

State Services Assurance Act Annual Report

April 1, 2021

Annual Report on the staffing level of bilingual on-board frontline employees within the Illinois Department of Central Management Services.

In accordance with 5 ILCS 382/3-1 *et seq.*, the Illinois Department of Central Management Services submits the following report to the Illinois General Assembly on or before April 1, 2021.

Janel L. Forde
Director



April 1, 2021

To the Honorable Members of the General Assembly:

Subject: State Services Assurance Act

Pursuant to the State Services Assurance Act, 5 ILCS 382/3-1 *et seq.*, enclosed please find the Department of Central Management Services' (CMS) Annual Report. As required by law, the Annual Report contains the staffing level from the previous month of frontline State employees in certain bargaining units represented by AFSCME, including but not limited to each employee's name, job title, job description, and languages spoken.

CMS strives to ensure that all Illinois residents can fully access State of Illinois services, many of which are vital for health, welfare, safety, and quality of life. Bilingual employees are essential to ensure a fully representative, responsive, and effective State government.

Sincerely,

A handwritten signature in black ink that reads "Janel Forde".

Janel L. Forde
Director



Executive Summary

The State Services Assurance Act recognizes that State government delivers many services to all Illinois residents. The Act notes that State services are used by many Illinois residents who do not speak the English language fluently. As such, the Act recognizes a need for bilingual State employees and “ensures the hiring and retention of additional bilingual frontline staff in State agencies where public services are most used.”

The Act requires that on or before April 1 of each year, “each executive branch agency, board, and commission shall prepare and submit a report to the General Assembly on the staffing level of bilingual employees. The report shall provide data from the previous month, including but not limited to each employees name, job title, job description, and languages spoken.”

As of February 28, 2021, the Illinois Department of Central Management Services (CMS) had four bilingual on-board frontline staff. The four staff members speak Spanish. Two staff members are employed in Administrative Assistant 1 positions. One staff member is employed as a Public Service Administrator and one staff member is a Human Resource Specialist.



State Services Assurance Act: Annual Report

The [State Services Assurance Act](#)¹ requires each executive branch agency to submit a report to the Illinois General Assembly on or before April 1st every year on the staffing level of bilingual on-board frontline staff in the RC 6, RC 9, RC 10, RC 14, RC 28, RC 42, RC 62, RC 63, and CU 500 bargaining units in titles represented by AFSCME as of June 1, 2007.² “On-board frontline staff” means frontline staff in paid status.³

The State Services Assurance Act Annual Report must contain each employee’s name, job title, job description, and languages spoken as of the previous month.⁴

The chart below identifies bilingual on-board frontline staff employed by the Department of Central Management Services as of February 28, 2021 by name, job title, and languages spoken.

Central Management Services					
Bilingual On-Board Frontline Staff (as of February 28, 2021)					
Employee Name	Job Title	Position Number	Bargaining Unit	Languages Spoken	Job Description
Garcia, Dina	Admin Assistant 1	00501-37-04-000-31-02	RC-28	Spanish	Appendix A
Gutierrez, Carlos	Public Service Adm	37015-37-04-000-30-01	GB-63	Spanish	Appendix B
Magaña, Mayra	Human Resources Spec	19693-37-00-010-02-01	RC-62	Spanish	Appendix C
Ponce, Marina	Admin Assistant 1	00501-37-04-000-31-02	RC-28	Spanish	Appendix D

¹ [State Services Assurance Act](#), 5 ILCS 382/3-1 *et seq.*

² [Id.](#), at §§3-5, 3-10.

³ [Id.](#), at §3-5.

