



ILLINOIS

Pat Quinn, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Simone McNeil, Acting Director

March 28, 2014

The Honorable Pat Quinn, Governor
State of Illinois
207 State Capitol
Springfield, IL 62706

Dear Governor Quinn:

That State Services Assurance Act, Public Act 95-707, requires each State agency to report annually to the General Assembly on their staff level of bilingual employees.

Please find enclosed the report of bilingual employees currently employed by the Department of Central Management Services. Establishing positions with multilingual options and incorporating multilingual skills into existing positions enable our agency to deliver quality services more efficiently to the public.

Should you have any questions or require additional information, please contact Wendy Butler, CMS Bureau of Personnel, Division of Statewide Services, at 217/782-5829.

Sincerely,

A handwritten signature in black ink, reading "Simone McNeil", is written over a faint circular watermark.

Simone McNeil
Acting Director

Attachment

Cc: Wendy Butler, Department of Central Management Services



**CMS BILINGUAL EMPLOYEES
AS OF 3/12/2014**

Employees of Central Management Services Receiving Bilingual Pay 3/11/2014			
Incumbent	Title	Position Number	Language
Gutierrez, Carlos	Public Service Adm	37015-37-04-000-30-01	Spanish
Lazic, Maria	Admin Assistant 1	00501-37-04-000-31-02	Spanish
Magana, Mayra	Human Resources Spec	19693-37-22-200-01-02	Spanish
Mireles, Fabiola	Human Resources Asst	19690-37-21-500-01-02	Spanish
Pineda, Pedro	Human Resources Rep	19692-37-21-500-11-02	Spanish
Solorzano, Maria	Office Associate	30015-37-66-260-41-10	Spanish

DEPARTMENT OF CENTRAL MANAGEMENT SERVICE

- - - POSITION ACTION NOTICE - - -

REPORT #: DPP03

RUN DATE: 01/15/14

PROGRAM #: IMPO60

FROM

TO

POSITION #: 37015-37-04-000-30-01

POSITION #: 37015-37-04-000-30-01

TITLE NAME: PUBLIC SERVICE ADM

TITLE NAME: PUBLIC SERVICE ADM

DEPARTMENT: CENTRAL MANAGEMENT SVCS

DEPARTMENT: CENTRAL MANAGEMENT SVCS

DIVISION : BUSINESS ENTERPRISE PROG

DIVISION : BUSINESS ENTERPRISE PROG

* * * * *

A/I CONTRL: 001

WRK COUNTY: 016-COOK

EXMPT CODE: 0

TRANS CODE: MCO26

AUDIT CODE: RECORD

EFFEC DATE: 01-07-14

BARG CODE : GB063

POS OPTION: SS1

RUTAN EXEMPT: N

BILING PAY: 29

TERM ID : CMS

ALT FORM : N

* * * * *

REMARKS :



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position Public Service Administrator		Certification Manager	29	SS1	37015-37-04-000-30-01				
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AI AUTH.	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position Central Management Services		Business Enterprise Program			0	016	N		
10. SECTION		11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE	
Existing Position								11/01/12	
Existing Position Certification					<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC148 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position									
Existing Position Cook County		RC063		N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>Under administrative direction, serves as Certification Manager for the Business Enterprise Program (BEP); plans, directs and implements policies and procedures for all aspects of Certification for the Business Enterprise Program to accomplish the agency's mission to promote the economic development of businesses owned by minorities, females, and persons with disabilities. Represents the Business Enterprise Program at major conferences and organizational functions. Plans, develops and implements a comprehensive training program for BEP certification. Serves as working supervisor. Communicates in Spanish to those individuals who do not speak, read or write English.</p>								
30%	<p>1. Plans, directs and implements policies and procedures for all aspects of Certification for the Business Enterprise Program (BEP) to accomplish the agency's mission to promote the economic development of businesses owned by minorities, females, and persons with disabilities. Reviews certification files to ensure that applicants meet BEP eligibility requirements; discusses applicant appeals with CMS Legal Services. Signs off on final decisions; rejects applications with missing documentation; sends files back to Analysts for further review; presents recommendations for site visits on any questionable files. Develops procedures manual and implements new processes and procedures for certification plans. Develops and implements goals and program objectives. Develops and implements a tracking system that monitors approved/denied certification files, utilizing mainframe and PC applications such as word processing, spreadsheet and database applications.</p>								
20%	<p>2. Serves as working supervisor; assigns and reviews work; approves time off; provides guidance and training; completes and signs performance evaluations. Establishes annual goals and objectives; counsels staff on problems with productivity, quality of work and conduct; determines staffing needs to achieve program objectives.</p>								
10%	<p>3. Plans, develops and implements a comprehensive training program for BEP Certification Analysts; provides guidelines and materials to educate and instruct on the certification review process; conducts regularly scheduled staff certification meetings; directs and coordinates staff activities to ensure that BEP certification deadlines are met. Develops training materials and lesson plans and conducts in-house training sessions to subordinate staff to present information to potential business owners to encourage and promote BEP participation.</p>								
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE		AGENCY HEAD SIGNATURE			DATE		
<i>Malcolm Weems</i>		<i>Mark M...</i>		<i>Malcolm Weems</i>			11/15/12		

