</b>	<b>Total Minorities:</b>	<b>39</b>													
		<b>62.09%</b>		<b>37.91%</b>		<b>25.46%</b>													
<b>White:</b>	<b>114</b>	<b>74.51%</b>	<b>Black/African American:</b>	<b>21</b>	<b>13.73%</b>	<b>Hispanic/Latino:</b>	<b>13</b>	<b>8.50%</b>	<b>Asian:</b>	<b>4</b>	<b>2.61%</b>	<b>AI/AN:</b>	<b>1</b>	<b>0.65%</b>	<b>NHOPI:</b>		<b>PWD:</b>	<b>12</b>	<b>7.84%</b>

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: Lottery

Reporting Period: 4th Quarter FY '24 (4/1/24 - 6/30/24)

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	8	6	5	1					2	1			1				75.00%	25.00%	75.00%	12.50%	0.00%	12.50%	0.00%	0.00%	0.00%
Professionals	35	25	14	6	4	1		8	10	1	7	2			1		71.43%	28.57%	42.86%	37.14%	17.14%	2.86%	0.00%	0.00%	25.71%
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	3	0							3	1		2					0.00%	100.00%	33.33%	0.00%	66.67%	0.00%	0.00%	0.00%	0.00%
Administrative Support	7	3	2		1				4	1		1	1	1			42.86%	57.14%	42.86%	0.00%	28.57%	14.29%	14.29%	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%
<b>TOTAL</b>	<b>53</b>	<b>34</b>	<b>21</b>	<b>7</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>4</b>	<b>7</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>64.15%</b>	<b>35.85%</b>	<b>47.17%</b>	<b>26.42%</b>	<b>18.87%</b>	<b>5.66%</b>	<b>1.89%</b>	<b>0.00%</b>	<b>16.98%</b>

<b>Grand Total Employees for Region 1:</b>		<b>Males:</b> 34	<b>Females:</b> 19	<b>Total Minorities:</b> 28
		64.15%	35.85%	52.83%
<b>White:</b> 25	<b>Black/African American:</b> 14	<b>Hispanic/Latino:</b> 10	<b>Asian:</b> 3	<b>AI/AN:</b> 1
47.17%	26.42%	18.87%	5.66%	1.89%
				<b>NHOPI:</b> 0
				<b>PWD:</b> 9
				16.98%

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: Lottery

Reporting Period: 4th Quarter FY '24 (4/1/24 - 6/30/24)

Region: 2

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%	0.00%
Professionals	10	7	6		1				3	3					0		70.00%	30.00%	90.00%	0.00%	10.00%	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	1	0							1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	1	0							1		1						0.00%	100.00%	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%
<b>TOTAL</b>	<b>12</b>	<b>7</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>58.33%</b>	<b>41.67%</b>	<b>83.33%</b>	<b>8.33%</b>	<b>8.33%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

<b>Grand Total Employees for Region 2:</b>		<b>Males:</b> 7	<b>Females:</b> 5	<b>Total Minorities:</b> 2
		58.33%	41.67%	16.67%
<b>White:</b> 10	<b>Black/African American:</b> 1	<b>Hispanic/Latino:</b> 1	<b>Asian:</b> 0	<b>AI/AN:</b> 0
83.33%	8.33%	8.33%	0.00%	0.00%
				<b>NHOPI:</b> 0
				<b>PWD:</b> 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: Lottery

Reporting Period: 4th Quarter FY '24 (4/1/24 - 6/30/24)

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	12	7	7						1	5	4	1					58.33%	41.67%	91.67%	8.33%	0.00%	0.00%	0.00%	0.00%	0.00%	8.33%
Professionals	25	16	15	1						9	8	1				1	64.00%	36.00%	92.00%	8.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.00%
Technicians	5	2	2							3	3						40.00%	60.00%	100.00%	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%	0.00%
Para-professionals	27	15	12	1	1	1				12	10	1	1				55.56%	44.44%	81.48%	7.41%	7.41%	3.70%	0.00%	0.00%	0.00%	0.00%
Administrative Support	7	4	4							3	2	1					57.14%	42.86%	85.71%	14.29%	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%	0.00%
Service / Maintenance	2	2	2						1	0							100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%
<b>TOTAL</b>	<b>78</b>	<b>46</b>	<b>42</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>32</b>	<b>27</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>58.97%</b>	<b>41.03%</b>	<b>88.48%</b>	<b>7.66%</b>	<b>2.56%</b>	<b>1.28%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>3.85%</b>

<b>Grand Total Employees for Region 7:</b>	<b>Males:</b> 46 58.97%	<b>Females:</b> 32 41.03%	<b>Total Minorities:</b> 9 11.54%
<b>White:</b> 69 88.46%	<b>Black/African American:</b> 6 7.69%	<b>Hispanic/Latino:</b> 2 2.56%	<b>Asian:</b> 1 1.28%
	<b>AI/AN:</b> 0 0.00%	<b>NHOPI:</b> 0 0.00%	<b>PWD:</b> 3 3.85%

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 Island PWD=People with Disabilities  
DHR-9 (Rev. Feb. 2016)

### Workforce Analysis by Region

Agency: Lottery

Reporting Period: 4th Quarter FY '24 (4/1/24 - 6/30/24)