⁴ [Id.](#)



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	SS	00501-37-04-000-31-02			
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AJI AUTH	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position		Business Enterprise Program			0	016	Y		
10. SECTION		11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE	
Existing Position								07/16/18	
New/Revised Position									
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input 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				
Existing Position									
New/Revised Position		Cook County		RC028					
% 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, Joan agreements, proof of ownership and sources of funds used to invest in die 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>J. M. [Signature]</i>						<i>J. M. [Signature]</i>		8/11/18	

Spencer Mayo 11-27-18

By Kevin [Signature]

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
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, 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. Per Executive Order 2018-07, requires engagement with Business Enterprise Program (BEP) contractors and subcontractors and support for the goals of the BEP program and the Fair Contracting Task Force. 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		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position					00501-37-04-000-03-01				
New/Revised Position			29	SS	00501-37-04-000-31-02				
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position		Business Enterprise Program			0	016	Y		
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							11/01/12		
New/Revised Position							<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		15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position				Y					
New/Revised Position		RC028		N					
Cook County									
% 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>Mark Magallon</i>			<i>Malcolm Weems</i>			11/5/12	
CMS-104 (Rev. 10/94) IL 401-0794		NOV 21 2012			<i>M.B. Bluestein</i>				

By

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		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position									
New/Revised Position			29	SS	00501-37-04-000-03-01				
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position		Business Enterprise Program			0	016	Y		
10. SECTION		11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE	
Existing Position								12/01/10 1-1-10	
New/Revised Position									
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER 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				
Existing Position				Y					
New/Revised Position		RC028		Y					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>Under general direction of the Deputy Director 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 Deputy Director 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 visits throughout the State at various off-site locations in performance of these duties.</p>								
25%	<p>1. Analyzes vendor application files, including full certification, and 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 Deputy Director. Conducts site visits throughout the State at various off-site locations in performance of these duties.</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 Deputy Director with organizing goals and objectives for the program and in conducting research studies of the organizational and administrative procedures; assists the Deputy Director in developing and coordinating general and targeted outreach/public relations campaigns; works with Deputy Director 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 BUREAU OF PERSONNEL			AGENCY HEAD SIGNATURE			DATE	
								1/7/11	

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 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 Deputy Director 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 and coordinates service contracts and maintenance 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 Deputy Director 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 Deputy Director 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.)

Senior Public Service Administrator 40070-37-04-000-00-01	WORKING TITLE (IF ANY)
	Deputy Director, BEP

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 a 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		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position									
New/Revised Position			29	SS	00501-37-04-000-03-01				
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE
Existing Position		Director's Staff/BEP							
New/Revised Position		Business Enterprise Program			0	016	N	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE	
Existing Position								01/01/08	
New/Revised Position									
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input 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				
Existing Position									
New/Revised Position		Chicago		Y					
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
% OF TIME	<p>Under general direction of the Deputy Director of the Business Enterprise Program; performs functions relative to certification, compliance, outreach, public affairs, vendor relations and BEP Council; analyzes vendor application files; serves as staff assistant to the Deputy Director; works with support staff to maintain day-to-day operations; receives, opens, reads, and routes incoming mail; attends and assists the Deputy Director in meetings, conferences, workshops and other activities; coordinates travel itinerary for the Deputy Director and other staff members. Translates functions and procedures into Spanish for individuals who cannot read or speak English. Travels to various off-site locations in performance of duties.</p> <p>30% 1. Analyzes vendor application files such as full certification and reciprocity to conduct review of history, organizational structure and financial, legal and administrative operations to determine if applicant entity meets BEP requirements for certification; analysis includes such documents as income statements, balance sheets, federal tax returns, loan agreements, proof of ownership and sources of funds used to invest in the business, corporate by-laws.</p> <p>20% 2. Serves as staff assistant to the Deputy Director; participates in the analysis of existing program support functions including budget, certification, legislation, computerized operations, outreach, public affairs, and vendor relations; assists the Deputy Director with organizing goals and objectives for the program and in conducting research studies of the organizational and administrative procedures; assists the Deputy Director in developing and coordinating general and targeted outreach/public relations campaigns; works with Deputy Director and public affairs in coordinating advertising placement.</p> <p>20% 3. Works with support staff to maintain day-to-day operations, such as walk-ins and telephone calls from vendors participating in the Program; checks vendor status on system; fills out certification application requests from vendors; monitors distribution reports; maintains general and confidential files of BEP; oversees machine maintenance and coordinates maintenance service contracts; originates and compiles weekly itineraries for staff; maintains personnel and timekeeping records; assists Deputy Director in supervising, training, developing, and evaluating support staff and interns; serves as office automation coordinator for computer functions; maintains office supplies by coordinating purchases and stocking for the Bureau. Utilizes personal computer and standard software programs in the performance of duties.</p>								
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE
<i>Maureen J. O'Donnell</i>			FEB 08 2008			<i>Maureen J. O'Donnell</i>			2/4/08

