

Report to the Task Force on Inventorying Employment Restrictions Act

Current Employment Restrictions

Office of the Attorney General

For each occupation subject to a criminal records-based restriction, the agency shall set forth the following:

- 1) The job title, occupation, job classification, or restricted place of employment, including the range of occupations affected in such places.

Any individual hired by the Office of the Attorney General is subject to a background check. (see attached list of titles)

- 2) The statute, regulation, policy, and procedure that authorizes the restriction of applicants for employment and licensure, current employees, and current licenses.

There are no specific restrictions to employment at the Office of the Attorney General based on a background check.

- 3) The substance and terms of the restriction, and

No specific restrictions are in place.

- (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.

See above response.

- (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".

Background checks indicating criminal offenses are reviewed by senior management to determine if the offense may be disqualifying.

- 4) The procedures used by the agency to identify an individual's criminal history, including but not limited to disclosures an applications and background checks conducted by law enforcement or private entities.

Job application includes language asking individuals to disclose convictions of any criminal offense other than a minor traffic violation. Background checks are run by the Investigations Bureau of the Office of the Attorney General.

- 5) The procedures used by the agency to determine and review whether an individual's criminal history disqualifies that individual.

Background checks are reviewed by senior management.

- 6) The year the restriction was adopted, and its rationale.

The Office of the Attorney General began requiring background checks June 1, 2000 (see attached memo). As the state's chief legal officer, background checks are necessary to maintain the integrity of our workforce.

- 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.

N/A

- 8) 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:

N/A

(A) Forms, applications, and instructions provided to applicants and those denied or terminated from jobs or licenses based on their criminal record. N/A

(B) Forms, rules and procedures that the agency employs to provide notice of disqualification, to review applications subject to disqualification, and to provide the exemptions and appeals of disqualification. N/A

(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. N/A

(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.

N/A

EMPLOYEE LISTING

<u>Employee</u>	<u>Bureau</u>
AAG - Class 1	
AAG - Class 2	
AAG - Class 3	
AAG/Brief Reviewer	
Account Technician	
Account Technician II	
Accountant	
Administrative Clerk	
Administrative Secretary	
Assistant Bureau Chief	
Assistant PAC	
Associate Director	
Asst Unit Supervisor	
Att Rec & Law Clk Prg Spc	
AVN Project Coordinator	
Benefits Representative	
Bureau Chief	
Chief Deputy AG	
Chief Engineer	
Chief Fiscal Officer	
Chief Internal Auditor	
Chief of Staff	
Chief Supervising Attorney	
Chief Technology Officer	
Chief, Investigations Div	
CII Coordinator	
Citizens Advocate	
Claims Analyst	
CLE Program Specialist	
Clerk	
Clerk Typist	
Community Outreach Liaison	
Communications Attendant	
Communications Coord.	
Communications Director	
Community Outreach Coord.	
Comp Evidence Recvry Tech	
Compensation Coordinator	
Complex Litigation Counsl	
Compliance Officer	
Compliance Officer II	
Computer System Specialist	
Consumer Counsel	
Counsel to the AG	
Data Entry Operator	
Database Administrator	
Deputy AG	
Deputy Chief	
Deputy Chief of Staff	
Deputy Chief Staff, Admin	
Deputy Chief Staff, Polic	
Deputy Director	
Deputy Division Chief	
Deputy PAC	
Deputy Press Secretary	

