

1. POSITION TITLE <i>Position</i>		WORKING TITLE	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER 37015-42-40-230-10-07			
New/Revised Position					37015-42-40-12030-01			
Public Service Admin				1	08-05			
3. AGENCY Existing Position		4. BUREAU/DIVISION		5. EXM	6. WORK COUNTY	7. A1 AUTH	8. Audit	9. OFFICE USE
New/Revised Position		Bureau of Workforce Preparation/ Field Management/ EEO						
DCEO				0	84	N	R	
10. SECTION Existing Position		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position		N/A		MA021 ESTABLISH		12-16-03		
N/A		N/A		MC022 EXEMPT CODE CHANGE				
14. WORK LOCATION Existing Position		15. BARGAINING/TERM CODE		RUTAN EXEMPT	MC024 POSITION NO. CHANGE			
New/Revised Position		N/A			MC026 CLARIFY			
Sangamon		N/A			MC027 ADDITIONAL IDENTICAL CHANGE			
					MC028 WORK COUNTY CHANGE			
					MD021 ABOLISH			
					MC149 DOWNWARD REALLOCATION			
					MC150 LATERAL REALLOCATION			
					MC158 UPWARD REALLOCATION			

16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS.

Under general direction of the Workforce Development Bureau Manager in Workforce Development, in accordance with the Federal nondiscrimination requirements under 29 CFR Part 37 - Implementation of Non-Discrimination Policies and Procedures for the Workforce Investment Act (WIA) organizes, plans, controls, evaluates and executes the operation of the Equal Opportunity (EO) Compliance Program for the Workforce Investment Act. Conducts discrimination complaint investigations from WIA recipients, applicants and employees. Conducts on-site visits to 26 local WIA offices and performs reviews for EO compliance. Develops training guidelines and materials to train WIA staff. Develops and writes Methods of Administration (MOAs) explaining the State's compliance procedures and policies in regards to EO/WIA. Monitors EO information on the TRAC system. Serves as the states official EO Compliance Officer for the WIA program.

- 30% 1. Plans, controls, evaluates and executes a system for evaluation of the effectiveness of DCEO's efforts to comply with the Federal non-discrimination requirements under 29 CFR Part 37 - Implementation of Non-Discrimination Policies and Procedures for the Workforce Investment Act. Develops a monitoring instrument and process for EO compliance to ensure compliance with nondiscrimination and equal opportunity provisions; provides recommendations for corrective remedial action where noncompliance is found; provides guidance and technical assistance to WIA sub grantees and local offices in regards to EO Compliance.
- 25% 2. Conducts discrimination complaint investigations from WIA recipients, applicants and employees reported by the U.S. Civil Rights Center to the EO Officer; prepares investigation by gathering list of questions and witnesses; travels to the local WIA site to conduct the investigation; writes notice of final review, executive summary report and makes recommendations for corrective action to the local, State and Federal Administrators.
- 3. Conducts on-site visits to 26 local WIA Offices: reviews and monitors for EO compliance. Performs interviews, reviews records, makes observations, assesses service components and gathers information. Compiles and writes reports; reports noncompliance to local WIA offices and provides recommendations and information for compliance and problem resolution.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
		<i>John...</i>	12/16/03

% of Time	16. (CONTINUED)
10%	4. Develops and writes Methods of Administration ( MOAs) explaining the State's compliance procedures and policies in regards to WIA; submits MOAs to the U.S. Department of Labor and to the U.S. Civil Rights Center for review to determine program funding; develops uniform training guidelines and materials to train WIA staff on federal and state requirements regarding EO program.
10%	5. Monitors and evaluates information data on the TRAC Information System by reviewing statistical information and discrepancies for standard deviations in EO compliance; reports any deviations to the U. S Civil Right Center and provides rational explanations on statistics.
5%	6. Serves as the State's official liaison and EO Officer for WIA to the Federal Government including the U. S. DOL and Civil Rights Center; attends WIA meetings and conferences with state and federal officials as the WIA EO Officer. Participates in training to maintain competency in EO policies and procedures.
5%	7. Performs other duties as assigned or required 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 evaluation: effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

SPSA 40070-42-40-000-00-01	WORKING TITLE (IF ANY)
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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 BOX WAS CHECKED ABOVE, LIST TITLE POSITION, POSITION NUMBER, AND NUMBER OF SUBORDINATE INCUMBENTS OR AUTHORIZED DED HEAD COUNT:

Position Title	Position Number	No. of Incumbents or Funded Vacancies

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR 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 the completion of four years of college preferably with major course work in economics, statistics or a closely related field: three years professional experience in administering Equal Opportunity as it relates to provisions of workforce investment services.

Ability to travel as necessary.