16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
10%	4. Receives, opens, reads, and routes incoming mail; prepares responses to routine and diversified inquiries; prepares outgoing letters, documents, and travel invoice vouchers for the Deputy Director; reviews and evaluates incoming documents to ensure compliance with applicable policies and procedures; fills out request forms for certification applications, directories, etc.	
10%	5. Translates functions and procedures into Spanish for individuals who cannot read or speak English.	
05%	6. Travels to, attends and assists the Deputy Director in meetings, conferences, workshops and other activities regarding Strategic Planning, budget and legislation; attends outreach programs as a representative of BEP; assists the Deputy Director in the production of workshops; prepares mailings and maintains database for the Council; reserves meeting space for scheduled activities; coordinates travel itinerary for the Deputy Director 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.)		
Senior Public Service Administrator 40070-37-04-000-00-01		WORKING TITLE (IF ANY) Deputy Director, BEP
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
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 a valid driver's license and the ability to travel. Requires the ability to speak and write Spanish at a colloquial level in carrying out position duties in conjunction with non-English speaking individuals.		

DEPARTMENT OF CENTRAL MANAGEMENT SERVICE

- - - POSITION ACTION NOTICE - - -

REPORT #: DPP03

RUN DATE: 07/15/04

PROGRAM #: IMP060

FROM

TO

POSITION #: 00501-37-04-000-03-01

POSITION #: 00501-37-04-000-03-01

TITLE NAME: ADMIN ASSISTANT 1

TITLE NAME: ADMIN ASSISTANT 1

DEPARTMENT: CENTRAL MANAGEMENT SVCS

DEPARTMENT: CENTRAL MANAGEMENT SVCS

DIVISION : ASST DIRECTORS OFF/BEP.

DIVISION : ASST DIRECTORS OFF/BEP.

* * * * *

A/I CONTRL: 001

WRK COUNTY: 016-COOK

EXMPT CODE: 0

TRANS CODE: MC026

AUDIT CODE: RECORD

EFFEC DATE: 04-12-04

BARG CODE : RC028

POS OPTION:

RUTAN EXEMPT: Y

BILING PAY: 29

TERM ID :

ALT FORM :

* * * * *

REMARKS :



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				
New/Revised Position Administrative Assistant I				029	(SS)	00501-37-04-000-03-01				
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			Director's Staff/BEP			0	016	N	R	
10. SECTION Existing Position			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position BEP								09/14/00		
14. WORK LOCATION Existing Position			15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input 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 Cook			N/A							
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS										
Under management direction, handles administrative components of general operations for the BEP programs. This covers the following areas; budget, certification, compliance, computers, legislation, outreach, public affairs, scheduling, staff operations, vendor relations and BEP Council relations.										
40%	Analyzes vendor application files such as full certification and reciprocity (including documents such as income statements, balance sheets, federal tax returns, loan agreements, proof of ownership and sources of funds used to invest in the business, corporate by-laws) to conduct review of history, organizational structure and financial, legal and administrative operations to determine if applicant entity meets BEP requirements for certification.									
20%	Assists the Director with the day-to-day operations in the Chicago BEP office. Maintains both general and confidential files of BEP; responsible for the oversight of machine maintenance and coordination of maintenance service contracts; coordinates purchase and stocking of office supplies. Originates and compiles weekly itineraries for BEP staff members; maintain personnel and timekeeping records; books meeting space for scheduled BEP activities; coordinates travel itinerary for the Director and other staff members. Assists Director in supervising, training, developing, and evaluating support staff and interns; serves as office automation coordinator for computer functions.									
10%	Assists Director with program support functions, such as budget, certification, legislation, computerized operations, outreach, public affairs, and vendor relations.									
10%	Assists the Director with organizing goals and objectives for the supportive program functions; assists the Director in conducting research studies of the organization and administrative procedures. Assists the Director in developing and coordinating general and targeted outreach/public relations campaigns; works with Director and public affairs in coordinating advertising placement. Attends and assists the Director in meetings and workshops in areas such as Strategic Planning, budget and legislation.									
5%	Works with support staff to maintain overall daily operations, such as walk-in's from vendors, telephone calls; checks vendor status in the system; fills out certification application requests from vendors.									
5%	Attends outreach programs as a representative of BEP; assists in the production of workshops; meets with vendors to assist one-on-one counseling.									
5%	Responsible for all Council meeting mailings and preparation. Maintains database for Council.									
5%	Provides bilingual services for the program; performs other duties as required or assigned within the range of the duties enumerated above.									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>Michael S. Schwartz</i>			<i>Carla Kelly</i>			<i>Michael S. Schwartz</i>			10/12/00	

