

Illinois Department of
DCFS
Children & Family Services

JB Pritzker
Governor

Marc D. Smith
Acting Director

**Employees of the Department of Children and Family Services Receiving Bilingual Pay
March 31, 2020**

Incumbent	Title	Position Number	Language
Sydney Juarez	Child Wel. Nurse Special.	07197-16-15-600-07-99	Spanish
Elizabeth Velazquez	Child Wel. Nurse Special	07197-16-15-600-06-99	Spanish



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position Child Welfare Nurse Specialist		WORKING TITLE (IF ANY)		20	SS	2. POSITION NUMBER 07197-18-15-335-08-99	
3. AGENCY Existing Position Children and Family Services		4. BUREAU/DIVISION Clinical Practice and Development		405	016	Y	R
10. SECTION Existing Position Office of Nursing Services		11. UNIT		12. DISPOSITION CODE <input type="checkbox"/> M0021 ESTABLISH <input type="checkbox"/> M0022 EXEMPT CODE CHANGE <input type="checkbox"/> M0024 POSITION NUMBER CHANGE <input type="checkbox"/> M0025 CLARIFY <input type="checkbox"/> M0027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> M0028 WORK COUNTY CHANGE <input type="checkbox"/> M0031 ABOLISH <input type="checkbox"/> M0449 DOWNWARD REALLOCATION <input type="checkbox"/> M0159 LATERAL REALLOCATION <input type="checkbox"/> M0160 UPWARD REALLOCATION		13. EFFECTIVE DATE 01-01-15	
14. WORK LOCATION Existing Position Chicago		15. BARGAINING/TERM CODE RC023		16. POSITION CLASSIFICATION N			
18. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
20%	<p>Under general supervision of the Chief of Nursing Services, performs duties as a health services consultant specialist; provides consultative services for health related concerns for children with special health care needs, including children with health related issues who are the subject of investigations of child abuse or neglect; utilizing the Nursing Process and Nursing Standards of Practice, provides assessment, nursing diagnosis, and planning; directs the implementation of health care plans and evaluates the application of health related treatment plans; serves as a liaison for client/family with community hospitals, child abuse and neglect teams, fatality teams, and community physical and mental health programs; provides community based specialty services; adheres to collegiality by providing in-service training on health related issues/concerns and by participating in Peer Review and Quality Assurance/Improvement initiatives; translates and interprets, both orally and in writing, for Spanish speaking clients.</p>						
15%	<p>1. Provides consultation and analysis on health related concerns in investigation reports, complex health care records, and other related materials; provides interpretation of health care records, findings, and application of the treatment plan; in the presence of the assigned caseworker, consults with biological parents, foster parents, relative caregivers, or residential providers regarding health related concerns for children with special health care needs; provides input into the treatment plan with the child caregiver and worker via staffings and Clinical Intervention Placement Preservation Teams; evaluates the implementation of health related treatment plans; serves as a liaison for the client/family with community hospitals, child abuse and neglect teams, fatality teams, and community physical and mental health programs; works directly or indirectly with staff, caregivers, and providers to provide information that will facilitate the resolution of health related problems interfering with essential health care; testifies in court regarding the explanation of health care records, specific conditions, specific treatment plans, etc.; upholds the Illinois Nurse Practice Act and the Nursing Standards of Practice in the performance of duties; drives to various locations in the performance of duties.</p>						
15%	<p>2. Provides updated information relative to referral procedures and other protocols involving community health care or health related services; checks Health Passport information in the Statewide Automated Child Welfare Information System (SACWIS); develops written communication, information memos, and notices to Department staff regarding community health services.</p>						
15%	<p>3. In collaboration with the Department's Healthways networks and assigned skilled, residential, and acute psychiatric facilities, provides quality assurance monitoring to ensure that health care services are provided to Department wards; submits reports on the adequacy of health care services and the availability of providers to meet the needs of the wards.</p>						
DIRECTOR OF CENTRAL MANAGEMENT SERVICES		AGENCY HEAD SIGNATURE		DATE			

16. (CONTINUED)

% OF TIME	
10%	4. Provides input into staffings, Clinical Intervention Placement Preservation (CIPP) Teams, Peer Reviews, Expanded capacities, clinical placement reviews, and the evaluation of health issues of wards in permanency planning.
10%	5. Through quality assurance monitoring initiatives, assesses and evaluates the delivery of health care services; utilizes research tools to draft reports, presenting findings and recommendations to Clinical Managers and the Chief of Nursing Services.
10%	6. Develops and conducts bi-annual in-service training sessions for professional staff, caregivers, and providers, presenting information regarding identified health related issues and health care services.
10%	7. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	8. Provides input into special studies and projects; as requested, serves as a consultant to professional staff regarding permanency planning for children with special health care needs.
5%	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.)

Public Service Administrator 37015-16-16-335-00-01

WORKING TITLE (IF ANY)
Chief of Nursing Services

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 Incumbent or Funded Vacancies

19. SPECIALIZED KNOWLEDGE, 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 one of the following: (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and three years of progressively responsible professional nursing experience; or (b) a bachelor's degree in nursing and two years of professional nursing experience; or (c) a master's degree in nursing; preferably requires two years pediatric experience and prior experience working within the child welfare system; requires basic computer skills; requires possession of a valid driver's license and ability to travel; requires ability to speak and write Spanish at a colloquial skill level.

Requires licensure as a Registered Nurse in the State of Illinois-copy of certificate required; requires current CPR (BLS) certification-copy of certificate required.

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**Employees of the Department of Children and Family Services Receiving Bilingual Pay
March 31, 2020**

Incumbent	Title	Position Number	Language
Eva Camacho	Day Care Licen. Rep. II	11472-16-13-620-41-99	Spanish
Kimberly Godinez	Day Care Licen. Rep. II	11472-16-13-610-51-99	Spanish
Beatrice Cueva-Cano	Day Care Licen. Rep. II	11472-16-13-610-71-99	Spanish
Yvonne Figueroa	Day Care Licen. Rep. II	11472-16-13-610-31-99	Spanish
Isabel Rodriguez	Day Care Licen. Rep. II	11472-16-13-610-41-99	Spanish
Migdalia Soto	Day Care Licen. Rep. II	11472-16-13-610-61-99	Spanish
Laura Correa	Day Care Licen. Rep. II	11472-16-13-620-33-99	Spanish
Lizbeth Villagomez	Day Care Licen. Rep. II	11472-16-13-610-51-99	Spanish



