



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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Memorandum

To: Authority Members
From: Jan M. Oncken
Date: May 15, 2003
Re: Summary of Human Resources Activities

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

Recruitment, Screening and Hiring

Activities in this area were severely limited due to Executive Order Number 1 (2003) freezing all hiring and promotions. Personnel Action Request Forms were submitted to the Bureau of the Budget and the Governor's Office during February requesting exceptions to the freeze. Approval to fill some vacant positions was received this week.

Employee Benefits

- Central Credit Union of Illinois met with interested staff and provided them with information regarding financial services including checking, savings, loans and investment opportunities.
- Union Station Multiplex Health Club held a mini health fair for employees providing health screenings, back and neck massages, fitness information, chiropractic advice and a myriad of other services.
- Attended the Annual Benefits Choice seminar in Springfield. Provided staff with Benefits Choice booklets detailing plan changes for elections to be effective July 1, 2003.
- Processed 25 Benefit Choice insurance changes for staff.
- Processed 6 Flexible Spending Account registrations for FY2004.
- Worked with several staff to explain insurance benefit options as well as researched and resolved insurance related problems.
- Clarified for staff the detailed privacy rules that became effective April 14, 2003 prohibiting the disclosure, without patient permission, of health related information.
- Worked with staff on re-certification of dependents for insurance benefits.

- Processed all WageWorks deductions for staff enrolled in this transportation benefit. Continued working with CMS and WageWorks to provide this benefit for full-time contractual employees.
- Provided 3 staff with disability and family leave information. Processed all related medical/administrative paperwork.
- Processed several Deferred Compensation transactions.
- Processed and distributed Savings Bonds for employees.

Salaries & Compensation

- Continued bi-monthly payroll processing for 100 employees.
- Issued time balance reports monthly to payroll and contractual employees as well as supervisors.
- Continued to check timesheets of federally funded employees for correct time certification reports.
- Continued distribution of petty cash.
- Processed wage garnishments and other involuntary wage deductions.

Equal Employment Opportunities

- Prepared and submitted 3rd quarter EEO reports for the Department of Human Rights.
- Staff attended the Latino Caucus hearings and networked with other attendees for recruitment contacts.
- Reviewed adverse impact analysis to be submitted with any layoff plans.

Staff Development & Training

- Staff attended a “Lunch & Learn” training session regarding time management provided by CMS.
- Interested staff completed a 2-hour course on “Understanding the Emotional and Physical Impact of Sexual Violence” presented by Denyse Snyder of the Illinois Coalition Against Sexual Assault.
- Coordinated Rutan training for new supervisors.
- Coordinated sexual harassment training for employees.
- 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 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

- Continued to provide the new Administration with personnel information as requested.
- Worked with executive staff to prepare a layoff plan to meet reductions of FY2004 budget.
- In conjunction with the Office of Fiscal Management, answered questions from agency staff and legislative staff regarding the FY2004 budget submission.
- Met and provided outside audit firm staff with personnel and payroll data to be reviewed in relation to the Authority's biennial audit.
- Provided internal auditors with personnel and payroll information regarding the annual Fiscal Control and Internal Auditing Act program.
- Updated the agency organizational chart.
- Processed 3 and 6-month evaluations as well as annual evaluations for all staff.
- Met with employees and supervisors when performance evaluations were disputed. Clarified issues and objectives for the next performance period.
- Continued background checks and fingerprinting for all new employees.

Reports

The following reports were prepared and submitted by HR staff:

- Public Act 87-552 – Plan to reduce the need for day care of employees' children outside the home submitted to Central Management Services.
- End of the month headcount and staff salary information distributed to executive staff.
- Bureau of the Budget Headcount Tracking Form submitted to the Bureau of the Budget analyst.