

## FY' 2024 Native American Employment Plan

Per Public Act 096-1341, 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: Alexi Giannoulas, Secretary of State

Name of Individual Completing Survey: Jeanine M. Stroger

Individual's Working Title: EEO Officer

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

Individual's Mailing Address: 17 North State Street, Suite 1300,  
Chicago, 60602

Individual's Email Address: jstroger@ilsos.gov

\*3. As of June 30, 2024, provide the number of Native Americans employed within each of the following EEO categories:

Officials and Administrators: 0

Professionals: 4

Technicians: 0

Protective Services: 0

Paraprofessionals: 6

Administrative Support: 11

Skilled Craft: 1

Service Maintenance: 1

\*4. As of June 30, 2024, provide the number of funded positions within each of the following:

EEO categories:

Officials and Administrators: 95

Professionals: 887

Technicians:	<u>59</u>
Protective Services:	<u>259</u>
Paraprofessionals:	<u>439</u>
Administrative Support:	<u>1972</u>
Skilled Craft:	<u>292</u>
Service Maintenance:	<u>183</u>

\*5.: As of June 30, 2024, provide the total number of agency employees; include full-time, part-time and leave of absence

4284

\*6. As of June 30, 2024, provide the underutilization for Native Americans by category:

Officials and Administrators:	<u>0</u>
Professionals:	<u>1</u>
Technicians:	<u>0</u>
Protective Services:	<u>0</u>
Paraprofessionals:	<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'2024, the Office of the Illinois Secretary of State ("ILSOS") employed in total 23 individuals who self-identified as Native American, which was an increase from 17 in FY2023. This included increases in the Professional, Paraprofessional and Administrative Support EEO categories.**

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

65

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

19

\*10. Provide the overall number of employees that vacated your agency due to resignation, retirement, layoff, termination and transfer during FY'2024.

764

\*11. Please list the position titles.

ACCOUNT CLERK  
ACCOUNT TECHNICIAN I  
ACCOUNT TECHNICIAN II  
ADMINISTRATIVE ASST I  
ADMINISTRATIVE ASST II  
ADMINISTRATIVE ASST III  
ADMINISTRATIVE CLERK  
ARCHIVAL PROGRAM SUPERVISOR  
ASST CHIEF OF SECURITY  
AUTOMOTIVE BODY SPECIALIST  
BUDGET ANALYST I  
BUDGET ANALYST II  
BUILDING MANAGER  
BUSINESS SERVICES REP  
BUSINESS SVS SPECIALIST  
CAPITAL POLICE INVESTIGATOR  
COMPUTER PROD SPECIALIST I  
CORRESPONDENCE OPER. II  
DATA CENTER SPECIALIST I  
DATA INPUT ASSOCIATE  
DATA INPUT CONTROLLER  
DEPUTY DIRECTOR  
DEPUTY SECRETARY OF STATE  
DIRECTOR  
DRIVER LICENSE HEARING OFFICER  
DRIVERS FAC. MANAGER I  
EXECUTIVE ASSISTANT I  
EXECUTIVE ASSISTANT II  
EXECUTIVE ASSISTANT III  
EXECUTIVE ASSISTANT IV  
EXECUTIVE COUNSEL  
EXECUTIVE I  
EXECUTIVE II  
EXECUTIVE III  
EXECUTIVE IV

EXECUTIVE INVESTIGATOR II  
FORMAL HEARING OFFICER  
INFORMATION SYSTEMS SPECIALIST I  
INFORMATION SYSTEMS SPECIALIST II  
INFORMATION SYSTEMS ADVISOR  
INFORMATION SYSTEMS ADVISOR I  
INFORMATION SYSTEMS ADVISOR II  
INFORMATION SYSTEMS ADVISOR III  
INFORMATION SYSTEMS TECHNICIAN  
INT COMPUTER MAILING MACH OPER  
INT. MOTOR VEH. REG. TECH. I  
INTERMIT MOTOR VEHICLE CASHIER  
INTERMIT OPERATIONS ASSOCIATE  
INTERMIT PUBLIC SERVICE CLERK  
INTERMIT PUBLIC SERVICE REP  
INTERMITTENT OPERATIONS ASST  
INVESTIGATOR  
INVESTIGATOR-LIEUTENANT  
INVESTIGATOR-SERGEANT  
JANITOR  
LEGAL ADVISOR I  
LIBRARY PROGRAM ADMINISTRATOR  
LIBRARY PROGRAM SPECIALIST  
LIBRARY SPECIALIST  
LIBRARY TECHNICIAN  
LIBRARY TECHNICAL SPECIALIST  
MAINT. BRICKMASON FOREMAN  
MAINT. CARPENTER  
MAINT. ELECTRICIAN  
MAINT. ELECTRICIAN GEN FOREMAN  
MAINT. LABORER  
MAINT. LABORER FOREMAN  
MAINT. LABORER GENERAL FOREMAN  
MANAGERIAL ASST I  
MANAGERIAL ASST II  
MANAGERIAL ASST III  
MANAGERIAL ASST IV  
MICROFILM LAB TECHNICIAN  
MICROGRAPHIC IMAGING TECH  
MOTOR CARRIER TECHNICIAN  
MOTOR VEH REGULATIONS TECH I  
MOTOR VEH REGULATIONS TECH II  
MOTOR VEH REVIEW BOARD MEMBER  
MOTOR VEHICLE CASHIER  
OFFICE OPERATIONS SUPERVISOR  
OPERATIONS ASSISTANT