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16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
10%	4. Works with CMS Legal Services on appeals; attends BEP Certification Committee hearings; organizes hearing information; prepares file recap/history; prepares agendas; discusses files at hearings; prepares/develops committee's recommendations letters; keeps hearing recordings.	
10%	5. Performs research and compiles statistical data to develop baseline reports of Certification progress; develops and maintains comprehensive reports. Performs estimates and budgeting for future needs and costs of certification efforts; confers with the Deputy Director to analyze and determine compliance and monitoring budgetary requirements and strategic targets for prioritization and cost saving initiatives; develops informational presentations to communicate progress for BEP certification efforts to management.	
05%	6. Conducts research, participates in special projects, and performs assignments, independently or in cooperation with other Central Management Services bureaus, related to the Business Enterprise Program.	
05%	7. Represents the Business Enterprise Program at major conferences and organizational functions. Continues education by attending meetings, seminars, conferences, and workshops to increase familiarity with and maintain current on potential vendors, techniques and procedures related to BEP activities and operations.	
05%	8. Translates functions/procedures into Spanish for individuals who cannot speak, read or write English, in contact with the general public, advocacy groups, customers and community organizations.	
05%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Senior Public Service Administrator 40070-37-04-000-00-01		
WORKING TITLE (IF ANY)		
Deputy Director, Business Enterprise Program		
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input checked="" type="checkbox"/> SUPERVISOR OR <input type="checkbox"/> LEAD WORKER		
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.		
If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
Administrative Assistant I	00501-37-04-000-31-01	3
Administrative Assistant I/SS	00501-37-04-000-31-02	2
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.		
<p>Requires knowledge, skill and mental development equivalent to completion of four years of college in business or public administration. Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization. Requires extensive knowledge of public and business administration, principles and practices. Requires extensive knowledge of agency programs and service objectives, activities and operational systems. Requires extensive knowledge of staff utilization and employee motivation. Requires the ability to develop and manage a supportive agency program. Requires the ability to analyze administrative problems and adopt an effective course of action. Requires the ability to develop, implement and evaluate new and revised methods, procedures and performance standards. Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires ability to estimate and budget for future needs. Requires ability to develop and maintain cooperative working relationships. Requires ability to perform research and compile statistical information, and to develop and maintain comprehensive reports. Requires the ability to develop databases and spreadsheets to monitor, track and develop reports for various aspects of the Program. Requires the ability to develop a comprehensive training program; requires the ability to train subordinates. Requires the ability to speak, read and write Spanish at a colloquial skill level.</p> <p>Specialized Skills: Requires a working knowledge of mainframe and of PC applications such as word processing, spreadsheet and database applications.</p>		



