



**State Services
Assurance Act
Annual Report**

March 15, 2024

Annual Report on the staffing level of bilingual on-board frontline employees within the Illinois Environmental Protection Agency.

In accordance with 5 ILCS 382/3-1 et seq., the Illinois Environmental Protection Agency submits the following report to the Illinois General Assembly on or before April 1, 2024.

John J. Kim
Director



ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217) 782-3397

JB PRITZKER, GOVERNOR

JOHN J. KIM, DIRECTOR

Executive Summary

The State Services Assurance Act recognizes that State government delivers many services to all Illinois residents that are necessary for the health, welfare, safety, and quality of life of 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 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 employee’s name, job title, job description, and languages spoken.”

As of March 1, 2024, the Illinois Environmental Protection Agency (IEPA) had three bilingual on-board front line staff assigned to the Associate Director's office who meet the specified bargaining unit reporting requirements. One (1) staff member is employed as an Environmental Protection Specialist III, one (1) staff member is employee as an Office Associate, and one (1) staff member is employed as an Executive I. Please note that IEPA has two (2) additional employees whose position option is coded as bilingual who are in bargaining unit RC-029 and therefore are not included in this report.

2125 S. First Street, Champaign, IL 61820 (217) 278-5800

115 S. LaSalle Street, Suite 2203, Chicago, IL 60603

1101 Eastport Plaza Dr., Suite 100, Collinsville, IL 62234 (618) 346-5120

9511 Harrison Street, Des Plaines, IL 60016 (847) 294-4000

595 S. State Street, Elgin, IL 60123 (847) 608-3131

2309 W. Main Street, Suite 116, Marion, IL 62959 (618) 993-7200

412 SW Washington Street, Suite D, Peoria, IL 61602 (309) 671-3022

4302 N. Main Street, Rockford, IL 61103 (815) 987-7760



ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217) 782-3397

JB PRITZKER, GOVERNOR

JOHN J. KIM, DIRECTOR

March 19, 2024

To: 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 Illinois Environmental Protection Agency's (IEPA) 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 the American Federation of State, County, and Municipal Employees (AFSCME), including but not limited to each employee's name, job title, job description, and language spoken.

IEPA 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 blue ink, appearing to read "John J. Kim".

John J. Kim
Director

2125 S. First Street, Champaign, IL 61820 (217) 278-5800
115 S. LaSalle Street, Suite 2203, Chicago, IL 60603
1101 Eastport Plaza Dr., Suite 100, Collinsville, IL 62234 (618) 346-5120
9511 Harrison Street, Des Plaines, IL 60016 (847) 294-4000

595 S. State Street, Elgin, IL 60123 (847) 608-3131
2309 W. Main Street, Suite 116, Marion, IL 62959 (618) 993-7200
412 SW Washington Street, Suite D, Peoria, IL 61602 (309) 671-3022
4302 N. Main Street, Rockford, IL 61103 (815) 987-7760



ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217) 782-3397

JB PRITZKER, GOVERNOR

JOHN J. KIM, DIRECTOR

State Services Assurance Act: Annual Report

The State Services Assurance Actⁱ requires each executive branch agency to submit a report to the Illinois General Assembly every year on the staffing level of bilingual on-board front line staff in the RC-6, RC-9, RC-10, RC-14, RC-28, RC-42, RC-62, RC-63, and CU500 bargaining units in titles represented by AFSCME as of June 1, 2007. “On-board front line staff” means front line staff in paid status. Please note that IEPA has two (2) additional employees whose position option is coded as bilingual who are not in the bargaining units identified above, and therefore are not included in this report.

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.

The chart below identifies bilingual, on-board front line staff employed by the Illinois Environmental Protection Agency as of March 1, 2024, whose position option is coded as bilingual, by name, job title, and languages spoken.

