

## FY' 2022 African American Employment Plan

Per Public Act 096-1341, each state agency is required to report their activities in implementing the State African American Employment Plan to the General Assembly. Please provide the information as requested below reflecting both bargaining unit and non-bargaining unit data.

\* 1. Agency: **Office of the Illinois Secretary of State**

\* 2. Agency Information:

Agency Director or Secretary:	<u>Jesse White, Secretary of State</u>
Name of Individual Completing Survey:	<u>Jeanine M. Stroger</u>
Individual's Working Title:	<u>EEO Officer</u>
Individual's Phone Number:	<u>(312) 793-5515</u>
Individual's Mailing Address:	<u>17 North State Street, Chicago, 60602</u>
Individual's Email Address:	<u>jstroger@ilsos.gov</u>

\*3. As of June 30, 2022, provide the number of African Americans employed within each of the following EEO categories:

Officials and Administrators:	<u>9</u>
Professionals:	<u>128</u>
Technicians:	<u>11</u>
Protective Services:	<u>44</u>
Para-Professionals:	<u>66</u>
Administrative Support:	<u>365</u>
Skilled Craft:	<u>8</u>
Service Maintenance:	<u>50</u>

\*4. As of June 30, 2022, provide the number of funded positions within each of the following EEO categories:

Officials and Administrators:	<u>74</u>
Professionals:	<u>809</u>

Technicians:	<u>133</u>
Protective Services:	<u>256</u>
Para-Professionals:	<u>362</u>
Administrative Support:	<u>1653</u>
Skilled Craft:	<u>127</u>
Service Maintenance:	<u>194</u>

\*5. As of June 30, 2022, provide the total number of agency employees; include full-time, part-time and leave of absence:

3901

\*6. As of June 30, 2022, provide the underutilization for African Americans by category:

Officials and Administrators:	<u>0</u>
Professionals:	<u>0</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Para-Professionals:	<u>0</u>
Administrative Support:	<u>0</u>
Skilled Craft:	<u>0</u>
Service Maintenance:	<u>0</u>

\*7. Were there any increases or decreases in the number of African American employees within any of the EEOC categories from the prior fiscal year? If so, please provide specific details.

**In FY’2022, the Office of the Secretary of State (“SOS”) employed in total 681 individuals who self-identified as African American, which was an increase from 680 in FY’2021. This included increases in the Technicians, Protective Service, Para-Professionals, and Skilled Craft EEO categories.**

**Additionally, in FY’2022, through internal promotions and new hires, the agency reached parity in each EEO category for African Americans; thereby eliminating its underutilization.**

8. How many Human Resources staff does your agency have?

40 (as of 6/30/2022)

\*9. How many those Human Resources staff are minorities?

7

\*10. Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY'2022.

561

\*11. Please list the position titles.

ACCOUNT CLERK  
ACCOUNT TECHNICIAN I  
ACCOUNTANT I  
ACCOUNTANT II  
ADMINISTRATIVE ASST I  
ADMINISTRATIVE ASST II  
ADMINISTRATIVE ASST III  
ADMINISTRATIVE CLERK  
BUILDING MANAGER  
BUSINESS SERVICES REP  
BUSINESS SVS SPECIALIST  
CAPITOL POLICE INVESTIGATOR  
CHIEF DEPUTY  
COMPUTER PROD. SPECIALIST II  
CORRESPONDENCE OPER. II  
DATA CENTER SPECIALIST I  
DATA CENTER SPECIALIST III  
DATA INPUT ASSOCIATE  
DATA INPUT CONTROLLER  
DEPUTY DIRECTOR  
DIRECTOR  
DRIVER LICENSE HEARING OFFICER  
DRIVER SERVICES METRO MANAGER  
DRIVER SERVICES METRO MANAGER  
DRIVERS FAC. MANAGER I  
DRIVERS FAC. MANAGER II  
EXECUTIVE ASSISTANT I  
EXECUTIVE ASSISTANT II  
EXECUTIVE ASSISTANT III  
EXECUTIVE ASSISTANT V  
EXECUTIVE I  
EXECUTIVE II  
EXECUTIVE III  
EXECUTIVE IV