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Working Position		WORKING TITLE (IF ANY)		20	88	2. POSITION NUMBER 11472-10-13-610-11-99	
Identified Position Day Care Licensing Rep II		4. BUREAU/DIVISION				0	018 Y R
3. AGENCY Working Position		Regulation and Monitoring					
Identified Position Children & Family Services		11. UNIT					
10. POSITION Working Position		Day Care				10-01-14	
Identified Position Licensing		15. BARGAINING/TERM CODE				<input type="checkbox"/> M001 ESTABLISH <input type="checkbox"/> M002 EXEMPT CODE CHANGE <input type="checkbox"/> M004 POSITION NUMBER CHANGE <input type="checkbox"/> M008 CLARIFY <input type="checkbox"/> M027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> M008 WORK COUNTY CHANGE <input type="checkbox"/> M001 AGENCY <input type="checkbox"/> M040 DOWNGRADE REALLOCATION <input type="checkbox"/> M008 LATERAL REALLOCATION <input type="checkbox"/> M008 UPWARD REALLOCATION	
14. WORK LOCATION Working Position		RC063			N		
Identified Position Chicago							
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
<p>Under supervision, performs responsible functions of the day care licensing program in accordance with agency policies and procedures; maintains responsibility for the licensing of specific day care centers and homes; conducts licensing studies of day care centers and homes to determine compliance with licensing standards; investigates reports of non-compliance and recommends appropriate licensing actions; translates and interprets, both orally and in writing, for Spanish speaking clients.</p>							
25%	1. Conducts initial licensing studies and re-licensing reviews of day care centers and homes, according to prescribed standards, to determine eligibility for licensing or re-licensing; conducts preliminary reviews of the files of day care centers and homes; conducts on-site inspection, reviewing and checking programs, facility records, staffing plans, equipment, and physical plant; conducts inspection conferences with facility officers; drives to various locations to conduct on-site reviews.						
20%	2. Initiates re-licensing activity (requesting necessary inspections, providing reapplication forms, etc.) prior to the expiration date of day care center and home licenses; provides on-site and other consultation as deemed necessary; makes appropriate licensing recommendations following completion of review.						
15%	3. Provides ongoing monitoring of assigned day care centers and homes, visiting each at least once per year and making additional visits as needed; monitors facility operations to ensure compliance with DCFS licensing standards.						
10%	4. Investigates alleged violations of the Illinois Child Care Act and Department standards and regulations as applied to licensed, unlicensed, and license-exempt facilities; prepares, summarizes, and presents licensing reports and investigative studies; develops documentation for enforcement action and makes recommendations for licensing action; maintains appropriate statistical records.						
10%	5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.						
5%	6. Coordinates services with other local, state, federal, and other agencies concerned with inspecting, licensing, funding, and operating day care centers, day care homes, or group day care homes.						
DIRECTOR OF CMC SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE		AGENCY HEAD SIGNATURE		DATE	
 David D. Smith 36 10/6/14		 Billie Haggren		 Billie Haggren		10-7-14	

16. (CONTINUED)

% OF TIME	
5%	7. Obtains fire and health clearances for day care facilities from the Department of Public Health and from state and local fire inspectors.
5%	8. Provides input into unit meetings; attends orientation meetings regarding licensing requirements, procedures, policies, etc.
5%	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.)

Public Service Administrator 37015-16-13-610-10-01	WORKING TITLE (IF ANY) Day Care Supervisor
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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 Incumbent or Funded Vacancies

19. SPECIALIZED KNOWLEDGE, SKILL, ABILITY, 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 a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance; requires ability to speak and write Spanish at a colloquial skill level.

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**Employees of the Department of Children and Family Services Receiving Bilingual Pay
March 31, 2020**

Incumbent	Title	Position Number	Language
Carlos Guerrero	Internal Security Inv.I	21731-16-26-120-10-99	Spanish
Maria Moreno	Technical Advisor II	45252-16-03-200-11-99	Spanish
Adriana Vera	Technical Advisor II	45252-16-03-200-11-99	Spanish
Carmen Medina	Technical Advisor III	45253-16-00-221-10-99	Spanish
Leticia Zavala	Technical Advisor II	45252-16-26-100-10-99	Spanish



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position Internal Security Investigator I		WORKING TITLE (IF ANY)		29	SS	2. POSITION NUMBER 21731-16-26-100-10-99			
3. AGENCY Existing Position Children & Family Services		4. BUREAU/DIVISION Office of the Inspector General			0	016	Y	R	
10. SECTION Existing Position Investigations		11. UNIT RC052			12. FUND/PROGRAM CODE		13. EFFECTIVE DATE 04-18-09		
14. WORK LOCATION Existing Position Cook County		15. BARGAINING/TERM CODES RC052		Full	<input type="checkbox"/> M0001 ESTABLISH <input type="checkbox"/> M0002 EXEMPT CODE CHANGE <input type="checkbox"/> M0024 POSITION NUMBER CHANGE <input type="checkbox"/> M0026 CLARIFY <input type="checkbox"/> M0007 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> M0008 WORK COUNTY CHANGE <input type="checkbox"/> M0001 AVOIDANCE <input type="checkbox"/> M0140 DOWNWARD REALLOCATION <input type="checkbox"/> M0150 LATERAL REALLOCATION <input type="checkbox"/> M0155 UPWARD REALLOCATION				
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
Under general supervision of the OIG Chief Legal Counsel, reviews and analyzes relevant records; performs responsible confidential interviews; conducts routine interviews of collateral sources; reviews documentation and assists in conducting investigations; translates and interprets, both orally and in writing, for Spanish speaking individuals concerning investigations, services, and proper completion of forms.									
20%	1. Coordinates impounds; conducts LEADS database checks; interprets data; retrieves supporting documentation and provides technical assistance to Department staff in analyzing background check information; conducts investigations in a manner to preserve evidence for possible criminal prosecution; analyzes evidence discovered under applicable federal and state statutes and rules to determine whether criminal prosecution, disciplinary, or licensure action is warranted.								
20%	2. Reviews and analyzes documentation by Department, private agency and external personnel (i.e., Quality Assurance, Licensing, private agencies, therapists, hospitals, and juvenile and criminal court transcripts).								
15%	3. Reviews and analyzes relevant records; performs responsible sensitive, confidential interviews; coordinates with police and other agencies; drives to field locations to conduct on-site interviews and investigations.								
15%	4. Examines and explores scenes and locations pertinent to investigations; photographs crime scenes, locations, and other items involved in investigations.								
10%	5. Conducts OIG investigations concerning Spanish speaking complainants, witnesses, or clients of the Department; translates and interprets, both orally and in writing, for Spanish speaking individuals concerning investigations, services, and the proper completion of forms.								
5%	6. Prepares comprehensive reports of findings and policy recommendations to the Chief Investigator for review; maintains a record of all cases assigned; maintains intake documentation.								
5%	7. Composes reports of all investigations, including factual findings and policy recommendations; applies knowledge of Cook County Juvenile Court database program in conducting OIG investigations; serves as OIG liaison to Cook County Juvenile Court personnel.								
DIRECTOR OF CMS SIGNATURE <i>James P. Saly</i> 05-18-09			SUPERVISOR SIGNATURE MAYOR OF PEERD-363 APR 30 2009			AGENCY HEAD SIGNATURE <i>Eric Mc...</i>		DATE 4-27-09	

