

2025 State Hispanic Employment Plan Survey
Office of Comptroller Susana A. Mendoza

Agency: Illinois Office of Comptroller

Agency Director or Secretary: Susana A. Mendoza, Comptroller

Name of Individual Completing Survey: Javier Cazares

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1. As of June 30, 2024, provide the number of Hispanics employed within each of the following EEOC categories:

8 Officials and Managers

7 Professionals

 Technicians

 Protective Service Workers

2 Paraprofessionals

5 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

2. As of June 30, 2024, provide the number of funded positions within each of the following EEO categories:

84 Officials and Managers

47 Professionals

8 Technicians

 Protective Service Workers

59 Paraprofessionals

25 Office and Clerical

2 Skilled Craft Workers

 Service-Maintenance

NOTE: Any available headcount that may be below our authorized, funded number, is filled and funded based on a needs-assessment by Executive Leadership teams. Funding for positions may not be specifically designated to a category but may be a determining consideration to address underutilization.

3. As of June 30, 2024, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:

2 Officials and Managers

5 Professionals

 Technicians

 Protective Service Workers

 Paraprofessionals

3 Office and Clerical

 Skilled Craft Workers

 Service-Maintenance

4. As of June 30, 2024, provide total number of agency employees on board; include full-time, part-time and employees on Leave of Absence:

225

5. As of June 30, 2024, provide the underutilization by category for Hispanics, as reported by your agency to the Department of Human Rights:

0 Officials and Managers

0 Professionals

0 Technicians

0 Protective Service Workers

2 Paraprofessionals

0 Office and Clerical

0 Skilled Craft Workers

0 Service-Maintenance

6. Were there any increases or decreases in the number of Hispanic employees within any of the categories from the prior fiscal year? If so, please provide specific details.

As of last reporting period, the number of Hispanic employees has remain the same. As of June 30, 2023, there were 3 Officials and Management, 11 Professional, 2 Paraprofessional, and 6 Office and Clerical for a total of 22 Hispanic employees. As of June 30, 2024, there are 22 Hispanic employees (see question number 1).

7. How many Human Resources Staff does your agency have?

5

8. How many Human Resources staff are minorities?

3

9. How many employees, overall, vacated your agency due to resignation, retirement, layoff, termination or transfer during Fiscal Year 2024?

28

- a. Please list position titles vacated.

Positions Titles:

- 3 Accounting Specialist
- 1 Assistant Comptroller
- 1 Assistant Policy Advisor
- 1 Chief Legal Counsel
- 1 Computer Operations Specialist
- 1 Deputy Chief Legal Counsel
- 2 Deputy Director
- 2 Director
- 2 Information Technology Analyst
- 2 Legal Counsel
- 2 Office Associate
- 3 Office Specialist
- 1 Program Manager
- 3 Public Service Administrator
- 1 Public Service Administrator-IT
- 1 Senior Policy Advisor
- 1 Senior Public Service Administrator

- b. How many of those were Hispanic employees?

3

- c. Please list position titles that were vacated by Hispanic employees.

1 Legal Counsel, 1 Information Technology Analyst and 1 Office Associate.

10. How many employees were hired during Fiscal Year 2024 and in what titles?
(Include new hires from an Open Competitive list, inter- and intra-agency transfers, promotions, voluntary reductions, lateral moves, etc.)

of Hires: 17

- a. Please list position titles hired.

Positions Titles:

- 1 Assistant Policy Advisor
- 1 Assistant Program Manager
- 1 Chief Information Security Officer
- 1 Chief Procurement Officer
- 1 Computer Operations Specialist

- 1 Deputy Director
- 1 Deputy General Counsel
- 1 Director
- 3 Office Associate
- 1 Office Specialist
- 2 Project Coordinators
- 1 Public Service Administrator
- 1 Public Service Administrator-IT
- 1 Senior Public Service Administrator

b. How many of those were Hispanic employees? 3

c. Please list position titles hired with Hispanic employees.

