



OFFICE OF THE SECRETARY OF STATE

Alexi Giannoulis • Secretary of State

February 1, 2024

Via: electronic mail to reports@ilga.gov

Enclosed, please find copies of the Secretary of State's employment plan survey filing for fiscal year 2023. If you have any questions, please feel free to contact me.

Sincerely,

Jeanine M. Stroger
17 North State Street
Suite 1300
Chicago, IL. 60602
(312) 793-3636
jstroger@ilsos.gov

cc: Greg McCormick
Director
Illinois State Library

Enclosures: ILSOS FY'2023 African American Employment Plan Survey
ILSOS FY'2023 Asian American Employment Plan Survey
ILSOS FY'2023 Hispanic Employment Plan Survey
ILSOS FY'2023 Native American Employment Plan Survey

FY' 2023 African American Employment Plan

Per Public Act 096-1341, each state agency is required to report their activities in implementing the State African American 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: Alexi Giannoulis, 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, Chicago, 60602

Individual's Email Address: jstroger@ilsos.gov

*3. As of June 30, 2023, provide the number of African Americans employed within each of the following EEO categories:

Officials and Administrators: 9

Professionals: 128

Technicians: 11

Protective Services: 44

Paraprofessionals: 60

Administrative Support: 396

Skilled Craft: 7

Service Maintenance: 49

*4. As of June 30, 2023, provide the number of funded positions within each of the following:

EEO categories:

Officials and Administrators: 82

Professionals: 836

Technicians:	<u>66</u>
Protective Services:	<u>250</u>
Paraprofessionals:	<u>378</u>
Administrative Support:	<u>1770</u>
Skilled Craft:	<u>130</u>
Service Maintenance:	<u>198</u>

*5. As of June 30, 2023, provide the total number of agency employees; include full-time, part-time and leave of absence:

4,026

*6. As of June 30, 2023, provide the underutilization for African Americans by category:

Officials and Administrators:	<u>0</u>
Professionals:	<u>1</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Paraprofessionals:	<u>0</u>
Administrative Support:	<u>0</u>
Skilled Craft:	<u>3</u>
Service Maintenance:	<u>0</u>

*7. Were there any increases or decreases in the number of African American employees within any of the EEOC categories from the prior fiscal year? If so, please provide specific details.

In FY'2023, the Office of the Illinois Secretary of State ("ILSOS") employed in total 704 individuals who self-identified as African American, which was an increase from 680 in FY2022. This included increases in the Administrative Support EEO category.

8. How many Human Resources staff does your agency have?

40 (as of 6/30/2023)

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

*10. Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY'2023.

616

*11. Please list the position titles.

ACCOUNT CLERK
ACCOUNT TECHNICIAN II
ACCOUNTANT I
ADMINISTRATIVE ASST I
ADMINISTRATIVE ASST II
ADMINISTRATIVE ASST III
ADMINISTRATIVE CLERK
AUTO SERVICE MECHANIC
AUTOMOTIVE ATTENDANT
BAIID ADMINISTRATOR
BUILDING MANAGER
BUSINESS SERVICES REP
BUSINESS SVS SPECIALIST
CAPITAL POLICE INVESTIGATOR
CHIEF DEPUTY
CORRESPONDENCE OPER. II
DATA CENTER SPECIALIST I
DATA INPUT ASSOCIATE
DATA SYSTEMS ADMINISTRATOR
DATA SYSTEMS MANAGER
DEPUTY DIRECTOR
DEPUTY SECRETARY OF STATE
DIRECTOR
DRIVER LICENSE HEARING OFFICER
DRIVER SERVICES METRO
MANAGER
DRIVER SVS REGIONAL MGR
DRIVERS FAC. MANAGER I
EXECUTIVE ASSISTANT I
EXECUTIVE ASSISTANT II
EXECUTIVE ASSISTANT III
EXECUTIVE ASSISTANT IV
EXECUTIVE ASSISTANT V
EXECUTIVE COUNSEL
EXECUTIVE I
EXECUTIVE II
EXECUTIVE III

EXECUTIVE IV
EXECUTIVE V
FORMAL HEARING OFFICER
INFORMATION SYSTEMS
SPECIALIST
INFORMATION SYSTEMS
TECHNICIAN
INSPECTOR GENERAL
INT. MOTOR VEH. REG. TECH. I
INTERMIT MOTOR VEHICLE
CASHIER
INTERMIT OPERATIONS ASSOCIATE
INTERMIT PUBLIC SERVICE CLERK
INTERMIT PUBLIC SERVICE REP
INTERMITTENT OPERATIONS ASST
INTERMITTENT TOUR GUIDE
INVESTIGATOR
INVESTIGATOR-LIEUTENANT
INVESTIGATOR-SERGEANT
JANITOR
LEGAL ADVISOR I
LEGAL ADVISOR II
LIBRARY PROGRAM SPECIALIST
LIBRARY SPECIALIST
LIBRARY TECHNICIAN
MAINT. BRICKMASON
MAINT. CARPENTER
MAINT. LABORER
MAINT. LABORER - ASBESTOS
MAINT. MASON TENDER
MAINT. PLUMBER FOREMAN
MAINT. PLUMBER GENERAL
FOREMAN
MANAGERIAL ASST I
MANAGERIAL ASST II
MANAGERIAL ASST III
MANAGERIAL ASST IV
METHODS & PROCEDURES
ADVISOR II
MOTOR CARRIER TECHNICIAN
MOTOR VEH REGULATIONS TECH I
MOTOR VEH REGULATIONS TECH II
MOTOR VEH REVIEW BOARD
MEMBER
MOTOR VEHICLE CASHIER
MTR CARR RECIP PRORATE
AUDITOR
OFFICE OPERATIONS SUPERVISOR
OPERATIONS ASSISTANT
OPERATIONS ASSOCIATE

PERSONNEL ASSOCIATE
PERSONNEL SPECIALIST
PERSONNEL SPECIALIST - SENIOR
PLASTERER
PRINTING EQUIP SUPERVISOR
PRIVATE SECRETARY I
PRIVATE SECRETARY II
PROPERTY MANAGEMENT ADMIN
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE
PUBLIC SERVICE SUPERVISOR
RECORDS ARCHIVIST INTERN
SECRETARY I
SECURITIES ANALYST
SECURITIES SPECIAL AGENT
SECURITY GUARD
SENIOR EXECUTIVE ASSISTANT
SENIOR LEGAL ADVISOR
SPECIAL AGENT II
STATIONARY ENGINEER
STATIONARY FIREMAN
STOREKEEPER
TELETYPE OPERATOR
TOUR GUIDE
TRANSPORTATION SPECIALIST

*12. How many of the employees who vacated your agency during FY'2023 were African American?

139

*13. Please include job titles that were vacated by African Americans?

