

FY2024 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: Alexi Giannoulas, Secretary of State

Name of Individual Completing Survey: Jeanine M. Stroger

Individual's Working Title: (312) 793-3636

Individual's Mailing Address: 17 North State Street, Suite 1300,
Chicago, 60602

Individual's Email Address: jstroger@ilsos.gov

*3. As of June 30, 2024, provide the number of Hispanics employed within each of the following EEO categories:

Officials and Administrators: 5

Professionals: 53

Technicians: 1

Protective Services: 20

Paraprofessionals: 59

Administrative Support: 319

Skilled Craft: 4

Service Maintenance: 9

*4. As of June 30, 2024 , 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: 0

Professionals: 15

Technicians:	<u>0</u>
Protective Services:	<u>1</u>
Paraprofessionals:	<u>55</u>
Administrative Support:	<u>215</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.**

***4. As of June 30, 2024, provide the number of funded positions within each of the following:**

EEO categories:

Officials and Administrators:	<u>95</u>
Professionals:	<u>887</u>
Technicians:	<u>59</u>
Protective Services:	<u>259</u>
Paraprofessionals:	<u>439</u>
Administrative Support:	<u>1972</u>
Skilled Craft:	<u>292</u>
Service Maintenance:	<u>183</u>

***6. As of June 30, 2024, provide the total number of agency employees; include full-time, part-time and leave of absence:**

4, 284

***6. As of June 30, 2024, provide the underutilization for Hispanics by category:**

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

Protective Services:	<u>0</u>
Paraprofessionals:	<u>0</u>
Administrative Support:	<u>1</u>
Skilled Craft:	<u>4</u>
Service Maintenance:	<u>1</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'2024, the Office of the Illinois Secretary of State ("ILSOS") employed in total 470 individuals who self-identified as Hispanic, which was an increase from 385 in FY2023 . This included increases in the Official/Administrator, Professional, Paraprofessional and Administrative Support 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'2024 budget allocation for each of these programs:

The Department of Personnel and Budget and Fiscal management evaluates the needs of each department within the agency to determine the best ways to support language options that enhance communication with the citizens that the agency serves across the state.

Bilingual positions are established to ensure proper service for Spanish-speaking citizens in our communities. We regularly assess the need for additional Spanish-speaking positions to meet evolving community needs.

In FY'2024 , 350 positions were designated for monthly bilingual differential pay. Of those bilingual positions, 286 were Spanish-speaking positions, reflecting an increase of 83 positions compared to the previous fiscal year.

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

65

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

19

*12. Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY'2024.

*13. Please list the position titles.

ACCOUNT CLERK
ACCOUNT TECHNICIAN I
ACCOUNT TECHNICIAN II
ADMINISTRATIVE ASST I
ADMINISTRATIVE ASST II
ADMINISTRATIVE ASST III
ADMINISTRATIVE CLERK
ARCHIVAL PROGRAM SUPERVISOR
ASST CHIEF OF SECURITY
AUTOMOTIVE BODY SPECIALIST
BUDGET ANALYST I
BUDGET ANALYST II
BUILDING MANAGER
BUSINESS SERVICES REP
BUSINESS SVS SPECIALIST
CAPITAL POLICE INVESTIGATOR
COMPUTER PROD SPECIALIST I
CORRESPONDENCE OPER. II
DATA CENTER SPECIALIST I
DATA INPUT ASSOCIATE
DATA INPUT CONTROLLER
DEPUTY DIRECTOR
DEPUTY SECRETARY OF STATE
DIRECTOR
DRIVER LICENSE HEARING OFFICER
DRIVERS FAC. MANAGER I
EXECUTIVE ASSISTANT I
EXECUTIVE ASSISTANT II
EXECUTIVE ASSISTANT III
EXECUTIVE ASSISTANT IV
EXECUTIVE COUNSEL
EXECUTIVE I
EXECUTIVE II
EXECUTIVE III
EXECUTIVE IV
EXECUTIVE INVESTIGATOR II
FORMAL HEARING OFFICER
INFORMATION SYSTEMS SPECIALIST I
INFORMATION SYSTEMS SPECIALIST II
INFORMATION SYSTEMS ADVISOR
INFORMATION SYSTEMS ADVISOR I
INFORMATION SYSTEMS ADVISOR II