ILLINOIS DEPARTMENT OF
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER 00501-37-04-000-03-01				
New/Revised Position Administrative Assistant I			29	SS	00501-37-04-000-31-02				
3. AGENCY Existing Position		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
New/Revised Position Central Management Services		Business Enterprise Program			0	016	Y		
10. SECTION Existing Position		11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE	
New/Revised Position								11/01/12	
14. WORK LOCATION Existing Position		15. BARGAINING/TERM CODE			Ruten Exempt		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		
New/Revised Position 2. Chicago					Y				
Existing Position Cook County		RC028			N				
% OF TIME		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
		<p>Under general direction of the Certification Section Manager of the Business Enterprise Program; performs analysis functions of vendor application files and documents to conduct review of history, organizational structure and financial, legal and administrative operations; analyzes vendor reciprocity files to determine requirements are met. Assists the Certification Section Manager with organizing goals and objectives for the program and in conducting research studies of the organizational and administrative procedures. Performs a variety of staff functions and assists the Division Manager with various administrative and/or technical correspondence, special projects and reports. Communicates in Spanish to those individuals who do not read or speak English. Attends meetings, conferences, workshops and other activities; prepares mailings and maintains database. Conducts site visit interviews throughout the State at various off-site locations in performance of these duties to determine program eligibility requirements for certification.</p>							
25%		<p>1. Analyzes vendor application files, including full certification, No Change Affidavits and relevant documents including tax statements, balance sheets, federal income tax returns, loan agreements, proof of ownership and sources of funds used to invest in the business; conducts review of history, organizational structure and financial, legal and administrative operations in determining if applicant meets Business Enterprise Program (BEP) requirements for certification; makes recommendation regarding certification to the Certification Section Manager. Conducts site visit interviews throughout the State at various off-site locations in performance of these duties to determine program eligibility requirements for certification.</p>							
20%		<p>2. Analyzes vendor reciprocity files, including such documents as federal tax returns to conduct a review of history, organizational structure, financial, legal and administrative operations to determine if applicant's entity meets BEP requirements for reciprocity.</p>							
20%		<p>3. Assists the Certification Section Manager with organizing goals and objectives for the program and in conducting research studies of the organizational and administrative procedures; assists the Certification Section Manager in developing and coordinating general and targeted outreach/public relations campaigns; works with the Certification Section Manager and public affairs in coordinating advertising placement. Participates in the analysis of existing program support functions including budget, certification, legislation, computerized operations, outreach, public affairs, and vendor relations.</p>							
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>Malcolm Weems</i> 5		<i>Malcolm Weems</i>			<i>Malcolm Weems</i>			11/15/12	

16. (CONTINUED)	
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
15%	4. Performs a variety of staff functions and assists the Division Manager with responding to certification appeals, various administrative and/or technical correspondence, special projects and reports; researches vendor status on system in response to walk-ins and telephone calls; prepares certification application requests from vendors; monitors distribution reports; assists the Certification Section Manager in training support staff and interns; maintains general and confidential files of BEP, including personnel and timekeeping records; originates and compiles weekly itineraries for staff; oversees machine maintenance and coordinates service contracts on office equipment/machines; coordinates purchase of office supplies and distribution.
10%	5. Translates functions/procedures into Spanish for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organization.
05%	6. Travels to, and attends meetings, conferences, workshops and other activities regarding Strategic Planning, budget and legislation; attends outreach programs as a representative of BEP; assists the Certification Section Manager by preparing mailings, maintaining database for the Council, and in the production of workshops, reserving meeting space for scheduled activities and coordinating travel itinerary for the Certification Section Manager and other staff members.
05%	7. Performs other duties as required or assigned, which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Public Service Administrator 37015-37-04-000-30-01	WORKING TITLE (IF ANY) Manager, Certification Section
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:
 SUPERVISOR OR LEAD WORKER
NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.
 If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
n/a		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. **NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Requires an appropriate, valid driver's license and the ability to travel. Requires the ability to read, speak and write Spanish at a colloquial level.