Illinois Environmental Protection Agency					
Bilingual On-Board Frontline Staff (as of March 1, 2024)					
Employee Name	Job Title	Position Number	Bargaining Unit	Languages Spoken	Job Description
Alanis, Rodolfo	Environmental Protection Specialist III	13823-46-30-020-30-01	RC-062	Spanish	Appendix A
Lopez, Luis	Office Associate	30015-46-30-040-00-01	RC-014	Spanish	Appendix B
Lopez-Santos, Paulina	Executive I	13851-46-30-040-00-01	RC-062	Spanish	Appendix C

ⁱ [State Services Assurance Act](#)



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	13823-46-30-020-30-01			
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AN AUTH	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position		Associate Director			0	016	2	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							8/16/2020		
Office of Community Relations		Northern Region			<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									
100 W. Randolph, Ste 11-300 (JRTC), Chicago, IL									
New/Revised Position		RC062		N					
Des Plaines, IL									
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	No changes to duties and responsibilities. Change to Box 14 only.								

RECEIVED
AUG 12 2020

DIRECTOR OF CMS SIGNATURE <i>Janet Jankovic</i> 39	IMMEDIATE SUPERVISOR SIGNATURE <i>[Signature]</i>	AGENCY HEAD SIGNATURE <i>John J. Kurni pa</i>	DATE 8-12-2020
--	--	--	-------------------

CMS-104 (Rev. 10/94) IL-487-0794
MD 8-21-20
Shelley Good
BY: _____

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, Opt 4 40070-46-30-020-00-01	WORKING TITLE (IF ANY) OCR Manager	
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.		
<p>Education and Experience: Requires knowledge, skill and mental development equivalent to the completion of four years of college with coursework in physical, life, or environmental science; and requires three years of progressively responsible professional experience in the field of pollution abatement or a related field. Or, requires knowledge, skill and mental development equivalent to the completion of four years of college with coursework in physical, life, or environmental science supplemented by a master's degree; and requires one year of progressively responsible professional experience in the field of pollution abatement or a related field.</p> <p>Knowledge, Skills and Abilities: Requires extensive knowledge of environmental control systems, facilities, techniques and procedures; requires extensive knowledge of state laws, rules, regulations, and standards pertaining to environmental control or pollution abatement; requires extensive knowledge of modern inspectional and investigative techniques and procedures. Requires ability to plan, organize and direct activities of professional and technical staff; requires ability to prepare detailed and comprehensive reports and records of complex and sensitive field inspections and/or investigations; requires ability to analyze and interpret complex and extensive scientific data relating to facilities, installations, equipment and environmental control systems and processes; requires ability to establish and maintain liaison with municipal officials, facility operators and/or owners, plant managers, or their representatives, and agency personnel; requires ability to interpret laws, rules, regulations, concerning pollution control or abatement and to explain to individuals the techniques and procedures that go into enforcing these laws, rules and regulations.</p> <p>Specialized Skills: Requires one year of experience in developing educational and/or outreach programs focused on analyzing, interpreting, and communicating highly technical, scientific, and sensitive health-related data regarding bureau/division related programs. Requires experience in speaking to large and diverse group at meetings and requires experience in verbally communicating topics effectively under duress in a public setting.</p> <p>Specific Job Requirements: This position requires written and verbal fluency in the Spanish language (Option SS); requires proficiency in translating written technical documents from English to Spanish, proficiency in verbal interpretation between Spanish and English and English to Spanish. Requires a valid driver's license and the ability to travel. Requires the ability to utilize a personal computer and knowledge of Microsoft Word, Access, and Excel software for technical correspondence, database management, and reports.</p>		