1 Chief Procurement Officer, 1 Deputy Legal Counsel and 1 Project Coordinator.

a. Please list position titles promoted.

of Promotions: 26

Positions Titles:

- 5 Accounting Specialist\
- 1 Assistant Comptroller
- 2 Deputy Director
- 1 Director
- 1 Executive Assistant Investigator
- 1 General Counsel
- 1 Human Resource Associate
- 1 Office Manager
- 2 Office Specialist
- 2 Program Manager
- 2 Public Service Administrator
- 3 Public Service Administrator-IT
- 1 Security Administrator
- 3 Senior Public Service Administrator

b. How many of those were Hispanic employees? 3

c. Please list position titles promoted with Hispanic employees.

Positions Titles:

1 Office Manager, 1 Program Manager and 1 Senior Public Service Administrator.

11. How many student workers or interns did your agency hire in Fiscal Year 2024?
(Do not include Trainee titles.) 12

12. If your agency hired student workers or interns in Fiscal Year 2024, how many
were Hispanic? 3

13. How does your agency determine the number of Spanish language-speaking
bilingual positions needed to ensure accessibility for your Spanish language
speaking public?

The Office of Human Resources reviews vacant positions to determine where
positions would benefit by having Spanish-speaking staff. As part of this review,
positions have been designated as Spanish-speaking and receivers of any inquiry
from Spanish speaking callers. Further, the office provides additional
compensation for employees in bi-lingual positions and those employees that may
assist the Spanish-speaking public.

14. How does your agency assess bilingual skills when filling bilingual positions
(Example; structured oral interview, written test)?

The Office of Human Resources utilizes an on-site bilingual employee to assist
with verifying bilingual skills through basic reading and writing questionnaires
along with performing basic conversational/communication skills as part of the
interview process.

15. Describe the Agency's processes for communicating with Hispanic clients who
are limited English speakers who seek services and/or advocacy by phone or in
person.

These types of inquiries are assigned to a current bilingual employee who may
either provide direct assistance or act as a translator to another employee who
may provide the assistance.

16. Does your agency provide budget allocations for Hispanic Employment
Programs? If yes, provide budget allocation for these programs:

The IOC does have a Bi-Lingual Stipend Program for those employees in
positions that require bi-lingual needs, including Spanish-speaking positions.
These positions are identified by conducting a needs-assessment within each
department of the IOC. As needs are identified, budget resources are made
available to support this program. However, the IOC does not specifically
allocate resources to any one category, rather provides resources for recruitment
and training overall. Additionally, resources may be made available to an
employee who may be interested in participating in specific training associated
with minority associations or programs.

17. What steps has your agency undertaken to ensure that all administrative staff responsible for hiring, interviewing, recruitment and EEO are complying with all legislative mandates of the Hispanic Employment Plan?

The EEO/AA Officer and the Director of Human Resources monitor and reviews hiring/promotional forms to ensure that qualified minorities, including Hispanics, are recruited and/or hired. Additionally, the EEO Officer communicates regularly with HR Director to report on addressing underutilization of protected classes.

18. List all agency activities undertaken in implementing the State Hispanic Employment Plan:

- a. Hispanic employment strategies (including employment, recruitment, internships, community linkages, etc.)

The IOC posts vacancies on the office intranet, internet, various educational institutions and social media outlets in effort to attract minority candidates. The IOC employs Community Outreach Liaisons to assist with disseminating employment opportunities, including internships, as part of their duties. Additionally, resources may be made available to an employee who may be interested in participating in specific training associated with minority associations or programs. The EEO Officer and Human Resources staff continue to attend career fairs and post vacancies to various sites to reach as many applicants as possible and the Human Resources Director continues to monitor and assess vacancies for bi-lingual needs.

- b. Promotional programs that provide Hispanic employees with career ladder enhancement, self-development training, or otherwise enhance your agency's ability to meet or increase the needs of your Hispanic public and your Hispanic employees.

The Office has a tuition reimbursement program for employees interested in furthering their education for increasing their job skills. The IOC also provides extensive training to its employees by participating in the Statewide Training Clearinghouse and the Department of Human Rights training. The IOC Leadership consistently encourages and supports all employees who may desire professional training and development opportunities, provides cross-training opportunities to enhance our workforce, and offers an internal "lead worker" opportunity as part of our collective bargaining agreement.

- c. Recommendations provided by Department of Human Rights, Central Management Services or the Auditor General:

No recommendations were provided. However, The EEO Officer will continue to nurture our relationships with various minority organizations to provide them with copies of job vacancy postings and will continue working

collaboratively within the interview and selection processes to ensure qualified minorities are considered and/or hired.