TECHNICAL SERVICES

16. (CONTINUED)	
% OF TIME	
5%	8. Provides testimony in criminal and administrative hearings relating to investigations.
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Senior Public Service Administrator 40070-16-26-100-00-01 WORKING TITLE (IF ANY)
OIG Chief Legal Counsel

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 subordinates incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbent or Funded Vacancies

19. SPECIALIZED KNOWLEDGE, 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 two years of college, with coursework in law, government, liberal arts, history, or business or public administration, plus three years experience in law enforcement investigatory work or a related field; OR requires knowledge, skill, and mental development equivalent to completion of four years of college, with major coursework in law, government, liberal arts, history, or business or public administration, plus one year professional experience in law enforcement investigatory work or a related field; OR requires completion of the FBI's National Academy or comparable law enforcement schooling; requires ability to speak and write Spanish at a colloquial skill level; preferably requires knowledge, skill, and mental development equivalent to completion of four years of college, with major coursework in liberal arts, law enforcement, law, government, biology, public health, social services, social work, or business or public administration, plus one year professional experience in law enforcement investigatory work in a human services field; requires travel, an appropriate valid driver's license and access to an operating vehicle.



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		3. AGENCY	2. POSITION NUMBER	
Non-Exempt Position Technical Advisor II				Children & Family Services	45252-16-03-200-11-99	
3. AGENCY		4. BUREAU DIVISION		Existing Position	5. UNIT CODE	6. OFFICE CODE
Children & Family Services		Office of Legal Services		4d5	016	Y
10. SECTION Existing Position		11. UNIT		12. WORKATION CODE		13. EFFECTIVE DATE
Juvenile Court						10-16-10
14. WORK LOCATION Existing Position		15. BARGAINING/TERM CODE		<input type="checkbox"/> M4021 ESTABLISH <input type="checkbox"/> M4022 EXEMPT CODE CHANGE <input type="checkbox"/> M4024 POSITION NUMBER CHANGE <input type="checkbox"/> M4028 CLARIFY <input type="checkbox"/> M4027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> M4029 WORK COUNTY CHANGE <input type="checkbox"/> M4021 ABOLISH <input type="checkbox"/> M4149 DOWNWARD REALLOCATION <input type="checkbox"/> M4150 LATERAL REALLOCATION <input type="checkbox"/> M4151 UPWARD REALLOCATION		
Chicago		RC010		<input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> Y		

18. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
Under general supervision, serves as legal advisor for issues related to the Juvenile Court of Cook County; provides input into or conducts screenings to determine whether matters are legally sufficient to present to the court; provides legal advice and counsel; conducts legal training for DCFS and POS administrators, supervisors, and staff; utilizes Spanish speaking and writing skills in the performance of duties	
40%	1. As directed, represents the Department at all hearings on assigned calendar in the Juvenile Court of Cook County, including temporary custody, adjudication, disposition, permanency, status, progress, termination of parental rights, and motion hearings; utilizes Spanish-speaking and writing skills in oral and written communications; travels to various locations in the performance of duties
20%	2. As directed, participates in or conducts screenings to determine whether matters are legally sufficient to present to the court; when deficiencies are identified, informs the workers and supervisor of the deficiencies and recommends necessary corrective action
10%	3. Provides legal advice and counsel to workers, supervisors, and administrators as assigned by Assistant Chief.
5%	4. Provides input into the planning and development of training for staff on legal issues, conducts legal trainings for DCFS and POS administrators, supervisors, and staff
5%	5. As directed, makes periodic visits to assigned area office(s) to provide on site legal consultation to workers.
5%	6. Prepares memoranda on legal issues, reviews or drafts proposed legislation or policy documents and conducts research on legal issues.
5%	7. Maintains current working knowledge of relevant federal and state statutory and case law, state and federal regulations, and Department policy and procedures
5%	8. Maintains records of activities and actions taken on behalf of the Department and reports to supervisor regarding same.

DIRECTOR OF CMS SIGNATURE 	IMMEDIATE SUPERVISOR SIGNATURE OCT 27 2010	AGENCY HEAD SIGNATURE 	DATE 10-18-10
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TECHNICAL SERVICES

16 (CONTINUED)

% OF TIME

5%

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.)

Public Service Administrator 37015-16-03-200-10-01

WORKING TITLE (IF ANY)

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 Incumbent 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 graduation from a recognized law school; requires the possession of a valid license to practice law in Illinois; requires the ability to speak and write Spanish at a colloquial skill level; requires travel

2018 NOV 16 P 2 22

EMPLOYEE SERVICES
PERSONNEL
RECEIVED



**Illinois Department of
GENERAL MANAGEMENT SERVICES**

POSITION DESCRIPTION

1. POSITION TITLE Existing Position Technical Advisor III		WORKING TITLE (IF ANY) ILLINOIS SERVICES PERSONNEL RECEIVED		2. POSITION NUMBER 45253-16-24-200-10-99
3. AGENCY 2011 JUL 20 P 5889/AD DIVISION		26	SS	45253-16-68-200-10-99
4. DIVISION Children & Family Services		Guardian and Advocacy		
5. SECTION Administrative Hearings		Policy and Advocacy		
6. UNIT Administrative Hearings		4d5	016	Y R
7. WORK LOCATION Chicago		15. BARGAINING/TERM CODE RC010		16. EFFECTIVE DATE 04-18-12
8. % OF TIME		17. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS		<input type="checkbox"/> M001 ESTABLISH <input type="checkbox"/> M002 IDENTIFY CODE CHANGE <input type="checkbox"/> M003 POSITION NUMBER CHANGE <input type="checkbox"/> M004 CLARIFY <input type="checkbox"/> M007 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> M008 WORK COUNTY CHANGE <input type="checkbox"/> M021 ABOLISH <input type="checkbox"/> M040 DOWNWARD REALLOCATION <input type="checkbox"/> M050 LATERAL REALLOCATION <input type="checkbox"/> M051 UPWARD REALLOCATION

Under administrative direction of the Chief Administrative Law Judge, monitors the adjudication of complaints issued under the Illinois Department of Children and Family Services, from the date of issuance until completion of an order recommending final disposition thereof to the Director of the Department of Children and Family Services; guides appeal through pre-hearing phases; presides at administrative hearings throughout the state of Illinois; translates and interprets, both orally and in writing, for Spanish speaking clients.

