JB Pritzker Governor



Heidi E. Mueller Director

April 1, 2024

To the Honorable Members of the Illinois General Assembly:

The State Service Assurance Act, Public Act 95-707, passed in November 2008, requires each state agency to report to the General Assembly, annually their staffing level of bilingual employees.

Please find the enclosed report of bilingual employees currently employed by the Department of Children and Family Services (the Department). Establishing positions with multilingual options and incorporating multilingual skills into existing positions allows our agency to provide better services more effectively to our clients and the public. On June 30, 2007, the Department had 154 bilingual frontline staff. Therefore, it is required by the Act to maintain a bilingual staffing level of 194, 40 additional positions. However, the Department's number of bilingual staff on March 31,2024 is 155. The Office of Employee Services has held several on-line and hybrid recruitment events which have yielded positive results. We continue to recruit at colleges and universities that are designated as Hispanic Serving Institutions by the United States Department of Education. We have also increased the number of Human Resource Representatives and now we are able to cover more recruitment and outreach events targeted at the Hispanic/Spanish Speaking community.

The Department is under the Burgos Consent Decree that requires that we provide services in Spanish-to-Spanish Speaking clients and families. We also comply with the Presidential Executive Order 13166 signed by President Bill Clinton that requires agencies receiving federal funds provide access to language services for all languages to clients.

Should you have any questions or need additional information, please contact Lourdes M. Rodriguez, Statewide Burgos Consent Decree/Inter Ethnic Placement Act/ Language Access Coordinator, Office of Strategy and Performance Execution at 312-808-5264.

Sincerely,

Heidi E. Mueller, Director Children and Family Services



EMPLOYEE	POSITION	DIVISION	FUNCTION	DIV PIN	PIN STAT	WORK SITE	POSITION ID
HERNANDEZ,LORENA AMEZCUA,FLORA	ADMINISTRATIVE ASSISTANT I CHILD PROTECTION ADVANCED SPECIALIST	AFFIRMATIVE ACTION NORTHERN CHILD PROTECTION	ADMINISTRATIVE SUPP CHILD PROTECT SERV	053797 823806V	ACTIVE	CHICAGO 1911 S INDIANA OFFICE AURORA REGIONAL OFFICE	0050116052000199 0716116823006199
ARROYO,LETICIA	CHILD PROTECTION ADVANCED SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	899530V	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0716116897003199
GUTIERREZ,JOSUE	CHILD PROTECTION ADVANCED SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	889848V	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0716116885101199
MARES, ESTRELLITA	CHILD PROTECTION ADVANCED SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	887540V	ACTIVE	DEERFIELD-COOK COUNTY	0716116886003199
SANTIAGO,ARELI	CHILD PROTECTION ADVANCED SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	820693V	ACTIVE	ELGIN OFFICE	0716116823001199
VALIENTE VASQUEZ,SERGIO	CHILD PROTECTION ADVANCED SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	825418V	ACTIVE	NAPERVILLE FIELD OFFICE	0716116826004199
ALANIZ,NORMA	CHILD PROTECTION SPECIALIST	CENTRAL CHILD PROTECTION	CHILD PROTECT SERV	833352	ACTIVE	PEORIA FIELD OFFICE	0716316831005199
ALATORRE,YESENIA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	895160	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0716316897002199
ARROYO,LILIANA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	889506	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0716316885007199
ARROYO,ORLANDO	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	824702	ACTIVE	AURORA REGIONAL OFFICE	0716316823007199
AYALA-LEE,ELIZABETH BOHORQUEZ,CARLOS	CHILD PROTECTION SPECIALIST CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION CENTRAL CHILD PROTECTION	DEF ASSIGNMENT INV CHILD PROTECT SERV	886309 843031	ACTIVE ACTIVE	DEERFIELD-COOK COUNTY SPRINGFIELD FIELD OFFICE	0716316886000799 0716316843001199
CORCOLES,COTY	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	SEX ABUSE	890016	ACTIVE	CHILDREN'S ADVOCACY CENTER	0716316899002199
CORDOVA,ESTHER	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	918890	ACTIVE	CHICAGO EMERALD OFFICE	0716316913003199
FELICIANO,NOEMI	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	893955	ACTIVE	MAYWOOD OFFICE	0716316894000799
FLORES,DAVID	CHILD PROTECTION SPECIALIST	CENTRAL CHILD PROTECTION	DEF ASSIGNMENT INV	835125	ACTIVE	PEORIA FIELD OFFICE	0716316831000799
FLORES,ELIZABETH	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	911941	ACTIVE	CHICAGO EMERALD OFFICE	0716316918001199
FURIO, JESSICA	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	822609	ACTIVE	NAPERVILLE FIELD OFFICE	0716316826002199
GOMEZ,VANESSA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	887807	ACTIVE	DEERFIELD-COOK COUNTY	0716316886003199
GOMEZ,VERONICA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	890155	ACTIVE	MAYWOOD OFFICE	0716316894000799
GOODWIN,JOANNE	CHILD PROTECTION SPECIALIST CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	885441	ACTIVE	DEERFIELD-COOK COUNTY DEFREIEI D-COOK COUNTY	0716316886000799
IBARRA,MARVIN KLIMUNDA-OZOGUL,VANESA	CHILD PROTECTION SPECIALIST CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV CHILD PROTECT SERV	887447 885525	ACTIVE	DEERFIELD-COOK COUNTY DEERFIELD-COOK COUNTY	0716316886006199 0716316886007199
LOPEZ,MARIBEL	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	913929	ACTIVE	HARVEY OFFICE	0716316886007199
LOPEZ,MARTIN	CHILD PROTECTION SPECIALIST	CENTRAL CHILD PROTECTION	CHILD PROTECT SERV	832045	ACTIVE	ROCK ISLAND OFFICE	0716316912007199
MARTINEZ-VARGAS,GLENI	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	890154	ACTIVE	MAYWOOD OFFICE	0716316832004199
MARTOS-QUICK,ROSARIO	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	824415	ACTIVE	JOLIET OFFICE	0716316824008199
PANTOJA,DENIS	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	829935	ACTIVE	ELGIN OFFICE	0716316823002199
PEREZ,LISSETH	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	910334	ACTIVE	HARVEY OFFICE	0716316912001199
PONCE,OCTAVIO	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	917830	ACTIVE	CHICAGO EMERALD OFFICE	0716316918002199
RAMIREZ,YADIRA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	880230	ACTIVE	DEERFIELD-COOK COUNTY	0716316886000799
RANGEL,STEPHANIE	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	893956	ACTIVE	MAYWOOD OFFICE	0716316894000799
REYES,TERESA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	894236	ACTIVE	MAYWOOD OFFICE	0716316894004199
RODRIGUEZ,NANCY ROMAN,ROSA	CHILD PROTECTION SPECIALIST CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION COOK CHILD PROTECTION	CHILD PROTECT SERV DEF ASSIGNMENT INV	915695 895443	ACTIVE	CHICAGO EMERALD OFFICE CHICAGO 1026 S DAMEN OFFICE	0716316913006199 0716316897000798
ROSALES,SANDRA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	894781	ACTIVE	MAYWOOD OFFICE	0716316894000799
RUANO,DAVID	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROT AFTERHOUR	887829	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0716316881002199
SALAS,SOFIA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	884701	ACTIVE	DEERFIELD-COOK COUNTY	0716316886005199
SANDOVAL-GARCIA,MIGUEL	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	897164	ACTIVE	MAYWOOD OFFICE	0716316894002199
SANTIAGO-RUBIO, YAZMIN	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	894780	ACTIVE	MAYWOOD OFFICE	0716316894000799
SOLIS,GRISEL	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	823115	ACTIVE	NAPERVILLE FIELD OFFICE	0716316826004199
VALDEZ,ALEJANDRO	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	820714	ACTIVE	LAKE SOUTH-DEERFIELD	0716316828001199
VEGA,EMMIE	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	890867	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0716316897003199
YEPEZ,MARITZA	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	826657	ACTIVE	JOLIET OFFICE	0716316824008199
GRAVES,ARELY HERMOSILLO-FRIES,ROSA	CHILD WELFARE ADMIN CASE REVIEWER CHILD WELFARE ADMIN CASE REVIEWER	ADMINISTRATIVE CASE REVIEW	ADMIN CASE REVIEW ADMIN CASE REVIEW	080942 088656	ACTIVE ACTIVE	ROCKFORD FIELD OFFICE CHICAGO 2020 W ROOSEVELT RD	0719016087001599 0719016087006199
MAZON,YADIRA	CHILD WELFARE ADMIN CASE REVIEWER CHILD WELFARE ADMIN CASE REVIEWER	ADMINISTRATIVE CASE REVIEW	ADMIN CASE REVIEW	088652	ACTIVE	CHICAGO 2020 W ROOSEVEET RD	0719016087005199
MICHAL,ANABEL	CHILD WELFARE ADMIN CASE REVIEWER	ADMINISTRATIVE CASE REVIEW	ADMIN CASE REVIEW	080143	ACTIVE	NAPERVILLE FIELD OFFICE	0719016087001199
PANTOJA,ERIK	CHILD WELFARE ADMIN CASE REVIEWER	ADMINISTRATIVE CASE REVIEW	ADMIN CASE REVIEW	088650	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0719016087005199
BUEHLER,LUISA	CHILD WELFARE ADVANCED SPECIALIST	LICENSING	FOSTER HOME LICENSNG	131512V	ACTIVE	ROCKFORD FIELD OFFICE	0721516137201199
BURCIAGA,BRENDA	CHILD WELFARE ADVANCED SPECIALIST	COOK REGION	PERMANENCY SERVICES	484839V	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721516488401199
HERNANDEZ,DARCIE	CHILD WELFARE ADVANCED SPECIALIST	LICENSING	FOSTER HOME LICENSNG	134124V	ACTIVE	AURORA REGIONAL OFFICE	0721516137202199
HUIZAR,YVONNE	CHILD WELFARE ADVANCED SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	183638V	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721516181001199
MONTES DE OCA,ESMARELDA	CHILD WELFARE ADVANCED SPECIALIST	COOK REGION	PERMANENCY SERVICES	475036V	ACTIVE	DEERFIELD-COOK COUNTY	0721516478102199
RODRIGUEZ,NANCY	CHILD WELFARE ADVANCED SPECIALIST	CLINICAL PRACTICE	INTEGRATED ASSESSMNT	155623V	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721516153140599
RUBIO,MARISOL	CHILD WELFARE ADVANCED SPECIALIST	DCFS GUARDIAN	CONSENTS ADOPTIVE SERVICES	248871V	ACTIVE	60 E VAN BUREN	0721516241401099 0721516592113199
SANCHEZ,EMELY SANCHEZ,YANIRA	CHILD WELFARE ADVANCED SPECIALIST CHILD WELFARE ADVANCED SPECIALIST	OPERATIONS LICENSING	FOSTER HOME LICENSING	594592V 131870V	ACTIVE	CHICAGO 1911 S INDIANA OFFICE CHICAGO EMERALD OFFICE	0721516592113199
SUTOR, ANGELINA	CHILD WELFARE ADVANCED SPECIALIST	NORTHERN REGION	PERMANENCY SERVICES	333404V	ACTIVE	AURORA REGIONAL OFFICE	0721516334001199
TOLEDO, GUADALUPE	CHILD WELFARE ADVANCED SPECIALIST	OPERATIONS	ADOPTIVE SERVICES	595826V	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721516592112199
JUAREZ,SYDNIE	CHILD WELFARE NURSE SPECIALIST	CLINICAL PRACTICE	CLINICAL SERVICES	152690	ACTIVE	MAYWOOD OFFICE	0719716156000799
VELAZQUEZ,ELIZABETH	CHILD WELFARE NURSE SPECIALIST	CLINICAL PRACTICE	CLINICAL SERVICES	150460	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0719716156000699
ARTEAGA,KARINA	CHILD WELFARE SENIOR SPECIALIST	MONITORING	RESIDENTIAL MNRTING	601451	ACTIVE	AURORA REGIONAL OFFICE	0721716608204198
GARCIA-MORA,SULMA	CHILD WELFARE SENIOR SPECIALIST	MONITORING	RES MON FLOATER	607407	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721716608202199
AGUIRRE-LIEVANO,SANDRA	CHILD WELFARE SPECIALIST	SOUTHERN REGION	INTACT RECOVERY PROG	795694	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816792001199
ANAYA,DEISY	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	180384	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816181001199
BARRAZA,BENNY	CHILD WELFARE SPECIALIST	LICENSING	FOSTER HOME LICENSNG	131509	ACTIVE	DEKALB OFFICE	0721816137201198
CALDERON,IVONNE CHAVEZ,BRENDA	CHILD WELFARE SPECIALIST CHILD WELFARE SPECIALIST	NORTHERN REGION CHILD PROTECTION SCR	PERMANENCY SERVICES STATE CENTRAL REGIS	330741 186459	ACTIVE	WAUKEGAN OFFICE CHICAGO 1911 S INDIANA OFFICE	0721816335003199 0721816181001199
CORONA,ELISA	CHILD WELFARE SPECIALIST CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR CHILD INTAKE/RECOVERY/CAPU	CHILD INTAKE/RECOVRY	598887	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816181001199
DIAZ,PATRICIA	CHILD WELFARE SPECIALIST	NORTHERN REGION	INTACT FAMILY SERV	792009	ACTIVE	JOLIET OFFICE	0721816391203199
GONZALEZ,EMMA	CHILD WELFARE SPECIALIST	CLINICAL PRACTICE	INTEGRATED ASSESSMNT	155618	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816153140699
GONZALEZ,ERICK	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	180421	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816181001199
HAYWOOD,JUANA	CHILD WELFARE SPECIALIST	CHILD INTAKE/RECOVERY/CAPU	CHILD INTAKE/RECOVRY	596154	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816591204199
HERRERA,JOSE	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	184887	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816181001199
JIMENEZ,SERGIO	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	182004	ACTIVE	2200 CHURCHILL RD	0721816181006199
KLINE,CAROL	CHILD WELFARE SPECIALIST	LICENSING	FOSTER HOME LICENSNG	131863	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816137204199
LAZCANO,YADIRA	CHILD WELFARE SPECIALIST	CENTRAL REGION	PERMANENCY SERVICES	353346	ACTIVE	SPRINGFIELD FIELD OFFICE	0721816352003199
LOPEZ,CESAREO	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	188613	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816181001199
MACIAS,RAQUEL MARTINEZ,YVETTE	CHILD WELFARE SPECIALIST CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR COOK REGION	STATE CENTRAL REGIS PERMANENCY SERVICES	180641 488502	ACTIVE	CHICAGO 1911 S INDIANA OFFICE CHICAGO 1026 S DAMEN OFFICE	0721816181001199 0721816488402199
MCMANAMAN,HELENN	CHILD WELFARE SPECIALIST CHILD WELFARE SPECIALIST	NORTHERN REGION	PERMANENCY SERVICES PERMANENCY SERVICES	332273	ACTIVE	ELGIN OFFICE	0721816488402199
MELENDEZ,CLAUDIA	CHILD WELFARE SPECIALIST	NORTHERN REGION	INTACT FAMILY SERV	799574	ACTIVE	NAPERVILLE FIELD OFFICE	0721816334004198
MORENO, ALEJANDRA	CHILD WELFARE SPECIALIST	COOK REGION	PERMANENCY SERVICES	484896	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816488402199
NAVARRO, JASMINE	CHILD WELFARE SPECIALIST	COOK REGION	PERMANENCY SERVICES	486680	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816488402199
		LICENSING	FOSTER HOME LICENSNG	130591	ACTIVE	GALESBURG OFFICE	0721816137104199

