

## FY2025 Asian American Employment Plan Survey

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 Giannoulas, Secretary of State

Name of Individual Completing Survey: Jeanine M. Stroger

Individual Working Title: EEO Officer

Individual's Phone Number: (312) 793-3636

Individual's Mailing Address: 115 South LaSalle Street, Suite 300

Chicago, IL. 60603

Individual's Email Address: jstroger@ilsos.gov

\*3. As of June 30, 2025, provide the number of Asian Americans employed within each of the following EEO categories:

Officials and Administrators: 5

Professionals: 32

Technicians: 0

Protective Services: 5

Paraprofessionals: 18

Administrative Support: 116

Skilled Craft: 0

Service Maintenance: 0

\*4. As of June 30, 2025 , provide the number of employees in Asian Language-Speaking option positions who received bilingual pay employed within each of the following EEO categories:

Officials and Administrators:	<u>0</u>
Professionals:	<u>2</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Paraprofessionals:	<u>3</u>
Administrative Support:	<u>12</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, 2025, provide the number of funded positions within each of the following:

EEO categories:

Officials and Administrators	<u>96</u>
Professionals:	<u>914</u>
Technicians:	<u>48</u>
Protective Services:	<u>257</u>
Paraprofessionals:	<u>490</u>
Administrative Support:	<u>1939</u>
Skilled Craft:	<u>150</u>
Service Maintenance:	<u>188</u>

\*6. As of June 30, 2025, provide the total number of agency employees; include full-time, part-time and leave of absence:

4,344

\*6. As of June 30, 2025, provide the underutilization for Asian Americans by category:

Officials and Administrators: 0

Professionals: 6

Technicians: 0

Protective Services: 0

Paraprofessionals: 0

Administrative Support: 2

Skilled Craft: 0

Service Maintenance: 5

\*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'2025, the Office of the Illinois Secretary of State ("ILSOS") employed in total 176 individuals who self-identified as Asian American, which was an increase from 162 in FY2024. This included increases in the Professional, Protected Services, and Paraprofessional EEO categories.**

**Additionally, through new hires and internal promotions, the Office of the Secretary of State was able to reduce the underutilization of Asian Americans in the Paraprofessionals EEO category.**

\* 9. Does your agency provide budget allocations for Asian American Employment Programs? Additionally, has you agency established a budget for Bilingual (Asian languages-speaking option) program(s)? If yes, provide FY'2025 budget allocation for each of these programs:

**The Department of Personnel, in coordination with Budget and Fiscal management, evaluates the operational needs of each department within the agency to determine appropriate staffing and support options that enhance communication with the citizens that the agency serves statewide.**

**Bilingual positions are established to ensure effective service delivery to Asian language-speaking citizens in our communities. We regularly assess the need for additional Asian language-speaking positions to respond to evolving community needs.**

**In FY'2025, a total of 381 positions were designated for monthly bilingual differential pay. Of those positions, 29 were designated as Asian language-speaking positions, reflecting an increase from 17 positions compared to the previous fiscal year.**

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

72

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

23

\*12. Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY'2025.

695

\*13. Please list the position titles.

ACCOUNT CLERK  
ACCOUNT TECHNICIAN II  
ACCOUNTANT I  
ACCOUNTANT III  
ADMINISTRATIVE ASST I  
ADMINISTRATIVE ASST II  
ADMINISTRATIVE ASST III  
ADMINISTRATIVE CLERK  
BUDGET ANALYST II  
BUILDING MANAGER  
BUSINESS SERVICES REP  
BUSINESS SVS SPECIALIST  
CAPITAL POLICE INVESTIGATOR  
CAPITOL POLICE INVEST SERGEANT  
CAPITOL POLICE INVEST TRAINEE  
CHIEF OF STAFF  
CHIEF OPERATING OFFICER  
COMPUTER PROD SPECIALIST I  
CORRESPONDENCE OPER. I  
CORRESPONDENCE OPER. II

DATA CENTER SPECIALIST I  
DATA CENTER SPECIALIST II  
DATA INPUT ASSOCIATE  
DATA INPUT CONTROLLER  
DATA SYSTEMS ADMINISTRATOR  
DEPUTY CHIEF  
DEPUTY DIRECTOR  
DIRECTOR  
DRIVER LICENSE HEARING OFFICER  
DRIVER SVS REGIONAL MGR  
DRIVERS FAC. MANAGER I  
DRIVERS FAC. MANAGER II  
EXECUTIVE ASSISTANT I  
EXECUTIVE ASSISTANT II  
EXECUTIVE ASSISTANT III  
EXECUTIVE ASSISTANT IV  
EXECUTIVE ASSISTANT V  
EXECUTIVE I  
EXECUTIVE II  
EXECUTIVE III  
EXECUTIVE IV  
EXECUTIVE V  
FORMAL HEARING OFFICER  
GRAPHIC ARTS ILLUSTRATOR  
INFO SYSTEMS SPECIALIST I  
INFO SYSTEMS SPECIALIST II  
INFO SYSTEMS TECHNICIAN I  
INFORMATION SYSTEMS ADVISOR II  
INT. MOTOR VEH. REG. TECH. I  
INTERMIT MOTOR VEHICLE CASHIER  
INTERMIT PUBLIC SERVICE REP  
INVESTIGATOR  
INVESTIGATOR-SERGEANT  
JANITOR  
LEGAL ADVISOR I  
LEGAL ADVISOR II  
LEGAL ADVISOR II  
LIBRARY PROGRAM SPECIALIST  
LIBRARY TECHNICAL SPECIALIST  
MAINT. CARPENTER  
MAINT. CARPENTER FOREMAN  
MAINT. ELECTRICIAN  
MAINT. PAINTER  
MANAGERIAL ASST II  
MANAGERIAL ASST III