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	PWD
Officials / Administrators	1	1	1							0							100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	8	7	7							1	1						87.50%	12.50%	100.00%	0.00%	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%	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%	0.00%
Para-professionals	1	0								1	1						0.00%	100.00%	100.00%	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%	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%	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%	0.00%
<b>TOTAL</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80.00%</b>	<b>20.00%</b>	<b>100.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

<b>Grand Total Employees for Region 8:</b>	<b>Males:</b> 8 80.00%	<b>Females:</b> 2 20.00%	<b>Total Minorities:</b> 0 0.00%
<b>White:</b> 10 100.00%	<b>Black/African American:</b> 0 0.00%	<b>Hispanic/Latino:</b> 0 0.00%	<b>Asian:</b> 0 0.00%
	<b>AI/AN:</b> 0 0.00%	<b>NHOPI:</b> 0 0.00%	<b>PWD:</b> 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 Island PWD=People with Disabilities  
DHR-9 (Rev. Feb. 2016)



# WORKFORCE TRANSACTIONS

**Summary of Workforce Transactions Report  
by EEO Category**

Agency: Lottery

Reporting Period: July 1, 2023 - June 30, 2024

EEO Category: GRAND TOTAL

Transaction	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
New Hires	11	8	7			1				3	2	1						72.73%	27.27%	81.62%	9.09%		9.09%			
Promotions	5	2	2							3	3							40.00%	60.00%	100.00%						
Intra-Agency Transfers	6	5	4	1						1	1							83.33%	16.67%	83.33%	16.67%					
Suspensions	3	2		1	1					1					1			66.67%	33.33%		33.33%	33.33%		33.33%		
Separations	19	10	6	2	2					9	7	2						52.63%	47.37%	68.42%	21.05%	10.53%				
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 Transactions Report  
by EEO Category**

Agency: Lottery

Reporting Period: July 1, 2023 - June 30, 2024

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%	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	3	2	2							1	1							66.67%	33.33%	100.00%	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	4	1			1					3	3							25.00%	75.00%	75.00%	0.00%	25.00%	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

DHR-10 (Rev. Feb 2016)

**Workforce Transactions Report  
by EEO Category**

Agency: Lottery

Reporting Period: July 1, 2023 - June 30, 2024

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	7	4	4							3	2	1						57.14%	42.86%	85.71%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	3	3	2	1						0								100.00%	0.00%	66.67%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	2	2		1	1					0								100.00%	0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%
Separations	8	6	3	2	1					2	1	1						75.00%	25.00%	50.00%	37.50%	12.50%	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

DHR-10 (Rev. Feb 2016)

**Workforce Transactions Report  
by EEO Category**

Agency: Lottery

Reporting Period: July 1, 2023 - June 30, 2024

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	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	2	0								2	2							0.00%	100.00%	100.00%	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	1	0								1	1							0.00%	100.00%	100.00%	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

DHR-10 (Rev. Feb 2016)

**Workforce Transactions Report  
by EEO Category**

Agency: Lottery

Reporting Period: July 1, 2023 - June 30, 2024

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	2	2	1			1				0								100.00%	0.00%	50.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%
Promotions	2	1	1							1	1							50.00%	50.00%	100.00%	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	6	3	3							3	2	1						50.00%	50.00%	83.33%	16.67%	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

DHR-10 (Rev. Feb 2016)

**Workforce Transactions Report  
by EEO Category**

Agency: Lottery

Reporting Period: July 1, 2023 - June 30, 2024

EEO Category: ADMINISTRATIVE SUPPORT

Transaction	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
	New Hires	1	1	1							0								100.00%	0.00%	100.00%	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	1	0								1					1			0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	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

DHR-10 (Rev. Feb 2016)

**Workforce Transactions Report  
by EEO Category**

Agency: Lottery

Reporting Period: July 1, 2023 - June 30, 2024

EEO Category: SERVICE / MAINTENANCE

Transaction	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
	New Hires	0	0								0								0.00%	0.00%	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

DHR-10 (Rev. Feb 2016)





EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

**JOB TITLES BY EEO CATEGORY**

---

**1) Officials/Administrators**

Chief Internal Auditor  
Public Service Administrator  
Senior Public Service Administrator

**2) Professionals**

Accountant Advanced  
Accountant Supervisor  
Administrative Assistant I & II  
Exec. I & II  
GAAP Accountant  
GAAP Coordinator  
Human Resources Rep & Spec  
Internal Auditor 1  
Internal Security Investigator 2  
Lottery Regional Coordinator  
Lottery Sales Representatives  
Technical Advisor II  
Telecom Systems Analyst

**3) Technicians**

Account Technician 1 & 2

**4) Protective Service – N/A**

**5) Para-Professionals**

Human Resources Associate  
Lottery Drawing Senior Specialist  
Lottery Drawing Specialist  
Lottery Telemarketing Rep.  
Office Administrator 4  
Office Coordinator  
Private Secretary

**6) Administrative Support**

Office Associate

**7) Skilled Craft – N/A**

**8) Service/Maintenance**

Lottery Commodity Distributor 2



## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

### TRANSACTIONS DEFINITIONS

---

For purposes of preparing this report, the following definitions should be used:

**New Hire:** This involves a person hired into or appointed to a position within an agency in which he/she either has no prior agency history or whose recent employment experience was not with the hiring agency. These transactions would consist of any type of new appointment or the movement of an individual between agencies or merit systems.