PALMA,MARISOL	CHILD WELFARE SPECIALIST	COOK REGION	DEFERRED ASSIGN PERM	484789	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816488400798
PEREZ-AL MUHTASEB,ADA	CHILD WELFARE SPECIALIST	OPERATIONS	ADOPTIVE SERVICES	594349	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816592113199
RAMIREZ,MARILENA	CHILD WELFARE SPECIALIST	NORTHERN REGION	PERMANENCY SERVICES	334059	ACTIVE	JOLIET OFFICE	0721816334101199
RAMOS,JHOMARIE	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	184537	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816181001199
REYES,ISADORA	CHILD WELFARE SPECIALIST	COOK REGION	INTACT FAMILY SERV	799472	ACTIVE	CHICAGO EMERALD OFFICE	0721816792202199
RODRIGUEZ,EULALIA	CHILD WELFARE SPECIALIST	NORTHERN REGION	INTACT FAMILY SERV	798561	ACTIVE	AURORA REGIONAL OFFICE	0721816792103199
SOLIS,CHRISTINA	CHILD WELFARE SPECIALIST	COOK REGION	PERMANENCY SERVICES	488523	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816488402199
SOSA,MONICA	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	180385	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816181001199
VELASCO,MAYRA	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	180966	ACTIVE	EAST ST LOUIS REGIONAL OFFICE	0721816181006197
ANAYA,MONICA	DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	139800	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	1147216134101199
MEJIAS,RUTH	DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	131259	ACTIVE	WAUKEGAN OFFICE	1147216134204199
RICO,KAREN	DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	133444	ACTIVE	WAUKEGAN OFFICE	1147216134204199
VILLAGOMEZ,LIZBETH	DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	130170	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	1147216134105199
VILLALOBOS, DENISE	DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	134153	ACTIVE	JOLIET OFFICE	1147216134203198
ZAKHEM,MARIBEL	DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	135212	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	1147216134103199
RAMOS,MERCEDES	EXECUTIVE SECRETARY III	QUALITY ENHANCEMENT	ADMINISTRATIVE SUPP	080823	ACTIVE	60 E VAN BUREN	1403316080000129
BELTRAN-OSGOOD,YARELA	HUMAN RESOURCES REPRESENTATIVE	EMPLOYEE SERVICES	ADMINISTRATION	076240	ACTIVE	SPRINGFIELD 4 W OFFICE	1969216072401098
BONILLA,SUSY	HUMAN RESOURCES REPRESENTATIVE	EMPLOYEE SERVICES	ADMINISTRATION	077237	ACTIVE	CHICAGO 2020 W ROOSEVELT RD	1969216072202099
GARCIA,HOLLY	HUMAN RESOURCES REPRESENTATIVE	EMPLOYEE SERVICES	ADMINISTRATION	074218	ACTIVE	SPRINGFIELD 4 W OFFICE	1969216072401099
LANG,STANISHA	HUMAN RESOURCES REPRESENTATIVE	EMPLOYEE SERVICES	ADMINISTRATION	074375	ACTIVE	CHICAGO 2020 W ROOSEVELT RD	1969216072202099
MARTINEZ,YESENIA	HUMAN RESOURCES REPRESENTATIVE	EMPLOYEE SERVICES	ADMINISTRATION	072514	ACTIVE	CHICAGO 2020 W ROOSEVELT RD	1969216072202099
ORTIZ,IVIA	HUMAN RESOURCES SPECIALIST	EMPLOYEE SERVICES	ADMINISTRATION	071722	ACTIVE	CHICAGO 2020 W ROOSEVELT RD	1969316072202099
PINEDA PEDRO	HUMAN RESOURCES SPECIALIST	EMPLOYEE SERVICES	ADMINISTRATION	074377	ACTIVE	CHICAGO 2020 W ROOSEVELT RD	1969316072202099
CANO,NOE	HUMAN RIGHTS INVESTIGATOR III	AFFIRMATIVE ACTION	INVESTIGATION	051577	ACTIVE	CHICAGO 2020 W ROOSEVELI RD	1977616051001099
HERNANDEZ,MARIA	OFFICE ASSISTANT	OFC OF CHIEF DEPUTY DIR	RECEPTIONIST	101498	ACTIVE	60 E VAN BUREN	3001016100001129
		ADMINISTRATIVE SERVICES	RECEPTIONIST	657313	ACTIVE		
FLORES, VANESSA	OFFICE ASSOCIATE					MAYWOOD OFFICE	3001516658102129
GARCIA,YOLANDA	OFFICE ASSOCIATE	NORTHERN CHILD PROTECTION	DIRECT SERV OFC CLER	823177	ACTIVE	ELGIN OFFICE	3001516823003129
HUERTA, VIANEY	OFFICE ASSOCIATE	ADMINISTRATIVE HEARINGS UNIT	PROGRAM SUPPORT	652417	ACTIVE	JUVENILE COURT UNIT - NEW ANNEX	3001516651003129
IBARRA,ROCIO	OFFICE ASSOCIATE	NORTHERN REGION	DIRECT SERV OFC CLER	334019	ACTIVE	NAPERVILLE FIELD OFFICE	3001516335002129
KELEMEN,DANIELA	OFFICE ASSOCIATE	COOK REGION	DIRECT SERV OFC CLER	476464	ACTIVE	DEERFIELD-COOK COUNTY	3001516478104129
LUGO,LISA	OFFICE ASSOCIATE	ADMINISTRATIVE SERVICES	RECEPTIONIST	652648	ACTIVE	ELGIN OFFICE	3001516658205192
MEJIA,GALO	OFFICE ASSOCIATE	ADMINISTRATIVE SERVICES	RECEPTIONIST	656472	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	3001516658101119
SANCHEZ-SERRATO,LORENA	OFFICE ASSOCIATE	COOK CHILD PROTECTION	DIRECT SERV OFC CLER	914670	ACTIVE	HARVEY OFFICE	3001516912004129
TIRADO,ARACELY	OFFICE ASSOCIATE	LICENSING	OFFICE CLERICAL	130416	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	3001516137204129
CHAIREZ,JOSE	OFFICE COORDINATOR	CLINICAL PRACTICE	MANAGEMENT SUPPORT	152767	ACTIVE	DEERFIELD-COOK COUNTY	3002516152103129
MOLINA LASSALLE,ROSAMARIA	OFFICE COORDINATOR	COOK CHILD PROTECTION	MANAGEMENT SUPPORT	892496	ACTIVE	MAYWOOD OFFICE	3002516894000129
BETANCOURT, VERONICA	OFFICE SPECIALIST	OPERATIONS	PROGRAM SUPPORT	592462	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	3008016592113129
CALVILLO, JUAN	PARA-LEGAL ASSISTANT	LEGAL SERVICES	PROGRAM SUPPORT	030860	ACTIVE	JUVENILE COURT UNIT - NEW ANNEX	3086016032005199
COLON,LOURDES	PUBLIC SERVICE ADMIN OPT 6, HMN.SERV	STRATEGIC PLANNING	ADMINISTRATION	117242	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	3701516112001099
PEREZ,CECILIO	PUBLIC SERVICE ADMIN OPT 6, HMN.SERV	CHILD PROTECTION SCR	SCR SUPERVISOR	184885	ACTIVE	2200 CHURCHILL RD	3701516181006099
REYES, MELISSA	PUBLIC SERVICE ADMIN OPT 6, HMN.SERV	LICENSING	FOSTER HOME LICENSNG	130406	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	3701516137204099
LOPEZJOSE	PUBLIC SERVICE ADMIN-OPT 1 GEN ADMIN	AFFIRMATIVE ACTION	ADMINISTRATION	050119	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	3701516052000099
ANACLETO,URBANO	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	CLINICAL PRACTICE	CLINICAL SERVICES	156374	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	3701516152504799
CAMARILLO, JEANETTE	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	COOK REGION	PERMANENCY SERVICES	475032	ACTIVE	DEERFIELD-COOK COUNTY	3701516478102099
CARRIONILLIS	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	FDUCATION/TRANSITION SERVICES	ADMINISTRATION	226219	ACTIVE	MAYWOOD OFFICE	3701516221001099
					71011112	WATER COST OFFICE	
JIMENEZ,MOISES	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	COOK REGION	PERMANENCY SERVICES	480950	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	3701516488402099
MARTINEZ,EVELYN	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	824840	ACTIVE	NAPERVILLE FIELD OFFICE	3701516826004099
NAPOLES,ENOE	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	CLINICAL PRACTICE	CLINICAL SERVICES	153494	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	3701516152489099
NAVARRO,GLORIA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	CLINICAL PRACTICE	CLINICAL COORDINATOR	151888	ACTIVE	AURORA REGIONAL OFFICE	3701516152332099
NEGRON,IMARA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	823345	ACTIVE	JOLIET OFFICE	3701516824008099
ORTIZ,ZULEMA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	COOK CHILD PROTECTION	CHILD PROTECT SERV	898013	ACTIVE	MAYWOOD OFFICE	3701516894003099
PAREDES,MARIA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	COOK CHILD PROTECTION	CHILD PROTECT SERV	887831	ACTIVE	DEERFIELD-COOK COUNTY	3701516886003099
RAMIREZ,BEATRIZ	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	RECRUITMENT & RESOURCES	RECRUITMENT/RESOURCE	674488	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	3701516676003099
REBOLLEDO, ANGELA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	COOK CHILD PROTECTION	CHILD PROTECT SERV	884937	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	3701516885006099
REYES,THERESA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	821955	ACTIVE	WAUKEGAN OFFICE	3701516825001099
ROMERO,LILIANA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	CLINICAL PRACTICE	CLINICAL COORDINATOR	156582	ACTIVE	MAYWOOD OFFICE	3701516152481099
MARTINEZ,MARIO	SENIOR PUBLIC SERVICE ADMINISTRATOR	CHILD PROTECTION ADMIN	ADMINISTRATION	801036S	ACTIVE	SPRINGFIELD 406 E MONROE	4007016801100099
FRANCO,SARA	SOCIAL SERVICES PROGRAM PLANNER III	CONTRACTS	CONTRACTS	644299	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	4131316646001299
ALAVAZAREZ,MANDY	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	ADVOCACY OFFICE	ADVOCACY	658640	ACTIVE	SPRINGFIELD 4 W OFFICE	4131416657003199
BONEU LIBERT.FLAVIA	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	CHILD & FAMILY POLICY	CHILD & FAMILY POLCY	653697	ACTIVE	SPRINGFIELD 4 W OFFICE	4131416659102199
CASTRO.VANESSA	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	EDUCATION/TRANSITION SERVICES	STRENGTHENING FAMILI	224509	ACTIVE	FIGIN OFFICE	4131416223000598
CHAVEZ,RHONDA	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	ADVOCACY OFFICE	ADVOCACY	655983	ACTIVE	SPRINGFIELD 4 W OFFICE	4131416657003199
FELICIANO, DARLENE	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	CHILD & FAMILY POLICY	CHILD & FAMILY POLCY	657493	ACTIVE	SPRINGFIELD 4 W OFFICE	4131416657003199
·	, ,				ACTIVE		
SHETLER,NELIDA	SOCIAL SERVICES PROGRAM PLANNER IV (RC) SOCIAL SERVICES PROGRAM PLANNER IV (RC)	CHILD & FAMILY POLICY	CHILD & FAMILY POLCY	653698	71011112	SPRINGFIELD 4 W OFFICE	4131416659102199
MONG CORE		RECRUITMENT & RESOURCES	RECRUITMENT/RESOURCE	679880	ACTIVE	AURORA REGIONAL OFFICE	4131416676001199
WONG,CARLOS	, ,						
ZAVALA,LETICIA	TECHNICAL ADVISOR II	INSPECTOR GENERAL	ADMINISTRATION	263542	ACTIVE	OFFICE OF INSPECTOR GENERAL	
·	, ,		ADMINISTRATION ADMINISTRATION ADMIN LAW JUDGE	263542 030085 652495	ACTIVE ACTIVE ACTIVE	OFFICE OF INSPECTOR GENERAL JUVENILE COURT UNIT - NEW ANNEX JUVENILE COURT UNIT - NEW ANNEX	4525216261001099 4525216032001199 4525316651000599