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER 19693-37-28-000-01-02			
New/Revised Position Human Resources Specialist				29	SS	19693-37-22-200-01-02			
3. AGENCY Existing Position		4. BUREAU/ DIVISION Personnel/Diversity Enrichment Program			5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
New/Revised Position Central Management Services		Personnel/Statewide Services			0	016	N	R	
10. SECTION Existing Position		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE 06/01/11 7-1-11		
New/Revised Position Diversity Enrichment Program					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION Existing Position Cook County		15. BARGAINING/TERM CODE RC062			Rutan Exempt	N			
New/Revised Position Chicago									
% OF TIME		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
		<p>Under general direction of the Manager, Diversity Enrichment Program (DEP), serves in a journey level professional Capacity performing complex specialized human resources administration duties; provides journey level advice on professional employment and Career development counseling to DEP management, the general public and State employees at DEP Job Forums; prepares documentation of activities in accordance With the State Hispanic Employment Plan and participates in drafting and final preparation of the Annual Report; consults With and serves as liaison between DEP and the CMS Bureau of Personnel In the interpretation and adherence to the Personnel Code, Personnel Rules, and collective bargaining agreements; analyzes, interprets, evaluates and determines information associated with the CMS Classification Plan, Pay Plan and applicant assessment processes to provide effective skills match and career counseling services and consultation to agency management, management of other State agencies and Job Forum attendees; maintains information on career counseling activities on the CMS Job Applicant Counseling and Career Development System. Translates functions, procedures and documents into Spanish for individuals who cannot speak or read English.</p>							
25%		<p>1. Provides journey level advice to agency management, staff of all agencies and the general public on human resources Information related to the Diversity Enrichment Program; utilizing the CMS Classification Plan, Pay Plan, and applicant assessment processes, provides effective skills match and career counseling services at DEP Job Forums; ensures advice given adheres to the Classification Plan, the Personnel Code, Personnel Rules and collective bargaining contracts; consults with the CMS Division of Examining and Counseling, Upward Mobility Program and Tuition Reimbursement Programs to obtain current and revised information on client services to maintain accurate information to be conveyed to Job Forum attendees.</p>							
25%		<p>2. Conducts Job Forums statewide in communities and neighborhoods consisting of substantial protected class populations; provides skills match and career counseling services to Forum attendees comparing qualifications and career goals with the structure of the Classification Plan and applicant selection process to recommend target titles best suited to the attendees; works in consultation with minority advocacy groups to foster participation and support of the forums; disseminates information on position availability, job posting information, class specifications and other information materials to the general public; maintains career counseling activities on the CMS Job Applicant Counseling and Career Development System; provides follow up services to Forum attendees.</p>							
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE		DATE		
							5/18/10		
5		JAN 20 2011			7/27/11				

16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
15%	3. Prepares documentation of activities in accordance with the State Hispanic Employment Plan and participates in drafting and final preparation of the Annual Report; analyzes, interprets, evaluates and determines via various research methodologies involving the CMS Classification Plan, Pay Plan, career development and applicant assessment processes to develop skills match and career counseling guidelines and service packages to be utilized at Program Job Forums; conducts individual and group meetings with agencies to facilitate efforts.	
10%	4. Utilizing data provided by the Department of Human Rights, meets with representatives from various state agencies to determine areas of underutilization and assists DEP Manager in the development and implementation of recruitment strategies for various occupational areas.	
10%	5. Serves as liaison for the implementation of Job Forums with communities, organizations and other State agencies' recruitment staff who participate in Job Forums; counsels staff from other agencies on skills match and career counseling guidelines; assists in the coordination and implementation of Job Forums by developing press releases and other methods of informational conveyance educating the public In the targeted areas of the upcoming forums, works in consultation with minority advocacy groups to foster participation and support of the forums.	
10%	6. Translates functions, procedures and documents into Spanish for individuals who cannot speak or read English.	
05%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Senior Public Service Administrator 40070-37-22-200-00-01		WORKING TITLE (IF ANY) Manager, Diversity Enrichment Program
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR OR <input type="checkbox"/> LEAD WORKER NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.		
Requires knowledge, skill and mental development equivalent to completion of four years of college and two years of professional human resources experience. Requires the ability to work with the public. Requires extensive knowledge of the Personnel Code, Personnel Rules, Position Classification Plan, Pay Plan collective bargaining agreements and policies and procedures of the Diversity Enrichment Program. Requires the ability to make oral presentations to groups and individuals. Requires a valid Illinois driver's license and ability to travel. Requires the ability to speak and write Spanish at a colloquial skill level.		