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position									
New/Revised Position			29	SS	13823-46-30-020-30-01				
3. AGENCY		4. DIVISION/BUREAU			5. EXMT CODE	6. WORK COUNTY	7. AI AUTH.	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position		IL Environmental Protection Agency			Associate Director	0	016	Y	R
10. SECTION		11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE	
Existing Position								04/01/2019	
New/Revised Position		Office of Community Relations			Northern Region				
14. WORK LOCATION		15. BARGAINING/ TERM CODE		RUTAN EXEMPT	<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Existing Position									
New/Revised Position		100 W. Randolph, Ste. 11-300 (JRTC), Chicago, IL		RC062	N				
% OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES								
	<p>Under direction of the Manager, Office of Community Relations (OCR), in the Associate Director's Office, IL Envir Prot Agency (IEPA), performs duties of a highly technical and scientific nature related to public participation and outreach activities associated with specific facilities or programs administered by the IEPA's Bureaus/Divisions primarily for the Northern Region of the State to diverse audiences. Reviews and interprets federal and state laws, rules and regulations, highly technical data, environmental concepts/terminology and environmental/health impacts; Serves as bureau/division representative at public meetings/events. Develops and prepares highly technical and scientific documents/reports utilizing a personal computer and word processing and data management software, maintains information repositories and posts facility-specific documents to Agency web site. Attends, speaks and participates in public meeting/hearings/availability sessions as Agency representative for Agency programs; coordinates information exchange. Evaluates and confers with others in OCR on bureau/division-related areas of environmental protection. Identifies Agency Bureau/Division topics of public interest; develops documents, social media posts, meetings, and other public outreach activities to promote understanding of Agency programs. Communicates in Spanish to those individuals who do not read or speak English. Travels in performance of duties.</p> <p>30% 1) Performs duties of a highly technical and scientific nature related to public participation and outreach activities associated with specific facilities or programs administered by the IEPA's Bureaus/Divisions primarily for the Northern Region of the State to diverse audiences, consults with OCR Manager prior to meeting with appropriate Agency professionals for interpretation of federal and state laws, rules, and regulations, technical data, environmental concepts/terminology, and environmental/public health impacts; interprets and describes regulations, bureau programs, permit actions and environmental/health impacts to the public applying risk communication techniques through personal contacts and correspondence, fact sheets, responsiveness summaries, meetings, public hearings or other methods. Reviews and interprets monitoring plans, highly technical and scientific field data, and laboratory analytical work, environmental assessments, public health assessments, investigation reports, feasibility studies, construction design/plans, operation and maintenance plans to inform the public and respond to questions and concerns. Serves as bureau/division representative at various types of public meetings/events to explain each of the bureau/division positions on highly technical, scientific, and sensitive matters. Travels in the performance of duties.</p> <p>25% 2) Develops and prepares highly technical and scientific correspondence, data sets, documents/reports and maps utilizing a personal computer with word processing and database management software for use in mailings, meetings, and public hearings; preparation of public notices, fact sheets, responsiveness summaries, hearing officer reports, and status reports for management and bureau programs or facility permits. Plans, implements, and maintains records of public participation activities for use in preparing reports and decision documents for Agency Bureau/Division management. Establishes and maintains facility-specific, local information repositories for use by the public, and prepares/manages facility-specific documents and posts on the Agency web site.</p>								
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE
<i>Janel Jankovic</i>			<i>John Logsdon</i>			<i>John J. Kimpe</i>			5-6-19

5-6-19
CMS-107 (Rev. 9/94) IL40-1094

RECEIVED
MAY 06 2019

16. (CONTINUED)

% OF TIME

20%

3) Attends, speaks and participates at public hearings, public meetings, availability sessions, and group meetings for each of the bureaus. Identifies questions and concerns that the public has about bureau/division programs or facility permits. Speaks to large and diverse groups and communicates highly technical and scientific topics effectively under duress in a public setting; translates functions/procedures into Spanish for individuals who cannot speak or read English; Coordinates information exchange with bureau/division staff and management to develop response documents for OCR Manager's review and signature.

15%

4) Assists, evaluates, advises, and consults with others in OCR on bureau/division related areas of environmental protection. Gathers the latest regulatory, scientific, environmental, and public health information on each of the Agency's bureau/division programs; analyzes potential impacts on programs and assesses positions from the affected public or impacted municipalities/communities; assists with recommendations and briefing documents useable by management and other staff.

05%

5) Identifies Agency Bureau/Division highly technical and scientific topics of public interest for development of documents, social media posts, meetings, and other public outreach activities to promote understanding of Agency programs. Provides input, develops, and implements such public outreach documents, language and activities. Reviews, maintains and analyzes data regarding the effectiveness, comprehensiveness and reach of outreach activities. Ensures a consistent Agency message across all Agency Bureaus and Programs.