CMS

Entries Programme of Secretions

Feened In		WORKING YITLE OF ARY	400		2.70	artice) h	MUSICA		Tilburus	
hild Protecti	on Advanced Spec				200.00			18 Mg	_	
AMERICY	Contractantes apply	T COURSEMENT TO THE PERSON	29	89	071	81-18-	31-100	141-9		
					Cont	SENO.	Abut	LAUSE	. 10	
							Ship.			
	amily Services	Northern Region			0	101	Y			
(Econoli		STAUL CONTRACTOR			123	BUENOVE.				
					1			10-1	B-13	
hild Protest	tion				1					
. WORK LOCA		SE BARGADONOVIERO CO	16 E	Sales Sales			7	CHWIGH	areas .	
		ler moldodicarea/Ston Co	CE				PY NONVAL (C		LCHWG	
SCHOOL SECTION							3250	的技术工艺		
ockford OF YEAR		RC062	und by	N	推讀		2 7	1100/200		
25%	1 Manine Java									
25%	Mentars (over consultation of carefulating or carefulating or carefulating free contacts free freelythus state	r tavel and/or loss experiences in transitionities provi tentation and training program ared by tower lovel investigate stread trave been made; core I besed upon such reviews.	oposialia des input for stall; a stall for ults with s	ta, provid end sesti reviews obniesi uparvisa	ing guide dantes in data unes of indeppo Contours	ence, dir plending delian o atlan ga ing trah	action, 1. wysr I treesi thered ing no	and ging, an iguites and ethi ide for	nd er	
	Mentars (over consultation of carefulating or carefulating or carefulating free contacts free freelythus state	r lavel and/or less experiences in treestpades activities; provi lantation and existing program ared by laver level in restaus	oposialia des input for stall; a stall for ults with s	ta, provid end sesti reviews obniesi uparvisa	ing guide dantes in data unes of indeppo Contours	ence, dir plending delian o atlan ga ing trah	action, 1. wysr I treesi thered ing no	and ging, an iguites and ethi ide for	nd er	
	1. Mentare lower consultation of conducting on contacts fruit fruitvidual state 2. Receives and advanced cas ladylausis to "unfounded." 3. Agreeuse for a contact of the	r tevel andfor loss experienced in triveatigative activities; provisions and training program and training program and by lower level investigative through these upon such reviews. Investigates a lid range of CA nativity level; constate investigates a lid range of CA nativity level; constate investigates information for the date and altered multi-disciplinary areas as listeen with other disciplinary and altered in the constraints.	specialis des trant for staff a staff for ults with a AV report petive inte	ia, providenti pudi province contact upervisor s, include triove ye sa to with	ing guide fants in documen of inform Contact g high p the report ther the	ince, diri planely delian o atlon ga ing tran ralia rep iass, auto report ta	netton, L envent Invest thered ing nee lorts or lects, a	and ging, ar igalive and other reports and other stad" or	of a	
25%	1. Mentare lower consultation a conducting or contacts that fruit fruitvidual state. 2. Receives and advanced our ladviduals to "unfounded." 3. Arranges for a activities; seen againsy responsible froiection. 4. Teansides an	r tevel andfor loss experienced in triveatigative activities; provisions and training program and training program and by lower level investigative through these upon such reviews. Investigates a lid range of CA nativity level; constate investigates a lid range of CA nativity level; constate investigates information for the date and altered multi-disciplinary areas as listeen with other disciplinary and altered in the constraints.	rpeniate des trant for eleft e staff for ute with a AN report getive internation and leading have, ague	in, provident and past province contact cuparvisor sylvinos sylvin	ing guide dance in decement distance of information of information distance	ince, dri planding delian or atten gal dry train relia rep less, sub report to see to an arity reco	action, Lansus I investi inered ing ner lects, a landica tees in surces; ne on i	end ging, an igadive and ethi ind othe and othe and othe inde" or westige! interpre- he issue	of a	
25%	1. Mentors lower consultation of consultation of consultation of consultation of consultation of consultation in consultation	r terral and/or loss experienced in investigative activities; providentation and techning program eried by lower lovel investigative should have been made; core I besed upon such reviews. I investigates a lidi range of C/apissity lovel; conducts investigates a lidirange of the date and altereds multi-disciplinary area as listeen with other denighmentation to the community; apm. If interprets, both easily and in.	specialis des input o for eleti- e staff for ults with a lift report gative inte mala beard hass, again and a baic writing, for	in, providend and and and approvident in the control of the contro	ing guide dance in document of inform content in report ther the content of commu- and on	ince, dri planding delian or atten gal dry train relia rep less, sub report to see to an arity reco	action, Lansus I investi inered ing ner lects, a landica tees in surces; ne on i	end ging, an igadive and ethi ind othe and othe and othe inde" or westige! interpre- he issue	of a	