ACCOUNT CLERK
ACCOUNT TECHNICIAN II
ADMINISTRATIVE ASST II
BAIID ADMINISTRATOR
CHIEF DEPUTY
DEPUTY DIRECTOR
DIRECTOR
DRIVER LICENSE HEARING OFFICER
DRIVER SERVICES METRO MANAGER
DRIVERS FAC. MANAGER I
EXECUTIVE ASSISTANT I

EXECUTIVE ASSISTANT III
EXECUTIVE COUNSEL
EXECUTIVE I
EXECUTIVE II
EXECUTIVE III
EXECUTIVE V
INTERMIT MOTOR VEHICLE CASHIER
INTERMIT OPERATIONS ASSOCIATE
INTERMIT PUBLIC SERVICE CLERK
INTERMIT PUBLIC SERVICE REP
INTERMITTENT OPERATIONS ASST
INVESTIGATOR-LIEUTENANT
INVESTIGATOR-SERGEANT
JANITOR
MAINT. LABORER
MANAGERIAL ASST I
MANAGERIAL ASST II
MANAGERIAL ASST III
MANAGERIAL ASST IV
MOTOR VEH REGULATIONS TECH II
MOTOR VEHICLE CASHIER
OFFICE OPERATIONS SUPERVISOR
OPERATIONS ASSISTANT
OPERATIONS ASSOCIATE
PERSONNEL ASSOCIATE
PRIVATE SECRETARY I
PRIVATE SECRETARY II
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE
PUBLIC SERVICE SUPERVISOR
SECURITY GUARD
SENIOR EXECUTIVE ASSISTANT
TOUR GUIDE
TRANSPORTATION SPECIALIST

*14. How many new employees were hired during FY'2023? 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, later moves, etc.

1386

*15. List the position titles.

ACCOUNT CLERK
ACCOUNT TECHNICIAN II
ACCOUNTANT IV

ADMINISTRATIVE ASST I
ADMINISTRATIVE ASST II
ADMINISTRATIVE ASST III
ADMINISTRATIVE CLERK
ARCHIVAL PROGRAM ADMINISTRATOR
BUDGET ANALYST I
BUILDING MANAGER
BUSINESS SERVICES REP
BUSINESS SVS SPECIALIST
CAPITAL POLICE INVESTIGATOR
CAPITOL POLICE INVEST SERGEANT
CHIEF DEPUTY
CHIEF OF STAFF
COMPUTER OPERATIONS SUPV.
COMPUTER PROD SPECIALIST I
CORRESPONDENCE OPER. II
DATA CENTER SPECIALIST I
DATA CENTER SPECIALIST II
DATA INPUT - LEAD
DATA INPUT ASSOCIATE
DATA INPUT CONTROLLER
DATA SYSTEMS MANAGER
DEPUTY DIRECTOR
DEPUTY SECRETARY OF STATE
DIRECTOR
DRIVER LICENSE HEARING OFFICER
DRIVER SERVICES METRO MANAGER
DRIVERS FAC. MANAGER I
DRIVERS FAC. MANAGER II
EXECUTIVE ASSISTANT I
EXECUTIVE ASSISTANT II
EXECUTIVE ASSISTANT III
EXECUTIVE COUNSEL
EXECUTIVE I
EXECUTIVE II
EXECUTIVE III
EXECUTIVE IV
EXECUTIVE V
FORMAL HEARING OFFICER
GENERAL COUNSEL
GRAPHIC ARTS ILLUSTRATOR
HUMAN RESOURCES OFFICER
INFORMATION SYSTEMS ADVISOR
INFORMATION SYSTEMS SPECIALIST
INFORMATION SYSTEMS TECHNICIAN
INSPECTOR GENERAL

INT ACCT CLK REF ONLY 7-09 NEG
INT COMPUTER MAILING MACH OPER
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-COMMANDER
INVESTIGATOR-SERGEANT
JANITOR
LEGAL ADVISOR I
LEGAL ADVISOR II
LIBRARY AIDE II
LIBRARY PROGRAM SPECIALIST
LIBRARY SPECIALIST
LIBRARY TECHNICIAN
MAINT. BRICKMASON
MAINT. CARPENTER
MAINT. LABORER
MAINT. LABORER - ASBESTOS
MAINT. MASON TENDER
MAINT. PLUMBER FOREMAN
MAINT. PLUMBER GENERAL FOREMAN
MAINT. TINSMITH
MANAGERIAL ASST I
MANAGERIAL ASST II
MANAGERIAL ASST III
MANAGERIAL ASST IV
METHODS & PROCEDURES ADVISOR II
MICROGRAPHIC IMAGING TECH
MICROGRAPHIC IMAGING TECH-LEAD
MOTOR CARRIER TECHNICIAN
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
POLICY AND OUTREACH COORDINATOR

PRINTING EQUIP OPERATOR I
PRINTING EQUIP OPERATOR II
PRINTING EQUIP SUPERVISOR
PRIVATE SECRETARY I
PRIVATE SECRETARY II
PROGRAM COMPLIANCE REP
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE
PUBLIC SERVICE SUPERVISOR
RECORDS ARCHIVIST INTERN
SECRETARY I
SECRETARY II
SECURITIES ENFORCMT AUDITOR II
SECURITIES EXAMINER II
SECURITY GUARD
SENIOR EXECUTIVE ASSISTANT
SENIOR LEGAL ADVISOR
SPECIAL AGENT I
SPECIAL AGENT II
STATIONARY ENGINEER
STATIONARY FIREMAN
STOREKEEPER
TELETYPE OPERATOR I
TRAINING SPECIALIST
TRANSPORTATION SPECIALIST
YARD MAINTENANCE WORKER

*16. How many new employees (as defined in Question #14) hired in FY'2023 were African American?

249

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

The ILSOS acknowledges and promotes the initiatives that create the framework for a productive, efficient, well-trained, and diverse workforce.

In its commitment to a diverse workforce, the ILSOS employs Job Counselors who offer employees one-on-one coaching sessions that provide guidance on the testing, bidding procedures, interviewing, transferring, as well as understanding job classifications and other personnel transactions.

These sessions provide an important pathway to promotional opportunities that supports the full participation for minority employees.

Job Counselors also make available exam breakdowns and application evaluations that help employees assess the test scores that will affect their eligibility. Job Counselors also offer interview tips and guidance to employees seeking promotional opportunities.

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.

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

Tuition reimbursement is available, in accordance with ILSOS policy. The program provides eligible employees with the opportunity to obtain, maintain, or improve job-related skills through continuing education, when such funds are available.

*18. How many student workers / interns did your agency hire in FY'2023? (Do not include trainee positions)

71

* 19. If your agency employed student workers / interns in FY'2023, how many were African American?

30

*20. 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 regularly monitors the agency's affirmative action program goals and objectives as established in the agency's Affirmative Action Plan. The EEO Officer reports the agency's affirmative action performance 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.

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

Not applicable.