16. (CONTINUED)

% OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)

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 40070-37-04-000-01-01 (S. Phillips)

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 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.

Must speak, understand and write fluent Spanish.

NO ESTABLISHMENT IN FILE



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			
Public Service Administrator		Certification Manager		29	SS1	37015-37-04-000-30-01			
3. AGENCY		4. BUREAU/ DIVISION			5 EXEMT CODE	6 WORK COUNTY	7 AM AUTH.	8 AGRIT	9 OFFICE USE
Existing Position									
New/Revised Position Central Management Services		Business Enterprise Program			0	016	1	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE			*3. EFFECTIVE DATE	
Existing Position								12/01/20	
Existing Position Certification					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input 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		15. BARGAINING/TERM CODE			Rules Exempt				
Existing Position									
Existing Position Cook County		GB063			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. Serves as full line supervisor. Plans, develops and implements a comprehensive training program for BEP certification. Communicates in Spanish to those individuals who do not speak, read or write English.</p>							
30%		<p>1. 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 (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 computer applications such as word processing, spreadsheet and database applications.</p>							
20%		<p>2. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.</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>Janet Jorde</i> 39		CENTRAL MGMT SERVICES BUREAU OF PERSONNEL			<i>Janet Jorde</i>			12/8/20	

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

P. Stewart 12/9/20

*STP: cv k
12/16/20*

NFC 09 RECD

TECHNICAL SERVICES

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. 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%	6. 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 and Associate 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%	7. 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%	8. Represents the Business Enterprise Program at major conferences and organizational functions. Continues education by traveling to attend 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%	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 40070-37-04-000-01-01		WORKING TITLE (IF ANY) Associate 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.		
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 a working knowledge of mainframe and of computer applications such as word processing, spreadsheet and database applications. Requires the ability to develop databases and spreadsheets to monitor, track and develop reports for various aspects of the Program. Per Executive Order 2018-07, requires engagement with Business Enterprise Program (BEP) contractors and subcontractors and support for the goals of the BEP program and the Fair Contracting Task Force. 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. Requires the ability to travel.		



1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position									
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								07/16/18	
Existing Position Certification					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input 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		15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position									
Existing Position Cook County		GB063		N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	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. Serves as full line supervisor. Plans, develops and implements a comprehensive training program for BEP certification. Communicates in Spanish to those individuals who do not speak, read or write English.								
30%	1. 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 (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 computer applications such as word processing, spreadsheet and database applications.								
20%	2. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.								
10%	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.								
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>Sarah Kerley</i>		<i>[Signature]</i> JAN 14 2019			<i>Sarah Kerley</i>			1/11/19	
CMS 404 (Rev. 10/94) IL 401-0794		BY: _____						<i>Br. Kerri [Signature]</i>	

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. 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%	6. 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%	7. 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%	8. Represents the Business Enterprise Program at major conferences and organizational functions. Continues education by traveling to attend 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%	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.		
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 a working knowledge of mainframe and of computer applications such as word processing, spreadsheet and database applications. Requires the ability to develop databases and spreadsheets to monitor, track and develop reports for various aspects of the Program. Per Executive Order 2018-07, requires engagement with Business Enterprise Program (BEP) contractors and subcontractors and support for the goals of the BEP program and the Fair Contracting Task Force. 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. Requires the ability to travel.		