IMOONII U				
5%	7.		is input thio Department stuff tection reports; consults with miles currently being served i	medings with regard to follow-up issues on Copertment parmononcy stall regarding subsequent by the Decament.
674	8.			y, when placing them in substitute care, and when a necessary appointments (i.e., court hearings, se station, etc.) and to necessitate the delivery of
6%	9.	Performs other dufti enumerated above.	es as required or assigned wh	rich are reasonably within the scope of the dutien
an annual				
Personal and		the egreement assessment	god and pubered grackpanis en.	
			i-16-31-100-60-99	Working Title (# ANY) Investigations Team Supervisor
C) SUPER	persionery	at lead mother tesberal	Diffice mad to described in a de	failed duty statement(a) with a time percentage(c) allotted, rdirete inscrehents or authorized landed headcourt:
	Parling		Parking Hydrica	May of the subset of Parallel Valence Co.
EPROPRIE	ES TORGA	Carring and West	. Company	
THE WEIGH	OF THUS	Common State	The time symbol	
Chaid Produ	edon Sp 9 (n) est 1 (n) est	estable in the Coperty, making in the Coperty, mobile, and proof of to openic and settle Sp		The second secon
ecileos o	r usiver	sity issuing a degree Work Education,	must be accredited, and the o	degree program in social work must be approved by

PERMANANTA STA

E 15

Minds Consistent of CENTRAL MANAGEMENT SERVICES

House	HUE	WORKING WITE OF ANY	200	1	2.00	STRON IS	BEH	
Aild Prote	ction Specialist		29	88	0716	3-16-	31-100	2-61-99
Marketon and		X BURNAVERREIN		100	富	E ADD	Arms	AALST
2016	710		Hesy		30			
tildren &	Family Services	Nothern Region				MAN		1.1
open.		15347 December	-		H SOC	101	DOL 1	R
hild Protec	elle e						L	10-18
THIS F (LEAD)	and a				ES 100	EI CEUN	m.ende	
MORRISO	ATTEN	18. BARGADISMOVERNI CO	10	244	旧贈			Enrice Connect
								BOTELL OF
ockdoni		RC082		1 0 1				BULGOVO
	MARCH LITTER	SERVICE AND ACCURATE OF STREET	THE PARTY NAMED IN	N	1.1-		STEEL STATE	ACCUPATION AND ADDRESS OF
38%	1. Receives a	PICOUS ASSET	child abu	seineplect gruoriste i	within o	nandate child or	d time	innite:
35%	1. Receives a stresses a drives to continue finding on the parener of the parener	and have blood and a second and	child abu nilletse ap ng family i Manale to Manale in Manale in Manale in Manale Ma Manale Manale Manale Manale Ma Manale Ma Ma Manale Ma Ma Manale Ma Ma Ma Ma Ma Ma Ma Ma Ma Ma Ma Ma Ma	safraglect graphists is altestone ; ablain into and sandae as to comm d to comm p validity of	within a well of alading in allog a munity a mun	reservate child pr to allege for pury conduc geneles reless.	d time staction diam c social o ta servi POS s	imiting in reacted of staild if making ion agencies
	1. Receives a stresses a drives to or obuse/neg finding on t accounts the parents. 2. Prepares a forme such reports, what accounts.	in layer gales reports of gales of gale	child abunification appropriate appropriat	seinegiect propriete is situations r obieta into and service es to comm d to comm p validity of omas prope computer (within a wrote of electry in adopt in adopt in adopt in adopt in adopt in analy so a		rd three cleation of the service of	ilmiting in reacted if child if child if child if child if child ican againates acomplet d numith ifon
25%	1. Receives a stress of drives to a chuse/neg finding on t stress and the parents of the parent	and have blood and a second and	child aby tilletes ap informity of information of vitables of vitables of assessing ded to clic sACWIS orial for trans- a for eddit	seinopied proprieta j situations r abinin into abinin into act a commo d to commo p validity of pritic prope computer e under to p and committee ional folion	within a evelo of eleting (matter, march) a unity au unit	control of the contro	of time classic of the service of th	ilming n reached f child f maiding ice ngendes complet d number f or f or for regard
25%	1. Receives a serverse a drives to or abuse/neg finding on a serverse the parener the parener such superta, who asserte and a	and investigates reports of alleged materials safety of children and such and an observations, observations, observations and professions and determining professions and determining professions between the allegations and determining and reference; Units; briefly monitors feather severing payment for services provides include a decommendation in the last include a decommendation in the last include and presents records. ***STREET OF THE PROPERS SUPERVISORY OF THE STREET, CALLED THE	i child aby nilleter ap ng family i identis to tradistant tradistant assenting ded to ch sACHVIS erial for tradistant a for eddit	seinegied propriete j uituatione ; ebinis into uituatione ; ebinis into uituatione ; ebinis into uituatione ; econori g validity of prias; prope computer e unuter to p end computer e ional fotto r Spanisis e	within a evelo of eleting innesting innesting innesting innesting in unity security security security security security security security security security with Pup security postering	resident of the second of the	d time clection diena o coses o ta servi POS: POS: patients local services	inning n resided f stild f melding con againstes d complet d nurreth fice ff or ne regard ing service
25% 10%	1. Receives a serverse a drives to or abuse/neg finding on a serverse the parener the parener such superta, who asserte and a	and investigates reports of classed materials safety of cardians, observed and the control of cardians and professions; televises oberts and professions and determining particularly bring provides information and refusions; Units; trially monitors (and control professions) Units; trially monitors (and control professions) units; trially monitors (and control professions) and presents cause maderials and presents appearable; alternity and presents appearable; alternity and presents appearable; alternity and the control profession and presents appearable; alternity and the control profession and trial proper completion of forms and trial proper completion of forms	i child aby nilette aping family in the child aby the child about the child about the child aby the child about the child abou	seinegied propriete j situations r ebinis into situations r ebinis into situations r ebinis into situations r ebinis into situations g validity of prias jarapa computer e sunsier to p end comp iomal fotos r Spanisis e mit of ciatin ding iowest	within a evelo of electing innection innection innection innection innection innection in the election in the	residente de la constante de l	d time clection disease of the service of the servi	inning n resided f stild f melding con againstes d complet d nurreth for the regard ing service

A DESCRIPTION		The state of the s	
	200		
8%	changing places	nentiocedor: transports ellents to n	when placing them in substitute cers, and when scessory appointments (i.e., exurt hearings, station, etc.) and to recessitate the delivery of
6%	8. Performs either canumerated stoc		h 618 reasonably within the scope of the dulies
0.049.10	Marky at Million as the	District Burley Response for the pro- moving and Importing Burley Research 1015-16-31-100-80-99	Tryestigations Team Supervisor
MOTE: #	A CONTRACTOR OF THE PARTY OF TH	YOPUGEA pornib@Sys gragi he described in a siste	iled duty statement(s) with a time percentage(s) stiction.
	Entitle Vision	- Federal Annual - Federal -	His, of Instantiant or Europed Vectoring
R EMEANE THE WOR			
o regulare experience experience profession ercof of v	in prince (as level) requires a master's degree in requires a bachel requires a bachel al asperience; requires chicle insurance; requires	related human service field a for's degree in scotel work an or's degree in scotel work an or's degree in a related human	ice create Landau Cruston Color Colo
especial for the first	no ne fomble membrallo	a adoption south desciousant	management experience related to family , counseling, and advocacy corvices or a related ad, and the degree program in social work mus

Control of Manager Control of the Co

40	600	23	49	LOTTON.
17	1	83	AND	E.
207	100	Б.	φĸ.	
Ch:	23	m	90	

CENTRAL MANAGEMENT ASSESSED

POSITION DESCRIPTION

Company of Resident	um.	WORKING THAT IS ANY	135		12.70	STREET	6189	7251132525
100557					071	10-16	10.24	1-11-00
Child Will Admin Case Reviewer			29	88	10.73729		ARWAYS S	HER THE CHAPE
RESPOY		4 BUREAU DAVISOR	1 1	ag	掃	115		1-11-00
		Ofractor's Office		-		Enem.	73	
hildren and	I Family Senices	Bureau of Operation	A BOOK CONTRACTOR				-	- 1
A COMPANY		H. Chief	15		0	022		R
Marie .						WAS ELVE	opq :	08-18-
dministrath	ve Case Review							US-16-
L WORK LOCA	VIICH	18. SAROMANIATURN OF	NOR.	Te.		라 한다 의 무료 라 Fee		CHANGE CHANGE
						CLAN	2740	N CHANGE
len Elyn			-	-				
OF YEAR	I II COMPLETE CLEAR	AT AND ACCUMENT PAYERS	Corner and	N				
30%	suits as Assertiff tot, s	construction (Construction Construction Cons	S. P. T.		100	Care and	A 14 01	s' anni didi
30%	suits as Assertiff tot, s	(Person speaking clients.	S. P. T.		100	Care and	A 14 01	s' anni didi
30%	1. Within area of plane to ensure force corn; or reasonable of treatment dates administrative blading manda theraster,	iparests speaking clients, and do a that they reflect o "best fair, arches authority to amend, or test for fairly resultentian, when the fairly resultentian, when the fairly resultentian, when the fairly archer case phone are regulations. Department Februars; pre-achietules and provident; pre-achietules and provident; pre-achietules and providents; pre-achietules and providents;	deprodress of the clares approximate the states, its controlle a cert Process a c	tide objectively control of the cont	Charles of the control of the contro	determ ary de investo sada pira that dio any any make for any ary and a con-	id and rea chi rea that not ed non of feral c tel off;	distribute cases distribute in our cases the cases the cases the cases to case
	1. Within area of plane to ensure terms come; or reasonable of tree families; dates administrative binding mands thereafter; 2. Messages the a conducting the the rights and of the conducting the cond	(Person speaking clients.	sterritus of the county of the	the control of the co	May run the, with those of those i, and p di repel suri dec want de potek o field i letes o is and a ports to	detro and involved to the control of	d and hea chi hea the heat of Seret a de cit; every erring tiles, a 1 to co k repor	trafes case idean in ear idean the children or mid children or mid children or idean indicate
20%	1. Within area of plane to ensure terms come; or reasonable of tree families; dates administrative binding mands thereafter; 2. Messages the a conducting the the rights and of the conducting the cond	ignorests speaking clients, and does that they reflect o "beat this reflect o "beat this reclaims authority to amend, et orts for family retraillection, which are the state of the state o	sterritures of the college, or a sterriture appropriate and Procolege and Procolege and sterriture appropriate and protop Procolege and protop appropriate and schemes are schemes and schemes and schemes and schemes and schemes are schemes and schemes and schemes are sch	Mose of the second of the seco	May, runda, with those of those of those or, and posterior and a substitution of the those of the	detro an de involve de pla that do ; antho (an trons, an involve and n and and n and and n and and and and and and and and and and	d exclusive distribution of the control of the cont	traftes case idean in our idean the children or mid children or mid children or idean in children review of an auch make it and on difficult
20%	1. Within area of plane to ensure terms come; or reasonable of trees of the free families; determines the binding manch therealier. 2. Mempey the controlling the the rights and conducting the the rights and conducting the controlling send of th	accignment, overlastes and de that they reflect o "beat inig- orchos authority to amend, or orthos authority to amend, or orthos authority to amend, or orthos authority remailleation, wit makes wholter case plans are regulations. Department Publishes; pre-activities and provide makes review process, which income review process, which income review, exabelating feaus of oresponsibilities of oil effecting and Case Review information and Case Review information columns; provides viral feed into feature process, and or	sterritures of the college, or a sterriture appropriate and Procolege and Procolege and sterriture appropriate and protop Procolege and protop appropriate and schemes are schemes and schemes and schemes and schemes and schemes are schemes and schemes and schemes are sch	More of the state	May, runda, with those of those of those or, and posterior and a substitution of the those of the	detro an de involve de pla that do ; antho (an trons, an involve and n and and n and and n and and and and and and and and and and	d exclusive distribution of the control of the cont	traftes case idean in our idean the children or mid children or mid children or idean in children review of an auch make it and on difficult