*22. List all agency activities undertaken in implementing the State African American Employment Plan; African American employment strategies (recruitment, internships, community linkages, development of an African American Employment Recruitment Plan):

In FY2023, the ILSOS demonstrated its continued commitment to a diverse and inclusive workplace, by establishing the first ever Diversity, Equity and Inclusion Office (“DEI”). The DEI Officer along with the agency’s EEO Officer, are dedicated in implementing the DEI/EEO program goals and policies.

As part of that mission, the ILSOS established program goals that were specific to the recruitment in the African American community and retention of its African American employees. These goals included a workplace recruitment plan that involved providing agencies and organizations that target the African American community with information regarding the application process and specific job opportunities within ILSOS. For example, posting notices were sent to organizations such as the Illinois Minorities in Government and the Chicago and Springfield Urban League offices. These postings included job openings in areas where there is an inadequate minority applicant pool and/or difficult to fill positions. The ILSOS participated in several job fairs and workshops that were hosted by agency/organizations that serve to the African American community. In addition, the ILSOS posted job opportunities on hiring platforms such as Indeed and JazzHR. Whenever possible, qualified minorities, including African American candidates are selected.

*23. How many veterans were hired externally during FY’2023?

23

*24. How many were African American veterans?

7

CERTIFICATION

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

FY2023 Asian American Employment Plan

Per Public Act 096-1341, each state agency is required to report their activities in implementing the State Asian American 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: Alexi Giannoulis, 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, Chicago, 60602
Individual's Email Address: jstroger@ilsos.gov

*3. As of June 30, 2023, provide the number of Asian Americans employed within each of the following EEO categories:

Officials and Administrators: 4
Professionals: 18
Technicians: 1
Protective Services: 4
Paraprofessionals: 8
Administrative Support: 101
Skilled Craft: 0
Service Maintenance: 0

*4. As of June 30, 2023 , provide the number of employees in Asian Languages-Speaking option positions who received bilingual pay employed within each of the following EEO categories:

Officials and Administrators: 0
Professionals: 1

Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Paraprofessionals:	<u>1</u>
Administrative Support:	<u>9</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, 2023, provide the number of funded positions within each of the following:

EEO categories:

Officials and Administrators:	<u>82</u>
Professionals:	<u>836</u>
Technicians:	<u>66</u>
Protective Services:	<u>250</u>
Paraprofessionals:	<u>378</u>
Administrative Support:	<u>1770</u>
Skilled Craft:	<u>130</u>
Service Maintenance:	<u>198</u>

*6. As of June 30, 2023, provide the total number of agency employees; include full-time, part-time and leave of absence:

4,026

*7. As of June 30, 2023, provide the underutilization for Asian Americans by category:

Officials and Administrators:	<u>0</u>
Professionals:	<u>6</u>
Technicians:	<u>0</u>

Protective Services:	<u>0</u>
Paraprofessionals:	<u>2</u>
Administrative Support:	<u>1</u>
Skilled Craft:	<u>0</u>
Service Maintenance:	<u>3</u>

*8. Were there any increases or decreases in the number of Asian American employees within any of the EEOC categories from the prior fiscal year? If so, please provide specific details.

In FY’2023, the Office of the Illinois Secretary of State (“ILSOS”) employed in total 136 individuals who self-identified as Asian American, which was an increase from 116 in FY2022. This included increases in the Official/Administrators, Professional, Paraprofessionals and Administrative Support EEO categories.

* 9. Does your agency provide budget allocations for Asian American Employment Programs? Additionally, has your agency established a budget for Bilingual (Asian language-speaking option) program(s)? If yes, provide FY’2023 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 Asian language-speaking citizens and their communities. The SOS regularly monitors its need for additional Asian language-speaking positions.

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

In FY’2023 , 241 positions were designated for monthly bilingual differential pay. Of those bilingual positions, 11 or 4.5% were Asian language-speaking positions.

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

40

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

8

*12. Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY’2023.

616

*13. Please list the position titles.

ACCOUNT CLERK
ACCOUNT TECHNICIAN II
ACCOUNTANT I
ADMINISTRATIVE ASST I
ADMINISTRATIVE ASST II
ADMINISTRATIVE ASST III
ADMINISTRATIVE CLERK
AUTO SERVICE MECHANIC
AUTOMOTIVE ATTENDANT
BAIID ADMINISTRATOR
BUILDING MANAGER
BUSINESS SERVICES REP
BUSINESS SVS SPECIALIST
CAPITAL POLICE INVESTIGATOR
CHIEF DEPUTY
CORRESPONDENCE OPER. II
DATA CENTER SPECIALIST I
DATA INPUT ASSOCIATE
DATA SYSTEMS ADMINISTRATOR
DATA SYSTEMS MANAGER
DEPUTY DIRECTOR
DEPUTY SECRETARY OF STATE
DIRECTOR
DRIVER LICENSE HEARING OFFICER
DRIVER SERVICES METRO
MANAGER
DRIVER SVS REGIONAL MGR
DRIVERS FAC. MANAGER I
EXECUTIVE ASSISTANT I
EXECUTIVE ASSISTANT II
EXECUTIVE ASSISTANT III
EXECUTIVE ASSISTANT IV
EXECUTIVE ASSISTANT V
EXECUTIVE COUNSEL
EXECUTIVE I
EXECUTIVE II
EXECUTIVE III
EXECUTIVE IV
EXECUTIVE V
FORMAL HEARING OFFICER
INFORMATION SYSTEMS
SPECIALIST
INFORMATION SYSTEMS
TECHNICIAN
INSPECTOR GENERAL

INT. MOTOR VEH. REG. TECH. I
INTERMIT MOTOR VEHICLE
CASHIER
INTERMIT OPERATIONS ASSOCIATE
INTERMIT PUBLIC SERVICE CLERK
INTERMIT PUBLIC SERVICE REP
INTERMITTENT OPERATIONS ASST
INTERMITTENT TOUR GUIDE
INVESTIGATOR
INVESTIGATOR-LIEUTENANT
INVESTIGATOR-SERGEANT
JANITOR
LEGAL ADVISOR I
LEGAL ADVISOR II
LIBRARY PROGRAM SPECIALIST
LIBRARY SPECIALIST
LIBRARY TECHNICIAN
MAINT. BRICKMASON
MAINT. CARPENTER
MAINT. LABORER
MAINT. LABORER - ASBESTOS
MAINT. MASON TENDER
MAINT. PLUMBER FOREMAN
MAINT. PLUMBER GENERAL
FOREMAN
MANAGERIAL ASST I
MANAGERIAL ASST II
MANAGERIAL ASST III
MANAGERIAL ASST IV
METHODS & PROCEDURES
ADVISOR II
MOTOR CARRIER TECHNICIAN
MOTOR VEH REGULATIONS TECH I
MOTOR VEH REGULATIONS TECH II
MOTOR VEH REVIEW BOARD
MEMBER
MOTOR VEHICLE CASHIER
MTR CARR RECIP PRORATE
AUDITOR
OFFICE OPERATIONS SUPERVISOR
OPERATIONS ASSISTANT
OPERATIONS ASSOCIATE
PERSONNEL ASSOCIATE
PERSONNEL SPECIALIST
PERSONNEL SPECIALIST - SENIOR
PLASTERER
PRINTING EQUIP SUPERVISOR
PRIVATE SECRETARY I
PRIVATE SECRETARY II

PROPERTY MANAGEMENT ADMIN
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE
PUBLIC SERVICE SUPERVISOR
RECORDS ARCHIVIST INTERN
SECRETARY I
SECURITIES ANALYST
SECURITIES SPECIAL AGENT
SECURITY GUARD
SENIOR EXECUTIVE ASSISTANT
SENIOR LEGAL ADVISOR
SPECIAL AGENT II
STATIONARY ENGINEER
STATIONARY FIREMAN
STOREKEEPER
TELETYPE OPERATOR
TOUR GUIDE
TRANSPORTATION SPECIALIST

*14. How many of the employees who vacated your agency during FY'2023 were Asian American?