05%

6) Performs other duties as required or assigned, which are reasonably within the scope of 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, Opt 4 -- 40070-46-30-020-00-01

WORKING TITLE (IF ANY)

OCR Manager

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 head count:

Position Title

Position Number

No. of Incumbents or Funded Vacancies

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

Education and Experience: Requires knowledge, skill and mental development equivalent to the completion of four years of college with coursework in physical, life, or environmental science; and requires three years of progressively responsible professional experience in the field of pollution abatement or a related field. Or, requires knowledge, skill and mental development equivalent to the completion of four years of college with coursework in physical, life, or environmental science supplemented by a master's degree; and requires one year of progressively responsible professional experience in the field of pollution abatement or a related field.

Knowledge, Skills, and Abilities: Requires extensive knowledge of environmental control systems, facilities, techniques and procedures; requires extensive knowledge of state laws, rules, regulations, and standards pertaining to environmental control or pollution abatement; requires extensive knowledge of modern inspectional and investigative techniques and procedures. Requires ability to plan, organize and direct activities of professional and technical staff; requires ability to prepare detailed and comprehensive reports and records of complex and sensitive field inspections and/or investigations; requires ability to analyze and interpret complex and extensive scientific data relating to facilities, installations, equipment and environmental control systems and processes; requires ability to establish and maintain liaison with municipal officials, facility operators and/or owners, plant managers, or their representatives, and agency personnel; requires ability to interpret laws, rules, regulations, concerning pollution control or abatement and to explain to individuals the techniques and procedures that go into enforcing these laws, rules and regulations.

Specialized Skills: Requires one year of experience in developing educational and/or outreach programs focused on analyzing, interpreting, and communicating highly technical, scientific, and sensitive health-related data regarding bureau/division related programs. Requires experience in speaking to large and diverse group at meetings and requires experience in verbally communicating topics effectively under duress in a public setting.

Specific Job Requirements: This position requires written and verbal fluency in the Spanish language (Option SS); requires proficiency in translating written technical documents from English to Spanish, proficiency in verbal interpretation between Spanish and English and English to Spanish. Requires a valid driver's license and the ability to travel. Requires the ability to utilize a personal computer and knowledge of Microsoft Word, Access, and Excel software for technical correspondence, database management, and reports.

1. POSITION TITLE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
EXISTING POSITION								
NEW/REVISED POSITION								
Office Associate		029	SS-2	30015-46-30-040-00-01				
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								
IL Environmental Protection Agency	Associate Director	0	084	2	R			
10. SECTION	11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE			
EXISTING POSITION			<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		07/16/2022			
NEW/REVISED POSITION	Office of Environmental Justice							
14. WORK LOCATION	15. BARGAINING/TERM CODE	RUTAN EXEMPT						
EXISTING POSITION								
Springfield, IL								
NEW/REVISED POSITION								
Springfield, IL - Sangamon	RC014	N						

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
40%	1.	<p>Performs a variety of complex and specialized clerical duties for the technical/professional staff of the Office of Environmental Justice (EJ), Associate Director, Illinois Environmental Protection Agency (EPA);</p> <ul style="list-style-type: none"> • Keyboards a variety of complex documents, utilizing a personal computer with related software applications • Updates and maintains the Environmental Justice Project and Outreach Databases to identify when notifications are sent, and permit applications are processed within the agency • Utilizes scientific and similarly technical terms accurately and comprehends the meaning and content of work when composing documents and reports • Stores and retrieves material in physical and electronic form • Composes and keyboards reports, forms, travel vouchers, mailing lists, and labels • Composes and keyboards routine correspondence, and responds to inquiries from agency personnel and the public regarding general knowledge of program operations • Composes documents in Spanish to individuals who do not read or speak English or whose preferred language is Spanish
25%	2.	<p>Serves as receptionist for the Office of Environmental Justice;</p> <ul style="list-style-type: none"> • Directs calls and emails to the appropriate person within the office and outside the office • Responds to inquiries of a non-technical nature from members of the public and Agency personnel, exercising discretion and judgment in referring issues, complex technical matters and policy concerns to appropriate personnel • Distributes Environmental Justice news through the Environmental Justice listserv • Assists with the coordination of the Illinois Commission on Environmental Justice by performing tasks such as organizing meetings, keeping meeting minutes, and creating meeting agendas • Communicates in Spanish to individuals who do not read or speak English or whose preferred language is Spanish
15%	3.	<p>Performs general office support functions;</p> <ul style="list-style-type: none"> • Filing, copying, making travel arrangements, and providing general office support • Receives, opens, and distributes mail
15%	4.	<p>Stays up to date with policies, procedures, and technology that may affect or improve the office;</p> <ul style="list-style-type: none"> • Determines work methods and procedures to complete assignments
5%	5	<p>Perform other duties as required or assigned, which are reasonably within the scope of duties enumerated above</p>