**Promotion:** These transactions occur when an employee is advanced to a position with a higher salary range than his/her previous position, if within the same agency.

**Intra-Agency Transfer:** These transactions occur when an employee is transferred to a position of the same class to which appointed or to a position including similar qualifications, duties, responsibilities, and salary range, in another division, section or other unit.

**Suspension:** These transactions involve a temporary removal from payroll for disciplinary reasons.

**Separation:** These transactions involve an employee who voluntarily leaves state service.

**Discharge:** This occurs when an employee is terminated for cause.

**Lay Off:** These transactions occur with the placement of an employee in non-paid, non-working status without prejudice either temporarily or indeterminately.

**Demotion:** These transactions occur when an employee is assigned to a vacant position in a class having a lower maximum permissible salary or rate than class from which the demotion was made for reasons of inability to perform the work, if within the same agency.

**Reduction:** These transactions involve the voluntary or involuntary movement of an employee to a vacant position in a class having a lower maximum permissible salary range, if within the same agency.

**Reinstatement:** These transactions occur when a former certified employee who resigned or terminated in good standing or whose position was reallocated downward or who was laterally transferred or whose name was placed on a reemployment list, if within the same agency.

**Re-employment:** These transactions occur when the certified employee is restored to an active work status after being selected from an official Recall/Reemployment List obtained from the Department of Central Management Services, if within the same agency.

**Upward Reallocation:** These transactions occur when the classification of an employee to a position with a classification of higher salary range resulting from the assignment of increased responsibilities making a higher position title more appropriate.

**Downward Reallocation:** These transactions occur when the classification of an employee changes to a position with a classification of a lower salary range resulting from the changes in assigned duties, which have fewer responsibilities.





**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

**AVAILABILITY PERCENT WORKSHEET**

**Availability Percent Worksheet**

AGENCY: **Lottery**  
 Category: **Professionals**

Affirmative Action Group:  
**WOMEN**  
 Region: 1  
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	940,565	518,070	55.08%	95	52.33	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	3	3	100.00%	5	5.00	Agency Workforce.
				<u>100</u>	<u>45.86</u>	Availability Percent.

AGENCY: **Lottery**  
 Category: **Professionals**

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 1  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	940,565	92,115	9.79%	100	9.79	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%		0.00	Agency Workforce.
				<u>100</u>	<u>7.83</u>	Availability Percent.

AGENCY: **Lottery**  
 Category: **Professionals**

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 1  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	940,565	83,970	8.93%	95	8.48	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	3	2	66.67%	5	3.33	Agency Workforce.
				<u>100</u>	<u>9.45</u>	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Lottery  
 Category: Professionals

Affirmative Action Group:  
**ASIAN**  
 Region: 1  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	940,565	116,395	12.38%	100	12.38	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%		0.00	Agency Workforce.
				100	9.90	Availability Percent.

AGENCY: Lottery  
 Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
 Region: 1  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
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.	3	0	0.00%		0.00	Agency Workforce.
				100	0.08	Availability Percent.

AGENCY: Lottery  
 Category: Professionals

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
 Region: 1  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
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.	3		0.00%		0.00	Agency Workforce.
				100	0.02	Availability Percent.

DHR-5-AAP (Rev. Feb. 2016)

**Availability Percent Worksheet**

AGENCY: Lottery  
 Category: Professionals

Affirmative Action Group:  
**WOMEN**  
 Region: 2  
 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.	31,750	18,485	58.22%	95	55.31	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	1	100.00%	5	5.00	Agency Workforce.
				100	48.25	Availability Percent.

AGENCY: Lottery  
 Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 2  
 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.	31,750	1,610	5.07%	100	5.07	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%		0.00	Agency Workforce.
				100	4.08	Availability Percent.

AGENCY: Lottery  
 Category: Professionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 2  
 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.	31,750	1,435	4.52%	100	4.52	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%		0.00	Agency Workforce.
				100	3.62	Availability Percent.

**Availability Percent Worksheet**

AGENCY: Lottery  
 Category: Professionals

Affirmative Action Group:  
**WOMEN**  
 Region: 2  
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	31,750	18,485	58.22%	95	55.31	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	1	100.00%	5	5.00	Agency Workforce.
				100	48.25	Availability Percent.

AGENCY: Lottery  
 Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 2  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	31,750	1,610	5.07%	100	5.07	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%		0.00	Agency Workforce.
				100	4.06	Availability Percent.

AGENCY: Lottery  
 Category: Professionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 2  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	31,750	1,435	4.52%	100	4.52	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	1	0	0.00%		0.00	Agency Workforce.
				100	3.62	Availability Percent.

**Availability Percent Worksheet**

AGENCY: **Lottery**  
 Category: **Officials/Administrators**

Affirmative Action Group:  
**WOMEN**  
 Region: 7  
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	30,405	12,585	41.39%	95	39.32	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	25	9	36.00%	5	1.80	Agency Workforce.
				100	32.90	Availability Percent.

AGENCY: **Lottery**  
 Category: **Officials/Administrators**

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
 Region: 7  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
1. Those having requisite skills in the region.	30,405	1,285	4.23%	95	4.01	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	25	2	8.00%	5	0.40	Agency Workforce.
				100	3.53	Availability Percent.