21

*15. Please include job titles that were vacated by Asian Americans.

ACCOUNT CLERK
DATA CENTER SPECIALIST I
DEPUTY DIRECTOR
DIRECTOR
EXECUTIVE ASSISTANT I
EXECUTIVE I
INTERMIT PUBLIC SERVICE REP
INTERMITTENT OPERATIONS ASST
OPERATIONS ASSISTANT
OPERATIONS ASSOCIATE
PUBLIC SERVICE REPRESENTATIVE
ACCOUNT CLERK
DATA CENTER SPECIALIST I
DEPUTY DIRECTOR
DIRECTOR
EXECUTIVE ASSISTANT I
EXECUTIVE I

*16. How many new employees were hired during FY'2023? 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, later moves, etc.

1386

*17. List the position titles.

ACCOUNT CLERK
ACCOUNT TECHNICIAN II
ACCOUNTANT IV
ADMINISTRATIVE ASST I
ADMINISTRATIVE ASST II
ADMINISTRATIVE ASST III
ADMINISTRATIVE CLERK
ARCHIVAL PROGRAM ADMINISTRATOR
BUDGET ANALYST I
BUILDING MANAGER
BUSINESS SERVICES REP
BUSINESS SVS SPECIALIST
CAPITAL POLICE INVESTIGATOR
CAPITOL POLICE INVEST SERGEANT
CHIEF DEPUTY
CHIEF OF STAFF
COMPUTER OPERATIONS SUPV.
COMPUTER PROD SPECIALIST I
CORRESPONDENCE OPER. II
DATA CENTER SPECIALIST I
DATA CENTER SPECIALIST II
DATA INPUT - LEAD
DATA INPUT ASSOCIATE
DATA INPUT CONTROLLER
DATA SYSTEMS MANAGER
DEPUTY DIRECTOR
DEPUTY SECRETARY OF STATE
DIRECTOR
DRIVER LICENSE HEARING OFFICER
DRIVER SERVICES METRO MANAGER
DRIVERS FAC. MANAGER I
DRIVERS FAC. MANAGER II
EXECUTIVE ASSISTANT I
EXECUTIVE ASSISTANT II
EXECUTIVE ASSISTANT III
EXECUTIVE COUNSEL
EXECUTIVE I
EXECUTIVE II
EXECUTIVE III

EXECUTIVE IV
EXECUTIVE V
FORMAL HEARING OFFICER
GENERAL COUNSEL
GRAPHIC ARTS ILLUSTRATOR
HUMAN RESOURCES OFFICER
INFORMATION SYSTEMS ADVISOR
INFORMATION SYSTEMS SPECIALIST
INFORMATION SYSTEMS TECHNICIAN
INSPECTOR GENERAL
INT ACCT CLK REF ONLY 7-09 NEG
INT COMPUTER MAILING MACH OPER
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-COMMANDER
INVESTIGATOR-SERGEANT
JANITOR
LEGAL ADVISOR I
LEGAL ADVISOR II
LIBRARY AIDE II
LIBRARY PROGRAM SPECIALIST
LIBRARY SPECIALIST
LIBRARY TECHNICIAN
MAINT. BRICKMASON
MAINT. CARPENTER
MAINT. LABORER
MAINT. LABORER - ASBESTOS
MAINT. MASON TENDER
MAINT. PLUMBER FOREMAN
MAINT. PLUMBER GENERAL FOREMAN
MAINT. TINSMITH
MANAGERIAL ASST I
MANAGERIAL ASST II
MANAGERIAL ASST III
MANAGERIAL ASST IV
METHODS & PROCEDURES ADVISOR II
MICROGRAPHIC IMAGING TECH
MICROGRAPHIC IMAGING TECH-LEAD
MOTOR CARRIER TECHNICIAN
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
POLICY AND OUTREACH COORDINATOR
PRINTING EQUIP OPERATOR I
PRINTING EQUIP OPERATOR II
PRINTING EQUIP SUPERVISOR
PRIVATE SECRETARY I
PRIVATE SECRETARY II
PROGRAM COMPLIANCE REP
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE
PUBLIC SERVICE SUPERVISOR
RECORDS ARCHIVIST INTERN
SECRETARY I
SECRETARY II
SECURITIES ENFORCMT AUDITOR II
SECURITIES EXAMINER II
SECURITY GUARD
SENIOR EXECUTIVE ASSISTANT
SENIOR LEGAL ADVISOR
SPECIAL AGENT I
SPECIAL AGENT II
STATIONARY ENGINEER
STATIONARY FIREMAN
STOREKEEPER
TELETYPE OPERATOR I
TRAINING SPECIALIST
TRANSPORTATION SPECIALIST
YARD MAINTENANCE WORKER

*18. How many new employees (as defined in Question #14) hired in FY'2023 were Asian Americans?

56

*19. List Promotional programs that provide Asian American employees with career ladder

enhancement, self-development training or otherwise enhance your agency’s ability to meet the needs of the Asian American community and your Asian American employees:

The ILSOS acknowledges and promotes the initiatives that create the framework for a productive, efficient, well-trained, and diverse workforce.

In its commitment to a diverse workforce, the ILSOS employs Job Counselors who offer employees one-on-one coaching sessions that provide guidance on the testing, bidding procedures, interviewing, transferring, as well as understanding job classifications and other personnel transactions.

These sessions provide an important pathway to promotional opportunities that supports the full participation for minority employees.

Job Counselors also make available exam breakdowns and application evaluations that help employees assess the test scores that will affect their eligibility. Job Counselors also offer interview tips and guidance to employees seeking promotional opportunities.

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.

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

Tuition reimbursement is available, in accordance with ILSOS policy. The program provides eligible employees with the opportunity to obtain, maintain, or improve job-related skills through continuing education, when such funds are available.

*20. How many student workers / interns did your agency hire in FY’2023? (Do not include trainee positions)

71

* 21. If your agency employed student workers / interns in FY’2023, how many were Asian Americans?