EmployeeBureau

Deputy Scheduling Director
Deputy Solicitor General
Dir of Scheduling & Advance
Dir. Att rect & prof dev
Dir. Investigation for OIG
Dir. of HR & Support Svcs
Director
Director of Regl Ofc
Director, Legis Affairs
Disability Specialist
Division Chief
Docket Clerk
Environmental Counsel
Exec. Director of IVPA
Executive Assistant
Executive Secretary
Financial Analyst
Grant Manager
Grant Monitor
Grant Monitor II
Human Resource Assoc.
Human Resource Coord
IFVCC Program Director
Internal Auditor
Internet Safety Specialist
IVPA Admin. Assistant
IVPA Admin. Asst.
IVPA Asst Fiscal/Cont Mgr
IVPA Dir of Prog Develop
IVPA Dir. of Grants Prog
IVPA Fiscal Contract Mngr
IVPA Grants Manager
IVPA NRI Asst. Grants Mgr
IVPA NRI Contract Manager
IVPA NRI Prog. Developer
IVPA Office Serv Manager
IVPA Program Developer
IVPA Sfty Ntwrk Prgrm Mgr
IVPA SpclProjCntrct Mntr
IVPA-Asst. Dir to GP
Janitor
Labor Counsel
Labor Liaison
Labor Unit Supervisor
Law Clerk
Lead Person II
Lead Worker I
Lead Worker II
Legal Secretary
Maintenance Worker
Mediation Coordinator
Mediator
Medical Director
Office Assistant
Office Automation Coord
Operating Engineer

EmployeeBureau

Outreach Specialist
Paralegal
Paralegal II
PC Technician
Policy Advisor Assistant
Policy Advisor-Housing
Program Specialist
Programmer Analyst
Property Control Spec
Public Affairs Officer
Purchasing Supervisor
Regional Counsel
SANE Coordinator
Secretary
Senior AAG
Senior Acct Technician
Senior Compliance Officer
Senior Consumer Counsel
Senior Internal Auditor
Senior Network Admin/Supr
Senior Operations Directr
Senior Program Specialist
Solicitor General
Special Events Coord
Special Investigator
Sr. Asst. to the AG
Sr. Communications Coord.
Sr. Exec. Asst. to the AG
Sr. Housing Policy Advisr
Sr. Policy Advisor
Sr. Supervising Attorney
Staff Assistant
Supervising Attorney
Supervisor
Support Staff Coord.
Unit Supervisor
Victim/Witness Coord

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Impact Review

Office of the Attorney General

February 1, 2012

- 1) The total number of people currently employed in the occupation whose employment or licensure required criminal history disclosure, background checks or restrictions.

Background checks are run on all individuals upon offer of employment. Since February 1, 2010, one hundred ninety-two (192) individuals have been hired and are currently employed at the Office of the Attorney General.

- 2) The number and percentage of individuals who underwent a criminal history background check.

192 - 100%

- 3) The number and percentage of individuals who were merely required to disclose their criminal history without a criminal history background check.

Data is not available regarding the number of individuals who may have filled out a job application but were not hired.

- 4) The number and percentage of individuals who were found disqualified based on criminal history disclosure by the applicant.

No available data

- 5) The number and percentage of individuals who were found disqualified based on a criminal history background check.

No available data

- 6) The number and percentage of individuals who sought an exemption or waiver from the disqualification.

N/A

- 7) The number and percentage of individuals who sought an exemption or waiver who were subsequently granted the exemption or waiver at the first level of agency review (if multiple levels of review are available).

N/A

- 8) The number and percentage of individuals who sought an exemption or waiver who were subsequently granted the exemption or waiver at the next level of agency review (if multiple levels of review are available).

N/A

- 9) The number and percentage of individuals who were denied an exemption or waiver at the final level of agency review and then sought review through an administrative appeal.

N/A

- 10) The number and percentage of individuals who were denied an exemption or waiver at the final level of agency review, and then sought review through an administrative appeal and were then found qualified after such a review.

N/A

- 11) The number and percentage of individuals who were found disqualified where no waiver or exemption process is available.

N/A

- 12) The number and percentage of individuals who were found disqualified where no waiver or exemption process is available and who sought administrative review and then were found qualified.

N/A

- 13) If the agency maintains records of active licenses or certifications, the executive agency shall provide the total number of employees in occupations subject to criminal history restrictions.

While no specific criminal restrictions are contained within the Office of the Attorney General's Policy and Procedure Manual, the following employees are required to maintain licenses and certifications:

All positions requiring a current license to practice law in Illinois – 394 current employees

All positions which require completion of basic police training course mandated and approved by the Illinois Law Enforcement Training and Standards Board – 13 current employees

All positions requiring current and unencumbered license to practice medicine in Illinois – 1 current employee