- Composes formal written recommendations for the Director's action; reviews tapes and transcripts, documentary evidence, and post hearing briefs in order to prepare recommendations for the Director; prepares recommended orders and decisions, setting forth specific findings of fact, conclusions of law, and analysis of the relevant statutes, regulations, and court decisions; identifies issues on appeal and parties entitled to notice.
- Guides the appeal through pre-hearing phases; rules upon contested motions; convenes pre-hearing conferences in order to clarify issues and/or facilitate settlement; monitors the activities of the parties to ensure steady progress to hearing.
- Presides at formal administrative hearings convened throughout the state of Illinois; applies the Administrative Procedure Act, Children and Family Services Act, Child Care Act, Abused and Neglected Child Act, and related statutes and rules and regulations of the Department of Children and Family Services; applies the appropriate Rules of Evidence in passing on admissibility of evidence; supplements interrogation as needed to ensure a complete record; drives or travels to various locations in the performance of duties.
- Prepares complete administrative records in cases appealed to the Circuit Court on administrative review in accordance with the Illinois Administrative Procedure Act; prepares statistical and substantive reports on workflow and case status.
- Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
- Reviews on a regular basis developments in the relevant law, both state and federal, and conducts legal research into more

DIRECTOR OF CMS SIGNATURE <i>[Signature]</i>	IMMEDIATE SUPERVISOR SIGNATURE A-1125 2012 Tech Services	AGENCY HEAD SIGNATURE <i>[Signature]</i>	DATE 4-20-12
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16. (CONTINUED)	
% OF TIME	
6%	7. Provides input to the Chief Administrative Law Judge in formulating and reviewing rules and procedures pertaining to the Administrative Hearings Unit.
5%	8. 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 40070-16-65-200-00-01

WORKING TITLE (IF ANY)
Chief Administrative Law Judge

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 Incumbent or Funded Vacancies

19. SPECIALIZED KNOWLEDGE, 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 "AS SPECIFICATED" CAN NO LONGER BE USED.

Requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois; requires two years professional experience in the practice of law; preferably requires five years professional experience in the practice of law; requires possession of a valid driver's license and ability to travel; requires ability to speak and write Spanish at a colloquial skill level; requires thorough knowledge of common law and of state and federal laws, particularly relating to administrative and regulatory functions; requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings, and trials procedures; requires extensive knowledge in the field of law with which primarily concerned; requires ability to plan, lay out, and review work relating to complicated legal problems; requires ability to maintain satisfactory working relationships with superiors, other attorneys, employees, and the general public; requires litigation skills; requires skill and ability in analyzing, appraising, and organizing facts, evidence, and precedents concerned in difficult and complex cases and in presenting such material in clear and logical form for oral or written presentation, as briefs, orders, reports, or decisions; requires ability to exercise sound judgment in appraising and evaluating problems of a procedural nature.

Illinois Department of
DCFS
 Children & Family Services

JB Pritzker
 Governor

Marc D. Smith
 Acting Director

**Employees of the Department of Children and Family Services Receiving Bilingual Pay
 March 31, 2020**

Incumbent	Title	Position Number	Language
Selene Ocampo	Office Associate	30015-16-03-212-01-29	Spanish
Rocio Ibarra	Office Associate	30015-16-33-400-51-29	Spanish
Juan Calvillo	Office Associate	30015-16-48-830-21-29	Spanish
Rosemarie Cruz	Office Associate	30015-16-47-230-05-29	Spanish
Veronica Orozco	Office Associate	30015-16-48-200-61-29	Spanish
Veronica Betancourt	Office Associate	30015-16-47-000-06-29	Spanish
Kevin Montes De Oca	Office Associate	30015-16-89-120-11-29	Spanish
Amalia Melendez	Office Associate	30015-16-13-720-21-29	Spanish
Lorena Hernandez	Office Assistant	30010-16-00-200-11-29	Spanish
Maria Alicea	Office Coordinator	30025-16-03-210-11-29	Spanish
Rosa Molina-Lassalle	Office Coordinator	30025-16-48-100-01-29	Spanish
Eva Rebeles	Office Coordinator	30025-16-49-200-01-29	Spanish
Vanessa Flores	Office Associate	30015-16-48-920-01-29	Spanish
Aracely Tirado	Office Associate	30015-16-13-720-21-29	Spanish



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		29	852	2. POSITION NUMBER 30015-16-33-400-01-28				
3. AGENCY Existing Position		4. BUREAU/DIVISION				0	045	Y	R	
5. FUNCTION Existing Position		6. REGION				13. TRANSFER CODE		14. EFFECTIVE DATE		
7. DIVISION Existing Position		8. REGION						09-16-13		
9. SECTION Existing Position		10. UNIT								
11. WORK LOCATION Existing Position		12. BARGAINING/TERM CODE								
13. WORK LOCATION Existing Position		14. BARGAINING/TERM CODE								
15. WORK LOCATION Existing Position		16. BARGAINING/TERM CODE								
17. WORK LOCATION Existing Position		18. BARGAINING/TERM CODE								
18. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS										

- M0001 ESTABLISH
- M0002 EXEMPT CODE CHANGE
- M0003 POSITION NUMBER CHANGE
- M0004 CLARIFY
- M0007 ADDITIONAL CIRCULAR CHANGE
- M0008 WORK COUNTY CHANGE
- M0009 ABOLISH
- M0140 DOWNWARD REALLOCATION
- M0141 LATERAL REALLOCATION
- M0142 UPWARD REALLOCATION

Under direction, performs a variety of complex, specialized clerical support services for the regional office, including typing, providing phone coverage, and other office support functions; translates and interprets, both orally and in writing, for Spanish speaking clients.