4

*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 regularly monitors the agency’s affirmative action program goals and objectives as established in the agency’s Affirmative Action Plan. The EEO Officer reports

the agency’s affirmative action performance 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 Asian American Employment Plan; Asian American employment strategies (recruitment, internships, community linkages, development of an Asian American Employment Recruitment Plan):

In FY2023, the ILSOS demonstrated its continued comittment to a diverse and inclusive workplace, by establishing the first ever Diversity, Equity and Inclusion Office (“DEI”). The DEI Officer along with the agency’s EEO Officer, are dedicated in implementing the DEI/EEO program goals and policies.

As part of that mission, the ILSOS established program goals that were specific to the recruitment in the Asian American community and retention of its Asian American employees. These goals included a workplace recruitment plan that involved providing agencies and organizations that target the Asian American community with information regarding the application process and specific job opportunities within ILSOS. For example, posting notices were sent to organizations such as the Chicago Chinatown Chamber of Commerce, Cambodian-Association of Illinois, Lao American Organization of Elgin, and the South-East Asia Center. These postings included job openings in areas where there is an inadequate minority applicant pool and/or difficult to fill positions. The ILSOS participated in several job fairs and workshops that were hosted by agency/organizations that serve to the Asian American community. In addition, the ILSOS posted job opportunities on hiring platforms such as Indeed and JazzHR. Whenever possible, qualified minorities, including Asian American candidates are selected.

*25. How many veterans were hired externally during FY’2023?

23

*26. How many were Asian American veterans?

0

CERTIFICATION

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

FY2023 Hispanic Employment Plan

Per Public Act 096-1341, 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:	<u>Alexi Giannoulis, Secretary of State</u>
Name of Individual Completing Survey:	<u>Jeanine M. Stroger</u>
Individual's Working Title:	<u>EEO Officer</u>
Individual's Phone Number:	<u>(312) 793-5515</u>
Individual's Mailing Address:	<u>17 North State Street, Chicago, 60602</u>
Individual's Email Address:	<u>jstroger@ilsos.gov</u>

*3. As of June 30, 2023, provide the number of Hispanics employed within each of the following EEO categories:

Officials and Administrators:	<u>3</u>
Professionals:	<u>45</u>
Technicians:	<u>1</u>
Protective Services:	<u>20</u>
Paraprofessionals:	<u>43</u>
Administrative Support:	<u>259</u>
Skilled Craft:	<u>5</u>
Service Maintenance:	<u>9</u>

*4. As of June 30, 2023 , 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>10</u>

Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Paraprofessionals:	<u>33</u>
Administrative Support:	<u>160</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, 2023, provide the number of funded positions within each of the following:

EEO categories:

Officials and Administrators:	<u>82</u>
Professionals:	<u>836</u>
Technicians:	<u>66</u>
Protective Services:	<u>250</u>
Paraprofessionals:	<u>378</u>
Administrative Support:	<u>1770</u>
Skilled Craft:	<u>130</u>
Service Maintenance:	<u>198</u>

*6. As of June 30, 2023, provide the total number of agency employees; include full-time, part-time and leave of absence:

4,026

*7. As of June 30, 2023, provide the underutilization for Hispanics by category:

Officials and Administrators:	<u>0</u>
Professionals:	<u>3</u>
Technicians:	<u>0</u>

Protective Services:	<u>0</u>
Paraprofessionals:	<u>0</u>
Administrative Support:	<u>1</u>
Skilled Craft:	<u>3</u>
Service Maintenance:	<u>7</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’2023, the Office of the Illinois Secretary of State (“ILSOS”) employed in total 385 individuals who self-identified as Hispanic, which was an increase from 341 in FY2022 . This included increases in the Official/Administrators, Professional, and Administrative Support EEO 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 Official/Administrators , and Service Maintenance EEO categories.

* 9. Does your agency provide budget allocations for Hispanic Employment Programs? Additionally, has you agency established a budget for Bilingual (Spanish-speaking option) program(s)? If yes, provide FY’2023 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 their 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’2023 , 241 positions were designated for monthly bilingual differential pay. Of those bilingual positions, 203 or 84% were Spanish-speaking positions. That represents an 4% increase from the previous fiscal year.

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

40

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

8

*12. Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY'2023.

616

*13. Please list the position titles.

ACCOUNT CLERK
ACCOUNT TECHNICIAN II
ACCOUNTANT I
ADMINISTRATIVE ASST I
ADMINISTRATIVE ASST II
ADMINISTRATIVE ASST III
ADMINISTRATIVE CLERK
AUTO SERVICE MECHANIC
AUTOMOTIVE ATTENDANT
BAIID ADMINISTRATOR
BUILDING MANAGER
BUSINESS SERVICES REP
BUSINESS SVS SPECIALIST
CAPITAL POLICE INVESTIGATOR
CHIEF DEPUTY
CORRESPONDENCE OPER. II
DATA CENTER SPECIALIST I
DATA INPUT ASSOCIATE
DATA SYSTEMS ADMINISTRATOR
DATA SYSTEMS MANAGER
DEPUTY DIRECTOR
DEPUTY SECRETARY OF STATE
DIRECTOR
DRIVER LICENSE HEARING OFFICER
DRIVER SERVICES METRO
MANAGER
DRIVER SVS REGIONAL MGR
DRIVERS FAC. MANAGER I
EXECUTIVE ASSISTANT I
EXECUTIVE ASSISTANT II
EXECUTIVE ASSISTANT III
EXECUTIVE ASSISTANT IV
EXECUTIVE ASSISTANT V
EXECUTIVE COUNSEL
EXECUTIVE I
EXECUTIVE II
EXECUTIVE III
EXECUTIVE IV
EXECUTIVE V
FORMAL HEARING OFFICER

INFORMATION SYSTEMS
SPECIALIST
INFORMATION SYSTEMS
TECHNICIAN
INSPECTOR GENERAL
INT. MOTOR VEH. REG. TECH. I
INTERMIT MOTOR VEHICLE
CASHIER
INTERMIT OPERATIONS ASSOCIATE
INTERMIT PUBLIC SERVICE CLERK
INTERMIT PUBLIC SERVICE REP
INTERMITTENT OPERATIONS ASST
INTERMITTENT TOUR GUIDE
INVESTIGATOR
INVESTIGATOR-LIEUTENANT
INVESTIGATOR-SERGEANT
JANITOR
LEGAL ADVISOR I
LEGAL ADVISOR II
LIBRARY PROGRAM SPECIALIST
LIBRARY SPECIALIST
LIBRARY TECHNICIAN
MAINT. BRICKMASON
MAINT. CARPENTER
MAINT. LABORER
MAINT. LABORER - ASBESTOS
MAINT. MASON TENDER
MAINT. PLUMBER FOREMAN
MAINT. PLUMBER GENERAL
FOREMAN
MANAGERIAL ASST I
MANAGERIAL ASST II
MANAGERIAL ASST III
MANAGERIAL ASST IV
METHODS & PROCEDURES
ADVISOR II
MOTOR CARRIER TECHNICIAN
MOTOR VEH REGULATIONS TECH I
MOTOR VEH REGULATIONS TECH II
MOTOR VEH REVIEW BOARD
MEMBER
MOTOR VEHICLE CASHIER
MTR CARR RECIP PRORATE
AUDITOR
OFFICE OPERATIONS SUPERVISOR
OPERATIONS ASSISTANT
OPERATIONS ASSOCIATE
PERSONNEL ASSOCIATE
PERSONNEL SPECIALIST
PERSONNEL SPECIALIST - SENIOR

