

FY' 2020 Hispanic Employment Plan

Per Senate Bill 2043/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, 2020, provide the number of Hispanics employed within each of the following EEO categories:

Officials and Administrators: 1

Professionals: 41

Technicians: 0

Protective Services: 15

Para-Professionals: 32

Administrative Support: 255

Skilled Craft: 6

Service Maintenance: 8

*4. As of June 30, 2020, 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> 27 </u>
Administrative Support:	<u> 146 </u>
Skilled Craft:	<u> 0 </u>
Service Maintenance:	<u> 0 </u>

**Per our 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, 2020, provide the number of funded positions within each of the following EEO categories:

Officials and Administrators:	<u> 84 </u>
Professionals:	<u> 843 </u>
Technicians:	<u> 118 </u>
Protective Services:	<u> 206 </u>
Para-Professionals:	<u> 370 </u>
Administrative Support:	<u> 1556 </u>
Skilled Craft:	<u> 123 </u>
Service Maintenance:	<u> 189 </u>

*6. As of June 30, 2020, provide the total number of agency employees; include full-time, part-time and leave of absence:

3583

*7. As of June 30, 2020, provide the underutilization for Hispanics by category:

Officials and Administrators: 0

Professionals: 4

Technicians: 0

Protective Services: 0

Para-Professionals: 2

Administrative Support: 0

Skilled Craft: 0

Service Maintenance: 9

*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'2020, the Office of the Secretary of State employed in total 358 individuals who identify as Hispanics, which is an increase from 324 in FY'2019. This includes increases in most of all of the EEO categories, including Professional, Protective Service, Para-professional, Administrative Support, Skilled Craft and Service Maintenance.

Additionally, through new hires and internal promotions, the Office of the Secretary of State was able to reduce the underutilization of Hispanics in the Skilled Craft several 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'2020 budget allocation for each of these programs:

While there is no specific budget allocation for Hispanic Employment Programs, the agency regularly monitors its need for additional staff in order to provide the proper service to Spanish-speaking citizens and communities.

The Office of the Secretary of State (“SOS”) establishes and fills bilingual positions and specifically, Spanish-speaking positions where the need demands. In FY’2020, 222 positions were designated for monthly bilingual differential pay. Of those bilingual positions, 179 were Spanish-speaking positions. These numbers represent an increase in the number of employees receiving the bilingual differential, specifically Spanish-speaking positions from the previous fiscal year.

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

41

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

7

*12. Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY’2020.

482

*13. Please list the position titles.

TITLE DESCRIPTION
ACCOUNT CLERK
ACCOUNTANT I
ACCOUNTANT III
ADMINISTRATIVE ASST II
ADMINISTRATIVE ASST III
ADMINISTRATIVE CLERK
AUTOMOTIVE BODY SPECIALIST
BUSINESS SERVICES REPRESENTATIVE
BUSINESS SERVICES SPECIALIST
CAPITOL POLICE INVESTIGATOR
COMPUTER MAIL MACHINE OPERATOR II
COMPUTER OUTPUT MICROFILM OPERATOR
CORRESPONDENCE OPERATOR. II
DATA CENTER SPECIALIST I