Control of the Contro

I COMPA			
516	Monitors the imple makes measurement delivery; identifies to service add/or p	mentation of Departmental pe defeas for emandment of poli in writing any service-related i termanescy, including cartain	Holes regarding case planning and service delivery; by regarding the areas of seas planning und services saus, gaps in service provides, and systemic benders compliance statistics.
6%	7. Knops abresst of a policy transmittale incorporates many	sistule, rule, and procedure po on new initiatives and change hitsilves and policy changes i	verning child walters practice; reeds all malecial and a in policy, and senius desilication or insiring if needed; also practice of culating protocol and procedure; ad, assigned, or recommended training.
6%	8. Performs other du enumerated above	ties as required or exalgned w s.	high are responsibly within the ecope of the duties
IV POSITION	THE PERSON OF BRIDE		
17.48.00	vice Administrator 3701	State Barrier VI Commission	Hopeway process for the burniburt of the position) VEOPOWER TYPE (OF ANY) AGR. Program Manager
E SUPER	specialismy or lead weeker respec	WER whilehe ggggj be described in a d	stalled duty statement(s) with a time percentage(s) stictied.
	Pariso Nil	Walling Residen	Physical Control of Control Office of the
3.37.07			
		or the second to a grant of the second control of the second contr	clar's degree from an accredited school of social work is withing requires thereugh introducings of social work does and difficult caralitions; requires thereugh 13 to parameterary placeboy requires with in making and instruction parameter to produce and social lentity produces or dynamical, and propose coreso and ability to based; requires ability to speak and

. . .

of the property of the second second

個	200	MOR.	Dis		5
a	100		8	or.	10
뒴	87		180	2000	A
包	900	TES.	AT	Ba	

CHATTRAX MANAGRAPHY SHRVICES

and Person	The series in each cardy	WORKING THUS OF ALCO	1	10000		2.70	SERVICE PROPERTY	HUNCH	EQTAIN)	
						07215-16-31-500-72-99				
	e Advanced Specialist	1133 (162,34,243)	29	3	88	0721	5-16-3	1-600	-71-0	100
ACCRACY		4. BURRAU/BIVISISH		V	370	篇	etrono (Alest	approximation.	YES
			120000			0.5			2011	
A nerbid	Family Services	Northern Region				1400		PR 200		
Victorial.	Carrier Williams	11, War		Ter. or		0	019	Y	R	
				-		SEE L			12-1	
perations		Parmanency		-				L	19 3	0-14
	Day -				- 1	8 14		RJSH PT COOS	CHANGE	
WORK LOC	ATTON	18. BARBANING/TERM CO	201		Rate Groupt	STORE POSITION NAMED COL			erite	
							. Д. Д.	essiii	PHINCAL I	
eKulb			-		N			ON ARD R	MALLOCA	TION
OF THE	T 18. COMPLETE, CUIS	RCO83 EH? AND ACCURAGE STATEST was primarly experienced pri	NT CF P	OSITE	PER MICE	C) No.	SE UPVE		LOCATO	N .
	with intest families as various community a serves as unit aupe necessary. In addition	less cases; serves an menior, and stuff; conducts interested in the case and development of children in home and/or agencies; interprets agency metar in the absence of the to normal assignments; work	elate e constate supervi	ere; ities ior;	levelor to the scalgar	in exp is and comm ed to 2	muintain unity; o 4 hour	on ca a such a such and and and and and and and and and and and	in roles isting b all duty	rorks with sels,
20%	with Intact families at various community a serves as unit aupo necessary, in addition statute and policy; ira 1. Mentors less expr welfare staff with a crisis elizations, a erranging, and co	and children in hoom and/or sal gencies; interprets against in return in the absence of the to homisi assignments; work relates and interprets, both or misucad specialists, providing processors of not other various processors of inducting orientation and training	rethits or reportable supervises to ensu- sty and to puldance, terviewing their work spectras	e or e bro; e lities sor; e ero th o write directions to pro-	te die to die earlign all sen ling, for ction, a rventio ovides i r staff,	in stooms and commend to 2 focus and commend	ethine o mulatein unity; o 4 hour o provid in speak sultation iques, p id assist	ere led is listico n a rol fon ca nd es n ling clie i to tow roblem arice in	ilibes; we relead to the same	rorks with exis, , as ed by child ement
20%	with Intact families at various community a serves as unit aupo necessary, in addition statute and policy; trait of the statute and policy; traits attentions, a servinging, and co 2. Determines the in recommendations assistance in the participates in the procedures and a propares reports a comprehensive, it ongoing assessaring toward the goals.	and children in home and/or sul gencies; interprets against in vision in the absence of the to homest assignments; work relates and interprets, both on intercod apacialists, providing in sessessment, case planning, in old other vertexs processes of	retibute or reports by authorized to ensure the state of all programment of all programment of all proposals in appears in a constitution appears in a constitution appears in a constitution appears in appears	aret i sere i se	to the sealing, for start, in su, for start, in su, future spare, sealing, future spare, sealing, if of chart spare, sealing, if of chart spare, sealing, if of chart spare, spar	to stop to the lightest to the	attition or mytheir unity; or 14 hour o providi in speak autheiburingues, pid assiel ordere fe dient to ardere fe develored femiliamity to	ere laci is this is rol for ea and es a ting etie to town who in who in cittles; si by the childres sprantal lies; ros word a	infes; was roles to roles to roles and roles a	rorks with asis, ,, as od by child arrant ar dos ar ar al
	with Intact families at various community a serves as unit supe necessary, in addition statute and policy; training staff with crisis shautone, a surranging, and co. 2. Determines the procedures and a procedures and a procedures and a property reports comprehensive, it ongoing assessmentalization perceit, providing the child; providing and a comprehensive. It is needs of families.	and children in hoom and/or sale children in hoom and/or sale children in hoom and/or sale children in the absence of the strength of the absence of the in to normal assignments; work malates and interprets, both or mismond apacialists, providing passessment, case planning, in mismond apacialists, providing insertantly releases of inducting orientation and training and lestilles in court as to dispreparation of wimeness for issumption of wimeness for issumption of wimeness for issumption of the indication of an progress or back of progress or back of progress or lack of progress on and strength; relevent of needs and strengths; as and standards, as well as the ell of family preservation, famil	treatment of comments of comme	a cor c arci; c lities loor; i lities loor; i lities loor; i lities loor; i lities loor; l	tevelop te dependent open open open open open open open open	to stope and in comment to the spanish and comme	attitio o muintele unity; o il 4 hour o provid it speak suffation iques, p id stalet i care fo f olient t i ordere r appeal onle for is dispute in filty to instalet ipriote p	ere led is italisc ita rol "on es a und es	intes; was releadating to all? duty mandatis rets. The feval of a security and in and partitions the feval of a mintelment and partitions the feval of a mintelment and	rotts with seis, /, 2s ad by child smanl ig, na des
20%	with Intact families at various community a serves as unit aupe necessary, in addition statute and policy; training statute and policy; training statute and policy; training statute and constructions assistance in the participates in the participates in the procedures and a propercy reports comprehensive; comprehensive, comprehensive, comprehensive and a propercy reports of comprehensive and a propercy reports of comprehensive; comprehensive and a propercy reports of comprehensive; comprehensive and a propercy reports and a propercy reports of comprehensive and the child; province an	and children in home and/or sal children in home and/or sal children in home and/or sal gencies; interprets against in retuce in the absence of the in control assignments; work instanced specialists, providing passessment, case planning, in and other various processes of inducting orientation and training and institles in court as to dispreparation of witnesses for terescribed and coordinates the places and institles in court as to dispreparation of witnesses for terescribed and coordinates the institution of witnesses for terescribed and coordinates in the institution of witnesses for terescribed and coordinates in the institution of witnesses for terescribed and strengther sent of family preservation, family reduces the decided and children in home within agency timestrance; every an extend of causes, including thinh are processes.	training or support of the property of the pro	a cor a care a cor a care a cor a care a car	to the condition of the	to stope and particular to the standard con in technical control and control a	attitio o muintela unity; or 14 hours o provide in special in special in special in state of a special in spec	are led in line in lin line in	infes; was releaded to the provided to the pro	with with with with a said by a child imani ig. a said by a child imani ig.
20%	with Intact families at various community a serves as unit aupe necessary, in addition statute and policy; training statute and policy; training statute and policy; training sand control of the participates in the participates in the participates in the processors reports a comparisonal server reports from the child; provide the child; provide conducts with intect needs of families permanency goes 4. Menages a trib raconducts interviewed.	and children in home and/or sal children in home and/or sal children in home and/or sal gencies; interprets against in retuce in the absence of the in control assignments; work instanced specialists, providing passessment, case planning, in and other various processes of inducting orientation and training and institles in court as to dispreparation of witnesses for terescribed and coordinates the places and institles in court as to dispreparation of witnesses for terescribed and coordinates the institution of witnesses for terescribed and coordinates in the institution of witnesses for terescribed and coordinates in the institution of witnesses for terescribed and strengther sent of family preservation, family reduces the decided and children in home within agency timestrance; every an extend of causes, including thinh are processes.	puldance, supposed in supposed	a cor a care a cor a care a cor a care a car	to the condition of the	to stope and particular to the standard con in technical control and control a	attitio o muintela unity; o i/4 hour o provid in speak suitation iques, p id stalet i care fe f ollent t i ordere ir appeal onle for is devel ind fente in direct in ordere in direct in ordere in direct in d	are led in line in lin line in	provide and particular and particula	with with with a