DEPARTMENT OF CENTRAL MANAGEMENT SERVICE

- - - POSITION ACTION NOTICE - - -

REPORT #: DPP03

RUN DATE: 11/17/11

PROGRAM #: IMPO60

FROM

TO

POSITION #: 19690-37-21-510-01-02

POSITION #: 19690-37-21-500-01-02

TITLE NAME: HUMAN RESOURCES ASST

TITLE NAME: HUMAN RESOURCES ASST

DEPARTMENT: CENTRAL MANAGEMENT SVCS

DEPARTMENT: CENTRAL MANAGEMENT SVCS

DIVISION : BOP/EXAMINING & COUNSELN

DIVISION : BOP/EXAMINING & COUNSELN

* * * * *

A/I CONTRL: 002

WRK COUNTY: 016-COOK

EXMPT CODE: 0

TRANS CODE: MCO24

AUDIT CODE: RECORD

EFFEC DATE: 11-01-11

BARG CODE : RC014

POS OPTION: S2

RUTAN EXEMPT: N

BILING PAY: 29

TERM ID :

ALT FORM : N

* * * * *

REMARKS :



ILLINOIS DEPARTMENT OF
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
Existing Position									
New/Revised Position				29	S2	19690-37-21-510-01-02			
3. AGENCY		4. BUREAU/ DIVISION			6. EXMT CODE	8. WORK COUNTY	7. AI AUTH.	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position		Personnel/Examining and Counseling			0	016	Y	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							04/01/09		
New/Revised Position		Chicago Assessment Center			<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE			Rutan Exempt				
Existing Position									
New/Revised Position		Chicago			RC014	N			
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>Under direction, performs specialized clerical personnel duties for the Chicago Assessment Center; serves as receptionist for the Center; translates orally and in writing, functions/procedures into Spanish for individuals who cannot speak or read English; answers the telephone and greets visitors providing information in person and via telephone to interested parties regarding examinations/testing and counseling procedures; explains how to use and read information on the eRecruiting online system; receives and reviews employment applications and performs pre-qualifications to determine training and experience for coding purposes; performs verification of veteran documents to establish and determine code and points; schedules counseling appointments; types and mails responses and other appropriate documentation to applicants whose applications are being returned for inability to process due to lack of required information.</p>								
35%	<p>1. Serves as a receptionist for the Chicago Assessment Center, answers the telephone and greets visitors providing information in person and via telephone to interested parties regarding examinations/testing and counseling procedures; advises on correct forms to be completed for the examination process; gives testing information (test dates, times, locations, etc.) and explains how to use and read information listed on the eRecruiting online system and how to check for job postings; uses PEERS, Access and other mainframe systems to access Examining and Counseling information to independently respond to both written and telephone inquiries.</p>								
25%	<p>2. Receives and reviews employment applications to ensure application is completed correctly. Pre-qualifies applicants for testing by reviewing application, preparing pre-qual form and referencing qual-check book prior to entering testing room. Confers with Springfield TRAEX staff to ensure accuracy of qualifications check.</p>								
10%	<p>3. Translates procedures/functions into Spanish for individuals who cannot speak or read English.</p>								
DIRECTOR OF CMS SIGNATURE		CENTRAL MGMT SERVICES BUREAU OF PERSONNEL			IMMEDIATE SUPERVISOR SIGNATURE		AGENCY HEAD SIGNATURE		DATE
					APR 06 2009				4/16/09

By Cheryl Carter 4/8/09 TECHNICAL SERVICES

Jammy Hong

16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
10%	4. Performs verification of veteran documents by reviewing DD214's, NGB22, or other required documentation to establish and determine code and points; checks veteran documentation against Veteran's Outreach database to ensure that documentation is not falsified. Documents veteran codes on application and explains preference outcome to veteran applicants.	
10%	5. Schedules counseling appointments on the electronic calendar; maintains a supply of examination announcements, applications and test guides for self-service to the public.	
05%	6. Opens and sorts mail received for staff. Reviews, sorts and date-stamps applications. Types and mails responses and other appropriate documentation to applicants whose applications are being returned for inability to process due to lack of required information (i.e., signature, options, levels, incorrect application submitted, etc.).	
05%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Public Service Administrator 37015-37-21-510-01-01		WORKING TITLE (IF ANY) Manager, Chicago Assessment Center
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR OR <input type="checkbox"/> LEAD WORKER		
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.		
If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.		
Requires knowledge skill and mental development equivalent to completion of high school and two years related clerical experience such as would be acquired at the Office Assistant level, or satisfactory completion of an approved training program. Requires ability to speak and write Spanish at a colloquial skill level. Requires the ability to understand and follow oral and written instructions. Requires ability to operate commonly used manual and automated office equipment, systems and software and perform routine maintenance. Requires the ability to type accurately at 30 words per minute. The ability to investigate and resolve conflicting information, balance workflow and keep track of time sensitive materials, and establish and maintain working relationships is preferred.		

