

ILLINOIS HOUSING DEVELOPMENT AUTHORITY
INVENTORYING EMPLOYMENT RESTRICTIONS ACT REPORT
DATE OF ISSUANCE: FEBRUARY 9, 2012

This report is being provided by the Illinois Housing Development Authority (the “Authority”) to the Task Force on Inventorying Employment Restrictions pursuant to 20 ILCS 5000/15(c) (the “Act”).

20 ILCS 5000/15(c)

20 ILCS 5000/15(c) Provision	Information Requested under the Act	Authority Response
15(c)(1)	The job title, occupation, job classification, or restricted place of employment, including the range of occupations affected in such places.	The following departments are subject to criminal background investigations: Accounting positions; Hardest Hit Fund; Internal Audit; Legal; Human Resources; Information Technology. In addition, the following titles are also subject criminal background investigations: Finance Portfolio Manager; Asst. Portfolio Manager; Financial Project Manager; Executive Director; Deputy Executive Director Chief of Staff; Assistant Executive Director; Chief Financial Officer; General Counsel; Directors of all departments; Research and Policy Manager; Manager Tax Credit Program.
15(c)(2)	The statute, regulation, policy, and procedure that authorizes the restriction of applicants for employment and licensure, current employees, and current licenses.	Not applicable.

15(c)(3)	<p>The substance and terms of the restriction, and:</p> <p>(A) if the statute, regulation, policy or practice enumerates disqualifying offenses, a list of each disqualifying offense, the time limits for each offense, and the point in time when the time limit begins;</p> <p>(B) if the statute, regulation, policy or practice does not enumerate disqualifying offenses and instead provides for agency discretion in determining disqualifying offenses, the criteria the agency has adopted to apply the disqualification to individual cases. Restrictions based on agency discretion include, but are not limited to, restrictions based on an offense "related to" the practice of a given profession; an offense or act of "moral turpitude"; and an offense evincing a lack of "good moral character".</p>	Not applicable.
15(c)(4)	The procedures used by the agency to identify an individual's criminal history, including but not limited to disclosures on applications and background checks conducted by law enforcement or private entities.	<p>The Authority utilizes a private professional investigator who specializes in background checks to run criminal background reports on persons who apply for the positions noted above in response to 15(c)(1). The completed report is provided to the Authority's Human Resources Department.</p> <p>Additionally, all applicants are asked to disclose the nature of any felony convictions on the Authority's employment application.</p>
15(c)(5)	The procedures used by the agency to determine and review whether an individual's criminal history disqualifies that individual.	The Authority confers with legal counsel when considering criminal record information in the screening process to ensure compliance with federal, state and local laws, to

		examine if there is a reasonable relationship between the conviction and the job duties and if so to determine if such conviction reasonably disqualifies an applicant.
15(c)(6)	The year the restriction was adopted, and its rationale.	Not applicable.
15(c)(7)	Any exemption, waiver, or review mechanisms available to seek relief from the disqualification based on a showing of rehabilitation or otherwise, including the terms of the mechanism, the nature of the relief it affords, and whether an administrative and judicial appeal is authorized.	Not applicable.
15(c)(8)(A) – (D)	Any statute, rule, policy and practice that requires an individual convicted of a felony to have his civil rights restored to become qualified for the job; and 9 copies of the following documents:	
	(a) forms, applications, and instructions provided to applicants and those denied or terminated.	Nine (9) copies of the Authority's employment application are attached hereto. No other forms are applicable to this question.
	(b) forms, rules, and procedures that the agency employs to provide notice of disqualification, to review applications subject to disqualification, and to provide for exemptions and appeals of disqualification.	Not applicable.
	(c) memos, guidance, instructions to staff, scoring criteria and other materials used by the agency to evaluate the criminal histories of applicants, licensees, and employees	Not applicable.
	(d) forms and notices used to explain waiver, exemption and appeals procedures for denial, suspensions and terminations of employment or licensure based on criminal history	Not applicable.