ETCE TIME	(10)						
	and available therapeutic services and pro services directly and/or makes referrals for parents and service providers; monitors to placements and siblings not placed togeth	ensura appropri	imments service plans with families; provides his Support, guidance, and coordination to foster late visits occur between parents and children in locations to conduct on-site interviews.				
10%	5. Translates and interprate, both oraty as available and the proper completion of ten	nd in writing, for 8 ms.	Spanish speaking clients regarding services				
5%	6. On a rotating basis, serves as team supervisor in his/her absence.						
5%	7. Transports clients when taking protects placement location; transports clients to m counseling sessions, police station, etc.) a	cessary appoint	n placing them in substitute care, and when changing traints (i.e., court hearings, medical appointments, a the delivery of client services.				
5%	8. Prepares and maintains necessary can services; completes various agency forms reports; prepares statisfical and nerrative	, including case	n for planning, implementing, and evaluating netes, payment, eligibility, visitation, and court				
5%	(activities) staff conferences to assess need	ded services; pro work planning; o r clients: develop	and participates in multi-disciplinary diagnostic and ordes input into supervisory conferences and obtains information of community and againcy as and maintains working relationships with on of agamsy responsibilities.				
6%	10. Performs other duties as required or a enumerated above.	ssigned which a	re ressenably within the ecope of the duties				
17. Position		A (Magazzatido for o	strikering and protesting warts, preparing, conducting any algoring and adjusting pressures for the insumbers of this position.)				
			TWORKING TITLE (IF ANY)				
Public Se	rvice Administrator 37015-16-31-80	0-70-01	Pennanency Team Supervisor				
TE CHECK Y	HE APPROPRIATE BOX IF THE FOR HOW BEA:						
NOTE: 5	AVISOR OR [] LEAD WORKER impervisory or lead worker responsibilities <u>many</u> be as checked above, the position the position number,		leffed duty statement(s) with a time percentage(s) allotted.				
		Profiles Homber	HA of beamhad or Parish Versicals				
TE EFFECTAL OF THE WOO CHARLES		HOW SEVERAL OF	richia de Routs Ann Annun And Licentains OR Stant Control Lance I p (1998) Spring Control Control De Control Wellow Beneficial Spring Control Control De Control Wellow Beneficial Spring Control Control De Cont				
quees; tada	ares ability to speak and write Spanish at a co	nce requires phy Rogulal skill feval.	races, visitas, and authors seems to corru out accident				
by the Cou	nell on Social Work Education.		and to desire the first and the ferrital fall making and the				

A THE OFFICE AND LONG TO A PROBLEM AND TO A DESCRIPTION OF THE PARTY O

D. S.

CHANGE THAT WORK HEAT SHELVE A

Committee of the Commit	Marine Commission of the Commi	MOISSING PHES IN YORK	200	1	TER	STICK N	BASS	Mary Land
AMERICA					072	17-16-	13-18	1-11-99
Child Well	lare Senior Specialist		29	88	2 30-512	Charles Ship	Sar spiece	Jam 2 Services in the
A ALERSON	是我们的	4. GUREAU CAREOR	4 GUREAU GARBOH		14		41	0-11-09
Mark			6/1/1		100	Ellings.		
Children B	Pamily Services	To devel Still Last				-	-	1 1
M. Highles	Canny Bervices	Regulation and M	onliedno		0	045	Y	R
			1500/00		0.00		port	FA EWESTER D
High End M LOYTLENE	onitoring of Residential and					OTI BETTA	LUSH RUSH	07-01-1
H. WORK LO	CATION	18.640004000000000	COOL	22		71, Tall	4000	CHANGE MENCHANGE COURSE, CANGE
Aurora		RC083		IN	188	19 PONS	W.A.	Company Comments
於 19 版	THE COMPLETE COMP	REVAND AGGRECATE STATISME	HI OF PO	SPINET				
	Teen Perenting Service (IPS); attends quarterly langth of stay data and plans; identifies pateur during eventing, resultar speaking clients.	prome for children and yealth of the control of the	of Service country) coup mone relating Di letter and	(POS) to the policies con specialist specialist between			ical Fac lovel quality yeares en well	n (ILC)(TLP), nily Services; cerviews temprovement esta visita ing for Speni
25%	1. Provides expensions for a adultinod; review children; review through the use providers; attento monitor con consultation wi	rienzuel professional etald wat hildren and youth with apoctal laws and qualustes progressions as and assesses the overall of o of data and professional char ands quarterly chirlest statings apliance with best practice sta th other disciplines as needed	fare service I mede op to emegre selby of ei processor; As messes nderde; pr	ota invol d youth they an I Killy in Transistat d accord ovicies (ving iGH in the pro labite to CATLLAYI to profile ling to the right into	RLO/TLF total of mank the PSN/POI informati provide appends	(TPS) tranels individ s/IPS p ion of i '4 the ony cor	IPCSAPS oning to tradecode of rovidere di attagned altaring level derences en
26%	1. Provides experience of the programs for or adulthood; revidence; review through the use providence; alter to monitor concensulation will be a contract and properly, administration attention att	rienced professional striki wat hildren and youth with apectal inne and qualustes programs we and assesses the overall of e of data and professional char nots quarterly chrical strikings aplance with best precious sta th other disciplines as needed issesses #614/LOFTLP/TPRN righten plant, as well as camples	fere service in empty of a to empty of a servatory as manufa- ndande; pr for confir POSIPS; innes vito il perfern	the lines of youth they are it to the to the sound as routhes to the sound sou	tring iGH in the pro- lable to CATLEPT to proble ling to the Maternani to ones to ones the regar	RLO/TLF 10048 of Intel the PSN/PCI Informati 1 provide anyon de 1 of the pr The compiling approviding approvident	VIPSN iranelis Individ S/IFS plan of a Va the ory car Bridge Bridge Innas Coprish	MPCSAIPS oning to test needs of travidere distrating level derences on s' functioning with the DCF s clinical
	1. Provides expensions for a saluffixed; review through the usproviders; attain to monitor concentration with a contract and a contract and program status planning, being propers of the concentration of the concentrati	rienced professional child wat hildren and youth with apochal laws and evoluties progress on and escopes the overall of o of data and professional chi rids quarterly children as medical plance with best practice sta- plance with best practice sta- plance with best practice sta- plance with best practice at the other disciplines as medical responsible as well as cample and requirement, and over the and followed by, bedwing there requirement bedwing there requirement bedwing there requirements to the con- cepts of the control of the con-	fore service meets on to ensure traffic of a servedor; as meeter; as meeter; for confir POSITES langed of the rest langed of meeter; meet DOP	they are the are they are the are they	tring light to the point able to CATELPYT as proble the trian the	RLO/TLP 10048 of / mask the PRN/P() teleman to provide anyovie	/TPSN/remelti individes/IPS plan of a f'a monory con its vides respetate J'/TPS respetate J'/TPS respetate J'/TPS respetate J'/TPS respetate J'/TPS	IPOS/IPS oning to train needs of revidere di existence an directoring settin the DCF setiment thirpos/IPS setimen byelops and
20%	1. Provides expensions for a saluffixed; review through the usproviders; attain to monitor concentration with a contract and a contract and program status planning, being propers of the concentration of the concentrati	denoted professional child with another and youth with apoche brown and youth with apoche level and evoluties progressions and evoluties progressions and evoluties professional children and professional children with best precision steps in other plants are really steps in the steps in the step in the steps in the step in the steps in the step in the s	fore service meets on to ensure traffic of a servedor; as meeter; as meeter; for confir POSITES langed of the rest langed of meeter; meet DOP	they are the are they are the are they	tring light to the point able to CATELPYT as proble the trian the	RLO/TLP 10040 of / most the PRN/P() triannal provide companies of the parameter disp specific down priving triannal most to	/TPSN/remelti individes/IPS plan of a f'a monory con its vides respetate J'/TPS respetate J'/TPS respetate J'/TPS respetate J'/TPS respetate J'/TPS	IPOS/IPS oning to train needs of revidere di existence an directoring settin the DCF setiment thirpos/IPS setimen byelops and

A CIP TIME									
20%	estessment of each Department Interven	acency's outcomes: identifie	cled from all sources late a regular comprehensive a patterns of performance problems requiring a to supervisor, meets with members of the any performance lesses.						
10%	 Translates and interprets, both orally and in writing, for Spanish spenting clients regarding services available and the proper completion of forms. 								
5%	6. Parlemps other dutie enumerated above.	s as required or essigned wi	rich are reasonably within the scope of the duties						
and the	vice Administrator, 3701		Willes Willes Willer & Anny) Readdertiel Monitor Supervisor						
C3 super		EPA Scilitus <u>graps</u> too described in a de	skilled thely abdemical(s) with a three percentage(s) effectivel, welnels becamberts or authorized funded bandcount:						
	Politica Dist.	William Indian	to Missessian or Light Winds in						
THE BREAKER OF THE WORLD		1, 2 , 2 , 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1							
Plaquires a but not Emit enquarience. Independen specialized stech experi	menter's degree in social year ed to, advention or aproise and brokeling at least two jears of it basis, with other systems of medical, apacind advention) to cross having brees in disposing		other related human service areas, including, income and respectating, primarily on an important and respectating, primarily on an important dischilles, authorses abuse, seed needs gain access to such services, with a estimps for children; or two years of in a state or private turner service againsy; notife, and proof of vehicle insurence; requires as ability to speak and write Spenish at a						