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FORMAL HEARING OFFICER  
INFORMATION SYSTEMS SPECIALIST  
INFORMATION SYSTEMS TECHNICIAN

INTERMIT MOTOR VEHICLE CASHIER  
 INTERMIT OPERATIONS ASSOCIATE  
 INTERMIT PUBLIC SERVICE CLERK  
 INTERMIT PUBLIC SERVICE REP  
 INTERMITTENT OPERATIONS ASST  
 INVESTIGATOR  
 INVESTIGATOR-LIEUTENANT  
 JANITOR  
 LEGAL ADVISOR I  
 LEGAL ADVISOR II  
 LIBRARY PROGRAM ADMINISTRATOR  
 LIBRARY PROGRAM MANAGER II  
 LIBRARY SPECIALIST  
 MAIN. CARPENTER GENERAL FOREMAN  
 MAINT. BRICKMASON  
 MAINT. CARPENTER  
 MAINT. CARPENTER FOREMAN  
 MAINT. ELECTRICIAN

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MAINT. LABORER  
 MAINT. TINSMITH FOREMAN  
 MANAGERIAL ASST III  
 MANAGERIAL ASST IV  
 MICROGRAPHIC EQUIPMENT OPERATOR  
 MICROGRAPHIC IMAGING TECH-LEAD  
 MOTOR CARRIER TECHNICIAN  
 MOTOR VEH REGULATIONS TECH I  
 MOTOR VEH REGULATIONS TECH I  
 MOTOR VEH REGULATIONS TECH II  
 MOTOR VEHICLE CASHIER  
 OFFICE OPERATIONS SUPERVISOR  
 OPERATIONS ASSISTANT  
 OPERATIONS ASSOCIATE  
 OPERATIONS CLERK  
 PERSONNEL ASSOCIATE  
 PERSONNEL SPECIALIST  
 PUBLIC SERVICE CLERK  
 PUBLIC SERVICE REPRESENTATIVE  
 PUBLIC SERVICE SUPERVISOR  
 SECRETARY II  
 SECURITIES ENFORCMT AUDITOR I  
 SECURITIES ENFORCMT AUDITOR II  
 SECURITIES INVESTIGATOR  
 SECURITIES SENIOR INVESTIGATOR  
 SECURITY GUARD  
 SPECIAL AGENT II  
 STATIONARY ENG. - ASST CHIEF  
 STATIONARY ENGINEER  
 STOREKEEPER  
 YARD MAINTENANCE WORKER

\*12. How many of the employees who vacated your agency during FY'2022 were African American?

\*13. Please include job titles that were vacated by African Americans?

ACCOUNT CLERK  
ADMINISTRATIVE ASST II  
BUSINESS SERVICES REP  
DATA INPUT ASSOCIATE  
DIRECTOR  
DRIVERS FAC. MANAGER II  
EXECUTIVE ASSISTANT I  
EXECUTIVE ASSISTANT II  
EXECUTIVE ASSISTANT III  
EXECUTIVE I  
EXECUTIVE II  
EXECUTIVE III  
FORMAL HEARING OFFICER  
INFORMATION SYSTEMS TECHNICIAN  
INTERMIT MOTOR VEHICLE CASHIER  
INTERMIT OPERATIONS ASSOCIATE  
INTERMIT PUBLIC SERVICE CLERK  
INTERMIT PUBLIC SERVICE REP  
INTERMITTENT OPERATIONS ASST  
INVESTIGATOR  
JANITOR  
LEGAL ADVISOR I  
LEGAL ADVISOR II  
MAINT. LABORER  
MANAGERIAL ASST III  
MANAGERIAL ASST IV  
MICROGRAPHIC EQUIPMENT OPERATOR  
MOTOR VEH REGULATIONS TECH I  
MOTOR VEH REGULATIONS TECH II  
MOTOR VEHICLE CASHIER  
OPERATIONS ASSISTANT  
OPERATIONS ASSOCIATE  
PRIVATE SECRETARY I  
PUBLIC SERVICE CLERK  
PUBLIC SERVICE REPRESENTATIVE  
PUBLIC SERVICE SUPERVISOR  
SECURITIES ENFORCMT AUDITOR I  
SECURITIES INVESTIGATOR  
SECURITY GUARD  
YARD MAINTENANCE WORKER

\*14. How many new employees were hired during FY'2022? Include new "off the street" hires from the Open Competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, later moves, etc.

