

FY' 2021 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, 2021, provide the number of Hispanics employed within each of the following EEO categories:

Officials and Administrators: 1

Professionals: 38

Technicians: 2

Protective Services: 18

Para-Professionals: 40

Administrative Support: 251

Skilled Craft: 6

Service Maintenance: 10

*4. As of June 30, 2021, 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>7</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Para-Professionals:	<u>31</u>
Administrative Support:	<u>143</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, 2021, provide the number of funded positions within each of the following EEO categories:

Officials and Administrators:	<u>84</u>
Professionals:	<u>895</u>
Technicians:	<u>54</u>
Protective Services:	<u>232</u>
Para-Professionals:	<u>375</u>
Administrative Support:	<u>1677</u>
Skilled Craft:	<u>126</u>
Service Maintenance:	<u>190</u>

*6. As of June 30, 2021, provide the total number of agency employees; include full-time, part-time and leave of absence:

3633

*7. As of June 30, 2021, provide the underutilization for Hispanics by category:

Officials and Administrators:	<u>01</u>
Professionals:	<u>40</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Para-Professionals:	<u>2</u>
Administrative Support:	<u>0</u>
Skilled Craft:	<u>01</u>
Service Maintenance:	<u>91</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’2021, the Office of the Secretary of State (“SOS”) employed in total 366 individuals who self-identified as Hispanics, which is an increase from the 358 in FY’2020. This includes increases in most of all of the EEO categories, including Technicians, Protective Service, Para-professional, 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 Professional and Service Maintenance EEO categories.

* 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’2021 budget allocation for each of these programs:

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.

The Department of Personnel institutes linguistic options in an effort 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.

In FY'2021, 218 positions were designated for monthly bilingual differential pay. Of those bilingual positions, 181 were Spanish-speaking positions. This represents 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?

45

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

5

*12. Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY'2021.

453

*13. Please list the position titles.

ACCOUNT CLERK
ACCOUNT TECHNICIAN I
ACCOUNT TECHNICIAN II
ADMINISTRATIVE ASSISTANT I
ADMINISTRATIVE ASSISTANT II
ADMINISTRATIVE ASSISTANT III
ADMINISTRATIVE CLERK
AUTOMOTIVE ATTENDANT
AUTOMOTIVE BODY SPECIALIST
BUDGET ANALYST I
BUILDING MANAGER
BUSINESS SERVICES REPRESENTATIVE
BUSINESS SVS SPECIALIST
CAPITOL POLICE INVESTIGATOR
CHIEF DEPUTY
CORRESPONDENCE OPERATOR II

DATA INPUT - LEAD
DATA INPUT ASSOCIATE
DATA INPUT CONTROLLER
DIRECTOR
DRIVER LICENSE HEARING OFFICER
DRIVER SERVICES METRO MANAGER
DRIVER SVS REGIONAL MGR
DRIVERS FACILITY MANAGER I
DRIVERS FACILITY MANAGER II
EXECUTIVE ASSISTANT I
EXECUTIVE ASSISTANT II
EXECUTIVE ASSISTANT III
EXECUTIVE I
EXECUTIVE II
EXECUTIVE III
EXECUTIVE IV
EXECUTIVE V
INFORMATION SYSTEMS ADVISOR
INFORMATION SYSTEMS SPECIALIST
INFORMATION SYSTEMS TECHNICIAN
INSPECTOR GENERAL
INTERMITTENT CORRESPONDENCE OPERATOR II
INTERMITTENT MOTOR VEH. REG. TECH. I
INTERMIT MOTOR VEHICLE CASHIER
INTERMIT OPERATIONS ASSOCIATE
INTERMIT PUBLIC SERVICE CLERK
INTERMIT PUBLIC SERVICE REPRESENTATIVE
INTERMITTENT OPERATIONS ASSISTANT
INTERMITTENT TOUR GUIDE
INVESTIGATOR
INVESTIGATOR-SERGEANT
JANITOR
LEGAL ADVISOR I
LEGAL ADVISOR II
LIBRARY AIDE II
LIBRARY PROGRAM ADMINISTRATOR
LIBRARY SPECIALIST
LIBRARY TECHNICAL SPECIALIST
MAINTERMITTENT LABORER
MAINTERMITTENT PLUMBER
MANAGERIAL ASSISTANT I
MANAGERIAL ASSISTANT II