DEPARTMENT OF CENTRAL MANAGEMENT SERVICE

- - - POSITION ACTION NOTICE - - -

REPORT #: DPPO3

RUN DATE: 11/17/11

PROGRAM #: IMPO60

FROM

TO

POSITION #: 19892-37-21-500-01-02

POSITION #: 19892-37-21-500-11-02

TITLE NAME: HUMAN RESOURCES REP

TITLE NAME: HUMAN RESOURCES REP

DEPARTMENT: CENTRAL MANAGEMENT SVCS

DEPARTMENT: CENTRAL MANAGEMENT SVCS

DIVISION : BOP/EXAMINING & COUNSELN

DIVISION : BOP/EXAMINING & COUNSELN

* * * * *

A/I CONTRL: 002

WRK COUNTY: 016-COOK

EXMPT CODE: 0

TRANS CODE: MC024

AUDIT CODE: RECORD

EFFEC DATE: 11-01-11

BARG CODE : RC062

POS OPTION: SS

RUTAN EXEMPT: N

BILING PAY: 29

TERM ID :

ALT FORM : N

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REMARKS :

DEPARTMENT OF CENTRAL MANAGEMENT SERVICE

- - - POSITION ACTION NOTICE - - -

REPORT #: DPP03

RUN DATE: 05/05/08

PROGRAM #: IMPO60

FROM

TO

POSITION #: 19692-37-21-500-01-02

POSITION #: 19692-37-21-500-01-02

TITLE NAME: HUMAN RESOURCES REP

TITLE NAME: HUMAN RESOURCES REP

DEPARTMENT: CENTRAL MANAGEMENT SVCS

DEPARTMENT: CENTRAL MANAGEMENT SVCS

DIVISION : EXAMINING & COUNSELING

DIVISION : EXAMINING & COUNSELING

* * * * *

A/I CONTRL: 002

WRK COUNTY: 016-COOK

EXMPT CODE: 0

TRANS CODE: MC026

AUDIT CODE: RECORD

EFFEC DATE: 02-04-08

BARG CODE : RCOG2

POS OPTION: SS

RUTAN EXEMPT: N

BILING PAY: 29

TERM ID :

ALT FORM :

* * * * *

REMARKS :

CMS**ILLINOIS DEPARTMENT OF
CENTRAL MANAGEMENT SERVICES****POSITION DESCRIPTION**

1. POSITION TITLE		OPT.	WORKING TITLE (IF ANY)			2. POSITION NUMBER	
Human Resources Representative		SS				19692-37-21-500-01-02	
3. AGENCY	4. BUREAU/ DIVISION	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH.	8. A/I DATE	9. BIL. CODE	
Department of Central Management Services	Personnel/Examining & Counseling	0	016	No/YES		29	
10. SECTION		11. UNIT		12. TRANSACTION CODE			
Chicago Assessment Center				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input checked="" type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
13. EFFECTIVE DATE		14. WORK LOCATION					
11.16.05		Cook County					
15. BARGAINING/TERM CODE	ALTERNATIVE PAY IDENTIFIER	RUTAN EXEMPT					
	No	No					

% OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	Under direction of the Chicago Assessment Center Manager, provides professional human resources assignments for the Chicago Assessment Center. Counsels applicants for state employment; performs Pre-testing Qualifications check of specific titles; performs verification of veteran documents and explains preference outcome (if any) to veteran applicants; assists Assessment Center staff by answering general inquiries regarding the application and/or examination process; travels to various sites to participate in recruitment activities; assists in the test rooms and/or serves as a backup test monitor as needed. Translates functions/procedures into Spanish for individuals who cannot speak or read English.
30%	1. Counsels applicants for state employment; analyzes and reviews applicants' education and work experience and checks against various job titles; explains qualifications and requirements of recommended job titles; recommends specific examinations and provides examination informational materials for recommended titles; documents counseling session onto Extra Pejac database.
20%	2. Performs Pre-testing Qualifications check of specific titles by utilizing qual-check manual and class specifications; confers with Springfield Traex staff to ensure accuracy of qualifications check.
15%	3. Performs verification of veteran documents by reviewing DD214's, NGB22, or other required documentation; checks veteran's documentation against the Veteran's Outreach database to ensure that documentation is not falsified and to check the accuracy of the information and documentation received. Documents veteran codes on application and explains preference outcome (if any) to veteran applicants.
10%	4. Assists Assessment Center staff by answering general inquiries regarding the application and/or examination process; gives testing information (test dates, times, locations, etc.) to interested individuals; explains how to use, and read information listed on, the job posting system.
10%	5. Translates functions/procedures into Spanish for individuals who cannot speak or read English.
5%	6. Participates in various recruitment activities such as Veteran's Outreach workshops, Minority Outreach workshops, Community job fairs, University and College recruitments; gives in-person presentations to interested groups.
5%	7. Assists in the test rooms and/or serves as a backup test monitor as needed; performs applicant pre-examination activities such as verification of applicant IDs, enters application information into the computer system; administers examinations through the WINCATS (Computer Assisted Training System), or through paper/pencil system; generates printed grade notices for tests taken through the WINCATS system.
5%	8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

POSITION TITLE	POSITION NUMBER	WORKING TITLE (IF ANY)
Public Service Administrator	37015- 37- 21- 510- 01- 01	Manager, Chicago Assessment Center

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

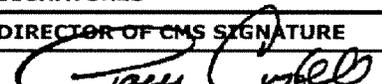
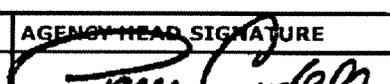
SUPERVISOR OR LEAD WORKER OR NEITHER

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Requires knowledge, skill and mental development equivalent to completion of four years of college and one year of professional experience, preferably in human resources. Requires the ability to articulate human resources administration information in descriptive terms to others not versed in the personnel system. Requires the ability to work professionally and courteously with the public. Requires the ability to be a team player and flexible in work assignments. Requires the ability to understand and follow oral and written instructions. Requires the ability to establish and maintain harmonious working relationships with other employees. Requires the ability to travel, including overnight stays. Requires the ability to speak and write Spanish at a colloquial skill level.

Reporting Structure has been verified by submitting agency

SIGNATURES		
DIRECTOR OF CMS SIGNATURE	MANAGER APPROVAL	AGENCY HEAD SIGNATURE
 by Mark Magill 402/8		 Christy Snurman 39 12/1/05

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PERSONNEL

DEC 02 2005

Tech Services

DEPARTMENT OF CENTRAL MANAGEMENT SERVICE

- - - POSITION ACTION NOTICE - - -

REPORT #: DPPO3

RUN DATE: 03/19/13

PROGRAM #: IMPO60

FROM

TO

POSITION #: 30015-37-66-150-41-10

POSITION #: 30015-37-66-260-41-10

TITLE NAME: OFFICE ASSOCIATE

TITLE NAME: OFFICE ASSOCIATE

DEPARTMENT: CENTRAL MANAGEMENT SVCS

DEPARTMENT: CENTRAL MANAGEMENT SVCS

DIVISION : BOPM/FACILITIES MGNT

DIVISION : BOPM/FACILITIES MGNT

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A/I CONTRL: 001

WRK COUNTY: 016-COOK

EXMPT CODE: 0

TRANS CODE: MC024

AUDIT CODE: RECORD

EFFEC DATE: 02-01-13

BARG CODE : RC014

POS OPTION: S2

RUTAN EXEMPT: N

BILING PAY: 29

TERM ID :

ALT FORM : N

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REMARKS :