MANAGERIAL ASST IV  
MEDICAL REVIEW SPECIALIST  
METHODS & PROCEDURES ADVISOR II  
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 ASSISSANT  
OPERATIONS ASSOCIATE  
PERSONNEL ASSOCIATE  
POLICY AND OUTREACH COORDINATOR  
PRINTING EQUIP SUPERVISOR  
PRIVATE SECRETARY I  
PRIVATE SECRETARY II  
PROGRAM COMPLIANCE REP  
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  
SECURITIES SPECIAL AGENT  
SECURITY GUARD  
STATIONARY ENG. - ASST CHIEF  
STATIONARY ENGINEER  
TRAINING SPECIALIST  
TRANSPORTATION SPEC - (CDL)  
TRANSPORTATION SPECIALIST  
YARD MAINTENANCE WORKER

\*14. How many of the employees who vacated your agency during FY'2025 were Asian American?

**29**

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

ACCOUNT CLERK

ADMINISTRATIVE ASST I  
DEPUTY CHIEF  
INFO SYSTEMS TECHNICIAN I  
INTERMIT MOTOR VEHICLE CASHIER  
LEGAL ADVISOR II  
MOTOR VEH REGULATIONS TECH II  
MOTOR VEHICLE CASHIER  
OPERATIONS ASSOCIATE  
PUBLIC SERVICE CLERK  
PUBLIC SERVICE REPRESENTATIVE  
PUBLIC SERVICE SUPERVISOR

\*16. How many new employees were hired during FY'2025? 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.

575

\*17. List the position titles.

ACCOUNT CLERK  
ACCOUNT TECHNICIAN II  
ADMINISTRATIVE ASST II  
ADMINISTRATIVE ASST III  
ADMINISTRATIVE CLERK  
ARCHIVAL PROGRAM ADMINISTRATOR  
ASST CHIEF OF SECURITY  
AUTO SERVICE MECHANIC  
AUTOMOTIVE BODY SPECIALIST  
BUSINESS SERVICES REP  
CAPITAL POLICE INVESTIGATOR  
CAPITOL POLICE INVEST TRAINEE  
CORRESPONDENCE OPER. II  
DATA CENTER SPECIALIST I  
DATA INPUT ASSOCIATE  
DATA SYSTEMS ADMINISTRATOR  
DEPUTY DIRECTOR  
DRIVERS FAC. MANAGER II  
EXECUTIVE I  
EXECUTIVE II  
EXECUTIVE III  
EXECUTIVE IV  
EXECUTIVE V  
EXECUTIVE ASSISTANT I  
EXECUTIVE ASSISTANT IV  
EXECUTIVE ASSISTANT V

EXECUTIVE INVESTIGATOR II  
FORMAL HEARING OFFICER  
DEPUTY GENERAL COUNSEL  
GRAPHIC ARTS ILLUSTRATOR  
INFORMATION SYSTEMS ADVISOR I  
INFORMATION SYSTEMS ADVISOR II  
INFO SYSTEMS SPECIALIST I  
INFO SYSTEMS SPECIALIST II  
INFO SYSTEMS TECHNICIAN I  
INFO SYSTEMS TECHNICIAN II  
INTERMIT MOTOR VEHICLE CASHIER  
INT. MOTOR VEH. REG. TECH. I  
INTERMITTENT OPERATIONS ASST  
INTERMIT PUBLIC SERVICE CLERK  
INTERMIT PUBLIC SERVICE REP  
INTERMITTENT TOUR GUIDE  
INVESTIGATOR  
JANITOR  
JANITORIAL SUPERVISOR  
LEGAL ADVISOR I  
MAINT. CARPENTER  
MAINT. LABORER  
MAINT. PAINTER  
MANAGERIAL ASST I  
MANAGERIAL ASST II  
MANAGERIAL ASST III  
MEDICAL REVIEW SPECIALIST  
MESSENGER CLERK  
METHODS & PROCEDURES ADVISOR II  
MICROGRAPHIC IMAGING TECH  
MOTOR CARRIER TECHNICIAN  
MOTOR VEHICLE CASHIER  
MOTOR VEH REGULATIONS TECH I  
MOTOR VEH REGULATIONS TECH II  
OPERATIONS ASSISTANT  
OPERATIONS ASSOCIATE  
PERSONNEL ASSOCIATE  
PERSONNEL SPECIALIST  
PRIVATE SECRETARY II  
PUBLIC SERVICE CLERK  
PUBLIC SERVICE REPRESENTATIVE  
PUBLIC SERVICE SUPERVISOR  
RECORDS ARCHIVIST  
REFRIG & AIR COND REPAIRER  
SECRETARY I  
SECURITIES ENFORCMT AUDITOR I  
SECURITIES ENFORCMT AUDITOR II