PLASTERER
PRINTING EQUIP SUPERVISOR
PRIVATE SECRETARY I
PRIVATE SECRETARY II
PROPERTY MANAGEMENT ADMIN
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE
PUBLIC SERVICE SUPERVISOR
RECORDS ARCHIVIST INTERN
SECRETARY I
SECURITIES ANALYST
SECURITIES SPECIAL AGENT
SECURITY GUARD
SENIOR EXECUTIVE ASSISTANT
SENIOR LEGAL ADVISOR
SPECIAL AGENT II
STATIONARY ENGINEER
STATIONARY FIREMAN
STOREKEEPER
TELETYPE OPERATOR
TOUR GUIDE
TRANSPORTATION SPECIALIST

*14. How many of the employees who vacated your agency during FY'2023 were Hispanic?

58

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

EXECUTIVE ASSISTANT II
FORMAL HEARING OFFICER
INTERMIT MOTOR VEHICLE CASHIER
INTERMIT OPERATIONS ASSOCIATE
INTERMIT PUBLIC SERVICE CLERK
INTERMIT PUBLIC SERVICE REP
INVESTIGATOR
MAINT. PLUMBER FOREMAN
MANAGERIAL ASST III
MOTOR VEH REGULATIONS TECH I
MOTOR VEHICLE CASHIER
OPERATIONS ASSISTANT
OPERATIONS ASSOCIATE
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE
PUBLIC SERVICE SUPERVISOR
STATIONARY ENGINEER

*16. How many new employees were hired during FY'2023? 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, later moves, etc.

1386

*17. List the position titles.

ACCOUNT CLERK
ACCOUNT TECHNICIAN II
ACCOUNTANT IV
ADMINISTRATIVE ASST I
ADMINISTRATIVE ASST II
ADMINISTRATIVE ASST III
ADMINISTRATIVE CLERK
ARCHIVAL PROGRAM ADMINISTRATOR
BUDGET ANALYST I
BUILDING MANAGER
BUSINESS SERVICES REP
BUSINESS SVS SPECIALIST
CAPITAL POLICE INVESTIGATOR
CAPITOL POLICE INVEST SERGEANT
CHIEF DEPUTY
CHIEF OF STAFF
COMPUTER OPERATIONS SUPV.
COMPUTER PROD SPECIALIST I
CORRESPONDENCE OPER. II
DATA CENTER SPECIALIST I
DATA CENTER SPECIALIST II
DATA INPUT - LEAD
DATA INPUT ASSOCIATE
DATA INPUT CONTROLLER
DATA SYSTEMS MANAGER
DEPUTY DIRECTOR
DEPUTY SECRETARY OF STATE
DIRECTOR
DRIVER LICENSE HEARING OFFICER
DRIVER SERVICES METRO MANAGER
DRIVERS FAC. MANAGER I
DRIVERS FAC. MANAGER II
EXECUTIVE ASSISTANT I
EXECUTIVE ASSISTANT II
EXECUTIVE ASSISTANT III
EXECUTIVE COUNSEL
EXECUTIVE I

EXECUTIVE II
EXECUTIVE III
EXECUTIVE IV
EXECUTIVE V
FORMAL HEARING OFFICER
GENERAL COUNSEL
GRAPHIC ARTS ILLUSTRATOR
HUMAN RESOURCES OFFICER
INFORMATION SYSTEMS ADVISOR
INFORMATION SYSTEMS SPECIALIST
INFORMATION SYSTEMS TECHNICIAN
INSPECTOR GENERAL
INT ACCT CLK REF ONLY 7-09 NEG
INT COMPUTER MAILING MACH OPER
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-COMMANDER
INVESTIGATOR-SERGEANT
JANITOR
LEGAL ADVISOR I
LEGAL ADVISOR II
LIBRARY AIDE II
LIBRARY PROGRAM SPECIALIST
LIBRARY SPECIALIST
LIBRARY TECHNICIAN
MAINT. BRICKMASON
MAINT. CARPENTER
MAINT. LABORER
MAINT. LABORER - ASBESTOS
MAINT. MASON TENDER
MAINT. PLUMBER FOREMAN
MAINT. PLUMBER GENERAL FOREMAN
MAINT. TINSMITH
MANAGERIAL ASST I
MANAGERIAL ASST II
MANAGERIAL ASST III
MANAGERIAL ASST IV
METHODS & PROCEDURES ADVISOR II
MICROGRAPHIC IMAGING TECH
MICROGRAPHIC IMAGING TECH-LEAD

MOTOR CARRIER TECHNICIAN
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
POLICY AND OUTREACH COORDINATOR
PRINTING EQUIP OPERATOR I
PRINTING EQUIP OPERATOR II
PRINTING EQUIP SUPERVISOR
PRIVATE SECRETARY I
PRIVATE SECRETARY II
PROGRAM COMPLIANCE REP
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE
PUBLIC SERVICE SUPERVISOR
RECORDS ARCHIVIST INTERN
SECRETARY I
SECRETARY II
SECURITIES ENFORCMT AUDITOR II
SECURITIES EXAMINER II
SECURITY GUARD
SENIOR EXECUTIVE ASSISTANT
SENIOR LEGAL ADVISOR
SPECIAL AGENT I
SPECIAL AGENT II
STATIONARY ENGINEER
STATIONARY FIREMAN
STOREKEEPER
TELETYPE OPERATOR I
TRAINING SPECIALIST
TRANSPORTATION SPECIALIST
YARD MAINTENANCE WORKER

*18. How many new employees (as defined in Question #14) hired in FY'2023 were Hispanics?

175

*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 ILSOS acknowledges and promotes the initiatives that create the framework for a productive, efficient, well-trained, and diverse workforce.

In its commitment to a diverse workforce, the ILSOS employs Job Counselors who offer employees one-on-one coaching sessions that provide guidance on the testing, bidding procedures, interviewing, transferring, as well as understanding job classifications and other personnel transactions.

These sessions provide an important pathway to promotional opportunities that supports the full participation for minority employees.

Job Counselors also make available exam breakdowns and application evaluations that help employees assess the test scores that will affect their eligibility. Job Counselors also offer interview tips and guidance to employees seeking promotional opportunities.

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.

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

Tuition reimbursement is available, in accordance with ILSOS policy. The program provides eligible employees with the opportunity to obtain, maintain, or improve job-related skills through continuing education, when such funds are available.