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position					19693-37-22-200-01-02				
New/Revised Position			29	SS	19693-37-00-010-02-01				
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AA AUTH	8. AUDIT	9. OFFICE USE
Existing Position		Personnel/Statewide Services							
New/Revised Position		Director's Office			0	016	N	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE	
Existing Position								06/16/17	
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		15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position									
Chicago									
New/Revised Position		RC062		N					
Cook									
% 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
<i>[Signature]</i> 22			<i>[Signature]</i>			<i>[Signature]</i> 44			6/20/17

CMS-104 (Rev. 10/94) IL 401-0794
[Signature] 6-21-17

RECEIVED
 JUN 21 2017
 BY: _____

[Signature]

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 40070-37-00-010-00-01	<p>WORKING TITLE (IF ANY)</p> <p>Manager, Diversity Enrichment Program</p>
--	--

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

SUPERVISOR OR LEAD WORKER

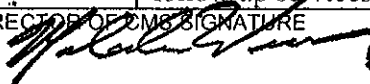
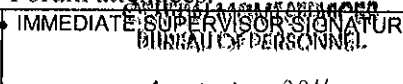
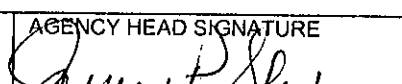
NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.

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

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.

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
Existing Position						19693-37-28-000-01-02			
New/Revised Position		2011 SEP 12 PM 2:27				19693-37-22-200-01-02			
Human Resources Specialist		A&I SHARED SER		29	SS				
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE	
Existing Position		Personnel/Diversity Enrichment Program							
New/Revised Position		Personnel/Statewide Services		0	016	N	R		
Central Management Services									
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE			
Existing Position						05/01/11			
New/Revised Position						7-1-11			
Diversity Enrichment Program									
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan 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"/> MC168 UPWARD REALLOCATION				
Existing Position									
Cook County									
New/Revised Position		RC062		N					
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			
						5/18/11			
5		BUREAU OF PERSONNEL		BUREAU OF PERSONNEL					

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
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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

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.



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	SS	00501-37-04-000-31-02			
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AJI AUTH	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position		Business Enterprise Program			0	016	Y		
10. SECTION		11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE	
Existing Position								07/16/18	
New/Revised Position									
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input 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				
Existing Position									
New/Revised Position		Cook County		RC028					
% 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, Joan agreements, proof of ownership and sources of funds used to invest in die 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>J. M. [Signature]</i>						<i>J. M. [Signature]</i>			8/11/18

Spencer Mayo 11-27-18

By Kevin [Signature]

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position					00501-37-04-000-03-01				
New/Revised Position			29	SS	00501-37-04-000-31-02				
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AJ AUTH	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position		Business Enterprise Program			0	016	Y		
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							11/01/12		
New/Revised Position							<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		15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position				Y					
New/Revised Position		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>Mark Wagner</i>			<i>Malcolm Weems</i>			11/5/12	
CMS-104 (Rev. 10/94) IL 401-0794		NOV 21 2012			MBLuesterhaus				

By

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

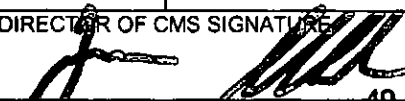
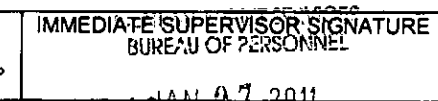
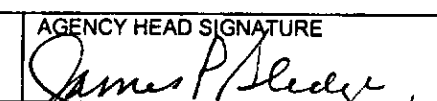
NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.