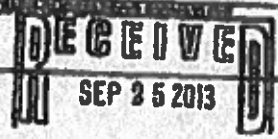
- 25%
- 25%
- 25%
- 10%
- 10%
- 5%

1. Performs complex clerical services for the Regional Administrator and professional staff; prepares and types documents, forms, memoranda and letters, including legal, medical and psychological terminology; types labels for outgoing mail to field offices and central office locations; maintains responsibility for all incoming and outgoing mail for the regional office; keeps mail folders up to date and in good condition; date stamps and distributes incoming mail; affixes proper postage and sorts outgoing mail according to established procedures; maintains record of postage used on meter and monitors to ensure security measures are in place for the office postage meter; exercises independent judgment and a command of legal, medical and social terminology to review documents such as social histories, court reports and correspondence to proof for appropriate use of terms and accuracy of information.
2. Answers all incoming calls and screens callers to determine nature of request, many of which may be hostile; interviews caller to gather needed information to assess situation; transfers all calls to appropriate persons; announces callers and takes accurate messages when appropriate; maintains telephone extension listings up to date for all staff in the regional office and distributes said information to staff in the office.
3. Greets visitors and directs walk-ins to appropriate offices and resources; provides non-technical information and assistance in person and by phone to representatives of other agencies, clients, general public and others; maintains conference room calendar and schedules meetings for staff.
4. Orders and distributes forms from Central Stores; sorts and routes printouts to office locations; sorts and routes Action Transmittals and Policy Guide controls.
5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DIRECTOR OF CMS SIGNATURE
[Signature]

AGENCY HEAD SIGNATURE
[Signature]

DATE
9-15-13



16. (CONTINUED)

% OF TIME

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 40070-16-39-400-00-01

WORKING TITLE (IF ANY)

Area Administrator

18. CHECK THE APPROPRIATE BOX IF THE 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 Incumbent or Funded Vacancies

19. SPECIALIZED KNOWLEDGE, 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 of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology; requires ability to speak and write Spanish at a colloquial skill level.



Illinois Department of
CENTRAL MANAGEMENT SERVICES

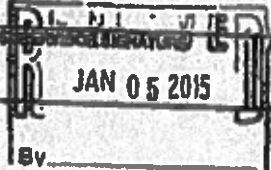
POSITION DESCRIPTION

1. POSITION TITLE Existing Position	WORKING TITLE (if any)	Agency Code	Agency Sub-Code	2. POSITION NUMBER
Non-Existent Position Office Assistant		2B	SS2	30010-18-18-000-43-29
3. AGENCY	4. BUREAU/DIVISION	30010-18-18-100-11-29		
Existing Position		Agency Code	Agency Sub-Code	Agency Code
Non-Existent Position Children & Family Services	Bureau of Operations	0	016	N R
10. SECTION	11. UNIT	12. TRANSACTION CODE		
Existing Position		13. EFFECTIVE DATE		
Non-Existent Position Child Protection		12-18-14		
14. WORK LOCATION	15. BARGAINING/TERM CODE	Post Group	<input type="checkbox"/> M021 ESTABLISH <input type="checkbox"/> M022 EXEMPT CODE CHANGE <input type="checkbox"/> M024 POSITION NUMBER CHANGE <input type="checkbox"/> M025 CLARIFY <input type="checkbox"/> M027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> M028 WORK COUNTY CHANGE <input type="checkbox"/> M031 ABOLISH <input type="checkbox"/> M019 DOWNWARD REALLOCATION <input type="checkbox"/> M018 LATERAL REALLOCATION <input type="checkbox"/> M015 UPWARD REALLOCATION	
Existing Position				
Non-Existent Position Chicago	RC014	N		
16. % OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS			

Under general supervision of the Local Central Index Unit Supervisor, performs a variety of complex, specialized clerical support services involving receptionist duties, typing, and general office support functions; translates and interprets, both orally and in writing, for Spanish speaking clients.

- 30% 1. Serves as receptionist for the office; answers all incoming calls and screens callers to determine nature of request, many of which may be hostile; interviews caller to gather needed information to assess situation; transfers all calls to appropriate persons; announces callers, takes accurate messages when appropriate; maintains up to date telephone extension listings for office staff and distributes said information.
- 25% 2. Types documents, forms, memoranda, and letters; proofs use of forms and accuracy of information; types labels for outgoing mail to field office and central office locations; maintains responsibility for all incoming and outgoing mail; maintains mail folders to ensure they are up to date and in good condition; date stamps and distributes incoming mail; affixes proper postage and sorts outgoing mail according to established procedures; maintains record of postage used on meter and monitors to ensure security measures are in place for the office postage meter.
- 20% 3. Greets visitors and directs walk-ins to appropriate offices and resources; provides non-technical information and assistance in person and by phone to representatives of other agencies, clients, general public, and others; maintains conference room calendar and schedules meetings for staff.
- 10% 4. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
- 10% 5. Establishes and maintains filing systems; copies, alphabetizes, and files materials; types control cards for various ticker systems.
- 5% 6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

COPIES OF THIS REPORT <i>Senora McKee</i> <i>Mark H. Best</i> 35 1/7/15	AGENCY HEAD SIGNATURE <i>Bobbie Grayson</i>	DATE 12-30-14
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16. (CONTINUED)

% OF TIME

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.)

Executive I 13851-16-18-100-10-01

WORKING TITLE (IF ANY)

Local Control Index Unit Supervisor

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 subordinates incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbent or Funded Vacancies

19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSES 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 LICENSE 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 one year of related office experience; requires ability to type accurately at 35 wpm; requires ability to speak and write Spanish at a colloquial skill level.



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		Agency Code	Position Category	2. POSITION NUMBER				
Non-Exempt Position Office Coordinator				29	SS2	30025-18-49-120-05-29				
3. AGENCY		4. BUREAU/DIVISION			LCYR CODE	LCYR COUNTY	AREA	BASED	LCYR DIST	
Existing Position										
Non-Exempt Position Children & Family Services		Cook South Region			0	018	N	R		
10. SECTION		11. UNIT			12. POSITION CODE			13. EFFECTIVE DATE		
Existing Position								10-18-12		
Non-Exempt Position Operations								* 1-16-13		
14. WORK LOCATION		15. BARGAINING/TERM CODE		Plan Exempt		<input type="checkbox"/> 154521 ESTABLISH <input type="checkbox"/> 154522 EXEMPT CODE CHANGE <input type="checkbox"/> 154523 POSITION NUMBER CHANGE <input type="checkbox"/> 154524 CLASSIFY <input type="checkbox"/> 154527 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> 154528 WORK COUNTY CHANGE <input type="checkbox"/> 154531 ABOLISH <input type="checkbox"/> 154540 FORWARD REALLOCATION <input type="checkbox"/> 154541 LATERAL REALLOCATION <input type="checkbox"/> 154542 REVERSE REALLOCATION				
Existing Position Harvey		RC014		N						
16. % OF TIME		18. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
		Under direction of the Area Administrator, performs technical, administrative secretarial and office support functions; prepares and types confidential correspondence; gathers information as requested by administrative and supervisory staff; completes monthly reports; provides general information and assistance to office inquiries; abstracts information and supportive data; translates and interprets, both orally and in writing, for Spanish speaking clients.								
20%		1. Performs administrative secretarial and office support functions, including confidential matters; gathers, analyzes, and interprets data from various sources; conducts special projects and studies utilizing various data; makes independent decisions requiring knowledge of rules and interpretations of management policies concerning various programs; responds to inquiries requiring general knowledge of program operations; takes actions authorized during the supervisor's absence; uses initiative and judgment to ensure that matters requiring attention are referred to delegated authority or handled in a manner so as to minimize the effect of the supervisor's absence; abstracts information and supporting data in preparation for meetings, work projects, and reports.								
20%		2. Prepares and types a variety of confidential correspondence for administration to agency staff, clients, professionals, and community agencies outside the Department for purposes of information and clarification of DCFB rules and procedures; prepares and types various forms, charts, team statistics, and questionnaires, exercising judgment in conducting involved searches by accessing various sources of information; organizes and maintains filing systems, memos, correspondence, budget materials, confidential files, rules and procedures manual, and other office flow procedures.								
10%		3. Schedules appointments for administrative staff with supervisory staff; receives and assists visitors and telephone callers and, exercising judgment, refers them to appropriate persons as circumstances warrant.								
10%		4. Arranges and submits business itineraries; coordinates administrative travel requirements; processes travel vouchers on a monthly basis; calculates and ensures accuracy and submits time sheets for the administrative staff weekly.								
10%		5. Receives, sorts, and reads incoming mail for administrator, making notations if needed; attaches appropriate documents to facilitate necessary actions; determines routing and signature required.								
DIRECTOR OF CMS SIGNATURE		BUREAU HEAD SIGNATURE			AGENCY HEAD SIGNATURE			DATE		
<i>[Signature]</i>		<i>[Signature]</i>			<i>[Signature]</i>			8-29-12		
DEC 24 2012										