\*15. List the position titles.

ACCOUNT CLERK  
ACCOUNT TECHNICIAN I  
ACCOUNT TECHNICIAN II  
ACCOUNTANT I  
ADMINISTRATIVE ASST I  
ADMINISTRATIVE ASST II  
ADMINISTRATIVE ASST III  
ADMINISTRATIVE CLERK  
AUTO SERVICE MECHANIC  
AUTOMOTIVE BODY SPECIALIST  
BUSINESS SERVICES REP  
BUSINESS SVS SPECIALIST  
CAP POLICE INVEST-LIEUTENANT  
CAPITAL POLICE INVESTIGATOR  
CAPITOL POLICE INV - COMMANDER  
CAPITOL POLICE INVEST SERGEANT  
CAPITOL POLICE INVESTIGATOR  
CHIEF DEPUTY  
COMPUTER MAIL MACHINE OPER I  
COMPUTER PROD. SPECIALIST II  
CORRESPONDENCE OPER. I  
CORRESPONDENCE OPER. II  
DATA CENTER SPECIALIST I  
DATA CENTER SPECIALIST II  
DATA INPUT - LEAD  
DATA INPUT ASSOCIATE  
DATA INPUT CONTROLLER  
DEPUTY DIRECTOR  
DIRECTOR  
DRIVER LICENSE HEARING OFFICER  
DRIVER SERVICES METRO MANAGER  
DRIVER SVS REGIONAL MGR  
DRIVERS FAC. MANAGER I  
DRIVERS FAC. MANAGER II  
EXECUTIVE ASSISTANT I  
EXECUTIVE ASSISTANT II  
EXECUTIVE ASSISTANT III  
EXECUTIVE ASSISTANT IV  
EXECUTIVE ASSISTANT V  
EXECUTIVE I  
EXECUTIVE II  
EXECUTIVE III  
EXECUTIVE IV  
EXECUTIVE V  
FORMAL HEARING OFFICER  
GRAPHIC ARTS ILLUSTRATOR  
INFORMATION SYSTEMS ADVISOR  
INFORMATION SYSTEMS SPECIALIST  
INFORMATION SYSTEMS TECHNICIAN  
INT ACCT CLK REF ONLY 7-09 NEG  
INT. CORRESPONDENCE OPERATOR I

INT. MICROGRAPHIC IMAGING TECH  
INT. MOTOR VEH. REG. TECH. I  
INTERMIT MOTOR VEHICLE CASHIER  
INTERMIT OPERATIONS ASSOCIATE  
INTERMIT PUBLIC SERVICE CLERK  
INTERMIT PUBLIC SERVICE REP  
INTERMITTENT ACCOUNT CLERK  
INTERMITTENT OPERATIONS ASST  
INVESTIGATOR  
INVESTIGATOR-TRAINEE  
JANITOR  
LEGAL ADVISOR I  
LEGAL ADVISOR II  
LIBRARY AIDE II  
LIBRARY PROGRAM ADMINISTRATOR  
LIBRARY SPECIALIST  
LIBRARY TECHNICAL SPECIALIST  
LIBRARY TECHNICIAN  
MAIN. CARPENTER GENERAL FOREMAN  
MAINT. CARPENTER  
MAINT. CARPENTER FOREMAN  
MAINT. ELECTRICIAN  
MAINT. LABORER  
MAINT. PAINTER  
MAINT. PLUMBER  
MAINT. TINSMITH FOREMAN  
MANAGERIAL ASST I  
MANAGERIAL ASST II  
MANAGERIAL ASST III  
MANAGERIAL ASST IV  
MICROGRAPHIC IMAGING TECH  
MICROGRAPHIC IMAGING TECH-LEAD  
MOTOR CARRIER TECHNICIAN

