

FY' 2021 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: 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, Chicago, 60602

Individual's Email Address: jstroger@ilsos.gov

*3. As of June 30, 2021, provide the number of African-Americans employed within each of the following EEO categories:

Officials and Administrators: 10

Professionals: 137

Technicians: 8

Protective Services: 40

Para-Professionals: 65

Administrative Support: 388

Skilled Craft: 7

Service Maintenance: 50

*4. As of June 30, 2021, provide the number of funded positions within each of the following EEO categories:

Officials and Administrators: 84

Professionals: 895

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>

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

3633

*6. As of June 30, 2021, provide the underutilization for African-Americans by category:

Officials and Administrators:	<u>0</u>
Professionals:	<u>0</u>
Technicians:	<u>0</u>
Protective Services:	<u>1</u>
Para-Professionals:	<u>0</u>
Administrative Support:	<u>1</u>
Skilled Craft:	<u>0</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’2021, the Office of the Secretary of State (“SOS”) employed in total 680 individuals who self-identified as African-American, which was an increase from 618 in FY’2020. This included increases in the Official / Administrators, Professional, Technicians, Protective Service, Administrative Support, Skilled Craft and Service Maintenance EEO categories.

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

45

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

5

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

453

*11. 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 SERVICES SPECIALIST
CAPITOL POLICE INVESTIGATOR
CHIEF DEPUTY
CORRESPONDENCE OPER. II
DATA INPUT - LEAD
DATA INPUT ASSOCIATE
DATA INPUT CONTROLLER
DIRECTOR
DRIVER LICENSE HEARING OFFICER
DRIVER SERVICES METRO MANAGER
DRIVER SERVICES REGIONAL MANAGER
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 OPER II
INTERMITTENT MOTOR VEH. REGULATIONS TECH. I
INTERMITTENT MOTOR VEHICLE CASHIER
INTERMITTENT OPERATIONS ASSOCIATE
INTERMITTENT PUBLIC SERVICE CLERK
INTERMITTENT 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
MAINTENANCE LABORER
MAINTENANCE PLUMBER
MANAGERIAL ASSISTANT I
MANAGERIAL ASSISTANT II
MANAGERIAL ASSISTANT III
MICROGRAPHIC EQUIPMENT OPER
MOTOR VEH REGULATIONS TECH II
MOTOR VEHICLE CASHIER
OFFICE OPERATIONS SUPERVISOR
OPERATIONS ASSISTANT
OPERATIONS ASSOCIATE
PERSONNEL ASSOCIATE
PERSONNEL SPECIALIST
PRINTING EQUIP OPER 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 REPAIRER
SECRETARY I
SECRETARY II

SECURITIES ENFORCMT AUDITOR I
SECURITIES EXAMINER II
SECURITY GUARD
STATIONARY ENGINEER - ASSISTANT CHIEF
STATIONARY ENGINEER
STOREKEEPER
TELETYPE OPER
TRANSPORTATION SPEC - (CDL)
TRANSPORTATION SPECIALIST
YARD MAINTENANCE LEAD SUPERVISR

*12. How many of the employees who vacated your agency during FY'2021 were African-American?

68

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

BUSINESS SERVICES REPRESENTATIVE
CHIEF DEPUTY
DIRECTOR
DRIVER LICENSE HEARING OFFICER
EXECUTIVE ASSISTANT I
EXECUTIVE I
EXECUTIVE III
INTERMITTENT MOTOR VEHICLE CASHIER
INTERMITTENT PUBLIC SERVICE REPRESENTATIVE
INTERMITTENT OPERATIONS ASSISTANT
INVESTIGATOR
LEGAL ADVISOR II
MAINTENANCE LABORER
MANAGERIAL ASSISTANT III
MICROGRAPHIC EQUIPMENT OPER
MOTOR VEH REGULATIONS TECH II
MOTOR VEHICLE CASHIER
OPERATIONS ASSISTANT
OPERATIONS ASSOCIATE
PERSONNEL ASSOCIATE
PRIVATE SECRETARY I
PUBLIC SERVICE CLERK
PUBLIC SERVICE REPRESENTATIVE
PUBLIC SERVICE SUPERVISOR
SECURITY GUARD

*14. 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, later moves, etc.

979

*15. 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 SERVICES SPECIALIST
CAPITAL POLICE INVESTIGATOR
CHIEF DEPUTY
COMPUTER MAIL MACHINE OPER I
COMPUTER PROD SPECIALIST I
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
DIRECTOR
DRIVER LICENSE HEARING OFFICER
DRIVER SERVICES REGIONAL MANAGER
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

INTERMITTENT MOTOR VEHICLE CASHIER

INTERMITTENT OPERATIONS ASSOCIATE

INTERMITTENT PUBLIC SERVICE CLERK

INTERMITTENT 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

MAINTENANCE CARPENTER

MAINTENANCE ELECTRICIAN

MAINTENANCE 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 ENGINEER - ASSISTANT CHIEF
 - STATIONARY ENGINEER
 - STATIONARY FIREMAN
 - STOREKEEPER
 - TELETYPE OPERATOR
 - TRAINING SPECIALIST
 - TRANSPORTATION SPEC - (CDL)
 - TRANSPORTATION SPECIALIST
 - YARD MAINTENANCE LEAD SUPERVISOR
 - YARD MAINTENANCE WORKER
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*16. How many new employees (as defined in Question #14) hired in FY'2021 were African-American?

156

*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 SOS invested in a productive, efficient, and well-trained workforce.

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.

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

*18. How many student workers / interns did your agency hire in FY'2021? (Do not include trainee positions)

36

* 19. If your agency employed student workers / interns in FY'2021, how many were African-American?

15

*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 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.

*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):

The SOS recruitment efforts include providing agencies and organizations that target the African-American 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 African-American community, including the Illinois Minorities in Government and the Chicago and Springfield Urban League offices, in an effort to establish a qualified and diverse workforce. Whenever possible, qualified minorities, including African-American 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.

*23. How many veterans were hired externally during FY'2021?

17

*24. How many were African-American veterans?

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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.