SECURITIES SPEC. AGENT TRAINEE  
SECURITY GUARD  
SPECIAL AGENT II  
SPECIAL AGENT - SENIOR  
STATIONARY ENGINEER  
STATIONARY ENG. - ASST CHIEF  
TALENT ACQUISITION MANAGER  
TELETYPE OPERATOR I  
TRAINING ADMINISTRATOR  
YARD MAINTENANCE WORKER

\*18. How many new employees (as defined in Question #14) hired in FY'2025 were Asian Americans?

40

\*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:

**ILSOS acknowledges and promotes the initiatives that create the framework for a productive, efficient, well-trained, and diverse workforce. Through various programs, ILSOS supports career advancement, and development for its Asian American employees.**

**Job Counselors:**

- **Provide employees with one-on-one coaching sessions, offering guidance on the employment process, examination procedures, bidding, interviewing, transfers, job classifications and other personnel transactions**
  - **This includes individualized assessments of an employee's or applicant's qualifications, background to support understanding of their eligibility and available employment opportunities within the agency**
- **Assist with interpreting applicable rules, policies, and collective bargaining agreements to help employees better understand career pathways and employment options within the agency**
- **Offer exam breakdowns and application evaluations, qualification requirements, and general feedback on how an employee's background and experience may impact their eligibility**
- **Interview tips and procedural guidance are offered to support readiness and informed participation in the selection process for employees seeking promotional opportunities**

- Provide information to job seekers and current employees regarding bilingual employment opportunities, including how to apply for bilingual positions. For current employees, guidance is also provided on applicable rules and collective bargaining agreement provisions related to eligibility for bilingual differential pay
- Actively promoting our agency employment opportunities through participation in several job fairs, webinars, and collaboration outreach with other state agencies, academic institutions and professional associations and community organizations that serve Asian American communities
- Participate and collaborate with statewide Asian American career and resources events that serve Asian American communities.

### Training and Development

- To further support ongoing development efforts, ILSOS has hired a Training Administrator to assist with coordinating and enhancing continuing education and staff development opportunities that are more accessible for employees seeking promotional growth
- External training opportunities tailored to individual needs and requests, subject to funding availability
- The agency has also hired and retained a Talent Acquisition Manager who reviews internal and external applicant pool as well as outside sources for positions ranging from entry level to executive level classifications to support recruitment and selection practices.

Collectively, these efforts demonstrate the agency’s ongoing good-faith commitment to improving language access, strengthening service delivery, and responding to the needs of diverse communities across the state.

\*20. How many student workers / interns did your agency hire in FY’2025? (Do not include trainee positions)

201

\* 21. If your agency employed student workers / interns in FY’2025, how many were Asian Americans?

11

\*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 the agency's Chief of Staff and the Illinois Department of Human Rights; regularly monitors hires and promotions, collaborates with hiring personnel and management on polices, and advises personnel managers on addressing the agency's underutilization.**

**These actions reflect the agency's ongoing good-faith efforts to review and modernize employment practices, remove unnecessary barriers, and promote equitable access to employment and advancement opportunities for Asian American employees and community.**

\*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):

**The ILSOS continues to review and strengthen its employment practices through strategic, tailored approaches that support workforce development. These efforts focus on recruitment and retention employees and reflects the agency's good faith efforts to fair and inclusive employment practices for Asian American employees.**

**Review of best practices and modernization efforts:**

- **Modernizing recruitment and employment process:**
  - **ILSOS actively reviews its recruitment and employment processes to improve accessibility and ease of navigation for all employees and applicants**
  - **Reviews and updates of the application process and resume evaluation process to support more equitable pathways to employment and advancement for Asian American employees**
  - **Enhances the visibility of job opportunities through improved communication, social media and Human Resources online**

**platforms, ensuring broader and more consistent access to employment information**

- **Simplifies and clarifies language used in job postings and on its website to improve understanding for diverse applicants**
- **Application and Resume Review Enhancements:**
  - **The ongoing process of reviewing and removing antiquated assessment practices, including written testing requirements**
  - **Department Directors are being asked to review and update job descriptions and interview questions to ensure alignment with current operational needs and to help eliminate outdated or unnecessary barriers, such as typing or similar requirements**

\*25. How many veterans were hired externally during FY'2025?

14

\*26. How many were Asian American veterans?

0

\*25. By selecting "I Agree" below, I hereby certify that this completed survey represents the Asian American Employment Survey of this agency and that the agency head reviewed and approved these responses.



**I Agree**



**I DO NOT Agree**