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MOTOR VEH REGULATIONS TECH I  
MOTOR VEH REGULATIONS TECH II  
MOTOR VEHICLE CASHIER  
MTR CARR RECIP PRORATE AUDITOR  
OFFICE OPERATIONS SUPERVISOR  
OPERATIONS ASSISTANT  
OPERATIONS ASSOCIATE  
OPERATIONS CLERK  
PERSONNEL ASSOCIATE  
PERSONNEL SPECIALIST  
PRINTING EQUIP OPERATOR II  
PRIVATE SECRETARY I  
PROGRAM COMPLIANCE REP  
PUBLIC SERVICE CLERK  
PUBLIC SERVICE REPRESENTATIVE  
PUBLIC SERVICE SUPERVISOR

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RECORDS ARCHIVIST INTERN

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REFRIG & AIR COND REPAIRER  
SECRETARY I  
SECRETARY II

SECURITIES SENIOR INVESTIGATOR  
SECURITY GUARD  
SENIOR LEGAL ADVISOR  
SPECIAL AGENT II  
STATIONARY ENG. - ASST CHIEF  
STATIONARY ENGINEER  
STATIONARY FIREMAN  
STOREKEEPER  
TELETYPE OPERATOR  
TOUR GUIDE  
YARD MAINTENANCE WORKER

\*16. How many new employees (as defined in Question #14) hired in FY'2022 were African American?

185

\*17. List Promotional programs that provide African American employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of the African American community and your African American employees:

**The SOS acknowledges and promotes the initiatives that create the framework for a productive, efficient, well-trained, and diverse workforce.**

**The SOS employs Job Counselors who offer employees one-on-one coaching sessions that provide guidance on the testing and bidding procedures, interviewing, transferring, as well as understanding job classifications and other personnel transactions. These sessions provide an important pathway to promotional opportunities and to the full participation for minority employees. Job Counselors also make available exam breakdowns and application evaluations that help employees assess their test scores and/or interview results that will affect their eligibility.**

**Job Counselors help guide employees through the promotion and advancement provisions of the applicable collective bargaining agreements, the Merit Commission Code, and the Rules of the Department of Personnel. The Job Counselors also provide employees with information and guidance on bilingual positions and bilingual differential pay.**

**For employees in supervisory roles, the Department of Personnel offer internal and external training opportunities so employees can enhance their professional skills.**

**African American employees are provided opportunities for advancement and development in a nondiscriminatory manner.**



**Tuition reimbursement is available, in accordance with SOS policy. The program provides eligible employees with the opportunity to obtain, maintain, or improve job-related skills through continuing education.**

\*18. How many student workers / interns did your agency hire in FY'2022? (Do not include trainee positions)

42

\* 19. If your agency employed student workers / interns in FY'2022, how many were African American?

24

\*20. What activities does the EEO Officer conduct / participate in during the open competitive hiring process to ensure that the area of underutilization for minority categories is being addressed?

**The EEO Officer monitors the agency's affirmative action performance and implements the guidelines of the AA plan; reports affirmative action goals and progress on a quarterly basis to Illinois Department of Human Rights; regularly monitors hires and promotions, confers with hiring personnel and other management regarding the agency's policies; advises personnel managers on the agency's underutilization.**

\*21. If random selection of candidates was part of the open competitive interview invitation process describe your agency's method of random selection?

**Not applicable.**

\*22. List all agency activities undertaken in implementing the State African American Employment Plan; African American employment strategies (recruitment, internships, community linkages, development of an African American Employment Recruitment Plan):

**The SOS recruitment efforts include providing agencies and organizations that target the African American community with information regarding our application process and specific job opportunities within SOS. The Department of Personnel sends EEO notices to agencies that serve the African American community, for example the Illinois Minorities in Government and the Chicago and Springfield Urban League offices in an effort to establish a qualified and diverse workforce. Whenever possible, qualified minorities, including African American candidates are selected.**

**Additionally, the agency posts the application process and procedures on the internet, including the interoffice intranet system. This effort also includes posting job openings in areas where there is an inadequate minority applicant pool. For specialized positions, or titles that maybe difficult to fill, the agency will occasionally use on-line services to announce the availability of a position.**

**Whenever possible, SOS Job Counselors travel throughout the State to participate in job fairs, employment conferences and workshops that target or are sponsored by minority communities and organizations.**

\*23. How many veterans were hired externally during FY'2022?

21

\*24. How many were African American veterans?

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## CERTIFICATION

I hereby certify that this completed survey represents the African American Employment Plan Survey of this agency and that the agency head read and approved these responses.