AGENCY: **Lottery**  
 Category: **Officials/Administrators**

Affirmative Action Group:  
**HISPANIC or LATINO**  
 Region: 7  
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total	Aff. Action Group	Percentage Total	Value Weight	Weighted Factor	
	#	#	%	%	%	
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.	25	0	0.00%		0.00	Agency Workforce.
				100	1.12	Availability Percent.

Availability Percent Worksheet

AGENCY: Lottery  
 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%	100	0.93	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	25	0	0.00%		0.00	Agency Workforce.
				100	0.74	Availability Percent.

AGENCY: Lottery  
 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.	25	0	0.00%		0.00	Agency Workforce.
				100	0.12	Availability Percent.

AGENCY: Lottery  
 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.	25		0.00%	0	0.00	Agency Workforce.
				100	0.04	Availability Percent.

Availability Percent Worksheet

AGENCY: Lottery  
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%	95	57.65	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	27	12	44.44%	5	2.22	Agency Workforce.
				100	47.90	Availability Percent.

AGENCY: Lottery  
Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN  
AMERICAN**  
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	2,220	4.69%	95	4.46	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	27	2	7.41%	5	0.37	Agency Workforce.
				100	3.88	Availability Percent.

AGENCY: Lottery  
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%	95	1.70	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	27	2	7.41%	5	0.37	Agency Workforce.
				100	1.65	Availability Percent.



Availability Percent Worksheet

AGENCY: Lottery  
 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%	95	3.38	Equal Employment Opportunity Tabulation 2014-2018 (5-year ACS)
2. Those promotable, trainable, and transferable in the region.	27	1	3.70%	5	0.19	Agency Workforce.
				100	2.85	Availability Percent.

AGENCY: Lottery  
 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.	27	0	0.00%		0.00	Agency Workforce.
				100	0.07	Availability Percent.

AGENCY: Lottery  
 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.	27	0	0.00%		0.00	Agency Workforce.
				100	0.11	Availability Percent.

**Availability Percent Worksheet**

AGENCY: **Lottery**  
 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%	95	54.46	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	14	6	42.86%	5	2.14	Agency Workforce.
				<u>100</u>	<u>45.28</u>	Availability Percent.

AGENCY: **Lottery**  
 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%	95	14.31	U. S. EEOC
2. Those promotable, trainable, and transferable in the region.	14	1	7.14%	5	0.36	Agency Workforce.
				<u>100</u>	<u>11.73</u>	Availability Percent.

AGENCY: **Lottery**  
 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.	14	0	0.00%		0.00	Agency Workforce.
				<u>0</u>	<u>0.00</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: Lottery  
 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.	14	0	0.00%		0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: Lottery  
 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.	14	0	0.00%		0.00	Agency Workforce.
				0	0.00	Availability Percent.

AGENCY: Lottery  
 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.	14	0	0.00%		0.00	Agency Workforce.
				0	0.00	Availability Percent.





**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

**UTILIZATION ANALYSIS**

## Utilization Analysis

Agency: Affirmative Action Group:	Lottery <b>WOMEN</b>								Region 1
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance	
Present Number of Employees	8	35	0	0	3	7	0	0	
Availability Percent	0.00	45.86	0.00	0.00	0.00	0.00	0.00	0.00	
Number Needed for Parity	0	16	0	0	0	0	0	0	
Number of Affirmative Action Group Members Already Employed	2	10	0	0	3	4	0	0	
Underutilization		6							

Agency: Affirmative Action Group:	Lottery <b>BLACK or AFRICAN AMERICAN</b>								Region 1
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance	
Present Number of Employees	8	35	0	0	3	7	0	0	
Availability Percent	0.00	7.83	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	13	0	0	0	0	0	0	
Underutilization									

## Utilization Analysis

Agency: Lottery  
 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	8	35	0	0	3	7	0	0
Availability Percent	0.00	9.45	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	6	0	0	2	2	0	0

Underutilization

Agency: Lottery  
 Affirmative Action Group: **ASIAN**

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	8	35	0	0	3	7	0	0
Availability Percent	0.00	9.90	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	1	1	0	0	0	1	0	0

Underutilization

2

## Utilization Analysis

Agency: Lottery  
 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	8	35	0	0	3	7	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	1	0	0

Underutilization

Agency: Lottery  
 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	8	35	0	0	3	7	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



## Utilization Analysis

Agency: Lottery		Region 2						
Affirmative Action Group: <b>WOMEN</b>								
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	10	0	0	1	1	0	0
Availability Percent	0.00	48.25	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	4	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	3	0	0	1	1	0	0
Underutilization		1						

Agency: Lottery		Region 2						
Affirmative Action Group: <b>BLACK or AFRICAN AMERICAN</b>								
	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	10	0	0	1	1	0	0
Availability Percent	0.00	4.06	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	1	0	0
Underutilization								

DHR-8-AAP (Rev. Feb. 2016)

## Utilization Analysis

Agency: Lottery  
 Affirmative Action Group: **HISPANIC or LATINO** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	10	0	0	1	1	0	0
Availability Percent	0.00	3.62	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	1	0	0	0	0	0	0

Underutilization

Agency: Lottery  
 Affirmative Action Group: **ASIAN** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	10	0	0	1	1	0	0
Availability Percent	0.00	4.13	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

DHR-8-AAP (Rev. Feb. 2016)

## Utilization Analysis

Agency: Lottery  
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	10	0	0	1	1	0	0
Availability Percent	0.00	0.19	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: Lottery  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 2

