



**SUSANA A. MENDOZA**  
ILLINOIS STATE COMPTROLLER

## 2024 HISPANIC EMPLOYMENT PLAN SURVEY CERTIFICATION

AGENCY: Illinois Office of Comptroller


ADDRESS: 325 West Adams Street, Springfield, IL 62704

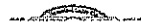
TELEPHONE #: 217/782-6000

CHIEF EXECUTIVE OFFICER: Susan A. Mendoza Comptroller

EEO/AA OFFICER: Javier Cazares

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

 Javier Cazares      09/19/2022  
Signature      EEO/AA Officer      Date



**2024 State Hispanic 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, 2023, provide the number of Hispanics employed within each of the following EEOC categories:

3 Officials and Managers

11 Professionals

       Technicians

       Protective Service Workers

2 Paraprofessionals

6 Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

2. As of June 30, 2023, provide the number of funded positions within each of the following EEO categories:

79 Officials and Managers

56 Professionals

11 Technicians

       Protective Service Workers

58 Paraprofessionals

32 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, 2023, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

       Officials and Managers

5 Professionals

       Technicians

       Protective Service Workers

1 Paraprofessionals

3 Office and Clerical

       Skilled Craft Workers

       Service-Maintenance

4. As of June 30, 2023, provide total number of agency employees on board; include full-time, part-time and employees on Leave of Absence:

238

5. As of June 30, 2023, provide the underutilization by category for Hispanics, 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

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

As of last reporting period, the number of Hispanic employees increased by 3. As of June 30, 2022, there were 2 Officials and Management, 9 Professional, 3 Paraprofessional, and 5 Office and Clerical for a total of 19 Hispanic employees. As of June 30, 2023, there are 22 Hispanic employees (see question number 1).

7. How many Human Resources Staff does your agency have?

4

8. How many Human Resources staff are minorities?

2

9. How many employees, overall, vacated your agency due to resignation, retirement, layoff, termination or transfer during Fiscal Year 2023?

23

a. Please list position titles vacated.

Positions Titles:

3 Accounting Specialist  
1 Assistant Comptroller  
1 Chief Procurement Officer  
1 Community Outreach  
2 Computer Operations Specialists  
1 Director  
2 Legal Counsel  
1 Mechanical Engineer  
4 Office Associates  
1 Program Managers  
3 Project Coordinator  
2 Public Service Administrator IT  
1 Senior Public Service Administrator

b. How many of those were Hispanic employees?

1

c. Please list position titles that were vacated by Hispanic employees.

Legal Counsel

10. How many employees were hired during Fiscal Year 2023 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: 27

a. Please list position titles hired.

Positions Titles:

4 Accounting Specialists  
1 Assistant Policy Advisor  
1 Customer Service Representative  
1 Deputy Director  
1 Director  
1 Executive Assistant  
1 Legal Counsel  
1 Mechanical Engineer  
9 Office Associates  
1 Program Managers

- 3 Project Coordinators
- 1 Public Service Administrator
- 2 Senior Public Service Administrators

b. How many of those were Hispanic employees? 5

c. Please list position titles hired with Hispanic employees.

1 Customer Service Representative, 1 Deputy Director, 1 Legal Counsel, 1 Office Associate, 1 Project Coordinator.

a. Please list position titles promoted.

Positions Titles:

# of Promotions: 11

- 4 Accounting Specialist
- 1 IT Systems Analysts
- 4 Office Specialist
- 2 Program Managers

b. How many of those were Hispanic employees? 2

c. Please list position titles promoted with Hispanic employees.

Positions Titles:

1 IT Systems Analyst, 1 Program Manager.

11. How many student workers or interns did your agency hire in Fiscal Year 2023? (Do not include Trainee titles.) 5

12. If your agency hired student workers or interns in Fiscal Year 2023, how many were Hispanic? 1

13. How does your agency determine the number of Spanish language-speaking bilingual positions needed to ensure accessibility for your Spanish language speaking public?

The Office of Human Resources reviews vacant positions to determine where positions would benefit by having Spanish-speaking staff. As part of this review, positions have been designated as Spanish-speaking and receivers of any inquiry from Spanish speaking callers. Further, the office provides additional compensation for employees in bi-lingual positions and those employees that may assist the Spanish-speaking public.

14. How does your agency assess bilingual skills when filling bilingual positions (Example; structured oral interview, written test)?

The Office of Human Resources utilizes an on-site bilingual employee to assist with verifying bilingual skills through basic reading and writing questionnaires along with performing basic conversational/communication skills as part of the interview process.

15. Describe the Agency's processes for communicating with Hispanic clients who are limited English speakers who seek services and/or advocacy by phone or in person.

These types of inquiries are assigned to a current bilingual employee who may either provide direct assistance or act as a translator to another employee who may provide the assistance.

16. Does your agency provide budget allocations for Hispanic Employment Programs? If yes, provide budget allocation for these programs:

The IOC does have a Bi-Lingual Stipend Program for those employees in positions that require bi-lingual needs, including Spanish-speaking positions. These positions are identified by conducting a needs-assessment within each department of the IOC. As needs are identified, budget resources are made available to support this program. However, 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 or programs.

17. 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 Hispanic Employment Plan?

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

18. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

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

The IOC posts vacancies on the office intranet, internet, various educational institutions 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. The EEO Officer and Human Resources staff continue to attend career fairs and post vacancies to various sites to reach as many applicants as possible and the Human Resources Director continues to monitor and assess vacancies for bi-lingual needs.

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

The Office has a tuition reimbursement program for employees interested in furthering their education for 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.