

ILLINOIS HOUSING DEVELOPMENT AUTHORITY

Environment and Business Regulation Agency

FY14 Headcount: Not available

<http://www.ihda.org/>

Summary of Agency Operations:

The Illinois Housing Development Authority (IHDA) was created as a self-supporting authority by the state legislature to finance quality affordable housing across Illinois. IHDA finances the creation and preservation of affordable housing throughout the State of Illinois to increase the supply of decent and safe places for people of low or moderate means to live.

Internal Hiring

Agency positions subject to restrictions based on criminal history

Departments: Accounting positions, Hardest Hit Funds, Internal Audit, Legal, Human Resources, Information Technology.

Titles: Finance Portfolio Manager, Assistant Finance 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.

Statutory, Regulatory Restrictions Applicable to Internal Hiring:

Attorneys hired must have valid Illinois law license.

Supreme Court of Illinois, Rules on Admission and Discipline of Attorneys, Article VII,

Part A Admission to the Bar, Rule 701 General Qualifications (a) Subject to the requirements contained in these rules, persons may be admitted or conditionally admitted to practice law in this State by the Supreme Court if they are at least 21 years of age, **of good moral character** and general fitness to practice law, and have satisfactorily completed examinations on academic qualification and professional responsibility as prescribed by the Board of Admissions to the Bar or have been licensed to practice law in another jurisdiction and have met the requirements of Rule 705.

System of personnel administration

State Housing Act [310 ILCS 5/22]

The Illinois Housing Development Authority shall have power to adopt reasonable and proper rules and regulations relating to the exercise of its powers and proper rules to govern its proceedings and to regulate the mode and manner of all investigations, and hearings and to alter and amend the same.

Background Check Procedures:

(1) Self-disclosure on application

Yes

(2) Background check review procedure

Illinois Housing Development Authority

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. Additionally, all applicants are asked to disclose the nature of any felony convictions on the Authority's employment application.

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.

Exemption, waiver, or review mechanisms

N/A

Total number of people who underwent a background check

2 year period beginning on February 1, 2010 and ending on February 1, 2012.

The number and percentage of individuals who underwent a criminal history background check:

2010: 8 background checks, 3%.

2012: 77 background checks, 29%.

Number of individuals who were merely required to disclose their criminal history without a criminal history background check: every employment application completed for employment (unable to discern actual number).

The total number of employees in occupations subject to criminal history restrictions: 12.

Occupational Licensing, Certification, Regulation

N/A

Employment Contracting

Contracting restrictions based on criminal history, by statute or regulation

Illinois Procurement Code [30 ILCS 500/]

30 ILCS 500/50-2 (Continuing disclosure; false certification)

30 ILCS 500/50-5 (Bribery)

30 ILCS 500/50-5 (c) (Conduct on behalf of business)

30 ILCS 500/50-10 (Felons)

30 ILCS 500/50-10.5 (Prohibited bidders and contractors)

See section IV. of this report for a discussion of criminal history-based restrictions on contracting with the State in the Illinois Procurement Code.

Summary of Employment Restrictions from Agency Report:

Illinois Housing Development Authority

The Authority utilizes a private professional investigator who specializes in background checks to run criminal background reports on applicants and provide the results to the human resources department. All applicants are asked to disclose any felony convictions on the application. The Authority confers with the legal counsel to examine whether there is a reasonable relationship between any convictions and the job duties, and to determine if such conviction reasonably disqualifies the applicant from employment.

Between February 1, 2010 and February 1, 2012, 85 individuals underwent a criminal background check. None were disqualified and none sought waiver.