INFORMATION SYSTEMS ADVISOR III
INFORMATION SYSTEMS TECHNICIAN
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 OPERATIONS ASST
INVESTIGATOR
INVESTIGATOR-LIEUTENANT
INVESTIGATOR-SERGEANT
JANITOR
LEGAL ADVISOR I
LIBRARY PROGRAM ADMINISTRATOR
LIBRARY PROGRAM SPECIALIST
LIBRARY SPECIALIST
LIBRARY TECHNICIAN
LIBRARY TECHNICAL SPECIALIST
MAINT. BRICKMASON FOREMAN
MAINT. CARPENTER
MAINT. ELECTRICIAN
MAINT. ELECTRICIAN GEN FOREMAN
MAINT. LABORER
MAINT. LABORER FOREMAN
MAINT. LABORER GENERAL FOREMAN
MANAGERIAL ASST I
MANAGERIAL ASST II
MANAGERIAL ASST III
MANAGERIAL ASST IV
MICROFILM LAB TECHNICIAN
MICROGRAPHIC IMAGING TECH
MOTOR CARRIER TECHNICIAN
MOTOR VEH REGULATIONS TECH I
MOTOR VEH REGULATIONS TECH II
MOTOR VEH REVIEW BOARD MEMBER
MOTOR VEHICLE CASHIER
OFFICE OPERATIONS SUPERVISOR
OPERATIONS ASSISTANT
OPERATIONS ASSOCIATE
PERSONNEL ASSOCIATE
PRIVATE SECRETARY I
PRIVATE SECRETARY II
PROGRAM COMPLIANCE REP
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE

PUBLIC SERVICE SUPERVISOR
RECORDS ARCHIVIST
RECORDS ARCHIVIST INTERN
SECRETARY I
SECURITIES EXAMINER II
SECURITIES INVESTIGATOR
SECURITIES SENIOR INVESTIGATOR
SECURITIES SPECIAL AGENT
SECURITY GUARD
SENIOR EXECUTIVE ASSISTANT
SENIOR LEGAL ADVISOR
SPECIAL AGENT II
STATIONARY ENGINEER
STATIONARY ENGINEER - CHIEF
STATIONARY FIREMAN
STOREKEEPER
TELETYPE OPERATOR 1
TOUR GUIDE
TRANSPORTATION SPECIALIST(CDL)
TRANSPORTATION SPEC - LEAD SUPV

*14. How many of the employees who vacated your agency during FY'2024 were Hispanic?

87

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

ADMINISTRATIVE CLERK
DEPUTY DIRECTOR
EXECUTIVE ASSISTANT I
EXECUTIVE ASSISTANT III
EXECUTIVE IV
INTERMIT MOTOR VEHICLE CASHIER
INTERMIT PUBLIC SERVICE CLERK
INTERMIT PUBLIC SERVICE REP
INVESTIGATOR-SERGEANT
MOTOR VEH REGULATIONS TECH I
MOTOR VEHICLE CASHIER
OPERATIONS ASSISTANT
OPERATIONS ASSOCIATE
PRIVATE SECRETARY II
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE
SECURITY GUARD
SENIOR EXECUTIVE ASSISTANT
TRANSPORTATION SPEC LEAD SUPV

*16. How many new employees were hired during FY'2024? 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.

2126

*17. List the position titles.

ACCOUNT CLERK
ACCOUNT TECHNICIAN I
ACCOUNT TECHNICIAN II
ACCOUNTANT I
ADMINISTRATIVE ASST I
ADMINISTRATIVE ASST II
ADMINISTRATIVE ASST III
ADMINISTRATIVE CLERK
ARCHIVAL PROGRAM SUPERVISOR
AUTO SERVICE MECHANIC
AUTOMOTIVE ATTENDANT
AUTOMOTIVE BODY SPECIALIST
BUDGET ANALYST I
BUILDING MANAGER
BUSINESS SERVICES REP
BUSINESS SVS SPECIALIST
CAPITOL POLICE INVESTIGATOR
COMMUNICATIONS MANAGER
COMPUTER MAIL MACHINE OPER I
COMPUTER PROD SPECIALIST I
CORRESPONDENCE OPER. II
DATA CENTER SPECIALIST I
DATA INPUT ASSOCIATE
DATA INPUT CONTROLLER
DATA SYSTEMS ADMINISTRATOR
DATA SYSTEMS MANAGER
DEPUTY DIRECTOR
DIRECTOR
DRIVER LICENSE HEARING OFFICER
DRIVERS FAC. MANAGER I
DRIVERS FAC. MANAGER II
EXECUTIVE ASSISTANT I
EXECUTIVE ASSISTANT II
EXECUTIVE ASSISTANT IV