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		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position									
New/Revised Position			29	SS	00501-37-04-000-03-01				
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position		Business Enterprise Program			0	016	Y		
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							12/01/10 1-1-10		
New/Revised Position									
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER 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				
Existing Position				Y					
New/Revised Position		Chicago		RC028	Y				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>Under general direction of the Deputy Director 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 Deputy Director 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 visits throughout the State at various off-site locations in performance of these duties.</p>								
25%	<p>1. Analyzes vendor application files, including full certification, and 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 Deputy Director. Conducts site visits throughout the State at various off-site locations in performance of these duties.</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 Deputy Director with organizing goals and objectives for the program and in conducting research studies of the organizational and administrative procedures; assists the Deputy Director in developing and coordinating general and targeted outreach/public relations campaigns; works with Deputy Director 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 BUREAU OF PERSONNEL			AGENCY HEAD SIGNATURE			DATE	
								1/7/11	

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 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 Deputy Director 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 and coordinates service contracts and maintenance 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 Deputy Director 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 Deputy Director 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.)

Senior Public Service Administrator 40070-37-04-000-00-01	WORKING TITLE (IF ANY) Deputy Director, BEP
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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 a 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		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position									
New/Revised Position			29	SS	00501-37-04-000-03-01				
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE
Existing Position		Director's Staff/BEP							
New/Revised Position		Business Enterprise Program			0	016	N	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE	
Existing Position								01/01/08	
New/Revised Position									
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input 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				
Existing Position									
New/Revised Position		Chicago		Y					
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
% OF TIME	<p>Under general direction of the Deputy Director of the Business Enterprise Program; performs functions relative to certification, compliance, outreach, public affairs, vendor relations and BEP Council; analyzes vendor application files; serves as staff assistant to the Deputy Director; works with support staff to maintain day-to-day operations; receives, opens, reads, and routes incoming mail; attends and assists the Deputy Director in meetings, conferences, workshops and other activities; coordinates travel itinerary for the Deputy Director and other staff members. Translates functions and procedures into Spanish for individuals who cannot read or speak English. Travels to various off-site locations in performance of duties.</p> <p>30% 1. Analyzes vendor application files such as full certification and reciprocity to conduct review of history, organizational structure and financial, legal and administrative operations to determine if applicant entity meets BEP requirements for certification; analysis includes such documents as income statements, balance sheets, federal tax returns, loan agreements, proof of ownership and sources of funds used to invest in the business, corporate by-laws.</p> <p>20% 2. Serves as staff assistant to the Deputy Director; participates in the analysis of existing program support functions including budget, certification, legislation, computerized operations, outreach, public affairs, and vendor relations; assists the Deputy Director with organizing goals and objectives for the program and in conducting research studies of the organizational and administrative procedures; assists the Deputy Director in developing and coordinating general and targeted outreach/public relations campaigns; works with Deputy Director and public affairs in coordinating advertising placement.</p> <p>20% 3. Works with support staff to maintain day-to-day operations, such as walk-ins and telephone calls from vendors participating in the Program; checks vendor status on system; fills out certification application requests from vendors; monitors distribution reports; maintains general and confidential files of BEP; oversees machine maintenance and coordinates maintenance service contracts; originates and compiles weekly itineraries for staff; maintains personnel and timekeeping records; assists Deputy Director in supervising, training, developing, and evaluating support staff and interns; serves as office automation coordinator for computer functions; maintains office supplies by coordinating purchases and stocking for the Bureau. Utilizes personal computer and standard software programs in the performance of duties.</p>								
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE
<i>Maureen J. O'Donnell</i>			FEB 08 2008			<i>Maureen J. O'Donnell</i>			2/4/08

16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
10%	4. Receives, opens, reads, and routes incoming mail; prepares responses to routine and diversified inquiries; prepares outgoing letters, documents, and travel invoice vouchers for the Deputy Director; reviews and evaluates incoming documents to ensure compliance with applicable policies and procedures; fills out request forms for certification applications, directories, etc.	
10%	5. Translates functions and procedures into Spanish for individuals who cannot read or speak English.	
05%	6. Travels to, attends and assists the Deputy Director in meetings, conferences, workshops and other activities regarding Strategic Planning, budget and legislation; attends outreach programs as a representative of BEP; assists the Deputy Director in the production of workshops; prepares mailings and maintains database for the Council; reserves meeting space for scheduled activities; coordinates travel itinerary for the Deputy Director 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.)		
Senior Public Service Administrator 40070-37-04-000-00-01		WORKING TITLE (IF ANY) Deputy Director, BEP
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
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 a valid driver's license and the ability to travel. Requires the ability to speak and write Spanish at a colloquial level in carrying out position duties in conjunction with non-English speaking individuals.		