HE

CENTRAL MANAGEMENT DEPLACES

L.POSITION Empless		AND AND BULL CHARGOS	1.85	Britis Britis	2. POSITION HUMBER
H- SUL PAR	And Grades 19 My			18 5.03	07218-16-31-100-61-99
Child Well	are Specialist		29	88	07218-16-31-200-21-99
A MUSINOT		4. BUREAU SIVESSI			based #
		The state of the s			
Children &	Family Services	Northern Region	-		
O. E. CHEN		Trust			0 101 Y R
经 支援的				15 141	Control of the second of the s
perations	Y HIN W	Permanancy			12-18-1
LWORKLOS	CATION	18. SANGYGRAGITERM CO	rog .	MAZES BETABLISH MAXES BESTATION COUNTY FOR THE MAXEST CHANGE CAREY MATERIALS	
Rockford		The second second			ACTION ADDRESS ONLY
GP TIME	I Is country our	RC083		N.	
25%	statute and policy; by 1. Determines the po	and coordinates the placem	i to arpaya By and in c lank of citi	o Great marri willings, for dren in su	inne are provided as mandated by Sparish speaking chents, bettute cure facilities; crovides
25%	statute and policy; in 1. Determines the precommendation essistance in the participates in the procedures and a prepares reports comprehensive, in ongoing essession raintenant percent country percent country percent.	to herritis assignments; werks institute and interprets, both ora condinates the piecems and testifies in court as to clien preparation of winesces for test administrative case review propagates characteristic in the initiation of a progress or lack of progress and progress or lack of progress and of needs and strengths; are agatemically, as well as the older	I to arrested by send in a tend of cities at history a tend of cities at history a tend of cities at history arrested by the proposal right account of cities at the citie	o Otal navigation of the control of	inne are provided as mandated by Sparish speaking chents. bettute cure fectities; provides plans of chart behavior; provides etudes ordered by the court; of their appeal rights and since goals for children and perent rates the development of a lidean and femilies; maintains of the family boward attainment of
25%	statute and policy; in 1. Determines the precommendations assistance in the participates in the participates in the participates reports a comprehensive, it ongoing assessment toward the poets of or the child; provide the child; provide of further with intest contribute of further contributes of further child; provide of further child; provide of further childs.	the nervital assignments; werks invitales and intemprate, both ora and tastifies in court as to clies preparation of witnesses for his administrative case review propasition of the progress or lack of progress and court as the cities of any progress or lack of progress and of received and attenging; over off of feeds and attenging; over of femily preservation, family regularities and children in home a families and children in home a	i to unsues fly and in a mark of chil it history a tipling and cases; information appeal righ toward go nt attents flushes the artiflushion reling prog ndfor subs	o that navy wiling, for dron in au urd future; properso ma cliente de; coordin ment of chi progress ond appro or anothe ress.	inse are provided as mandated by Spanish speaking clients. bettute cure factities; provides plane of client behavior; provides studies ordered by the count; of their appeal rights and shes pusis for children and perent sites the development of a fidure and families; maintains of the family lowerd attainment of printenace of utilized services or appropriate permanency outcomes.
	statute and policy; in 1. Determines the re- recommendations essistance in the participales in the procedures and a prepares imports a comprehensive, in ongoing essessing rabbitum perceit for the child; provided the position of femilies operationally of femilies operationally gradies and comprehensive gradies of femilies operationally gradies and comprehensive and comprehensive and comprehensive and contact assessing and contact assess	to horness assignments; werks institute and interprets, both ora conditates the piecems and testifies in court as to clien preparation of witnesses for test administrative case review propagates or lack of progress or lack of progress or lack of progress and/y-centered, culturally relevant of needs and strengths; over a standards, as well as the elical femily preservation, family required to the femily preservation, family required to the femily required to the femily required as the client appears as recessed as making changes as recessed as with clients and professional eleparated of treatment plane; or appears services and provides a specific services and provides a	i to urpayer fly and in v tent of citi si history a thickey a thic	o that name willing, for willing, for any property for a coordinate of chi progress on appropriate defivery the mends of chi progress of any appropriate defivery the mends of the m	inne are provided as mandated by Spanish speaking chents. bettute cure fectities; provides plans of clarit behavior; provides etudes ordered by the court; of their appeal rights and sthes posts for children and perent sites the development of a lider and femilies; maintains of the family lowerd attainment of printenase of utilized services or appropriate permanency outcome and reviews service plans and reviews are yeard reviews are yeard and reviews service plans and of the child and family. In for the curitissed degrees of concrete and supportive services are purious plans with families; provides to guidance, and coordination to
20%	statute and policy; in 1. Determines the researchmentations assistance in the participates in the procedures and a prepares reports accomprehensive, from assessmentations percent toward the goals of femilies opening of femilies opening and the participates and femilies opening and arrange grade and arrange affectly a femiliar parents and children in phenomental children in c	to herritis assignments; werks instales and interprets, both ora send and coordinates the piecems and testifies in court as to clien preparation of witnesses for test administrative case review prosested clients in the initiation of a progress or lack of progress and/y-centured, culturally relevant of needs and strengths; average attendends, as well as the elicity framework of the family repaired as the client of family preservation, family regardent agency timefrance; eventually a	i to urpayer fly and in v tent of citi si history a thickey a thic	o that name willing, for willing, for any property for a coordinate of chi progress on appropriate defivery the mends of chi progress of any appropriate defivery the mends of the m	inne are provided as mandated by Spanish speaking chents. bettute cure fectities; provides plans of clarit behavior; provides etudes ordered by the court; of their appeal rights and sthes posts for children and perent sites the development of a lider and femilies; maintains of the family lowerd attainment of printenase of utilized services or appropriate permanency outcome and reviews service plans and reviews are yeard reviews are yeard and reviews service plans and of the child and family. In for the curitissed degrees of concrete and supportive services are purious plans with families; provides to guidance, and coordination to

18. (COM)			
10%	4. Transports clients when elecament location: transact	i tithing protective custody, when pi orts clients to necessary appointme a station, etc.) and to necessitate th	acing them in substitute cere, and when changing ints (i.e., court hearings, medical appointments, a delivery of client services.
10%	5. Translates and interpre		anish speaking clients regarding services
5%	6. Prepares end meintain: services; completes variou reports; prepares statistics	is agency forms, Including case not	r planning, implementing, and availating les, payment, eligibility, visitation, and court
5%	technical staff conferences consultation with other disc resources technic resolati	to sames meeded services; provide volines for casework planning; obta	participates in multi-disciplinary diagnostic and les input into supervisory conferences and line information of community and agency and maintains working relationships with of agency responsibilities.
5%	8. Performs other duties a enumerated above.	is required or essigned which are ri	essonably within the ecope of the duties
	Black College		
17. Posmor performar	ion dispregent: agestical termina Litting very terminal or herein	All following designing and	
Sublin Se	ryce Administrator 370	18.18.31.200.20.01	WORKING TITLE (IF ANY) Permanency Team Supervisor
(Mar. 5.2) (Mar. 6.3	HE APPRECIATE SEX PARTY		
	RVISOR OR ELEADWO	GEORGE CO.	**************************************
1 (22)		270	d duty sistement(s) with a time percentage(s) allotted.
			the incumbants of extremised funded headcounts
	Footbo Iria	Profess Section	No. of Viscontian) of Pueded Vascondes
		 	
20100000	A SECTION OF STREET		
A CHEST			
OF THE WO	et or nes rosmon, hors:		HE OF BRULE AND LEARNING ON LICENSING ON
one year of work and of in a relation requires po	i directly related professional me year of directly related pro i human service field and two essession of a valid difee's it	case/orl/case ingregoment exp destrons casework/case mentions years of directly related profession error, daily across to an automobile	or can to contine of one). In a related human service tidel, supplemented by tence; or requires a factular's degree in social ment experience; or requires a bachelor's degree of caseworklesse management experience; lie, and proof of vehicle insurance; requires billy to speak and write Spanish at a collegual side.
enual be a	paraved by the Council on Sc	ctal Work Education. The directly a	recredited, and the degree program in social work related professional casework/case management often, youth development, counseling, and

	CENTERA MANA	PART SHAPE	154		1000	124			Shirt Vi	
		WESTERN THESE (IF ART)	Design .	H		2.PG	PHONE	MIER		
Child Well	iaro Nurse Specialist	T 4 BURULUY ESPESSON	A BUREAU SAASSON			0711	7-18-1			
Employee.						6000	STATE OF	25/200	AMOR	· Etc
Children a	nd Pamily Services	Citrical Practice and	Develop	000		443	010	y	R	NE GATH
30 (28)							3.71		01-0	1-15
Office of N	turning Services					Q 894	2) ESTA	ULAUN .		
H. WORKLO		18. EMERONDALISM CO	03	+		3 68 AM	OF ACCOUNT	Married Street, or other		_
Ordendo	To a local lead	RC028			M				EALLOCA LOCATO	
	regiset teams, fability based specially servic issuestomeers and translates and translates	sic Alexa Age Usian (ary American of the Critic (arthurs) in the control of the c	r clientife of and an rowlding b and Char or Spanie	ESBY SEEDS SEEDS SEY A	elith Co health elco tr taturar alking		y hosp my pro n hosfy roverne	edies o 1 Polisia 1 I Polisia	ild abus ommuni d tives;	a and ty
20%	1. Provides cons	tification and analysis on health	related o		ros lo	Intensile	pation re	ports,	comple	t
	Andrige, and a with biological related corres with the child				(vol	elektor) Pro po dostal Ades In	of heads abrood of providing put train	received a region of the true of the pre-	ricer, co ding he densed j many di loon for rid comp and pro- cing with a Numbra a Numbra a numbra	ristriks alth den on Bhas murity videns b c op op op
15%	Rections, and with biological rainted correct with the child of Teamer, evaluation in the child of the child of the child of the child of the conditions, and standards of duties.	application of the treatment ple prevents, feeter pursues, retail, me for children with uppoint be		rened rened rened rened d rene d rene rened of he rened three three	History of real of pro- d father design feet to really really althor althor althor althor althor althor althor althor althor althor althor althor althor altho		of freedy signed of provides put into p	atina, a phrana, interfer accords, and the ithe pe	and pro included the side uponesti the states	murity viders c c c

i care services and the

A DESPERANT OF A STREET STREET STREET HEAT AND THE PARTY OF THE PARTY

Merniki Toberani	1							
10%	4. Provides input into sta Reviews, Expanded a wards in permanency		ment Preservation (CIPP) Teams, Pear ws, and the evaluation of health issues of					
10%	services; Liffixes rese		see and evaluates the delivery of health care ling findings and recommendations to Clinical					
10%	B. Develops and conducts bi-ennual in-service training sessions for prolessional staff, caregivers, and providers, presenting infermation regarding identified health related issues and health care services.							
10%	7. Translates and interpartelles and the pro-	rels, both orally and in writing, for per completion of forms.	Spanish speaking clienta regarding services					
5%	6. Provides input into sp staff regarding perms	ectal studies and projects; as more money planning for disiden with a	ussted, serves as a consultant to professional pecial health care needs.					
5%	Performs other duties setumerated above.	sas required or assigned which er	re reasonably within the acope of the duties					
	is checked above, list position tile, pr		duty statement(s) with a time percentage(s) affected, a incumberia or surbatted flexical handcounts					
	Periodica management	- Control of the Cont	Na. of Securities or Ferning Vacacides.					
IL EPIECALI OF THE WORLD								
Requires or	na of the following: (a) gradu	ation from an approved nursing	education program resulting in an exception shaplored numbry experience; of (b) a bachelo a master's degree in numbry; protessity require d welfare system; requires basis computer skill ability to speak and write Speaks at a college					

Requires (commune as a Registered Muse in the State of Minota-copy of cartificate required; requires current CPR (BLS) cartification-copy of cartificate required.