EXECUTIVE COUNSEL
EXECUTIVE I
EXECUTIVE II
EXECUTIVE INVESTIGATOR II
EXECUTIVE IV
EXECUTIVE V
FORMAL HEARING OFFICER
INFO SYSTEMS SPECIALIST I
INFO SYSTEMS SPECIALIST II
INFO SYSTEMS TECHNICIAN I
INFO SYSTEMS TECHNICIAN II
INFORMATION SYSTEMS ADVISOR I
INFORMATION SYSTEMS ADVISOR II
INT ACCOUNT CLERK
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
INTERMITTENT TOUR GUIDE
INVESTIGATOR
INVESTIGATOR-LIEUTENANT
INVESTIGATOR-SERGEANT
JANITOR
LEGAL ADVISOR I
LEGAL ADVISOR II
LIBRARY PROGRAM ADMINISTRATOR
LIBRARY PROGRAM SPECIALIST
LIBRARY SPECIALIST
LIBRARY TECHNICAL SPECIALIST
LIBRARY TECHNICIAN
MAINT. BRICKMASON FOREMAN
MAINT. CARPENTER
MAINT. ELECTRICIAN FOREMAN
MAINT. ELECTRICIAN GEN FOREMAN
MAINT. LABORER
MAINT. LABORER FOREMAN
MAINT. LABORER GENERAL
FOREMAN
MAINT. PLUMBER
MANAGERIAL ASST I
MANAGERIAL ASST II

MANAGERIAL ASST III
MANAGERIAL ASST IV
MESSENGER CLERK
MICROGRAPHIC IMAGING TECH
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
PERSONNEL ASSOCIATE
PERSONNEL SPECIALIST
PLASTERER
PRIVATE SECRETARY I
PRIVATE SECRETARY II
PRIVATE SECRETARY II
PROGRAM COMPLIANCE REP
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE
PUBLIC SERVICE SUPERVISOR
RECORDS ARCHIVIST
RECORDS ARCHIVIST - SENIOR
S & FIN RESP HEARING OFFICER
SECRETARY I
SECURITIES ENFORCMT AUDITOR I
SECURITIES ENFORCMT AUDITOR II
SECURITIES EXAMINER II
SECURITIES SENIOR INVESTIGATOR
SECURITIES SPECIAL AGENT
SECURITY GUARD
SENIOR LEGAL ADVISOR
SPECIAL ASSISTANT
STATIONARY ENGINEER
STATIONARY ENGINEER - CHIEF
STATIONARY FIREMAN
STOREKEEPER
TELETYPE OPERATOR I
TOUR GUIDE
TRAINING SPECIALIST
TRANSPORTATION SPECIALIST
YARD MAINTENANCE SUPERVISOR

*18. How many new employees (as defined in Question #14) hired in FY'2024 were Hispanics?

341

*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. ILSOS uses a variety of approaches to establish a workforce that supports continuous learning and development:

- **Job Counselors**
 - 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 a crucial pathway to promotional opportunities fostering full participation for minority employees.
 - Job Counselors also provide exam breakdowns and application evaluations that help employees assess how test scores and qualifications impact their eligibility. Job Counselors also provide interview tips and guidance to employees seeking promotional opportunities.
 - Job Counselors 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.
- **Modernized and enhanced its job opportunities platform:**
 - Makes job opportunities more accessible and transparent for employees seeking promotional growth. By implementing clearer pathways for advancement and improving communication, we are committed to supporting our Hispanic employees in reaching their full potential with the agency.
- **Training Opportunities**
 - Internal and external training opportunities may be available tailored to individual needs and requests, subject to funding availability.

Hispanic employees are offered growth opportunities in a way that is fair and inclusive which aligns with ILSOS' AA/EEO goals and objectives.

*20. How many student workers / interns did your agency hire in FY'2024? (Do not include trainee positions)

113

* 21. If your agency employed student workers / interns in FY'2024, how many were Hispanics?

18

*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 goals and objectives ensuring that they align with the strategic objectives that were outlined 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, collaborates with hiring personnel and management on policies, and advises personnel managers on addressing 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 ILSOS has been actively working to develop a comprehensive program that incorporates strategic and tailored approaches aimed at building a diverse workforce. This initiative focuses on both the recruitment and retention employees in the Hispanic community. Some of our recruitment's techniques include the following:

- **Enhancing the visibility of job openings utilizing email, social media, and the online platform JazzHR, which ensures they are anytime and anywhere**
- **Simplifying the language in our job postings and on our ILSOS website to make them clearer and more accessible**
- **Actively promoting our agency and our job opportunities by participating in job fairs in collaboration with state organizations, academic institutions and professional associations and community organizations**

*25. How many veterans were hired externally during FY'2024?

27

*26. How many were Hispanic veterans?

1

*25. By selecting “I Agree” below, I hereby certify that this completed survey represents the Hispanic Employment Survey of this agency and that the agency head reviewed and approved these responses.



I Agree



I DO NOT Agree