*20. How many student workers / interns did your agency hire in FY'2023? (Do not include trainee positions)

71

* 21. If your agency employed student workers / interns in FY'2023, how many were Hispanics?

13

*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 regularly monitors the agency's affirmative action program goals and objectives as established in the agency's Affirmative Action Plan. The EEO Officer reports the agency's affirmative action performance 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):

In FY2023, the ILSOS demonstrated its continued comittment to a diverse and inclusive workplace, by establishing the first ever Diversity, Equity and Inclusion Office (“DEI”). The DEI Officer along with the agency’s EEO Officer, are dedicated in implementing the DEI/EEO program goals and policies.

As part of that mission, the ILSOS established program goals that were specific to the recruitment in the Hispanic community and retention of its Hispanic employees. These goals included a workplace recruitment plan that involved providing agencies and organizations that target the Hispanic community with information regarding the application process and specific job opportunities within ILSOS. For example, posting notices were sent to organizations such as the Conexiones Latinas De McLean County, Mujeres Latinas en Accion, centro de informacion and the Illinois Association of Hispanic State Employees. These postings included job openings in areas where there is an inadequate minority applicant pool and/or difficult to fill positions. The ILSOS participated in several job fairs and workshops that were hosted by agency/organizations that serve to the Hispanic community. In addition, the ILSOS posted job opportunities on hiring platforms such as Indeed and JazzHR. Whenever possible, qualified minorities, including Hispanic candidates are selected.

*25. How many veterans were hired externally during FY’2023?

23

*26. How many were Hispanic veterans?

1

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.

FY' 2023 Native American Employment Plan

Per Public Act 096-1341, each state agency is required to report their activities in implementing the State Native American 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: Alexi Giannoulis, 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, Chicago, 60602

Individual's Email Address: jstroger@ilsos.gov

*3. As of June 30, 2023, provide the number of Native Americans employed within each of the following EEO categories:

Officials and Administrators: 0

Professionals: 3

Technicians: 0

Protective Services: 0

Paraprofessionals: 3

Administrative Support: 9

Skilled Craft: 1

Service Maintenance: 1

*4. As of June 30, 2023, provide the number of funded positions within each of the following:

EEO categories:

Officials and Administrators: 82

Professionals: 836

Technicians:	<u>66</u>
Protective Services:	<u>250</u>
Paraprofessionals:	<u>378</u>
Administrative Support:	<u>1770</u>
Skilled Craft:	<u>130</u>
Service Maintenance:	<u>198</u>

*5. As of June 30, 2023, provide the total number of agency employees; include full-time, part-time and leave of absence:

4,026

*6. As of June 30, 2023, provide the underutilization for Native Americans by category:

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

*7. Were there any increases or decreases in the number of Native American employees within any of the EEOC categories from the prior fiscal year? If so, please provide specific details.

In FY'2023, the Office of the Illinois Secretary of State ("ILSOS") employed in total 17 individuals who self-identified as Native American, which was an increase from 15 in FY2022. This included increases in the Paraprofessional and Administrative Support EEO categories.

8. How many Human Resources staff does your agency have?

40 (as of 6/30/2023)

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

8

*10. Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY'2023.

616

*11. Please list the position titles.

ACCOUNT CLERK
ACCOUNT TECHNICIAN II
ACCOUNTANT I
ADMINISTRATIVE ASST I
ADMINISTRATIVE ASST II
ADMINISTRATIVE ASST III
ADMINISTRATIVE CLERK
AUTO SERVICE MECHANIC
AUTOMOTIVE ATTENDANT
BAIID ADMINISTRATOR
BUILDING MANAGER
BUSINESS SERVICES REP
BUSINESS SVS SPECIALIST
CAPITAL POLICE INVESTIGATOR
CHIEF DEPUTY
CORRESPONDENCE OPER. II
DATA CENTER SPECIALIST I
DATA INPUT ASSOCIATE
DATA SYSTEMS ADMINISTRATOR
DATA SYSTEMS MANAGER
DEPUTY DIRECTOR
DEPUTY SECRETARY OF STATE
DIRECTOR
DRIVER LICENSE HEARING OFFICER
DRIVER SERVICES METRO
MANAGER
DRIVER SVS REGIONAL MGR
DRIVERS FAC. MANAGER I
EXECUTIVE ASSISTANT I
EXECUTIVE ASSISTANT II
EXECUTIVE ASSISTANT III
EXECUTIVE ASSISTANT IV
EXECUTIVE ASSISTANT V
EXECUTIVE COUNSEL
EXECUTIVE I

EXECUTIVE II
EXECUTIVE III
EXECUTIVE IV
EXECUTIVE V
FORMAL HEARING OFFICER
INFORMATION SYSTEMS
SPECIALIST
INFORMATION SYSTEMS
TECHNICIAN
INSPECTOR GENERAL
INT. MOTOR VEH. REG. TECH. I
INTERMIT MOTOR VEHICLE
CASHIER
INTERMIT OPERATIONS ASSOCIATE
INTERMIT PUBLIC SERVICE CLERK
INTERMIT PUBLIC SERVICE REP
INTERMITTENT OPERATIONS ASST
INTERMITTENT TOUR GUIDE
INVESTIGATOR
INVESTIGATOR-LIEUTENANT
INVESTIGATOR-SERGEANT
JANITOR
LEGAL ADVISOR I
LEGAL ADVISOR II
LIBRARY PROGRAM SPECIALIST
LIBRARY SPECIALIST
LIBRARY TECHNICIAN
MAINT. BRICKMASON
MAINT. CARPENTER
MAINT. LABORER
MAINT. LABORER - ASBESTOS
MAINT. MASON TENDER
MAINT. PLUMBER FOREMAN
MAINT. PLUMBER GENERAL
FOREMAN
MANAGERIAL ASST I
MANAGERIAL ASST II
MANAGERIAL ASST III
MANAGERIAL ASST IV
METHODS & PROCEDURES
ADVISOR II
MOTOR CARRIER TECHNICIAN
MOTOR VEH REGULATIONS TECH I
MOTOR VEH REGULATIONS TECH II
MOTOR VEH REVIEW BOARD
MEMBER
MOTOR VEHICLE CASHIER
MTR CARR RECIP PRORATE
AUDITOR
OFFICE OPERATIONS SUPERVISOR

OPERATIONS ASSISTANT
OPERATIONS ASSOCIATE
PERSONNEL ASSOCIATE
PERSONNEL SPECIALIST
PERSONNEL SPECIALIST - SENIOR
PLASTERER
PRINTING EQUIP SUPERVISOR
PRIVATE SECRETARY I
PRIVATE SECRETARY II
PROPERTY MANAGEMENT ADMIN
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE
PUBLIC SERVICE SUPERVISOR
RECORDS ARCHIVIST INTERN
SECRETARY I
SECURITIES ANALYST
SECURITIES SPECIAL AGENT
SECURITY GUARD
SENIOR EXECUTIVE ASSISTANT
SENIOR LEGAL ADVISOR
SPECIAL AGENT II
STATIONARY ENGINEER
STATIONARY FIREMAN
STOREKEEPER
TELETYPE OPERATOR
TOUR GUIDE
TRANSPORTATION SPECIALIST

*12. How many of the employees who vacated your agency during FY'2023 were Native American?