MANAGERIAL ASSISTANT III
MICROGRAPHIC EQUIPMENT OPERATOR
MOTOR VEH REGULATIONS TECH II
MOTOR VEHICLE CASHIER
OFFICE OPERATIONS SUPERVISOR
OPERATIONS ASSISTANT
OPERATIONS ASSOCIATE
PERSONNEL ASSOCIATE
PERSONNEL SPECIALIST
PRINTING EQUIP OPERATOR II
PRINTING EQUIP SUPERVISOR
PRIVATE SECRETARY I
PRIVATE SECRETARY II
PROGRAM COMPLIANCE REPRESENTATIVE
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE
PUBLIC SERVICE SUPERVISOR
RECORDS ARCHIVIST
REFRIG & AIR COND REPRESENTATIVE
SECRETARY I
SECRETARY II
SECURITIES ENFORCMT AUDITOR I
SECURITIES EXAMINER II
SECURITY GUARD
STATIONARY ENG. - ASSISTANT CHIEF
STATIONARY ENGINEER
STOREKEEPER
TELETYPE OPERATOR
TRANSPORTATION SPEC - (CDL)
TRANSPORTATION SPECIALIST
YARD MAINTENANCE LEAD SUPERVISOR

*14. How many of the employees who vacated your agency during FY'2021 were Hispanic?

38

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

AUTOMOTIVE BODY SPECIALIST
EXECUTIVE III
INTERMITTENT CORRESPONDENCE OPERATOR II
INTERMIT PUBLIC SERVICE CLERK

INTERMIT PUBLIC SERVICE REPRESENTATIVE
 MOTOR VEHICLE CASHIER
 OPERATIONS ASSISTANT
 PROGRAM COMPLIANCE REPRESENTATIVE
 PUBLIC SERVICE CLERK
 PUBLIC SERVICE REPRESENTATIVE
 PUBLIC SERVICE SUPERVISOR
 TRANSPORTATION SPECIALIST

*16. How many new employees were hired during FY'2021? 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.

979

*17. List the position titles.

ACCOUNT CLERK
 ACCOUNT TECHNICIAN I
 ACCOUNT TECHNICIAN II
 ACCOUNTANT II
 ACCOUNTANT III
 ADMINISTRATIVE ASSISTANT I
 ADMINISTRATIVE ASSISTANT II
 ADMINISTRATIVE ASSISTANT III
 ADMINISTRATIVE CLERK
 AUTOMOTIVE ATTENDANT
 BAIID ADMINISTRATOR
 BUDGET ANALYST I
 BUILDING MANAGER
 BUSINESS SERVICES REPRESENTATIVE
 BUSINESS SVS SPECIALIST
 CAPITAL POLICE INVESTIGATOR
 CHIEF DEPUTY
 COMPUTER MAIL MACHINE OPERATOR I
 COMPUTER PROD SPECIALIST I
 COMPUTER PROD SPECIALIST I
 CORRESPONDENCE OPERATOR II
 DATA CENTER SPECIALIST I
 DATA CENTER SPECIALIST II
 DATA INPUT - LEAD
 DATA INPUT ASSOCIATE