17. POSITION TITLE AND NUMBER 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.)

	WORKING TITLE (IF ANY)
Public Service Administrator, Opt.1 -- 37015-46-30-040-00-01	EJ Officer/Manager

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

Supervisor 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.

Minimum Qualifications:

1. Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience.
2. Requires ability to keyboard accurately at 45 words per minute.
3. Requires proficiency in translating written documents from English to Spanish and Spanish to English.
4. Requires proficiency in verbal interpretation between Spanish to English and English to Spanish.

Preferred Qualifications (In Order of Significance):

1. Prefers at least one (1) year of experience in office practices, procedures and programs.
2. Prefers at least one (1) year of experience utilizing Microsoft Word, Excel, Power Point and Excel software.
3. Prefers at least one (1) year of experience following oral or written instructions.
4. Prefers at least one (1) year of experience communicating with the public and other organization stakeholders.
5. Prefers extensive knowledge of composition, grammar, spelling and punctuation
6. Prefers ability to operate commonly used manual and automated office equipment.

20. CONDITIONS OF EMPLOYMENT

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Illinois Environmental Protection Agency (EPA), Associate Director's Office, Office of Environmental Justice is seeking to hire an Office Associate. This position will perform a variety of complex, specialized clerical information and assistance, keyboarding, record processing, secretarial and general office support functions for the Office of Environmental Justice. The ideal candidate will be fluent in the Spanish language and will exercise initiative and judgment in distinguishing among various factors when determining the best work methods and procedures to complete time-sensitive assignments. The successful candidate will have experience in answering inquiries from the public and working closely with other stakeholders in an organization.

The benefits of working at the EPA include a 37 ½ hour work week, a generous salary and benefits package (paid time off for vacation, sick or personal leave, holidays) pension and other retirement benefits, tuition reimbursement, and insurance eligibility on day one (medical, dental, vision, and life). We invite all qualified candidates to apply.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The mission of the Illinois EPA is to safeguard environmental quality, consistent with the social and economic needs of the State, so as to protect health, welfare, property and the quality of life. The Office of Environmental Justice is a liaison between members of the public, environmental justice groups, environmental groups, industry, local government, other state agencies and Illinois EPA staff members. The Office of Environmental Justice also implements internal and external environmental justice policies and procedures.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
			7/13/22

7/26/2022

Appendix - B

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION		Environmental Justice Policy Administrator	029	SS	13851-46-30-040-00-01			
Executive I								
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
IL Environmental Protection Agency								
NEW/REVISED POSITION		Associate Director's Office		0	084	1	R	
Environmental Protection Agency								
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<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		07/16/2022		
NEW/REVISED POSITION		Office of Environmental Justice						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
Springfield, IL								
NEW/REVISED POSITION		RC062		N				
Springfield, IL - Sangamon								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	<p>1. Serves as the policy administrator of the Environmental Justice (EJ) Public Participation program within the Illinois Environmental Protection Agency, Associate Director's Office;</p> <ul style="list-style-type: none"> Organizes, plans, executes, and implements the EJ Public Participation program including: generating, distributing, and tracking EJ notifications Develops and implements tracking and follow-up procedures by monitoring program activities and preparing complex technical reports Analyzes program and policy issues, establishes priorities, and makes recommendations for program development including the Illinois EPA's EJ Policy, EJ Public Participation Policy, Language Access Plan and Disability Access Plan. Monitors the Agency's achievement of EJ goals Promotes access to Agency programs through education and assistance to underserved and underrepresented communities Coordinates special projects, including workshops and training sessions 							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
30%	2. Cultivates and maintains internal and external relationships; <ul style="list-style-type: none"> • Facilitates the development of alliances with outside stakeholders including, diverse community groups, social/environmental justice partners, local residents, community leaders, environmental groups, regulated entities, and elected officials to implement program initiatives • Communicates in Spanish to individuals who do not read or speak English or whose preferred language is Spanish • Represents the Office of EJ at events and meetings with outside stakeholders • Travels in performance of duties
20%	3. Assists the EJ Coordinator in the administration of the Illinois Commission on Environmental Justice by providing expert level administrative, organizational, and technical supports; <ul style="list-style-type: none"> • Fulfills Open Meetings Act requirements by planning and executing all administrative requirements including, scheduling of meetings, reserving spaces, generating minutes, and posting information online and the Agency
15%	4. Integrates EJ principles into Agency operations, programs, and policies; <ul style="list-style-type: none"> • Develops and maintains ongoing communication with the Bureaus of Air, Land, and Water to verify and reconcile site, facility, and program information to ensure compliance and consistency with policies, procedures, and program objectives
5%	5 Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER 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.)