**CENTRAL MANAGEMENT SERVICES**

**POSITION DESCRIPTION**

*Gojemo*

1. POSITION TITLE <i>Existing Position</i>		WORKING TITLE	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
					37015-42-40-300-30-01				
New/Revised Position				1	37015-42-00-040-51-03				
3. AGENCY		4. BUREAU/DIVISION			5.	6. WORK COUNTY	7. A1 AUTH	8. Audit	9. OFFICE USE
<i>Existing Position</i>		Bureau of Workforce Development/ Equal Opportunity Division			EXM				
DCCA									
New/Revised Position		Legal Office							
DCEO					0	84	N	R	
10. SECTION			11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
<i>Existing Position</i>									
Southern Field Management									
New/Revised Position			Southern Field Management		MA021 ESTABLISH		11/01/04		
Workforce Equal Opportunity					MC022 EXEMPT CODE CHANGE				
14. WORK LOCATION			15. BARGAINING/TERM CODE		RUTAN EXEMPT				
<i>Existing Position</i>									
Sangamon			N/A		N				
New/Revised Position									
MC024 POSITION NO. CHANGE					X				
MC026 CLARIFY									
MC027 ADDITIONAL IDENTICAL CHANGE									
MC028 WORK COUNTY CHANGE									
MD021 ABOLISH									
MC149 DOWNWARD REALLOCATION									
MC150 LATERAL REALLOCATION									
MC158 UPWARD REALLOCATION									
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS.									

Under general direction of the Workforce Investment Act (WIA) EO Manager, in accordance with the Federal nondiscrimination requirements under 29 CFR Part 37 - Implementation of Non-Discrimination Policies and Procedures for the Workforce Investment Act (WIA) organizes, plans, controls, evaluates and executes the operation of the Illinois Equal Opportunity (EO) Compliance Program for the Workforce Investment Act for southern Illinois. Conducts discrimination complaint investigations from WIA recipients, applicants and employees. Conducts on-site visits to local WIA offices and performs reviews for EO compliance. Develops training guidelines and materials to train WIA staff. Develops and writes Methods of Administration (MOAs) explaining the State's compliance procedures and policies in regards to EOWIA. Monitors EO information on the TRAC system. Serves as the states official EO Compliance Officer for the southern Illinois WIA program.

30% 1. Plans, controls, evaluates and executes a system for evaluation of the effectiveness of DCEO's efforts to comply with the Federal non-discrimination requirements under 29 CFR Part 37 - Implementation of Non-Discrimination Policies and Procedures for the Workforce Investment Act for southern Illinois. Develops a monitoring instrument and process for EO compliance to ensure compliance with nondiscrimination and equal opportunity provisions; provides recommendations for corrective remedial action where noncompliance is found; provides guidance and technical assistance to WIA sub grantees and local offices in regards to EO Compliance.

25% 2. Conducts discrimination complaint investigations from WIA recipients, applicants and employees, reported by the U.S. Civil Rights Center to the EO Officer; prepares investigation by gathering list of questions and witnesses; travels to the local WIA site to conduct the investigation; writes notice of final review, executive summary report and makes recommendations for corrective action to the local, State and Federal Administrators.

15% 3. Conducts on-site visits to Illinois local WIA Offices: reviews and monitors for EO compliance. Performs interviews, reviews records, makes observations, assesses service components and gathers information. Compiles and writes reports; reports noncompliance to local WIA offices and provides recommendations and information for compliance and problem resolution.

**BUREAU OF PERSONNEL**

DIRECTOR OF CMS SIGNATURE <i>[Signature]</i>	IMMEDIATE SUPERVISOR SIGNATURE <i>[Signature]</i>	AGENCY HEAD SIGNATURE <i>[Signature]</i>	DATE 11/1/04
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*desc.mwp*  
*11/1/04*  
**Personnel Services**

10%	4.	Develops and writes Methods of Administration ( MOAs) explaining the State's compliance procedures and policies in regards to WIA; submits MOAs to the U.S. Department of Labor and to the U.S. Civil Rights Center for review to determine program funding; develops uniform training guidelines and materials to train WIA staff on federal and state requirements regarding EO program.
10%	5.	Monitors and evaluates information data on the TRAC Information System by reviewing statistical information and discrepancies for standard deviations in EO compliance; reports any deviations to the U.S. Civil Right Ce and provides rational explanations on statistics.
5%	6.	Serves as a liaison and EO Officer for WIA to the Federal Government including the U. S. DOL and Civil Rights Center; travels to and attends WIA meetings and conferences with state and federal officials as the WIA EO Officer. Participates in training to maintain competency in EO policies and procedures.
5%	7.	Performs other duties as assigned or required 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 evaluation: effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

SPSA 40070-42-00-040-50-01	WORKING TITLE (IF ANY)
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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 TITLE POSITION, POSITION NUMBER, AND NUMBER OF SUBORDINATE INCUMBENTS OR AUTHORIZED FUNDED HEAD COUNT:

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Requires knowledge, skill and mental development equivalent to the completion of four years of college preferably with major course work in economics, statistics or a closely related field: three years professional <sup>admin.</sup> experience in administering Equal Opportunity as it relates to provisions of workforce investment services.

Requires ability to meet travel requirements of position.

