



CITY OF CHICAGO

DEPARTMENT OF HUMAN RESOURCES

MEMORANDUM

To: The Honorable Jason Ervin
Chairman, Committee on the Budget and Government Operations

From: Kathleen Doyle-Deane
Acting Commissioner
Department of Human Resources

CC: Elizabeth Beatty
Mayor's Office of Intergovernmental Affairs

Date: November 9, 2023

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-01: DHR and OBM Resource Committee

The following information is provided in response to questions posed at our department's hearing on October 27, 2023, to discuss the proposed 2024 budget.

Alderman Matthew J. Martin (47th Ward) requested a resource committee update for the DHR OBM committee.

We identified salary compression as a major challenge to hiring and are addressing this with the current salary study and subsequent changes to our salary resolution. This work will continue through 2024.

We also identified a need to create a digital tool to provide data across the hiring process to improve the load balance across HR staff and provide actionable data throughout the hiring process. We are currently designing a Hire Tracker that will fulfill these needs and we are working with our partners in the Department of Technology and Innovation on the Enterprise Resource Planning (ERP) system.

In addition, we identified a need for centralized and consistent information around job specifications across the hiring process. We have designed and built a tool that matches this need, and we are in the process of uploading and scrubbing data to ensure accuracy.

We meet on a bi-monthly basis and continue to drive forward current priorities and look for additional ways to improve our shared processes and tooling.

As always, please let me know if you have any further questions.



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MEMORANDUM

To: The Honorable Jason Ervin
Chairman, Committee on the Budget and Government Operations

From: Department Head
Title
Department

CC: Elizabeth Beatty
Mayor's Office of Intergovernmental Affairs

Date: November 8, 2023

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-02 Advertising

The following information is provided in response to questions posed at our department's hearing on October 27, 2023, to discuss the proposed 2024 budget.

Alderman Manaa Hoppenworth (48th Ward) requested advertising partners through media, specifically ethnic media in other languages. The advertising media partners are listed below.

Radio:

WRLL
WVON
iHeart Radio
Univision
Crawford Broadcasting

Digital:

Austin Weekly
TruthBTold News
N'DIGO
Chicago Defender

As always, please let me know if you have any further questions.



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From: Department Head
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CC: Elizabeth Beatty
Mayor’s Office of Intergovernmental Affairs

Date: November 8, 2023

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-03: Citywide Demographics

The following information is provided in response to questions posed at our department’s hearing on October 27, 2023, to discuss the proposed 2024 budget.

Alderman Nicole T. Lee (11th Ward) requested citywide demographics breakdown of current employees and new hires. The data has been inserted below. The Mayor’s Office of Equity and Racial Justice has also developed an Equity Dashboard that contains City workforce diversity data and more: <https://www.chicago.gov/city/en/sites/office-of-equity-and-racial-justice/home/dashboard.html>.



Information Services and
Records Management Division
Department of Human Resources
10/2/23

SEX / RACE BREAKDOWN CITYWIDE

MWH	MBL	MSP	MAS	MAI	MHP	M2+	MNA	FWH	FBL	FSP	FAS	FAI	FHP	F2+	FNA	TOTAL
10125	5006	5776	718	50	31	203	99	2591	3996	2063	303	33	7	135	36	31179
32.47%	16.06%	18.53%	2.30%	0.16%	0.10%	0.65%	0.32%	8.31%	12.82%	6.62%	0.97%	0.11%	0.02%	0.43%	0.12%	



SEX / RACE BREAKDOWN
 NEW HIRES
 01/01/2023 TO 09/30/2023

CITYWIDE TOTAL	MWH	MBL	MSP	MAS	MAI	MHP	M2+	MNA	FWH	FBL	FSP	FAS	FAI	FHP	F2+	FNA	TOTAL
	328	353	432	47	4	3	43	7	225	404	224	42	4	1	38	1	2162
	15.17%	16.33%	19.98%	2.17%	0.19%	0.14%	1.99%	0.32%	10.41%	18.69%	10.36%	1.94%	0.19%	0.05%	1.76%	0.05%	

Demographic meanings:

- MWH: Male White
- MBL: Male Black
- MSP: Male Hispanic
- MAS: Male Asian
- MAI: Male American Indian
- MHP: Male Hawaiian-PI
- M2: Male 2 Races
- MNA: Male Race Unknown

- FWH: Female White
- FBL: Female Black
- FSP: Female Hispanic
- FAS: Female Asian
- FAI: Female American Indian
- FHP: Female Hawaiian-PI
- F2: Female 2 Races
- FNA: Female Race Unknown

As always, please let me know if you have any further questions.



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From: Department Head
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Mayor's Office of Intergovernmental Affairs

Date: November 8, 2023

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-04: Onboarding

The following information is provided in response to questions posed at our department's hearing on October 27, 2023, to discuss the proposed 2024 budget.

Alderman Andre Vasquez (40th Ward) requested onboarding/training information and the possible gameplan going forward.

DHR's Training & Development team is creating an online course (tentatively called Citywide Onboarding Overview) to be offered to all new hires via Chicago eLearning, our Learning Management System. The purpose of this Citywide Onboarding Overview is to welcome new employees and to provide standard information that will help them prepare for their career with the city.

The Citywide Onboarding Overview will feature a welcome message from Mayor Johnson, followed by key facts about the City and City government, our mission, and organizational structure. The overview will also cover policies, benefits, and resources, describe the functional grouping of departments, and present a few employee testimonials. In the overview course, new employees will be informed that DHR will also enroll them in additional online training programs, including Diversity & Equal Employment Opportunity, Time & Attendance and Drug & Alcohol Policy courses. The overview closes with next steps in onboarding, which is conducted at the departmental level where specific rules and procedures of operations are introduced.

As always, please let me know if you have any further questions.



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Mayor's Office of Intergovernmental Affairs

Date: November 8, 2023

Re: Request for Information from Annual Appropriation Committee Hearing

ID#: 33-05: Reasonable Accommodation

The following information is provided in response to questions posed at our department's hearing on October 27, 2023, to discuss the proposed 2024 budget.

Alderman Nicole T. Lee (11th Ward) requested procedural information regarding reasonable accommodations to include the ADA rules.

Below are links to documents covering the Reasonable Accommodation process.

- **One- pager on how to request an accommodation**

https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/HRpolicies/How_to_Request_a_Reasonable_Accommodation.pdf

- **Reasonable Accommodation Policy**

https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/HRpolicies/Reasonable_Accommodation_Policy.pdf

- **Employee Request form and Medical Questionnaire**

https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/HRpolicies/Employee_Request_Form%202_6_20.pdf

https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/HRpolicies/Medical_Questionnaire_2_6_20.pdf

As always, please let me know if you have any further questions.