2

*13. Please include job titles that were vacated by Native Americans?

INTERMIT PUBLIC SERVICE REP
PRIVATE SECRETARY I

*14. How many new employees were hired during FY'2023? 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, later moves, etc.

1386

*15. List the position titles.

ACCOUNT CLERK
ACCOUNT TECHNICIAN II
ACCOUNTANT IV
ADMINISTRATIVE ASST I
ADMINISTRATIVE ASST II
ADMINISTRATIVE ASST III
ADMINISTRATIVE CLERK
ARCHIVAL PROGRAM ADMINISTRATOR
BUDGET ANALYST I
BUILDING MANAGER
BUSINESS SERVICES REP
BUSINESS SVS SPECIALIST
CAPITAL POLICE INVESTIGATOR
CAPITOL POLICE INVEST SERGEANT
CHIEF DEPUTY
CHIEF OF STAFF
COMPUTER OPERATIONS SUPV.
COMPUTER PROD SPECIALIST I
CORRESPONDENCE OPER. II
DATA CENTER SPECIALIST I
DATA CENTER SPECIALIST II
DATA INPUT - LEAD
DATA INPUT ASSOCIATE
DATA INPUT CONTROLLER
DATA SYSTEMS MANAGER
DEPUTY DIRECTOR
DEPUTY SECRETARY OF STATE
DIRECTOR
DRIVER LICENSE HEARING OFFICER
DRIVER SERVICES METRO MANAGER
DRIVERS FAC. MANAGER I
DRIVERS FAC. MANAGER II
EXECUTIVE ASSISTANT I
EXECUTIVE ASSISTANT II
EXECUTIVE ASSISTANT III
EXECUTIVE COUNSEL
EXECUTIVE I
EXECUTIVE II
EXECUTIVE III
EXECUTIVE IV
EXECUTIVE V
FORMAL HEARING OFFICER
GENERAL COUNSEL
GRAPHIC ARTS ILLUSTRATOR
HUMAN RESOURCES OFFICER
INFORMATION SYSTEMS ADVISOR

INFORMATION SYSTEMS SPECIALIST
INFORMATION SYSTEMS TECHNICIAN
INSPECTOR GENERAL
INT ACCT CLK REF ONLY 7-09 NEG
INT COMPUTER MAILING MACH OPER
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-COMMANDER
INVESTIGATOR-SERGEANT
JANITOR
LEGAL ADVISOR I
LEGAL ADVISOR II
LIBRARY AIDE II
LIBRARY PROGRAM SPECIALIST
LIBRARY SPECIALIST
LIBRARY TECHNICIAN
MAINT. BRICKMASON
MAINT. CARPENTER
MAINT. LABORER
MAINT. LABORER - ASBESTOS
MAINT. MASON TENDER
MAINT. PLUMBER FOREMAN
MAINT. PLUMBER GENERAL FOREMAN
MAINT. TINSMITH
MANAGERIAL ASST I
MANAGERIAL ASST II
MANAGERIAL ASST III
MANAGERIAL ASST IV
METHODS & PROCEDURES ADVISOR II
MICROGRAPHIC IMAGING TECH
MICROGRAPHIC IMAGING TECH-LEAD
MOTOR CARRIER TECHNICIAN
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
POLICY AND OUTREACH COORDINATOR
PRINTING EQUIP OPERATOR I
PRINTING EQUIP OPERATOR II
PRINTING EQUIP SUPERVISOR
PRIVATE SECRETARY I
PRIVATE SECRETARY II
PROGRAM COMPLIANCE REP
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE
PUBLIC SERVICE SUPERVISOR
RECORDS ARCHIVIST INTERN
SECRETARY I
SECRETARY II
SECURITIES ENFORCMT AUDITOR II
SECURITIES EXAMINER II
SECURITY GUARD
SENIOR EXECUTIVE ASSISTANT
SENIOR LEGAL ADVISOR
SPECIAL AGENT I
SPECIAL AGENT II
STATIONARY ENGINEER
STATIONARY FIREMAN
STOREKEEPER
TELETYPE OPERATOR I
TRAINING SPECIALIST
TRANSPORTATION SPECIALIST
YARD MAINTENANCE WORKER

*16. How many new employees (as defined in Question #14) hired in FY'2023 were Native American?

4

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

The ILSOS acknowledges and promotes the initiatives that create the framework for a productive, efficient, well-trained, and diverse workforce.

In its commitment to a diverse workforce, the ILSOS employs Job Counselors who offer employees one-on-one coaching sessions that provide guidance on the testing, bidding

procedures, interviewing, transferring, as well as understanding job classifications and other personnel transactions.

These sessions provide an important pathway to promotional opportunities that supports the full participation for minority employees.

Job Counselors also make available exam breakdowns and application evaluations that help employees assess the test scores that will affect their eligibility. Job Counselors also offer interview tips and guidance to employees seeking promotional opportunities.

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.

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

Tuition reimbursement is available, in accordance with ILSOS policy. The program provides eligible employees with the opportunity to obtain, maintain, or improve job-related skills through continuing education, when such funds are available.

*18. How many student workers / interns did your agency hire in FY'2023? (Do not include trainee positions)

71

* 19. If your agency employed student workers / interns in FY'2023, how many were Native American?

2

*20. 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 regularly monitors the agency's affirmative action program goals and objectives as established in the agency's Affirmative Action Plan. The EEO Officer reports the agency's affirmative action performance 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.

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

Not applicable.

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

In FY2023, the ILSOS demonstrated its continued comittment to a diverse and inclusive workplace, by establishing the first ever Diversity, Equity and Inclusion Office ("DEI"). The DEI Officer along with the agency's EEO Officer, are dedicated in implementing the DEI/EEO program goals and policies.

As part of that mission, the ILSOS established program goals that were specific to the recruitment in the Native American community and retention of its Native American employees. These goals included a workplace recruitment plan that involved providing agencies and organizations that target minority communities with information regarding the application process and specific job opportunities within ILSOS. For example, posting notices were sent to organizations who serve minority communities. These postings included job openings in areas where there is an inadequate minority applicant pool and/or difficult to fill positions. The ILSOS participated in several job fairs and workshops that were hosted by agency/organizations that serve to the minority communities. In addition, the ILSOS posted job opportunities on hiring platforms such as Indeed and JazzHR. Whenever possible, qualified minorities, including Native American candidates are selected.

*23. How many veterans were hired externally during FY'2023?

23

*24. How many were Native American veterans?

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CERTIFICATION

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