1. POSITION TITLE		WORKING TITLE	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
Existing Position					37015-42-40-300-20-01			
Revised Position				1	37015-42-00-040-51-02			
3. AGENCY		4. BUREAU/DIVISION		5.	6. WORK COUNTY	7. A/T AUTH	8. Audit	9. OFFICE USE
Existing Position		Bureau of Workforce Development/ Equal Opportunity Division		EXM				
DCCA								
New/Revised Position		Legal Office		0	84	N	R	
DCEO								
10. SECTION			11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE	
Existing Position								
Central Field Management								
New/Revised Position			Central Field Management		MA021 ESTABLISH		11-01-04	
Workforce Equal Opportunity					MC022 EXEMPT CODE CHANGE			
14. WORK LOCATION			15. BARGAINING/TERM CODE		RUTAN EXEMPT		MC024 POSITION NO. CHANGE	
Existing Position							v MC026 CLARIFY	
Sangamon			N/A		X		MC027 ADDITIONAL IDENTICAL CHANGE	
New/Revised Position					N		MC028 WORK COUNTY CHANGE	
							MD021 ABOLISH	
							MC149 DOWNWARD REALLOCATION	
							MC150 LATERAL REALLOCATION	
							MC158 UPWARD REALLOCATION	

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BUREAU OF PERSONNEL

NOV - 8 2004

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY/HEAD SIGNATURE	DATE
<i>[Signature]</i>	Tech Services	<i>[Signature]</i>	11/1/04

10%	4. Develops and writes Methods of Administration ( MOAs) explaining the State's compliance procedures and policies in regards to WIA; submits MOAs to the U.S. Department of Labor and to the U.S. Civil Rights Center for review to determine program funding; develops uniform training guidelines and materials to train WIA staff on federal and state requirements regarding EO program.
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SPSA 40070-42-00-040-50-01	WORKING TITLE (IF ANY)

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Requires knowledge, skill and mental development equivalent to the completion of four years of college preferably with major course work in economics, statistics or a closely related field: three years professional experience in administering Equal Opportunity as it relates to provisions of workforce investment services.

Requires ability to meet travel requirements of position.

1. POSITION TITLE <i>Existing Position</i>		WORKING TITLE	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
					37015-42-40-300-10-01				
/Revised Position					37015-42-00-040-51-01				
Public Service Admin				1					
3. AGENCY		4. BUREAU/DIVISION			5. EXM T	6. WORK COUNTY	7. A/ AUTH	8. Audit	9. OFFICE USE
<i>Existing Position</i>		Bureau of Workforce Development/ Equal Opportunity Division							
DCCA									
<i>New/Revised Position</i>		Legal Office							
DCEO					0	16	N	R	
10. SECTION			11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
<i>Existing Position</i>									
Northern Field Management									
<i>New/Revised Position</i>			Northern Field Management		MA021 ESTABLISH		<i>11-01-01</i>		
Workforce Equal Opportunity					MC022 EXEMPT CODE CHANGE				
					<input checked="" type="checkbox"/> MC024 POSITION NO. CHANGE				
14. WORK LOCATION			15. BARGAINING/TERM CODE		RUTAN EXEMPT				
<i>Existing Position</i>									
					<input checked="" type="checkbox"/> MC026 CLARIFY				
<i>New/Revised Position</i>			N/A		<input checked="" type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE				
Cook					MC028 WORK COUNTY CHANGE				
					MD021 ABOLISH				
					MC149 DOWNWARD REALLOCATION				
					MC150 LATERAL REALLOCATION				
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**BUREAU OF PERSONNEL**

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>11/01/01</i>

- 10% 4. Develops and writes Methods of Administration (MOAs) explaining the State's compliance procedures and policies in regards to WIA; submits MOAs to the U.S. Department of Labor and to the U.S. Civil Rights Center for review to determine program funding; develops uniform training guidelines and materials to train WIA staff on federal and state requirements regarding EO program.
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PSA 40070-42-00-040-50-01	<b>WORKING TITLE (IF ANY)</b>

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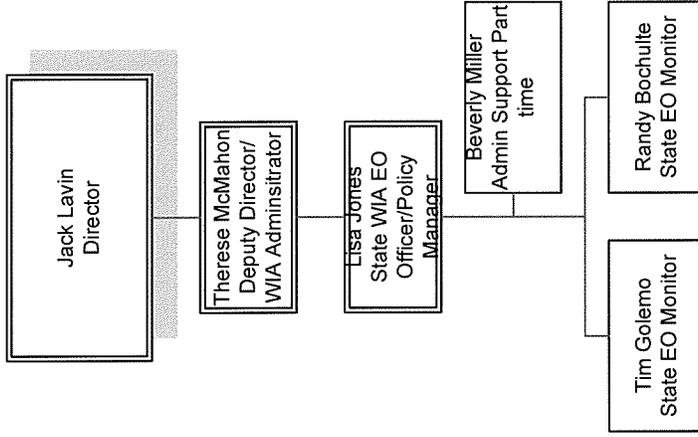
Position Title	Position Number	No. of Incumbents or Funded Vacancies

**19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR 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.**

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requires ability to meet travel requirements of position.

1.3  
Department of Commerce and Economic Opportunity  
Bureau of Workforce Development  
WIA EO Reporting Structure





# Bureau of Workforce Development Operational Organization Chart