	WORKING TITLE (IF ANY)
Public Service Administrator, Opt.1 -- 37015-46-30-040-00-01	Environmental Justice Officer

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

Supervisor 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.

Minimum Qualifications:

1. Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration.
2. Requires one year of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program.
3. Requires proficiency in translating written documents from English to Spanish and Spanish to English.
4. Requires proficiency in verbal interpretation between Spanish to English and English to Spanish.
5. Requires written and verbal fluency in the Spanish language (Option SS).

Specialized Skills: Of the one year of experience; requires one year of work experience in environmental justice, social justice, or a similar field; experience in environmental governance and regulatory structures at the state and federal level; experience effectively interacting, communicating, and collaborating with large groups of people from culturally diverse backgrounds including: members of the public, community organizations, business and industry representatives, and members of local government.

Preferred Qualifications (In Order of Significance):

1. Prefers 16-20 semester hours of course work in physical or biological science, environmental policy and analysis, and/or environmental studies
2. Prefers at least one (1) year experience with applying principles and practices of public and business administration.
3. Prefers at least one (1) year experience developing and managing an organization program.
4. Prefers at least one (1) year experience exercising judgment and discretion in developing, implementing, and interpreting policies and procedures.
5. Prefers at least one (1) year experience analyzing administrative problems and adopting an effective course of action.
6. Prefers at least one (1) year experience developing, installing, and evaluating new and revised methods, procedures, and performance standards.
7. Prefers working knowledge of the functions of state government and of the character of relationships between the executive branch with the other branches, and between the State and higher and lower levels of government.
8. Prefers the ability to utilize Microsoft Word, Excel, Power Point and Access software.

20. CONDITIONS OF EMPLOYMENT

1. Requires a current and valid driver's license.
2. Requires the ability to travel.



21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Illinois Environmental Protection Agency (EPA), Associate Director's Office, Office of Environmental Justice is seeking to hire an Executive 1 to serve as Environmental Justice Policy Administrator. This position will organize and implement the Office of Environmental Justice's policies and activities, including the public participation program. This position requires experience effectively interacting, communicating, and collaborating with large groups of people from culturally diverse backgrounds. The ideal candidate will be fluent in the Spanish language and experienced in promoting access and engagement with regulatory programs through education and assistance to underserved and underrepresented communities.

The benefits of working at the EPA include a 37 ½ hour work week, a generous salary and benefits package (paid time off for vacation, sick or personal leave, holidays) pension and other retirement benefits, tuition reimbursement, and insurance eligibility on day one (medical, dental, vision, and life). We invite all qualified candidates to apply.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The mission of the Illinois EPA is to safeguard environmental quality, consistent with the social and economic needs of the State, so as to protect health, welfare, property and the quality of life. The Office of Environmental Justice is a liaison between members of the public, environmental justice groups, environmental groups, industry, local government, other state agencies and Illinois EPA staff members. The Office of Environmental Justice also implements internal and external environmental justice policies and procedures.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 7/26/2022			7/13/22