16. (CONTINUED)

%	OF TIME
10%	6. Functions in the absence of other administrator's secretary; distributes denials and subpoenas to appropriate staff; manages CANTS denials by logging in case information before returning incomplete or miscoded forms to supervisory staff and logs additional information after received back from supervisor; manages subpoena log of court appearances of when workers are to report to court; determines whether subpoenas were received in a timely manner; retrieves data from CANTS/CYCIS computer systems to track workers and perform other office functions.
10%	7. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	8. Prepares personnel transaction forms for all staff; types evaluations for MC staff; serves as liaison to Office of Employee Services to accept and distribute documents and requested information from personnel office.
5%	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 preferences for the incumbent of this position.)

Senior Public Service Administrator 40070-16-49-200-00-01

WORKING TITLE (IF ANY)
Area 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 Incumbent or Funded Vacancies

19. SPECIALIZED KNOWLEDGE, 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 "SAMS AS SPECIFICATION" CAN NO LONGER BE USED.

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires the ability to type accurately at 30 wpm; requires ability to speak and write Spanish at a colloquial skill level.

Illinois Department of
DCFS
 Children & Family Services

JB Pritzker
 Governor

Marc D. Smith
 Acting Director

**Employees of the Department of Children and Family Services Receiving Bilingual Pay
 March 31, 2020**

Incumbent	Title	Position Number	Language
Rosalva Acevedo	Public Service Admini. H	37015-16-48-200-80-99	Spanish
Victor Aranda	Public Service Admini. H	37015-16-13-720-20-99	Spanish
Hector Aviles	Public Service Admini. H	37015-16-15-000-01-99	Spanish
Jose J. Lopez	Public Service Admini. G	37015-16-05-200-00-99	Spanish
Lourdes Colon	Public Service Admini. H	37015-16-05-000-20-99	Spanish
Deborah Folga	Public Service Admini. H	37015-16-48-100-30-99	Spanish
Jose Garcia	Public Service Admini. H	37015-16-15-210-31-99	Spanish
Cecilio Perez	Public Service Admini. H	37015-16-18-422-90-99	Spanish
Liliana Romero	Public Service Admini. H	37015-16-15-250-47-99	Spanish
Marco Leonardo	Public Service Admini. H	37015-16-47-910-30-99	Spanish
Evelyn Martinez	Public Service Admini. H	37015-16-15-210-31-99	Spanish
Susan Mellema	Public Service Admini. H	37015-16-15-248-10-99	Spanish
David Martin	Public Service Admini. H	37015-16-47-250-47-99	Spanish
Isabel Tobias	Public Service Admini. H	37015-16-47-920-40-99	Spanish
Gloria Navarro	Public Service Admini. H	37015-16-15-233-20-99	Spanish
Jeanette Camarillo	Public Service Admini. H	37015-16-47-810-20-99	Spanish
Luis Carrion	Public Service Admini. H	37015-16-22-100-10-99	Spanish
Clara Yanes	Public Service Admini. H	37015-16-33-700-80-99	Spanish
Theresa Reyes	Public Service Admin. H	37015-16-33-600-10-99	Spanish
Deborah Lopez	Public Service Admin. G	37015-16-28-200-00-99	Spanish
Yanira Sanchez	Public Service Admin. H	37015-16-67-340-60-99	Spanish



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKERS TITLE (IF ANY)	STEP	GRADE	2. POSITION NUMBER				
Public Service Administrator		Investigations Team Supervisor	29	SS6	37016-16-31-100-60-89				
3. AGENCY Existing Position		4. BUREAU/DIVISION			CLASS CODE	EXEMPT STATUS	TRAVEL	STATUS	EXPIRES
Children and Family Services		Northern Region			0	101	N	R	
13. SECTION Existing Position		11. UNIT			12. WORK CODE		13. EFFECTIVE DATE		
Operations		Child Protection/Investigations					12-16-14		
14. WORK LOCATION Existing Position		15. BARGAINING/TERM CODE		Rate	<input type="checkbox"/> M001 ESTABLISH <input type="checkbox"/> M002 EXEMPT CODE CHANGE <input type="checkbox"/> M004 POSITION NUMBER CHANGE <input type="checkbox"/> M005 CLARIFY <input type="checkbox"/> M007 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> M008 WORK QUANTITY CHANGE <input type="checkbox"/> M009 ACQUISITION <input type="checkbox"/> M010 DOWNWARD REALLOCATION <input type="checkbox"/> M011 LATERAL REALLOCATION <input type="checkbox"/> M012 UPWARD REALLOCATION				
Rockford		RC083		N					
% OF TIME		16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							

Under administrative direction of the Area Administrator, serves as working supervisor, planning, supervising, reviewing, and coordinating the activities of a team of professional investigators engaged in conducting child abuse/neglect investigations; directs the child protection program within the existing framework of statutes and policies of the Agency; serves as liaison with other disciplines, agencies, and community resources; establishes performance goals and objectives to ensure compliance with statewide performance objectives; refers instances requiring potential disciplinary action to Area Administrator; translates and interprets, both orally and in writing, for Spanish speaking clients.

