

## FY' 2021 Native-American Employment Plan

Per Public Act 101-0534, 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: 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 Native-Americans employed within each of the following EEO categories:

Officials and Administrators: 0

Professionals: 1

Technicians: 0

Protective Services: 0

Para-Professionals: 4

Administrative Support: 8

Skilled Craft: 0

Service Maintenance: 1

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

Officials and Administrators: 84

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>

\*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 Native-Americans by category:

Officials and Administrators:	<u>0</u>
Professionals:	<u>0</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Para-Professionals:	<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'2021, the Office of the Secretary of State employed in total 14 individuals who identify as Native-American or American-Indian. This represents a decrease of 4 total from FY'2020.**

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

45

\*10. How many those Human Resources staff are minorities?

5

\*11. Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY'2021.

453

\*12. 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 OPERATOR 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 OPERATOR II  
INTERMITTENT MOTOR VEH. REG. 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 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 REPAIRER  
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

\*13. How many of the employees who vacated your agency during FY'2021 were Native-American?

4

\*14. Please include job titles that were vacated by Native-Americans?

DRIVERS FACILITY MANAGER I  
OPERATIONS ASSISTANT  
OPERATIONS ASSOCIATE  
PUBLIC SERVICE REPRESENTATIVE

\*15. 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

\*16. 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 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 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 OPERATOR  
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 ENG. - ASSISTANT CHIEF
  - STATIONARY ENGINEER
  - STATIONARY FIREMAN
  - STOREKEEPER
  - TELETYPE OPERATOR
  - TRAINING SPECIALIST
  - TRANSPORTATION SPECIALIST - (CDL)
  - TRANSPORTATION SPECIALIST
  - YARD MAINTENANCE LEAD SUPERVISOR
  - YARD MAINTENANCE WORKER
- 

\*17. How many new employees (as defined in Question #14) hired in FY'2021 were Native-American?

2

\*18. 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 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.**

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

\*19. How many student workers / interns did your agency hire in FY'2021? (Do not include trainee positions)

36

\* 20. If your agency employed student workers / interns in FY'2021, how many were Native-American?

0

\*21. What activities does the EEO Officer conduct / participate in during the open competitive hiring process to ensure that the area of underutilization for minority categories is being addressed?

**The EEO Officer monitors the agency's affirmative action performance: implementing the guidelines of the AA plan; quarterly reporting to Illinois Department of Human Rights; regular monitoring of hires and promotions, conferring with hiring personnel and other management regarding the agency's policies; advising personnel managers of the agency's underutilization.**

\*22. If random selection of candidates was part of the open competitive interview invitation process describe your agency's method of random selection?

**Not applicable.**

\*23. 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):

**The SOS recruitment efforts include providing agencies and organizations that target the Native-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 Native-American community in an effort to establish a qualified and**

**diverse workforce. Whenever possible, qualified minorities, including Native-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.**

\*24. How many veterans were hired externally during FY'2021?

22

\*25. How many were Native-American veterans?

0

## 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.