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	0	10	0	0	1	1	0	0
Availability Percent	0.00	0.00	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

DHR-9-AAP (Rev. Feb. 2016)

## Utilization Analysis

Agency: Lottery  
 Affirmative Action Group: **WOMEN**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	12	25	5	0	27	7	0	2
Availability Percent	32.90	47.90	0.00	0.00	44.99	0.00	0.00	0.00
Number Needed for Parity	3	11	0	0	12	0	0	0
Number of Affirmative Action Group Members Already Employed	5	9	3	0	12	3	0	0
Underutilization		2						

Agency: Lottery  
 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	12	25	5	0	27	7	0	2
Availability Percent	3.53	3.86	0.00	0.00	11.73	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	3	0	0	0
Number of Affirmative Action Group Members Already Employed	1	2	0	0	2	1	0	0
Underutilization					1			

DHR-8-AAP (Rev. Feb. 2016)

## Utilization Analysis

Agency: Lottery  
 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	12	25	5	0	27	7	0	2
Availability Percent	1.12	1.65	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	2	0	0	0

Underutilization

Agency: Lottery  
 Affirmative Action Group: **ASIAN** Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	12	25	5	0	27	7	0	2
Availability Percent	0.74	2.85	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	1	0	0	0

Underutilization

## Utilization Analysis

Agency: Lottery  
 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	12	25	5	0	27	7	0	2
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: Lottery  
 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	12	25	5	0	27	7	0	2
Availability Percent	0.00	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

DHR-8AAP (Rev. Feb. 2016)



## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

## UNDERUTILIZATION SUMMARY

## Underutilization Summary by Region

Name of Agency: Lottery

Fiscal Year: 4th Quarter FY '24 (4/1/24)

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							6			2														
2							1																	
3																								
4																								
5																								
6																								
7							2																	
8																								
9																								
10																								
<b>Total</b>	0	0	0	0	0	0	9	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		1																						
8																								
9																								
10																								
<b>Total</b>	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

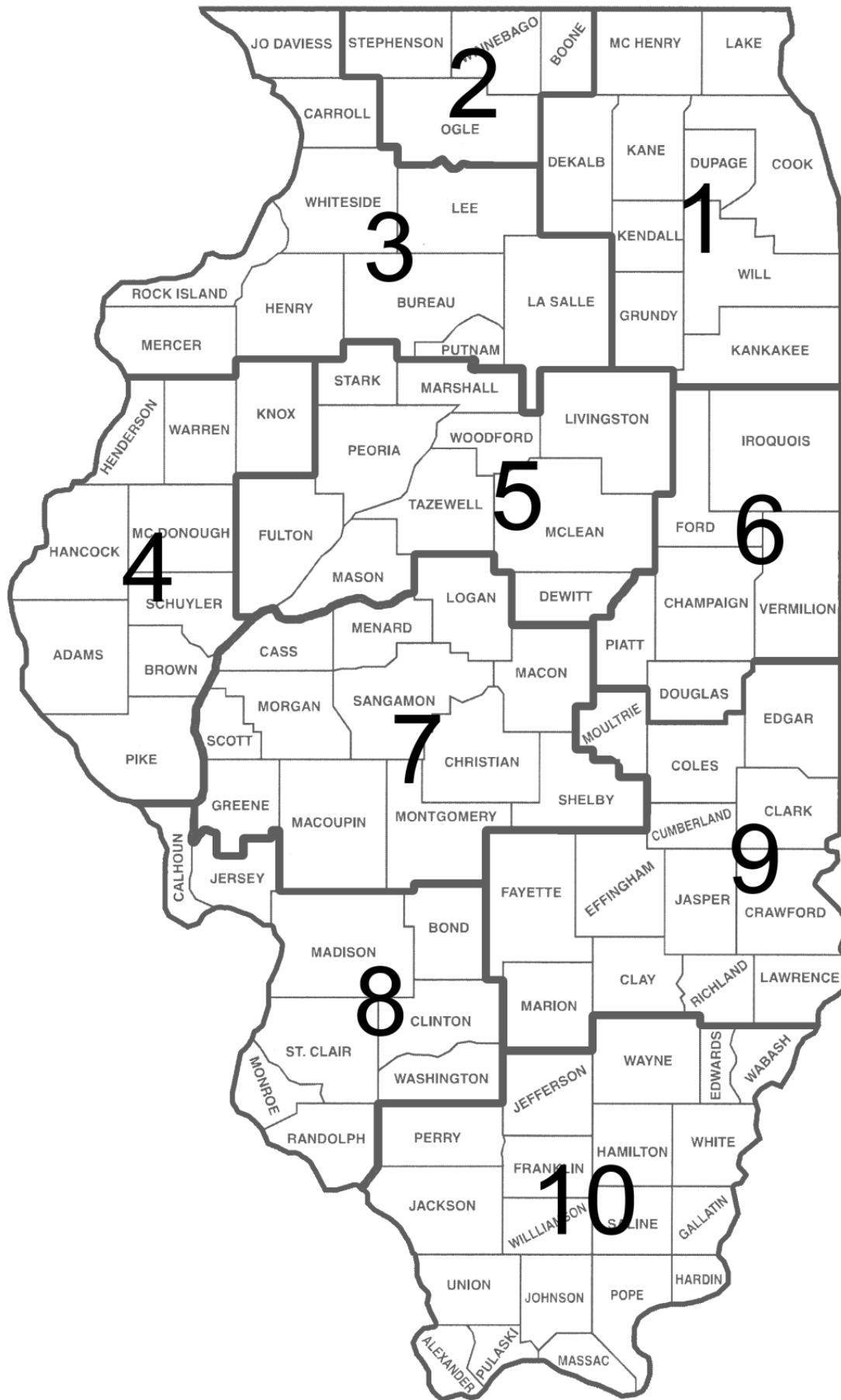
Total underutilization for Women: 9      Total underutilization for Black or African American: 1      Total underutilization for Hispanic or Latino: 0

