

FY2025 Hispanic Employment Plan Survey

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 Giannoulis, 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 Hispanics employed within each of the following EEO categories:

Officials and Administrators: 4

Professionals: 58

Technicians: 1

Protective Services: 19

Paraprofessionals: 80

Administrative Support: 319

Skilled Craft: 5

Service Maintenance: 9

*4. As of June 30, 2025 , 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:	<u>0</u>
Professionals:	<u>20</u>
Technicians:	<u>0</u>
Protective Services:	<u>2</u>
Paraprofessionals:	<u>69</u>
Administrative Support:	<u>222</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 Hispanics by category:

Officials and Administrators: 0

Professionals: 0

Technicians: 0

Protective Services: 0

Paraprofessionals: 0

Administrative Support: 1

Skilled Craft: 4

Service Maintenance: 6

*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 FY2025, the Office of the Illinois Secretary of State (“ILSOS”) employed in total 499 individuals who self-identified as Hispanic, which was an increase from 470 in FY2024 . This included increases in the Professional, Paraprofessional, and Skilled Craft 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 Hispanic Employment Programs? Additionally, has your agency established a budget for Bilingual (Spanish-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 Spanish-speaking citizens in our communities. We regularly assess the need for additional Spanish-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, 313 were designated as Spanish-speaking positions, representing 80% of all designated bilingual positions and reflecting an increase 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 Hispanic?

62

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

DATA CENTER SPECIALIST I

DIRECTOR
EXECUTIVE ASSISTANT I
EXECUTIVE ASSISTANT II
EXECUTIVE ASSISTANT IV
EXECUTIVE V
INFO SYSTEMS TECHNICIAN I
INTERMIT MOTOR VEHICLE CASHIER
MOTOR VEH REGULATIONS TECH I
MOTOR VEHICLE CASHIER
PUBLIC SERVICE REPRESENTATIVE
PUBLIC SERVICE SUPERVISOR
SECRETARY II
SECURITY GUARD

*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 Hispanics?

84

*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:

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 Hispanic 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 Hispanic communities
- Participate and collaborate with State Hispanic Employees associations and organizations' career and resources events that serve Hispanic communities. To support effective communication and outreach, a Spanish-speaking recruitment representative from the agency accompanies staff to these events whenever possible.

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 Hispanics?

*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 Hispanic 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 Hispanic Employment Plan; Hispanic employment strategies (recruitment, internships, community linkages, development of a Hispanic 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 Hispanic 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 Hispanic 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 Hispanic veterans?

0

*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