20%

1. Plans, supervises, reviews, and coordinates the activities of a team of professional investigators engaged in conducting child abuse/neglect investigations; provides necessary technical direction and guidance on child abuse/neglect investigations; meets weekly with staff to discuss specific reports; monitors progress in meeting procedural timeframes; establishes and implements a system for ensuring clinical staffing of reports; explains, monitors, and enforces compliance with the provisions of all applicable state or federal laws and Department rules and procedures; develops, implements, and enforces team specific operational procedures; makes critical decisions on case related activities; provides after hours supervisory coverage; drives to various locations throughout the state to attend meetings and conferences.

20%

2. Serves as working supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; refers instances requiring potential disciplinary action to Area Administrator; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves/disapproves time off requests; prepares and signs performance evaluations.

15%

3. Establishes and implements a team-based program of staff development and training for subordinate staff; monitors to ensure staff attend Department sponsored training sessions; conducts an annual assessment of the training needs of subordinate staff, both on an individual and collective basis; evaluates group and individual effectiveness, independently acting to improve both; devises and implements revised methods and procedures for appropriate case control; provides input to management in use of volunteers, and other resources available to the team; arranges and conducts orientation and training programs for staff development; teaches social work principles, work methods, and procedures; provides on-the-job learning experience for staff.

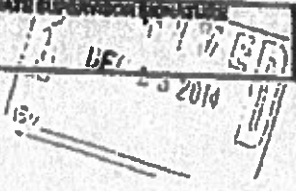
DIRECTOR OF CASE SERVICES
Sharon McNeil

IMMEDIATE SUPERVISOR SIGNATURE
[Signature]

AGENCY HEAD SIGNATURE
[Signature]

DATE
12-16-14

Sharon A. Hunt 12/16/14



16. (CONTINUED)	
% OF TIME	
10%	4. Establishes and maintains effective linkages with community organizations, including hospitals, law enforcement, schools, and social service agencies, to enhance child welfare and protective services through operational partnerships; maintains regular communication with Department stakeholders; verifies that investigative staff are aware of community providers and how to access provider services for clients; manages and supervises the process of referral of cases to specialty areas such as Norman, child welfare nurse specialists, educational liaison, etc.
10%	5. Explains and enforces agency policies, procedures, state and area statutes, and requirements; reviews recommended and/or newly enacted policies and procedures, providing input and discussing effects of such action with Administrators; monitors to ensure team is functioning as a Local Quality Improvement (LQI) team and that a Local Quality Unit (LQU) binder including minutes, action plans, agendas, etc. is maintained; monitors to ensure that the team participates fully in all Regional Quality Council requirements; monitors to ensure staff organization and arrangement of all case files in AP5 order; monitors to ensure case confidentiality.
10%	6. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	7. Serves as liaison with permanency staff to coordinate and facilitate efficient and effective case handoff and client services; coordinates general field service and work efforts among child protection and placement staff, including joint staff efforts, physical plant issues, space for staff, personnel issues, telecommunications, equipment, etc.
5%	8. Provides input into quality assurance activities; reviews various reports on quality assurance and other issues and makes recommendations to administrative staff; provides ongoing operational reports to management upon request.
5%	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 SUPERVISION (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 40070-16-31-100-00-02	WORKING TITLE (IF ANY) Area Administrator
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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 Incumbent or Funded Vacancies
Child Protection Advanced Specialist	07161-16-31-100-01-01	1
Child Protection Advanced Specialist	07161-16-31-100-01-02	1
Child Protection Specialist	07163-16-31-100-01-01	1
Child Protection Specialist	07163-16-31-100-01-02	1

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

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires a valid driver's license; requires ability to speak and write Spanish at a colloquial skill level.

Illinois Department of
DCFS
Children & Family Services

JB Pritzker
Governor

Marc D. Smith
Acting Director

**Employees of the Department of Children and Family Services Receiving Bilingual Pay
March 31, 2020**

Incumbent	Title	Position Number	Language
Martha Babbington	Social.Ser. Prg.Planner IV	41313-16-64-300-22-99	Spanish
Vanessa Castro	Social.Ser. Prg.Planner IV	41313-16-22-300-05-98	Spanish
Darlene Feliciano	Social.Ser. Prg.Planner IV	41314-16-10-200-05-99	Spanish
Sara Franco	Social.Ser. Prg.Planner IV	41314-16-65-320-10-99	Spanish
Rhonda Chavez	Social.Ser. Prg.Planner IV	41314-16-65-320-10-99	Spanish
Maria Hernandez	Social.Ser. Prg.Planner IV	41314-16-48-400-61-99	Spanish
Carlos Wong	Social Ser. Prg. Planner IV	41314-16-67-310-41-99	Spanish



Illinois Department of
GENERAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		20	89	2. POSITION NUMBER					
41313-16-64-350-05-99						41313-16-64-300-22-99					
3. AGENCY Existing Position		4. BUREAU/DIVISION				0	016	Y	R		
4. BUREAU/DIVISION		Procurement and Contracts									
5. SECTION Existing Position		11. UNIT				12. TRANSACTION CODE		13. EFFECTIVE DATE			
Office of Contract Administration								10-01-13			
14. WORK LOCATION Existing Position		15. BARGAINING/TERM CODE			RC062	16. PLAN GROUP		N			
Chicago		RC062				N		<input type="checkbox"/> M0021 ESTABLISH <input type="checkbox"/> M0022 DEDUCT CODE CHANGE <input type="checkbox"/> M0024 POSITION NUMBER CHANGE <input type="checkbox"/> M0026 CLARIFY <input type="checkbox"/> M0027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> M0028 WORK COUNTY CHANGE <input type="checkbox"/> M0031 ABOLISH <input type="checkbox"/> M0146 DOWNWARD REALLOCATION <input type="checkbox"/> M0189 LATERAL REALLOCATION <input type="checkbox"/> M0238 UPWARD REALLOCATION			
17. % OF TIME		18. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
		Under general direction, coordinates, plans, interprets, and monitors purchase of service contracts within the specified assigned region, including child day care programs for Department client children, foster children, and other children/families; recommends and reviews methods, policies, and procedures utilized in the operation of the Regional Contract Unit; translates and interprets, both orally and in writing, for Spanish speaking clients.									
30%		1. Coordinates, plans, negotiates, interprets, and monitors purchase of service contracts in accordance with Department policy within the assigned region, including child day care programs for Department client children, foster children, and other children/families; collaborates with Department staff in the development of program plans for integration in purchase of service contracts and monitoring; provides technical assistance and clarification of rules, policies and procedures to vendors/providers, Department staff, and others to assist them in adhering to the terms of the contract; recommends and reviews methods, policies, and procedures to prevent program overlap and duplication, to ensure adequacy of program coverage, and to promote efficient utilization of resources and services in the best interest of the Department; drives to various locations in the performance of duties.									
20%		2. Conducts monitoring reviews of assigned vendors/providers to ensure compliance to contract and program plan; reviews billing summaries to ensure that vendors/providers are complying with terms of contract, including services provided, number and appropriateness of clients served, propriety of service, and contracted amounts; notifies Regional Contracts Administrator, Department regional staff and vendors of discrepancies; monitors requests for exceptions to contract program plan for additional services and/or funding and recommends approval/denial to Regional Contracts Administrator.									
20%		3. Through the use of Department systems, prepares written reports of reviews conducted and performs necessary data entry functions in Contracts database related to on-going evaluation and tracking of compliance and expenditures; manages appropriation accounts for assigned contracts; prepares reports as assigned.									
10%		4. Enters and maintains complex information systems and systems of data collection to ensure that vendor/provider contractual quarterly reports, annual audits, and narrative reports are submitted to the region within timeframes indicated in the program plan; contacts and corresponds with vendors/providers regarding delinquent, incomplete, and inaccurate reports and responses to corrective action plans.									
DIRECTOR OF CMB SIGNATURE		MANAGER SIGNATURE		AGENCY HEAD SIGNATURE		DATE					
<i>Sing McNeil</i>		<i>[Signature]</i>		<i>[Signature]</i>		9-30-13					
CMB-EN (Rev. 10/14) 5-10-09		10/2/11		RECEIVED		OCT 01 2013					