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  
 DHR 11-AAP (Rev. Feb. 2016)





SECTION

THREE



EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

**NUMERICAL GOALS**

AREA TO BE ADDRESSED:

The underutilization:

- Region 1/Chicago Area – (6) Professional Women and (2) Asian Professionals
- Region 2/ Rockford Area – (1) Professional Women
- Region 7/ Springfield Area – (2) Professional Women and (1) Paraprofessional African American

GOAL:

To eliminate the underutilization the following Regions:

- Region 1/Chicago Area – (6) Professional Women and (2) Asian Professionals
- Region 2/ Rockford Area – (1) Professional Women
- Region 7/ Springfield Area – (2) Professional Woman and (1) Paraprofessional African American

OBJECTIVE:

As vacancies occur, strive to hire and promote in the following Regions:

- Region 1/Chicago Area – (6) Professional Women and (2) Asian Professionals
- Region 2/ Rockford Area – (1) Professional Women
- Region 7/ Springfield Area – (2) Professional Women and (1) Paraprofessional African American

<b>Action Item</b>	<b>Assignment of Responsibility</b>	<b>Completion Target Date</b>	<b>Monitoring Procedure</b>
<ul style="list-style-type: none"> <li>• Notify relevant recruitment sources of vacancies for referrals of qualified applicants</li> </ul>	EEO Officer HR Manager	On-going	HR Manager will oversee outreach efforts
<ul style="list-style-type: none"> <li>• Eliminate Underutilization in Regions 1, 2, &amp; 7</li> </ul>	EEO Officer HR Manager	On-going	Review of promotions/ new hires by EEO officer



EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

**PROGRAM GOAL**

AREA TO BE ADDRESSED:

The Illinois Lottery will strive to hire:

- Region 1/Chicago Area – (6) Professional Women and (2) Asian Professionals
- Region 2/ Rockford Area – (1) Professional Woman
- Region 7/ Springfield Area – (2) Professional Women and (1) Paraprofessional African American

GOAL:

To ensure that employees and managers know their responsibilities in regard to discrimination prevention.

OBJECTIVE:

To provide training opportunities for employees concerning DEI awareness and discrimination prevention.

<u>Action Item</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
Disseminate FY25 AA Plan to Senior Staff	EEO Officer	November 30, 2024	Email plan to Senior Staff
Coordinate mandatory employee participation Disability Hiring Survey	EEO Officer	June 30, 2025	Draft memo and check website
Download and display EEO/AA posters in conspicuous places	EEO Officer	On-going	Inspect each office for compliance
Post the AA Plan on Agency's intranet	IT Manager EEO Officer	November 30, 2024	Review the intranet site
Provide DEI training Opportunities for Employees	EEO Officer	On going	Review One-Net to Track

SECTION

FOUR



## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

### **EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT INVESTIGATION PROCESS**

---

#### **Purpose**

In accordance with the Statement of Policy outlined, the Illinois Lottery affirms its commitment to a policy of Equal Employment Opportunity (EEO) through the implementation of an EEO complaint investigation procedure to promote the internal resolution of employee complaints of alleged discrimination. It is the conviction of the Illinois Lottery that the establishment of this EEO complaint investigation procedure shall provide an internal avenue of redress to informally resolve complaints of alleged discrimination at the lowest organizational level, reducing the backlog, delay, and expense of a prolonged formal investigation.

To that end, the EEO/AA Officer shall advise and support management in the investigation of complaints, documentation of facts, the presentation of findings, and recommendations to resolve the dispute.

The use of this internal EEO complaint investigation procedure does not preclude the rights of an employee to file a charge directly with the state, DHR or the federal Equal Employment Opportunity Commission or any other appropriate government agency. The filing of any complaint of alleged discrimination may not be used as a basis for future retaliation adversely affecting the rights of any employee.

#### **PROCEDURES**

A complaint must be in writing on the Lottery EEO Discrimination Complaint Form in order to initiate an investigation. The information must include the employee's name, work location, phone number, and type of discrimination, any witnesses, and any other pertinent information to support the allegation. The written complaint or form should be submitted to the EEO/AA Officer for investigation.

##### **1. Scope and Timeliness**

Unless of a continuing nature, all complaints must be received by the EEO/AA Officer in writing, within **10 working days** of the date of the alleged discrimination. The scope of the investigation shall be restricted to the specific allegations cited in the charge.

##### **2. Intake-Screening**

Immediately upon receipt of the Discrimination Complaint Form, the EEO/AA Officer shall review the form to determine the initial timeliness, validity and thoroughness of the information submitted in the complaint. The EEO/AA Officer shall inform the employee in writing of the acceptance of the complaint for investigation within **5 working days** of such receipt. The complainant shall be promptly notified if further information or documentation is required to support the charge.



## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

### EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT INVESTIGATION PROCESS (Cont.)

---

#### **3. Investigation**

Within **10 working days** of the acceptance of the complaint, the EEO/AA Officer shall initiate a thorough investigation of the allegation(s) of discrimination cited in the complaint. In order to document the merits of the charge, the investigation shall entail the verification of information with the immediate supervisors, staff, and witnesses to the alleged discriminatory employment practice. The investigation shall be concluded within **30 working days** after acceptance of the complaint.

#### **4. Withdrawal of the Complaint**

The complaint, or any part of the allegation, may be withdrawn during the investigation upon a written request for withdrawal by the complainant.

#### **5. Settlement During Investigation**

If a settlement is reached an agreement shall be obtained in writing with the approval of management before the complaint shall be considered closed.

#### **6. Dismissal of the Complaint**

After an analysis of the complaint, if there is a lack of substantial evidence to indicate that discrimination has occurred, the complainant shall be notified of the findings in writing and informed of the right to appeal within **10 working days**.

#### **7. Investigation Findings**

At the conclusion of the investigation, if substantial evidence that discrimination may have occurred, the EEO/AA Officer shall submit a written notice to the Director with the findings and recommendations to resolve the complaint. Within **10 working days** a conciliation meeting shall be initiated, and the EEO/AA Officer shall participate in seeking an equitable resolution of the complaint.

#### **Conciliation Efforts**

The EEO/AA Officer shall conduct and coordinate conciliation efforts in an attempt to secure a settlement. These efforts may include but are not limited to a conciliation conference, which all parties may attend in person or by representative, to propose, discuss, and agree to a resolution of the complaint. If the complaint cannot be satisfactorily resolved at this level within **10 working days**, the EEO/AA Officer shall document the efforts made to resolve the complaint and shall provide a written explanation of the reasons why the complaint was not able to be resolved.

The findings, conciliation efforts, and proposed settlement shall be forwarded to the Director for the final review, approval, or other determination. The Director shall make known to the EEO/AA Officer the official position of the agency within **10 working days** of receipt of the EEO/AA Officer's written report.



## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

### **EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT INVESTIGATION PROCESS (Cont.)**

---

All employees have the right to file with the Illinois Department of Human Rights (DHR) or with the U.S. Equal Employment Opportunity Commission (EEOC) or any other appropriate government agency. The EEO/AA Officer shall represent the agency in responding to any charges by the DHR and/or the EEOC.

***IDHR administers the State of Illinois Sexual Harassment and Discrimination Helpline:  
Helpline: 1-877-236-7703 (Monday – Friday 8:30 to 5:00)***

Website: [www.illinois.gov/sexualharassment](http://www.illinois.gov/sexualharassment)

Illinois Department of Human Rights  
555 West Monroe Street, 7<sup>th</sup> Floor  
Chicago, Illinois 60661  
312-814-6200  
TTY 866-740-3953

Illinois Department of Human Rights  
524 South 2<sup>nd</sup> Street, Suite 300  
Springfield, Illinois 62701  
217-785-5100  
TTY 866-740-3953

Equal Employment Opportunity Commission  
JCK Federal Building  
230 South Dearborn Street  
Suite 1866 (Enforcement State and Local Hearings)  
Suite 2920 (Legal and ADR)  
Chicago, Illinois 60604  
312-872-9777  
Enforcement / File Disclosure Fax 312-558-1200  
TTY 800-669-6820  
[www.eeoc.gov](http://www.eeoc.gov)

Equal Employment Opportunity Commission  
1222 Spruce Street, Room 8-100  
St. Louis, Missouri 63103  
800-669-4000  
TTY 800-669-6820





ILLINOIS LOTTERY
DISCRIMINATION COMPLAINT FORM

IDHR administers the State of Illinois Sexual Harassment and Discrimination Helpline:
Helpline: 1-877-236-7703 (Monday – Friday 8:30 to 5:00) Website: www.illinois.gov/sexualharassment

To initiate a formal charge of discrimination, complete this form with the Illinois Lottery's EEO Officer.

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:

Table with 3 columns: Job Title, Status, Unit. Below it, a row with 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.

Table with 4 columns: Name, Title, Location, Phone Number. Two rows for listing individuals.

9. Please supply evidence to document the basis for the disciplinary 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 DATE FILED

EEO/AA OFFICER'S SIGNATURE DATE RECEIVED

SECTION

FIVE

## Labor Force Analysis for People with Disabilities

Agency: Lottery \_\_\_\_\_

Fiscal Year: 2025

Total Employees: 153

Percent of People with  
Disabilities in Illinois Labor  
Force: 6.24%

Labor Force Number: 9

Number of Employees with  
Disabilities in Agency: 12

Underutilization or Parity: P



EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

**REASONABLE ACCOMMODATION POLICY**

In compliance with the U.S. Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and the Illinois Human Rights Act, it is the policy of the Illinois Lottery to reasonably accommodate the known physical or mental conditions of otherwise qualified applicants and employees with disabilities. The Illinois Lottery 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 the Illinois Lottery 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.

Harold Mays

9-2-2024

Signature

Director

Date

Peter Romano

9-2-2024

Signature

EEO/AA Officer

Date

## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION



## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

### EMPLOYING PERSONS WITH DISABILITIES

---

#### **Introduction**

Affirmative Action will be implemented in those areas of the Lottery's employment policies and procedures relation to recruitment procedures, application processes, physical accessibility, and reasonable accommodation for a person with a disability.