OPERATIONS ASSOCIATE  
PERSONNEL ASSOCIATE  
PRIVATE SECRETARY I  
PRIVATE SECRETARY II  
PROGRAM COMPLIANCE REP  
PUBLIC SERVICE CLERK  
PUBLIC SERVICE REPRESENTATIVE  
PUBLIC SERVICE SUPERVISOR  
RECORDS ARCHIVIST  
RECORDS ARCHIVIST INTERN  
SECRETARY I  
SECURITIES EXAMINER II  
SECURITIES INVESTIGATOR  
SECURITIES SENIOR INVESTIGATOR  
SECURITIES SPECIAL AGENT  
SECURITY GUARD  
SENIOR EXECUTIVE ASSISTANT  
SENIOR LEGAL ADVISOR  
SPECIAL AGENT II  
STATIONARY ENGINEER  
STATIONARY ENGINEER - CHIEF  
STATIONARY FIREMAN  
STOREKEEPER  
TELETYPE OPERATOR 1  
TOUR GUIDE  
TRANSPORTATION SPECIALIST(CDL)  
TRANSPORTATION SPEC - LEAD SUPV

\*12. How many of the employees who vacated your agency during FY'2024 were Native American?

0

\*13. Please include job titles that were vacated by Native Americans?

**Not applicable**

\*14. How many new employees were hired during FY'2024? 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, lateral moves, etc.

2126

\*15. List the position titles.

ACCOUNT CLERK  
ACCOUNT TECHNICIAN I  
ACCOUNT TECHNICIAN II  
ACCOUNTANT I  
ADMINISTRATIVE ASST I  
ADMINISTRATIVE ASST II  
ADMINISTRATIVE ASST III  
ADMINISTRATIVE CLERK  
ARCHIVAL PROGRAM SUPERVISOR  
AUTO SERVICE MECHANIC  
AUTOMOTIVE ATTENDANT  
AUTOMOTIVE BODY SPECIALIST  
BUDGET ANALYST I  
BUILDING MANAGER  
BUSINESS SERVICES REP  
BUSINESS SVS SPECIALIST  
CAPITOL POLICE INVESTIGATOR  
COMMUNICATIONS MANAGER  
COMPUTER MAIL MACHINE OPER I  
COMPUTER PROD SPECIALIST I  
CORRESPONDENCE OPER. II  
DATA CENTER SPECIALIST I  
DATA INPUT ASSOCIATE  
DATA INPUT CONTROLLER  
DATA SYSTEMS ADMINISTRATOR  
DATA SYSTEMS MANAGER  
DEPUTY DIRECTOR  
DIRECTOR  
DRIVER LICENSE HEARING OFFICER  
DRIVERS FAC. MANAGER I  
DRIVERS FAC. MANAGER II  
EXECUTIVE ASSISTANT I  
EXECUTIVE ASSISTANT II  
EXECUTIVE ASSISTANT IV  
EXECUTIVE COUNSEL  
EXECUTIVE I  
EXECUTIVE II  
EXECUTIVE INVESTIGATOR II  
EXECUTIVE IV  
EXECUTIVE V  
FORMAL HEARING OFFICER  
INFO SYSTEMS SPECIALIST I  
INFO SYSTEMS SPECIALIST II  
INFO SYSTEMS TECHNICIAN I  
INFO SYSTEMS TECHNICIAN II