DATA INPUT CONTROLLER
DATA SYSTEMS MANAGER
DEPUTY DIRECTOR
DIRECTOR
DRIVER LICENSE HEARING OFFICER
DRIVER SVS REGIONAL MGR
DRIVERS FACILITY MANAGER I
EXECUTIVE ASSISTANT I
EXECUTIVE ASSISTANT II
EXECUTIVE I
EXECUTIVE III
EXECUTIVE IV
EXECUTIVE V
FORMAL HEARING OFFICER
INFORMATION SYSTEMS ADVISOR
INFORMATION SYSTEMS COORDINATOR
INFORMATION SYSTEMS SPECIALIST
INFORMATION SYSTEMS TECHNICIAN
INT COMPUTER MAILING MACH OPER
INTERMITTENT CORRESPONDENCE OPERATOR I
INTERMITTENT CORRESPONDENCE OPERATOR II
INTERMITTENT MICROGRAPHIC EQUIPMENT OPERATOR
INTERMITTENT MOTOR VEH. REG. TECH. I
INTERMIT MOTOR VEHICLE CASHIER
INTERMIT OPERATIONS ASSOCIATE
INTERMIT PUBLIC SERVICE CLERK
INTERMIT PUBLIC SERVICE REPRESENTATIVE
INTERMITTENT ACCOUNT CLERK
INTERMITTENT OPERATIONS ASSISTANT
INVESTIGATOR
INVESTIGATOR-LIEUTENANT
INVESTIGATOR-SERGEANT
INVESTIGATOR-TRAINEE
JANITOR
JANITORIAL SUPERVISOR
LEGAL ADVISOR I
LIBRARY AIDE II
LIBRARY PROGRAM SPECIALIST
LIBRARY SPECIALIST
LIBRARY TECHNICAL SPECIALIST
MAINTERMITTENT CARPENTER
MAINTERMITTENT ELECTRICIAN

MAINTERMITTENT LABORER
MANAGERIAL ASSISTANT II
MANAGERIAL ASSISTANT III
MANAGERIAL ASSISTANT IV
MESSENGER CLERK
METHODS & PROCEDURES ADVISOR II
MICROGRAPHIC EQUIPMENT OPERATOR
MOTOR CARRIER TECHNICIAN
MOTOR VEH REGULATIONS TECH I
MOTOR VEH REGULATIONS TECH II
OFFICE OPERATIONS SUPERVISOR
OPERATIONS ASSISTANT
OPERATIONS ASSOCIATE
OPERATIONS CLERK
PERSONNEL ASSOCIATE
PERSONNEL SPECIALIST
PERSONNEL SPECIALIST - SENIOR
PRINTING EQUIP SUPERVISOR
PRIVATE SECRETARY I
PRIVATE SECRETARY II
PROGRAM COMPLIANCE REPRESENTATIVE
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE
PUBLIC SERVICE SUPERVISOR
RECORDS ARCHIVIST
SECRETARY I
SECRETARY II
SECURITIES EXAMINER I
SECURITIES EXAMINER II
SECURITY GUARD
SENIOR ARCHIVAL CONSERVATOR
STATIONARY ENG. - ASSISTANT CHIEF
STATIONARY ENGINEER
STATIONARY FIREMAN
STOREKEEPER
TELETYPE OPERATOR
TRAINING SPECIALIST
TRANSPORTATION SPECIALIST - (CDL)
TRANSPORTATION SPECIALIST
YARD MAINTENANCE LEAD SUPERVISOR
YARD MAINTENANCE WORKER

*18. How many new employees (as defined in Question #16) hired in FY'2021 were Hispanic?

96

*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 employs two Job Counselors who offer employees one-on-one coaching sessions that involve guidance on the testing and bidding procedures, interviewing, transferring, and understanding job classifications and other personnel transactions. These sessions provide an important pathway to promotional opportunities and success. Job Counselors also make available exam breakdowns and application evaluations that help employees assess their test scores and/or interview results that will reflect 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.

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

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

The Job Counselors provide employees with information and guidance on bilingual positions and bilingual differential pay.

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'2021? (Do not include trainee positions)

36

* 21. If your agency employed student workers / interns in FY'2021, 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 monitored the agency’s affirmative action performance: implemented the guidelines of the AA plan; reported on a quarterly basis to Illinois Department of Human Rights; regular monitored of hires and promotions, conferred with hiring personnel and other management regarding the agency’s policies; advised 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 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 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 occasionally uses on-line services to announce the availability of a job.

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’2021?

17

*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.