DEPARTMENT OF CENTRAL MANAGEMENT SERVICE

- - - POSITION ACTION NOTICE - - -

REPORT #: DPP03

RUN DATE: 08/29/11

PROGRAM #: IMPO60

FROM

TO

POSITION #: 30015-10-82-340-00-29

POSITION #: 30015-37-68-150-41-10

TITLE NAME: OFFICE ASSOCIATE

TITLE NAME: OFFICE ASSOCIATE

DEPARTMENT: HUMAN SERVICES

DEPARTMENT: CENTRAL MANAGEMENT SVCS

DIVISION : MADDEN MENTAL HEALTH CTR

DIVISION : BOPM/FACILITIES MGNT

* * * * *

A/I CONTRL: 001

WRK COUNTY: 016-COOK

EXMPT CODE: 0

TRANS CODE: BA094

AUDIT CODE: RECORD

EFFEC DATE: 07-01-11

BARG CODE : RC014

POS OPTION: S2

RUTAN EXEMPT: N

BILING PAY: 29

TERM ID :

ALT FORM : N

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REMARKS : TRANSFER PER EXEC. ORDER 2010-10



ILLINOIS DEPARTMENT OF
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER 30015-10-82-340-00-21				
New/Revised Position Office Associate				29	S2	30015-10-82-340-00-29				
3. AGENCY Existing Position			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
New/Revised Position Department of Human Services			Division of Mental Health			0	016	N	R	
10. SECTION Existing Position			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position Madden Mental Health Center			Engineering					4-16-10		
14. WORK LOCATION Existing Position			15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
New/Revised Position Hines			RC014		N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	<p>Under direction, performs a variety of complex, specialized clerical functions including typing and processing records and typing complex charts, reports, forms, memoranda and requests; runs various engineering reports. Communicates in Spanish to those individuals who do not read or speak English.</p> <p>SPECIFICALLY:</p> <p>25% 1. As time keeper for the support services department, applies well defined procedures in the manipulation of stored information to generate records and reports concerning attendance, available benefit time, and other matters similar in complexity. Prepares monthly employee schedules, dates and records days off, sick time, holidays and vacation days for the department. Records monthly overtime hours and submits on a quarterly basis. Types and distributes schedule to supervisors and a copy posted to the bulletin board.</p> <p>20% 2. Compiles, prepares and types complex engineering department's reports, forms and letters including legal, medical and/or psychological terminology; correspondence would include Chief Engineer's reports, weekly water reports, utility management reports, transportation reports, key reports, monthly Engineering expenditure report and annual power plant report. Determines proper format, punctuation, grammar and spelling; confirms accuracy and clarity; maintains data in a complex, computerized database.</p> <p>15% 3. Types purchase orders requesting material for the engineering department including scheduling pick-ups or deliveries for the Engineering Department; requisitions same from storeroom and disposes of such to proper tradesman. Maintains, retrieves and updates computerized databases and spreadsheets as well as vendor hard copy files.</p> <p>10% 4. Receives work request via the engineering department's work order systems and verifies tradesmen receive work orders via hard copies so work can be completed per specifications. Prepares any equipment work order requests for supervisors.</p>									
DIRECTOR OF CMS SIGNATURE 			IMMEDIATE SUPERVISOR SIGNATURE 			AGENCY HEAD SIGNATURE 			DATE 4-12-10	

CMS-104 (Rev. 10/94) IL 401-0794

Sherry Campbell
6-11-10

CENTRAL MGMT SERVICES
BUREAU OF PERSONNEL

APR 20 2010

TECHNICAL SERVICES

POSTED 4-19-10SM

16. (CONTINUED)

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
10%	5. Translates functions/procedures into Spanish for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.
10%	6. Schedules transportation for patients and staff within the facility. Maintains assignment schedules and locations of all vehicles; plans preventive maintenance and keeps current all prevent maintenance records required by Springfield facilities planning and operations. Assigns drivers to meet transportation needs of the facility.
5%	7. Maintains complex computerized database for key control system involving over 3000 keys and master keys to be used by authorized personnel.
5%	8. Performs other duties as assigned or required that are within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Public Service Administrator 37015-10-82-120-00-21	WORKING TITLE (IF ANY) Support Services Administrator
--	--

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR LEAD WORKER

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. **NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.**

Requires knowledge, skill and mental development equivalent to completion of high school and two years office experience. Requires the ability to type at 45 wpm, use manual and automated office equipment and have knowledge of office practices and procedures. Requires ability to speak, read and write Spanish at a colloquial skill level.