DATA INPUT ASSOCIATE
DATA INPUT CONTROLLER
DATA SYSTEMS MANAGER
DIRECTOR
DRIVERS FACILITY MANAGER I
DRIVERS FACILITY. MANAGER II
DRIVER LICENSE HEARING OFFICER
DRIVER SVS REGIONAL MANAGER
EXECUTIVE I
EXECUTIVE II
EXECUTIVE III
EXECUTIVE IV
EXECUTIVE V
EXECUTIVE ASSISTANT I
EXECUTIVE ASSISTANT II
EXECUTIVE ASSISTANT III
FORMAL HEARING OFFICER
INFORMATION SYSTEMS ADVISOR
INFORMATION SYSTEMS COORDINATOR
INFORMATION SYSTEMS SPECIALIST
INFORMATION SYSTEMS TECHNICIAN
INTERMITTENT ACCOUNT CLERK
INTERMITTENT DATA INPUT ASSOCIATE
INTERMITTENT MOTOR VEHICLE CASHIER
INTERMITTENT OPERATIONS ASSOCIATE
INTERMITTENT OPERATIONS ASSISTANT
INTERMITTENT PUBLIC SERVICE CLERK
INTERMITTENT PUBLIC SERVICE REPRESENTATIVE
INTERMITTENT TOUR GUIDE
INVESTIGATOR
INVESTIGATOR-COMMANDER
JANITOR
LEGAL ADVISOR II
LIBRARY SPECIALIST
MAINT. CARPENTER
MAINT. ELECTRICIAN
MAINT. ELECTRICIAN FOREMAN
MAINT. LABORER
MANAGERIAL ASSISTANT II
MANAGERIAL ASSISTANT III
MANAGERIAL ASSISTANT IV
METHODS & PROCEDURES ADVISOR II
MTR CARR RECIP PRORATE AUDITOR
MOTOR VEHICLE CASHIER
MOTOR VEH REGULATIONS TECHNICIAN I
MOTOR VEH REGULATIONS TECHNICIAN II
OFFICE OPERATIONS SUPERVISOR
OPERATIONS ASSISTANT
OPERATIONS ASSOCIATE
PERSONNEL ASSOCIATE

PERSONNEL SPECIALIST
PRIVATE SECRETARY I
PRIVATE SECRETARY II
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE
PUBLIC SERVICE SUPERVISOR
RECORDS ARCHIVIST
RECORDS ARCHIVIST INTERN
RECORDS ARCHIVIST - SENIOR
SECRETARY I
SECURITIES ENFORCMT AUDITOR II
SECURITIES EXAMINER I
SECURITY GUARD
SPECIAL AGENT - SENIOR
STATIONARY ENGINEER
STATIONARY ENG. - ASSISTANT CHIEF
STOREKEEPER
TRAINING SPECIALIST
TRANSPORTATION SPECIALIST
TRANSPORTATION SPECIALIST-(CDL)
YARD MAINTENANCE WORKER

*14. How many of the employees who vacated your agency during FY'2020 were Hispanic?

46

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

ADMINISTRATIVE ASST II
ADMINISTRATIVE CLERK
DATA CENTER SPECIALIST I
DATA INPUT ASSOCIATE
INFORMATION SYSTEMS TECHNICIAN
INTERMITTENT PUBLIC SERVICE REPRESENTATIVE
INTERMITTENT OPERATIONS ASSISTANT
INVESTIGATOR-COMMANDER
MOTOR VEHICLE CASHIER
MOTOR VEHICLE CASHIER
OPERATIONS ASSOCIATE
PRIVATE SECRETARY I
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE
SECURITY GUARD
STUDENT WORKER

*16. How many new employees were hired during FY'2020? 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.

467

*17. List the position titles.

ACCOUNT CLERK
ACCOUNT TECHNICIAN I
ADMINISTRATIVE ASSISTANT III
ARCHIVAL CONSERVATOR
AUTOMOTIVE BODY SPECIALIST
BUSINESS SERVICES REPRESENTATIVE
CHIEF DEPUTY
CORRESPONDENCE OPERATOR II
DATA INPUT ASSOCIATE
DATA SYSTEMS MANAGER
DEPUTY DIRECTOR
DIRECTOR
DRIVERS FAC. MANAGER I
EXECUTIVE ASSISTANT I
EXECUTIVE ASSISTANT II
EXECUTIVE ASSISTANT IV
EXECUTIVE III
INFORMATION SYSTEMS SPECIALIST
INFORMATION SYSTEMS TECHNICIAN
INT COMPUTER MAILING MACH OPERATOR
INTERMITTENT MOTOR VEHICLE CASHIER
INTERMITTENT OPERATOR ASSOCIATE
INTERMITTENT PUBLIC SERVICE CLERK
INTERMITTENT PUBLIC SERVICE REPRESENTATIVE
INTERMITTENT OPERATOR ASSISTANT
INTERMITTENT TOUR GUIDE
INVESTIGATOR
JANITOR
LEGAL ADVISOR I
LEGAL ADVISOR II
LIBRARY SPECIALIST
LIBRARY TECHNICIANNICAL SPECIALIST
MAINTENANCE CARPENTER
MAINTENANCE ELECTRICIAN
MAINTENANCE ELECTRICIAN FOREMAN
MAINTENANCE LABORER
MAINTENANCE PAINTER
MANAGERIAL ASSISTANT III
MOTOR VEH REGULATIONS TECHNICIAN I