INFORMATION SYSTEMS ADVISOR I  
INFORMATION SYSTEMS ADVISOR II  
INT ACCOUNT CLERK  
INT COMPUTER MAILING MACH OPER  
INT. MOTOR VEH. REG. TECH. I  
INTERMIT MOTOR VEHICLE CASHIER  
INTERMIT OPERATIONS ASSOCIATE  
INTERMIT PUBLIC SERVICE CLERK  
INTERMIT PUBLIC SERVICE REP  
INTERMITTENT ACCOUNT CLERK  
INTERMITTENT OPERATIONS ASST  
INTERMITTENT TOUR GUIDE  
INVESTIGATOR  
INVESTIGATOR-LIEUTENANT  
INVESTIGATOR-SERGEANT  
JANITOR  
LEGAL ADVISOR I  
LEGAL ADVISOR II  
LIBRARY PROGRAM ADMINISTRATOR  
LIBRARY PROGRAM SPECIALIST  
LIBRARY SPECIALIST  
LIBRARY TECHNICAL SPECIALIST  
LIBRARY TECHNICIAN  
MAINT. BRICKMASON FOREMAN  
MAINT. CARPENTER  
MAINT. ELECTRICIAN FOREMAN  
MAINT. ELECTRICIAN GEN FOREMAN  
MAINT. LABORER  
MAINT. LABORER FOREMAN  
MAINT. LABORER GENERAL  
FOREMAN  
MAINT. PLUMBER  
MANAGERIAL ASST I  
MANAGERIAL ASST II  
MANAGERIAL ASST III  
MANAGERIAL ASST IV  
MESSENGER CLERK  
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 ASSISTANT

OPERATIONS ASSOCIATE  
PERSONNEL ASSOCIATE  
PERSONNEL SPECIALIST  
PLASTERER  
PRIVATE SECRETARY I  
PRIVATE SECRETARY II  
PRIVATE SECRETARY II  
PROGRAM COMPLIANCE REP  
PUBLIC SERVICE CLERK  
PUBLIC SERVICE REPRESENTATIVE  
PUBLIC SERVICE SUPERVISOR  
RECORDS ARCHIVIST  
RECORDS ARCHIVIST - SENIOR  
S & FIN RESP HEARING OFFICER  
SECRETARY I  
SECURITIES ENFORCMT AUDITOR I  
SECURITIES ENFORCMT AUDITOR II  
SECURITIES EXAMINER II  
SECURITIES SENIOR INVESTIGATOR  
SECURITIES SPECIAL AGENT  
SECURITY GUARD  
SENIOR LEGAL ADVISOR  
SPECIAL ASSISTANT  
STATIONARY ENGINEER  
STATIONARY ENGINEER - CHIEF  
STATIONARY FIREMAN  
STOREKEEPER  
TELETYPE OPERATOR I  
TOUR GUIDE  
TRAINING SPECIALIST  
TRANSPORTATION SPECIALIST  
YARD MAINTENANCE SUPERVISOR

\*16. How many new employees (as defined in Question #14) hired in FY'2024 were Native American?

12

\*17. 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 ILSOS acknowledges and promotes the initiatives that create the framework for a productive, efficient, well-trained, and diverse workforce. ILSOS uses a variety of approaches to establish a workforce that supports continuous learning and development:

- **Job Counselors**
  - Offer employees one-on-one coaching sessions that provide guidance on the testing, bidding procedures, interviewing, transferring, as well as understanding job classifications and other personnel transactions.
    - These sessions provide a crucial pathway to promotional opportunities fostering full participation for minority employees.
  - Job Counselors also provide exam breakdowns and application evaluations that help employees assess how test scores and qualifications impact their eligibility. Job Counselors also provide interview tips and guidance to employees seeking promotional opportunities.
  - Job Counselors 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.
- **Modernized and enhanced its job opportunities platform:**
  - Makes job opportunities more accessible and transparent for employees seeking promotional growth. By implementing clearer pathways for advancement and improving communication, we are committed to supporting our Native American employees in reaching their full potential with the agency.
- **Training Opportunities**
  - Internal and external training opportunities may be available tailored to individual needs and requests, subject to funding availability.

Native American employees are offered growth opportunities in a way that is fair and inclusive which aligns with ILSOS' AA/EEO goals and objectives.

\*18. How many student workers / interns did your agency hire in FY'2024? (Do not include trainee positions)

113

\* 19. If your agency employed student workers / interns in FY'2024, how many were Native American?

0

\*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 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 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.**

\*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 Native American Employment Plan; Native American employment strategies (recruitment, internships, community linkages, development of a Native American Employment Recruitment Plan):

**The ILSOS has been actively working to develop a comprehensive program that incorporates strategic and tailored approaches aimed at building a diverse workforce. This initiative focuses on both the recruitment and retention employees in the Native American community. Some of our recruitment’s techniques include the following:**

- **Enhancing the visibility of job openings utilizing email, social media, and the online platform JazzHR, which ensures they are anytime and anywhere**
- **Simplifying the language in our job postings and on our ILSOS website to make them clearer and more accessible**
- **Actively promoting our agency and our job opportunities by participating in job fairs in collaboration with state organizations, academic institutions and professional associations and community organizations**

\*23. How many veterans were hired externally during FY’2024?

27

\*24. How many were Native American veterans?

0

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

**I Agree**

**I DO NOT Agree**