



**SUSANA A. MENDOZA**  
ILLINOIS STATE COMPTROLLER

**2021 AFRICAN AMERICAN EMPLOYMENT PLAN SURVEY  
CERTIFICATION**

AGENCY: Illinois Office of Comptroller


ADDRESS: 325 West Adams Street, Springfield, IL 62704

TELEPHONE #: 217/782-6000

CHIEF EXECUTIVE OFFICER: Susan A. Mendoza Comptroller

EEO/AA OFFICER: Javier Cazares

This is to certify that the attached document represents the African American Employment Plan Survey of this agency and that the agency head has reviewed and approved these responses.

	Javier Cazares	01/29/2021
Signature	EEO/AA Officer	Date



**2021 State African American Employment Plan Survey**  
**Office of Comptroller Susana A. Mendoza**

Agency: Illinois Office of Comptroller

Agency Director or Secretary: Susana A. Mendoza, Comptroller

Name of Individual Completing Survey: Javier Cazares

Individual's Working Title: EEO/Affirmative Action Officer and Labor Liaison

Individual's Phone Number: 217/785-6253

Individual's Mailing Address: 325 West Adams, Springfield, IL 62704

Individual's Email Address: Javier.Cazares@illinoiscomptroller.gov

1. As of June 30, 2020, provide the number of African Americans employed within each of the following EEOC categories:

9 Officials and Managers

7 Professionals

2 Technicians

       Protective Service Workers

8 Paraprofessionals

4 Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

2. As of June 30, 2020, provide the number of funded positions within each of the following EEO categories:

70 Officials and Managers

56 Professionals

11 Technicians

         Protective Service Workers

58 Paraprofessionals

38 Office and Clerical

2 Skilled Craft Workers

         Service-Maintenance

NOTE: Any available headcount that may be below our authorized, funded number, is filled and funded based on a needs-assessment by Executive Leadership teams. Funding for positions may not be specifically designated to a category but may be a determining consideration to address underutilization.

3. As of June 30, 2020, provide total number of agency employees on board; include full-time, part-time and employees on Leave of Absence:

235

4. As of June 30, 2020, provide the underutilization by category for African Americans, as reported by your agency to the Department of Human Rights:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

0 Paraprofessionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

5. Were there any increases or decreases in the number of African Americans within any of the categories from the prior fiscal year? If so, please provide specific details.

As of June 30, 2019, there were 7 Officials and Managers, 5 Professionals, 2 Technicians, 5 Paraprofessionals, 4 Office and Clerical for a total of 23 African American employees. As of June 30, 2020, there are 30 African American employees (see question number 1).

6. How many Human Resources Staff does your agency have? 4

7. How many Human Resources staff are minorities? 1

8. How many employees, overall, vacated your agency due to resignation, retirement, layoff, termination or transfer during Fiscal Year 20?

20

- a. Please list position titles vacated.

Positions Titles:

- 3 Accounting Professional
- 1 Accounting Specialist
- 2 Assistant Program Managers
- 1 Auditor III-C
- 2 Deputy Director
- 1 Directors
- 1 Legal Counsel
- 1 Manager
- 2 Office Associates
- 1 Office Specialist
- 1 Program Managers
- 1 Public Service Administrators
- 2 Public Service Administrator IT
- 1 Senior Public Service Administrator

- b. How many of those were African American employees? 1

- c. Please list position titles that were vacated by African American employees.

Office Associate.

9. How many employees were hired during Fiscal Year 20 and in what titles?  
(Include new hires from an Open Competitive list, inter- and intra-agency transfers, promotions, voluntary reductions, lateral moves, etc.)  
# of Hires: 28

a. Please list position titles hired.

Position titles:

- 1 Accounting Specialist
- 2 Assistant Policy Advisor
- 1 Assistant Program Manager
- 1 Chief Economist
- 1 Chief Legal Counsel
- 1 Chief Procurement Officer
- 1 Community Outreach
- 2 Executive Assistant
- 3 Information Technology Analyst
- 1 IT-Trainee
- 1 Legal Counsel
- 5 Office Associate
- 1 Program Coordinator
- 2 Program Managers
- 1 Project Coordinator
- 2 Public Service Administrator IT
- 2 Senior Public Service Administrator

b. How many of those were African American employees? 8

c. Please list position titles hired with African American employees.

Positions Titles:

- 2 Executive Assistant
- 1 Information Technology Analyst
- 1 Program Manager
- 2 Office Associate
- 1 Public Service Administrator
- 1 Senior Public Service Administrator

10. How many student workers or interns did your agency hire in Fiscal Year 20?  
(Do not include Trainee titles.) 16

11. If your agency hired student workers or interns in Fiscal Year 20, how many were African American?  
5

12. Does your agency provide budget allocations for African American Employment Programs? If yes, provide budget allocation for these programs:

The IOC does not specifically allocate resources to any one category, rather provides resources for recruitment and training overall. Additionally, resources may be made available to an employee who may be interested in participating in specific training associated with minority associations.

13. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the African American Employment Plan?

The EEO/AA Officer and the Director of Human Resources monitors and reviews hiring/promotional forms to ensure that minorities, including African Americans, are recruited and/or hired. Additionally, the EEO Officer communicates regularly with HR Director to report on addressing underutilization of protected classes.

14. List all agency activities undertaken in implementing the State African American Employment Plan:

- a. African American employment strategies (including employment, recruitment, internships, community linkages, etc.)

The IOC posts vacancies on the office intranet, internet, various educational institutions, the State of Illinois Work4Illinois website, and social media outlets in effort to attract minority candidates. The IOC employs Community Outreach Liaisons to assist with disseminating employment opportunities, including internships, as part of their duties. Additionally, resources may be made available to an employee who may be interested in participating in specific training associated with minority associations or programs.

- b. Promotional programs that provide African American employees with career ladder enhancement, self-development training, or otherwise enhance your agency's ability to meet or increase the needs of your African American public and your African American employees.

The Office has a tuition reimbursement program for employees interested in furthering their education and increasing their job skills. The IOC also provides extensive training to its employees by participating in the Statewide Training Clearinghouse and the Department of Human Rights training. The IOC Leadership consistently encourages and supports all employees who may desire professional training and development opportunities, provides cross-training opportunities to enhance our workforce, and offers an internal "lead worker" opportunity as part of our collective bargaining agreement.

- c. Recommendations provided by Department of Human Rights, Central Management Services or the Auditor General:

No recommendations were provided. However, The EEO Officer will continue to nurture our relationships with various minority organizations to provide them with copies of job vacancy postings and will continue working collaboratively within the interview and selection processes to ensure qualified minorities are considered and/or hired.