MOTOR VEHICLE CASHIER
OPERATOR ASSISTANT
OPERATOR ASSOCIATE
PERSONNEL ASSOCIATE
PERSONNEL SPECIALIST
PRIVATE SECRETARY I
PRIVATE SECRETARY II
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE
PUBLIC SERVICE SUPERVISOR
RECORDS ARCHIVIST
SECRETARY I
SECRETARY II
SECURITIES ENFORCEMENTT AUDITOR I
SECURITIES ENFORCEMENTT AUDITOR II
SECURITIES EXAMINER I
SECURITY GUARD
SPECIAL AGENT II
STATIONARY ENG. - ASSISTANT CHIEF
STATIONARY ENGINEER
STATIONARY FIREMAN
TELETYPE OPERATORATOR
TRANSPORTATION SPECIALIST

*18. How many new employees (as defined in Question #16) hired in FY'2020 were Hispanic?

65

*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 Office of Secretary of State has an investment in a productive, efficient, and well-trained workforce.

The agency Job Counselors offer one-on-one coaching sessions that assist employees with understanding testing procedures, referrals, interviewing, transferring, upward mobility, etc. These sessions provide an important pathway to promotional opportunities and success. Job Counselors also make available test breakdowns and application evaluations that help employees understand their results and measure their eligibility.

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

For employees in supervisory roles, the office also offers internal and external training so employees can enhance their job skills.

Tuition reimbursement is offered, when funds are available to employees, per the Secretary of State policy for employees to continue their education to advance their professional skills and mobility within the Office.

Hispanic employees are provided opportunities for advancement and development in a nondiscriminatory manner.

*20. How many student workers / interns did your agency hire in FY'2020? (Do not include trainee positions)

30

* 21. If your agency employed student workers / interns in FY'2020, how many were Hispanic?

2

*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: implementing the guidelines of the AA plan; quarterly reporting to Illinois Department of Human Rights; regular monitoring of hires and promotions, conferring with hiring personnel and other management regarding the agency's policies; advising personnel managers of 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 Secretary of State's office recruitment efforts include providing agencies and organizations that target the Hispanic community with information regarding our application process and specific job opportunities within our Office in an effort to establish a qualified and diverse workforce. Whenever possible, qualified minorities, including Hispanic candidates are selected.

The agency posts the application process and procedures on the internet, including the interoffice intranet systems. The Department of Personnel sends EEO notices to agencies or organizations that serve the Hispanic communities.

The agency also posts job openings in the specific area where there is an inadequate applicant pool of minorities. For specialized positions, which are difficult to fill, the agency will sometime use an on-line service to announce the availability of a job.

The agency employs two Job Counselors, assigned to the Department of Personnel, who counsel and coach employees and applicants relative to employment opportunities; provide recommendations for titles based on the education, skills and training of those applicants; interpret the Rules of the Department of Personnel and applicable collective bargaining agreements provisions that pertain to Personnel procedures; assist with the development of procedures relative to counseling; and whenever possible and where availability exists travel to various locations throughout the State to participate in Job Fairs, conferences and workshops that target the Hispanic community or that are sponsored by Hispanic organizations.

*25. How many veterans were hired externally during FY'2020?

22

*26. How many were Hispanic veterans?

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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.