



**ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY**

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120 South Riverside Plaza • Suite 1016 • Chicago, Illinois 60606 • (312) 793-8550

# Memorandum

**To:** Authority Members  
**From:** Jan M. Oncken  
**Date:** November 12, 2002  
**Re:** Summary of Human Resources Activities

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The following highlights the work performed by Human Resources since the last Authority meeting.

## **Recruitment, Screening and Hiring**

- Staffed a booth and distributed ICJIA information and vacancy posting notices to individuals at the Operation Access job fair for persons with disabilities. Also staffed a booth for the Criminal Justice job fair at Lewis University.
- Advertised and recruited for 8 vacant positions.
- Logged and forwarded 100 resumes to hiring supervisors; sent accompanying CMS-100's for grading.
- Prepared and sent out over 54 interview letters.
- Provided 6 orientation meetings for new full-time staff and several part-time interns.
- Facilitated an in-depth quarterly orientation for new employees with members of each unit of the agency acting as presenters.
- Prepared contracts for new employees and amendments for staff being evaluated for annual performance increases.
- Processed 3 promotions and 3 resignations.
- Processed one term-appointment renewal.

## **Employee Benefits**

- Attended a training session presented by Minnesota Life regarding the state's life insurance benefits and options.
- Provided staff with information regarding opting out of the state's health, dental and vision insurance plans. Processed 2 staff opt-out election certificates during the special open enrollment period.
- Worked with several new staff to explain insurance benefit options as well as researched and resolved insurance related problems.

- Distributed flu-shot schedule to staff.
- Continued to calculate and submit payroll information to the State Retirement System for each member requesting credit for furlough day.
- Processed all WageWorks deductions for staff enrolled for this transportation benefit.
- Provided 2 staff with disability and family leave information. Processed all related medical/administrative paperwork.
- Scheduled several staff for 2003 retirement seminars.
- Processed several Deferred Compensation transactions.
- Processed and distributed Savings Bonds for employees.
- Counseled 2 staff members regarding on-the-job injuries determined to be incidents (no medical treatment needed).
- Attended the Workers' Compensation annual conference.
- Attended the Deferred Compensation annual conference.

### **Salaries & Compensation**

- Continued bi-monthly payroll processing for 100 employees.
- Issued time balance reports monthly to payroll and contractual employees as well as supervisors.
- Met with the Authority's major program units to review accurate completion of timesheets and overtime calculation.
- Continued to check timesheets of federally funded employees for correct time certification reports.
- Informed contractual employees of their ability to payroll deduct SECA contributions, credit union and other optional deductions.
- Continued distribution of petty cash.
- Processed wage garnishments and other involuntary wage deductions.

### **Equal Employment Opportunities**

- Received approval of the Annual FY2003 Affirmative Action Plan from the Department of Human Rights (DHR). Distributed Plan to the State Library and interested staff members.
- Received approval of the FY2003/2004 Federal Affirmative Action Plan from the Office of Justice Programs, Department of Civil Rights. This approval will be submitted with all federal grants totaling \$500,000 or more.
- Attended the Illinois Affirmative Action Officer's Association annual conference and networked with several EEO Officers from around the State.
- Met with DHR liaison to review FY2003 4<sup>th</sup> quarter and annual reports. Also reviewed FY2003 1<sup>st</sup> quarter reports.
- Researched reasonable accommodation issues related to employment at the Authority.
- Participated in National Disability Mentoring Day in connection with the Mayor's Office for People with Disabilities by mentoring a student for the day in the Office of Human Resources.

### **Staff Development & Training**

- Attended a State & Federal Personnel Law seminar.
- Attended two “Lunch & Learn” training sessions regarding managing change and motivating employees provided by CMS.
- Met with representatives of Executive Services Corps. (ESC) regarding training programs.
- Coordinated Rutan training for new supervisors.
- Investigated and recommended management training for new supervisors.
- Researched on-line courses available as well as new management training classes being offered through New Horizons.
- Counseled supervisors on progressive discipline and probationary discharge procedures.
- Provided information and processed tuition reimbursement for several staff.
- Continued to provide staff with development tools now available in library for use.

### **Other Miscellaneous Projects**

- Completed revision and distribution of the Employee Handbook.
- Worked with OPI and the agency’s webmaster to include additional personnel forms on the agency’s Intranet for easy access by staff.
- Clarified several job descriptions.
- Completed the State Employees Combined Appeal campaign and surpassed our agency goal of \$3,267.
- Updated the agency organizational chart and distributed it to new employees at the quarterly orientation.
- Worked with the Information Systems Unit regarding equipment planning for the budget year.
- Processed 3 and 6-month evaluations as well as annual evaluations for all staff.
- Continued background checks and fingerprinting for all new employees.
- Attended a meeting of the Illinois Corporate Citizen Initiative regarding future of group.
- Attended a Joint Committee on Administrative Rules (JCAR) hearing regarding Personnel Code rule changes for exempt term appointments.

### **Reports**

The following reports were prepared and submitted by HR staff:

- Bilingual Needs and Bilingual Pay Survey 2002 for Central Management Services.
- End of the month headcount and staff salary information to executive staff.
- Bureau of the Budget Headcount Tracking Form to the Bureau analyst.