Each person that is employed by the Illinois Lottery completes a "Disabled Employees Survey" form, which is filed separately in the Shared Services Office. The record shows the following:

Number of employees indicating a disability:	12
Total number of employees:	153
Percentage of employees indicating a disability:	7.84%

#### **Pre-employment screening:**

The Lottery Human Resource Office performs pre-employment inquiries. It will not include reference to the existence, nature, or severity of a person with a disability. All personnel conducting interviews will be advised of these standards for pre-employment inquiries. If pre-employment inquiries are made for the purpose of affirmative action, they will be identified and made clear to all applicants that a response is voluntary. Such information collected for purposes of affirmative action will be maintained separately and confidentially.

#### **Employment criteria and job description review:**

The Lottery Human Resources Office reviews all job descriptions as to job relatedness. Employment criteria that would screen out any disabled applicants will not be used by the Lottery unless such criterion can be demonstrated to be job-related and that alternative job-related criterion that does not screen out disabled applicants is not available. Job descriptions used by the Lottery for a specific title will be reviewed prior to filling a vacancy in that title.

#### **Physical Accessibility:**

The facilities of the Illinois Lottery are readily accessible for an employee with a disability and for the provision of service to the public. Once a person with a disability is employed, appropriate accommodations would be made if the current working conditions were not adequate. If expertise were needed to determine the modification required, the other State Agencies having the expertise would be contacted for assistance.



EQUAL OPPORTUNITY/AFFIRMATIVE ACTION  
**EMPLOYING PERSONS WITH DISABILITIES**

---

**Employment Testing:**

The Department of Central Management Services is responsible for employment testing. The process by which applicants are tested will contain only those standards that are job-related. This will eliminate any criteria that may unfairly discriminate against a person with a disability.

**ADA Coordinator is:**

**Peter Romano**  
**Illinois State Lottery**  
**404 North 5th Street**  
**Springfield, IL 60702**  
**(217) 524-5252**

**Emergency evacuation procedures:**

Lottery participates in the State of Illinois Disability Hiring Survey. The online survey identifies where emergency needs are required. When emergency means are identified, such information will be provided to the appropriate personnel at each Illinois Lottery work location.

## DISABILITY SURVEY

The Disability Survey is completed annually via the [OneNet](#) Training internet site. This survey has two purposes. The first is to comply with equal employment opportunity and non-discrimination laws, which require State agencies to collect disability-related data, to report that data (in aggregate form), and to take steps to ensure equitable inclusion within State employment of people with disabilities. The second is to identify employees needing assistance in the event of an emergency evacuation/shelter in place event. Because a person may become disabled at any time, employees update their information annually.



## 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 \_\_\_\_\_



## Accommodation Request Procedures for Employees

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 300 calendar days 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 where 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 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:
------------------------	-------

**Agency Action**

Interviewing Officer's Determination

Grant

Deny

Remarks (If denied, provide explanation) \_\_\_\_\_

**Final Agency Approval**

Signature:	Date:
------------	-------

## Accommodation Request Procedures 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 in order 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 300 calendar days 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.

SECTION

SIX



## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

### 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 OPPORTUNITY/AFFIRMATIVE ACTION

### APPLICABLE EEO LAWS (Cont.)

---

#### **EQUAL PAY ACT OF 1963**

This Act provides that an employer may not discriminate on the basis of 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:



## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

### APPLICABLE EEO LAWS (Cont.)

---

**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

SEVEN



# 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?  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: 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	_____	_____	_____
People with Disabilities	_____	_____	_____
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)]

# 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?  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?   
 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?

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.**



**ILLINOIS LOTTERY  
EXIT QUESTIONNAIRE**

This questionnaire will be provided to all employees at the time of their separation from the agency whether voluntary or involuntary. The completion of this questionnaire shall be at the employee's option. Please send the completed form in an envelope to the Equal Employment Opportunity Officer at the Illinois Lottery, 404 North 5<sup>th</sup> Street, Springfield, IL 62702.

Name \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

Age: \_\_\_\_\_

Disability: Yes \_\_\_\_\_ No \_\_\_\_\_ Explain \_\_\_\_\_

Please identify your race/ethnicity below:

\_\_\_\_\_ Black/African American

\_\_\_\_\_ White

\_\_\_\_\_ Hispanic/Latino

\_\_\_\_\_ Asian

\_\_\_\_\_ Native Hawaiian or other Pacific Islander

\_\_\_\_\_ American Indian/Alaska Native

Position Title \_\_\_\_\_

Work Location \_\_\_\_\_

Date of Employment \_\_\_\_\_

Separation Date \_\_\_\_\_

Reason for Separation \_\_\_\_\_

\_\_\_\_\_

Were you terminated while still in your probationary period? If so, what could your agency have done to ensure you successfully met your probationary period resulting in certification?

\_\_\_\_\_

\_\_\_\_\_

Would you want to work here again? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you feel the working conditions were satisfactory? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

\_\_\_\_\_

Do you have any suggestions for improving the agency? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you personally experience any discrimination while working in your position?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you aware of instances where others have been discriminated against?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional comments / concerns:

\_\_\_\_\_

\_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_