16. (CONTINUED)	
% OF TIME	
10%	5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	6. Completes abstracts for all contracts and amendments for the assigned region as needed; enters data for regional spending plan and annual projections of funding needed; monitors to ensure adherence to funding and/or funding deficits.
5%	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 37015-16-64-300-20-01	WORKING TITLE (IF ANY) Contracts Administrator-Cook County
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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 Incumbent or Funded Vacancies

19. SPECIALIZED KNOWLEDGE, SKILL, 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, supplemented by related master's degree; requires one year of progressively responsible professional experience in community organization, social service work, or in program planning and development; requires thorough knowledge of the program objectives of agencies developing social policy and the structure, organization, and methods of social welfare institutions; requires technical ability to analyze and evaluate programs and procedures; requires ability to use computer and software on a daily basis; requires possession of a valid driver's license and ability to travel; requires ability to speak and write Spanish at a colloquial skill level.



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (P/ANY)		2. POSITION NUMBER
Professional Position Social Service Program Planner IV		Recruitment and Resource Specialist		41314-16-31-000-21-02
3. AGENCY		4. BUREAU/DIVISION		41314-16-31-000-21-89
Existing Position		Northern Region		0 101 Y R
Professional Position Children and Family Services		11. UNIT		12. TRANSFER CODE
13. SECTION Existing Position		Recruitment and Resources		13. EFFECTIVE DATE 03-01-13
Professional Position Operations		18. BARGAINING/TERM CODE		<input type="checkbox"/> M001 ESTABLISH <input type="checkbox"/> M002 EXEMPT CODE CHANGE <input type="checkbox"/> M003 POSITION NUMBER CHANGE <input type="checkbox"/> M004 CLARIFY <input type="checkbox"/> M007 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> M008 WORK COUNTY CHANGE <input type="checkbox"/> M009 ABUSE <input type="checkbox"/> M014 DOWNWARD REALLOCATION <input type="checkbox"/> M015 LATERAL REALLOCATION <input type="checkbox"/> M016 UPWARD REALLOCATION
14. WORK LOCATION Existing Position		RC092		N
Professional Position Rockford				
15. CP TIME		16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS		
20%		<p>Subject to management approval, coordinates, monitors, and develops the foster care recruitment program for an assigned area, working to ensure the effective implementation of a locally focused, targeted foster home recruitment plan; conducts community presentations to facilitate foster care recruitment; provides information and support to interested families in the foster care licensing process; conducts needs assessments on an ongoing basis; develops a localized resource plan to address identified needs; provides professional assistance to casework staff regarding specialized, problematic service need cases; translates and interprets, both orally and in writing, for Spanish speaking clients.</p>		
18%		<p>1. Coordinates, monitors, and develops the foster care recruitment program for an assigned area, working to ensure the effective implementation of a locally focused, targeted foster home recruitment plan; works to facilitate achievement of Departmental foster care goals within an assigned region; drives or travels to various locations to host, attend, and/or conduct community presentations to recruit foster families; explains and represents DCFS philosophy, policies, etc. to potential foster families and other appropriate individuals and entities; develops new, creative recruitment approaches to target families who would not have otherwise been targeted through typical foster family recruitment efforts.</p>		
15%		<p>2. Provides professional support and strengthens Department relationships with foster parents; provides assistance to foster parents in resolving licensing compliance issues and works to facilitate the foster care licensing process for interested families.</p>		
		<p>3. Develops and implements a localized plan to identify resource needs; provides outreach to local community stakeholders, as well as permanency and licensing staff to develop recruitment strategies that will facilitate the expansion of resources needed to better serve children and families in the foster care process; provides relevant and culturally sensitive information to community members to generate continued interest in the foster care program; develops literacy appropriate recruitment materials and works to ensure wide distribution.</p>		
DIRECTOR OF CMS SIGNATURE DATE 3-1-13		SUPERVISOR SIGNATURE DATE 3-1-13		AGENCY HEAD SIGNATURE DATE 3-1-13

15. (CONTINUED)

%	DUTY DESCRIPTION
10%	4. In conjunction with the Office of Contract Administration, develops contracts for unmet service needs.
10%	5. Provides professional assistance and resource development support to casework staff with specialized, problematic service need cases; conducts annual needs assessments in assigned areas of the region to determine unmet service needs.
10%	6. Provides and maintains reports and analyzes data with respective workers, supervisors, and administrators to facilitate an understanding and awareness of foster parent recruitment and resource needs in order to effectively develop recruitment plans and address placement and service needs; prepares and maintains necessary documentation/statistics and records documentation of activities on a monthly basis or as needed.
10%	7. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	8. Serves as liaison with the Division of Quality Assurance and Monitoring regarding foster parent recruitment and resource needs; develops and maintains a high level of knowledge regarding foster program data analysis and its application to program improvement on a regional and statewide level.
5%	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.)

Public Service Administrator 37015-16-33-000-20-01	WORKING TITLE (IF ANY) Recruitment and Resource Team Supervisor
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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 Incumbent or Funded Vacancies

19. SPECIALIZED KNOWLEDGE, 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, supplemented by a related master's degree; requires two years of progressively responsible professional experience in community organization, social service work, or in program planning and development; requires possession of a valid driver's license and ability to travel; requires ability to speak and write Spanish at a colloquial skill level.