DEPARTMENT OF CENTRAL MANAGEMENT SERVICE

- - - POSITION ACTION NOTICE - - -

REPORT #: DPP03

RUN DATE: 07/15/04

PROGRAM #: IMP060

FROM

TO

POSITION #: 00501-37-04-000-03-01

POSITION #: 00501-37-04-000-03-01

TITLE NAME: ADMIN ASSISTANT 1

TITLE NAME: ADMIN ASSISTANT 1

DEPARTMENT: CENTRAL MANAGEMENT SVCS

DEPARTMENT: CENTRAL MANAGEMENT SVCS

DIVISION : ASST DIRECTORS OFF/BEP.

DIVISION : ASST DIRECTORS OFF/BEP.

* * * * *

A/I CONTRL: 001

WRK COUNTY: 016-COOK

EXMPT CODE: 0

TRANS CODE: MC026

AUDIT CODE: RECORD

EFFEC DATE: 04-12-04

BARG CODE : RC028

POS OPTION:

RUTAN EXEMPT: Y

BILING PAY: 29

TERM ID :

ALT FORM :

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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				029	(SS)	00501-37-04-000-03-01			
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position		Director's Staff/BEP			0	016	N	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							09/14/00		
New/Revised Position		BEP			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input 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		15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position									
New/Revised Position		Cook		N/A					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	Under management direction, handles administrative components of general operations for the BEP programs. This covers the following areas; budget, certification, compliance, computers, legislation, outreach, public affairs, scheduling, staff operations, vendor relations and BEP Council relations.								
40%	Analyzes vendor application files such as full certification and reciprocity (including documents such as income statements, balance sheets, federal tax returns, loan agreements, proof of ownership and sources of funds used to invest in the business, corporate by-laws) to conduct review of history, organizational structure and financial, legal and administrative operations to determine if applicant entity meets BEP requirements for certification.								
20%	Assists the Director with the day-to-day operations in the Chicago BEP office. Maintains both general and confidential files of BEP; responsible for the oversight of machine maintenance and coordination of maintenance service contracts; coordinates purchase and stocking of office supplies. Originates and compiles weekly itineraries for BEP staff members; maintain personnel and timekeeping records; books meeting space for scheduled BEP activities; coordinates travel itinerary for the Director and other staff members. Assists Director in supervising, training, developing, and evaluating support staff and interns; serves as office automation coordinator for computer functions.								
10%	Assists Director with program support functions, such as budget, certification, legislation, computerized operations, outreach, public affairs, and vendor relations.								
10%	Assists the Director with organizing goals and objectives for the supportive program functions; assists the Director in conducting research studies of the organization and administrative procedures. Assists the Director in developing and coordinating general and targeted outreach/public relations campaigns; works with Director and public affairs in coordinating advertising placement. Attends and assists the Director in meetings and workshops in areas such as Strategic Planning, budget and legislation.								
5%	Works with support staff to maintain overall daily operations, such as walk-in's from vendors, telephone calls; checks vendor status in the system; fills out certification application requests from vendors.								
5%	Attends outreach programs as a representative of BEP; assists in the production of workshops; meets with vendors to assist one-on-one counseling.								
5%	Responsible for all Council meeting mailings and preparation. Maintains database for Council.								
5%	Provides bilingual services for the program; performs other duties as required or assigned within the range of the duties enumerated above.								
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE
<i>Michael S. Schwartz</i>			<i>Carla Kelly</i>			<i>Michael S. Schwartz</i>			10/12/00

16. (CONTINUED)

% OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)

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 40070-37-04-000-01-01 (S. Phillips)

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 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.

Must speak, understand and write fluent Spanish.

NO ESTABLISHMENT IN FILE