

## FY' 2022 Hispanic Employment Plan

Per Public Act 94-0597, each state agency is required to report their activities in implementing the State Hispanic 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: Jesse White, Secretary of State

Name of Individual Completing Survey: Jeanine M. Stroger

Individual's Working Title: EEO Officer

Individual's Phone Number: (312) 793-5515

Individual's Mailing Address: 17 North State Street  
Suite 1300  
Chicago, 60602

Individual's Email Address: jstroger@ilsos.gov

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

Officials and Administrators: 1

Professionals: 36

Technicians: 1

Protective Services: 20

Para-Professionals: 46

Administrative Support: 222

Skilled Craft: 6

Service Maintenance: 9

\*4. As of June 30, 2022, provide the number of employees in Spanish-Speaking option positions who received bilingual pay employed within each of the following EEO categories:

Officials and Administrators:	<u>0</u>
Professionals:	<u>6</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Para-Professionals:	<u>35</u>
Administrative Support:	<u>139</u>
Skilled Craft:	<u>0</u>
Service Maintenance:	<u>0</u>

\*\*Per SOS collective bargaining agreements and job requirements, bilingual pay is only received for positions, which provide bilingual services as a regular part of the duties of the position.

\*5. 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>

\*6. As of June 30, 2022, provide the total number of agency employees; include full-time, part-time and leave of absence:

3,901

\*7. As of June 30, 2022, provide the underutilization for Hispanics by category:

Officials and Administrators:	<u>1</u>
Professionals:	<u>0</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Para-Professionals:	<u>1</u>
Administrative Support:	<u>0</u>
Skilled Craft:	<u>2</u>
Service Maintenance:	<u>8</u>

\*8. Were there any increases or decreases in the number of Hispanic 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 a total of 341 individuals who self-identified as Hispanic, which is a decrease from 366 in FY’2021. However, the agency saw an increase in the Protective Services and Paraprofessional categories.**

**Additionally, through new hires and internal promotions, the Office of the Secretary of State was able to reduce the underutilization of Hispanics in the Paraprofessional EEO category.**

\* 9. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY’2022 budget allocation for each of these programs:

**The Department of Personnel institutes linguistic options to increase communication with the citizens served by the SOS. A bilingual program has been established to provide the proper service to Spanish-speaking citizens and communities. The SOS regularly monitors its need for additional Spanish-Speaking positions.**

**The SOS actively recruits Hispanic candidates in an effort to establish a qualified and diverse workforce. Whenever possible, qualified minorities, including Hispanic candidates are selected.**

**In FY’2022, 220 positions were designated for monthly bilingual differential pay. Of those bilingual positions, 180 or 81% were Spanish-speaking positions.**

\*10. How many Human Resources staff does your agency have?

40 (as of 6/30/2022)

\*11. How many those Human Resources staff are minorities?

7 (as of 6/30/2022)

\*12. Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY'2022.

561

\*13. 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

\*14. How many of the employees who vacated your agency during FY'2022 were Hispanic?

70

\*15. Please include job titles that were vacated by Hispanics?

ACCOUNT CLERK  
ADMINISTRATIVE ASSISTANT III  
DATA INPUT CONTROLLER  
DATA INPUT ASSOCIATE  
DRIVER LICENSE HEARING OFFICER  
INTERMIT PUBLIC SERVICE CLERK  
INTERMIT PUBLIC SERVICE REPRESENTATIVE  
INTERMIT OPERATION ASSISTANT  
INTERMIT OPERATION ASSOCIATE  
JANITOR  
MOTOR VEHICLE CASHIER  
OPERATIONS ASSISTANT  
OPERATIONS ASSOCIATE  
PERSONNEL ASSOCIATE  
PUBLIC SERVICE CLERK  
PUBLIC SERVICE REPRESENTATIVE  
PUBLIC SERVICE SUPERVISOR  
SECURITY GUARD  
SECURITIES SENIOR INVESTIGATOR

\*16. 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, lateral moves, etc.

1132

\*17. 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  
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

\*18. How many new employees (as defined in Question #16) hired in FY'2022 were Hispanic?

108

\*19. List Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training or otherwise enhance your agency's ability to meet the needs of the Hispanic community and your Hispanic 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.**

**Hispanic 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.**

\*20. How many student workers / interns did your agency hire in FY'2022? (Do not include trainee positions)

42

\* 21. If your agency employed student workers / interns in FY'2022, how many were Hispanic?

9

\*22. 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.**

\*23. If random selection of candidates was part of the open competitive interview invitation process describe your agency's method of random selection?

**Not applicable.**

\*24. List all agency activities undertaken in implementing the State Hispanic Employment Plan; Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic Employment Recruitment Plan):

**The SOS recruitment efforts include providing agencies and organizations that target the Hispanic 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 Hispanic community, for example the Illinois Association of Hispanic State Employees and Conexiones Latinas de McLean County in an effort to establish a qualified and diverse workforce. Whenever possible, qualified minorities, including Hispanic 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.

\*25. How many veterans were hired externally during FY'2022?

21

\*26. How many were Hispanic veterans?

0

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## CERTIFICATION

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

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