1.00

CMS

CHICLE CONSTRUCT OF SERVICES

THE SHOP WAS A STATE OF	The state of	Walley Barrier	WORKING TITLE OF A	en late		LP	BHENK	學學的	0.2321	0.00
PORT TO SE					22.17	3 35		5	YE.	
Day Care L	loansing	Rep II		29	88	144	72-10-1	9.04	(-)	
S. Aleston Market	May .		4. BURDUVBRAD	Towns and	NAME :	148	14-10-	14	1 Page	A STATE OF THE PARTY OF THE PAR
CONTRACTOR OF THE PARTY OF THE		100		11-		200	Ether)	1000	i dina	-
	All States			21.00				1/4	-	
Children & F	ramay s	Sivings	Retulation and	Monttodag		0	018	Y	R	100
max Sala - I I - a				Market Barrier	11.5	6,50	Section 2		EL DIVIDO	1-14
						-		L	HU-L	71-14
Jeansing	All I	-	Day Care			lo m	des person	Z HEM		
4. WORKLOC	ATION		13. D48033499000	13. BARGABGAGITERIA COOS				4	GUL	
Anny Russia	27			1000		18.5		CHOM. NO	фтом	CHACK
						1112	HER ACCUL	2547	12 (ESCA) (S.26)	
Chicago 5 OF Your	148.68	EN POST ALTER	RC	063	N	IHE		4.7	THIS S	STON .
	Under	Manager (Manager)	. 111.001.000.001		en all	111	Part		DO AT CO.	MED C
28%	tiones etenda end fri 1.	Christiania Int		MARKET STATES	23 E. C. S.					
28%	1.	Conducts in to prescribe reviews of the cheeting pro- inspection or intintes re-it prior to the a	craing studies of day care in reports of new complex country, for the study and is writing, for the study and is writing, for the study and is determined in determined in the country records, it is present the study of the stu	Semiling re- lightly for to and bornes; a Sing plane, or ant; drives to ment; drives to	ferire of da drieling or c underste or palpment, vestous fo spections,	providin providing providing providing	entere ge ing cond pection lead plan e contain p mappil	d hom hugte p randou t; cond t on-ut	ida, act religión ing arti lucia la ravia forma,	cording sty i
	2.	Conducts in to precedus reviews of the checking pro- inspection of initiates re-to- prior to the a consultation completion of	tel Scensing studies and particular, to determine of the control o	a terming ran stigitatly for the end termes; a sting place, a sting place to mercusy in mercusy in scatter and to fore appropria	form of da oneing or contrate o paperson, vertain to approform, the flourate to flourate	y came or re-line in providing providing g came or providing	indere an ing: cond position, iteal plan o conduc g respell ine con-all mendalic	id from Jucts p review t; cond t on-d matter to mad to set follows	ide, eco relimina ing acc lucts to revis forme, other lawing	ording by I wa. etc.)
20%	2.	Conducts in to prescribe reviews of the chiral proteins or inspection or installation completion or Provides on year and ma DCPS floors	tid Scensing studies and planting is buriaged, to determine to the critical property of the crit	the testing re- digitality for the Grad harmon; a dring plane, a count; drives to it meressary in contar and to the appropri- ad day cure or aded; mortiss	fevire of do challing or r conducts or palpresent, i verticize for approximation for approximation for approximation and a facility of	ny came co ra-dinaria ra-din fra mad physi- providin a; providin a; providin g resom homes, a peraliana	Ankore as ing cond specifico, iscal piero iscal piero o conduc grapppil iscal conduct mandalia stalling co to sinus	id horn hacts p rendend; cond it cond is and instination methat	ins, ear relinizating area lucts to revisi forms, other making least or pitanou	my man, mon, per i with
20%	3.	Conducts in to prescribe reviews of the cheeting proint on the prior to the accomplation of Provides on year and ma DCPS floors investigates and prevents action and prevents	the Scenning studies and planning in distanting in distanting in Colorada, to distanting in Studies of Clay Case circles by warm, Caselly records, studies with Smally colorada, studies with Smally case in distanting and the colorada property in the Casella Casella in the Casella Casell	the testing re- digitality for the Grad harmon; a ding place, a comit deven to I trecessary in contact and to the appropri- and day cure or oriest frontier male Child Co- contact and the digitality shall of the male grad for	fevire of do chaining or re- conducts or pulpersons, in spections, the flowings of facility of the Ad and considerations of the test develo- less, develo- less, develo- less, develo-	y came or re-diverse re-diverse red physical providing p	Ankore as ing cond specifico, iscal piero o conducy g reappli ina ogradi mandalia vialling oc i to synus sent otam inas propieta	d from hote p renders t; cond it on-sil matien in mid inst fell meth et meth et e meth et e meth et e meth et e meth et e e e e e e e e e e e e e e e e e e	ins, ear relimbre ing arc incts the revisions, other insting issued or planted and automated and reco	monthing my in man, man, man, man, man, man, man, man
20% 16% 10% 10%	1. 2. 3. 4. 5. 6.	Conducts in to prescribe to prescribe of the cheeking proins perform of the consultation completion of Provides on year and ma DCPS floored investigates a sand prevents action and prevents action	the Scenning studies and particular and particular, to determine as films of day care content grants, facility recepts, stoppersons with facility on the student state of day care as deemed recessary; not frequent, poing maritading of sealing additional white se in the state of	the hamsing randigibility for the card frontes; a ding plane, we carry drives to prevent and the carter and the drives appropriate and cary cure or adad; munitarials Child Carestond, and fit in the carter, and fit in terting, a formula.	teries of da ensing errorations, proprient, various to expections, the literate in the said in the said in Adl and in the said in the said	y came or re-dinaria re-din fra mud phys previdin s; previdin s; p	Ankore as ing cond specifico, iscal piero o conducy g reappli ina ogradi mandalia vialling oc i to synus sent otam inas propieta	d from Local previous to condition and comment of the country of t	ins, ear relimbra ing are lucts the revisi forme, other least or plants and summan storest set race they see	moning my i man. oto.) rose per i with mines, ment ode. vices
20% 16% 10%	1. 2. 3. 4. 5. 6.	Conducts in to prescribe to prescribe of the cheeking proins perform of the aconsultation completion of Provides on year and me DCPS floored investigates and prevents action and accordinates and accordinates inspecting, a	the Recentry studies and participates of the of clay care determine of the of clay care determine of the of clay care determine the order of clay care determine with facility of careful active of day care determed necessary; me of careful careful determine of assign thing additional visits of the me applied to the proper completion of the prope	the testing re- digitality for the Grad harmon; a ding place, a comit deven to I trecessary in contact and to the appropri- and day cure or oriest frontier male Child Co- contact and the digitality shall of the male grad for	tevire of de one-ling or a conducte of paternaria, verticus to approxiona, the liberaria in the liberaria or Act and a facility of the Act and the paternaria to a Act and the paternaria to a Act and the paternaria	y came or re-dinaria re-din fra mud phys previdin s; previdin s; p	inters as ling cond specifier, iscal piens o conduct grappilise or all mendate whiting or of consul- sent other contains d clients	d from Local previous to condition and comment of the country of t	ins, ear relimbra ing arc incts the revisi forms, other inching least or pitanos trad summa siforest reco	my i man. olo.) rizes, nent rde. vices

CONTINU OF TIME	(6)		
8%	7. Obtains fire and I sists and local fir	health dearences for day care for a hapactors.	dities from the Department of Public Health and from
5%	8. Provides input ini procedures, polici		ion meetings regarding licensing requirements,
8%	Performs other d enumeraled above		loh are reasonably will the acope of the duties
	3.		
ıblic Sen	vice Administrator 370	015-16-13-610-10-01	WORKING TITLE BY ANY) Day Care Supervisor
	sheurgeoth or post atourts teeb	on at bediness of jump estillidure	(allock duty elektroment(s) with a time permechage(s) ellotted. Indirate incumbents or authorized handed hundenunt:
	Postles Villa		T No. of Facility for Parish Vision for
-			
		the Ward purposed to come on accommon	Afficial can be a subsection of the same

	S	CHAILEN WAY	nde Vojakaki	T Simucin	a he	ft as		F	Posmo	IN DES	CRIPT	ION
L POSITION	mus	A STATE OF THE STA] WR	GEORG WILE OF	THEY	THE		TER	Smoura	NEEDLY .	II.S	A
Section Property							21.8	5 50120	33-18-1	75.00	-05-2	9
3 ABBROY	AND THE PARTY OF T			C GOMENE BIA	SIGN	29	882	7. P. SGE 121	3-18-0	Assistance:	-01-2	77.1
		Taxon o		Placement and Permanency				7000	Chefr	Allen	100 () () () () ()	
Belleville and the second second	Children & Family Services			Quidity Assur		EFFETA STATE	odna	0	018	N	R	
SHARE				i tuli este es	Consultation of C	- 12 /9	17 6	EL AND	DESCRIPTION OF THE PERSON OF T	49	A Develop	-
Deputy Dire	actor's C	Mice								L	08-1	B-12
14. WORKLOC	MINIM		-	15. BARBARDKE/TERM COOS							-	
Chicago A CP Tible				R	CD14		TY	1 C NO	District	MADE OF	MINER	TOTAL .
20%		A Little Cities of the process of th	findslebedt becden eb ertmentel		o the Depo Inquiries desired by	uly Clinic of the Dr y Deputy	day's office opuly Direct Obsober;	ti reques etcr, gat	ita repor livera info	ts from	Deputy n from (other
20%	2.	Types a varie	sty of com	oplex, lockskej recustes (o en corresponder	L and con	(Idential	meterial; c	hecks n	oference	i Marika.	. office	
10%	3.	Attends and postery programs, posterior agencies	rovides ic and legis Sales and 4, comm	input into vacion delivo eciloly; i procedurus in ursty ettento, o	in staff op provides () response and the gr	eelings (surjent k to gene meral pu	lo kaap infi Morreallag wal Inquiri iblio.	ormed o on depr to from f	f propos triments staff in t	red char d activit in legis	nges in Jes, Leturo,	other
18%		in the Deputy requests from informed man	ner! quic Contident Charter!	e cities; davelo nity cities and ota callers and	and direct operations of extreme visitors to	dependent de dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent de dependent dependent dependent dependent dependent dependent de dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent de dependent dependent dependent dependent dependent dependent de dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent dependent d	Department nember publication of the out the Observation Department of the Departmen	it staff, p To celatic to in u p	eceives in by re rompt, c	callen epondi epitylee	and vis ing to up, and	itors
1096	6.	Serves as teac Obtained a pers the Obtaine; as properly and in	d adminis sound fre northers is n as threty	rivelar and card insections; mo- reciting system / manuser; judge	tral depos ritura all c s to energy dec correc	Stary for consideral to that all alive scale	all Informs Bal person I employee	idon ond nel oper evalue	i data ra utione a tona aru	yensiyi yensiyi	io the localizati localizati sted	of

DEC

balil Ol Gishe

OF THE I	OR OCCUPATION	North telephone	24	The second second				
10%		and while oreco	al and confidential fles of co rea material for filings; mein tains directories and manus	nine cenes. No	and other materials for the Deputy Dire system to assure timely reinlevel of mak or deleting information.	ctor		
10%	7.	Translates and evaluable and th	interprets, both crully and in a proper completion of form	writing, for Spo s.	nich spaaking clients regarding service	5		
5%	8.	8. Makes travel ensingements for the Deputy Director and staff; prepares tilneraries and vouchers; processes vouchers after review for correctness.						
5%	9.	Performs other enumerated abo	śdłos as required or essign are.	ed which are re	essonably within the acope of the duties			
			*		3.			
		William I.						
POSITION	mu (All		ACAN SE ANNE DE LA CONTRACTOR DE LA CONT		of restaultry work, propositing, constraining and de- try princensors for the forestend of the position.	alexa i		
-	AND STATE OF THE STATE OF					1		
	We Com			LWR	STOCKE TITLE OF ANY			
etrium ieru mi	Service 1779	rice Administ	rator 40070-16-08-000-	LWR				
BUPER NOTE: 84	E APPRICA IVAGOR upondoury	CATHER BOOK OF THE OR LEAD V	rator 40070-16-08-0004 I POSTION IS A: POROER ponsibilities gard be described	00-01 De	STOCKE TITLE OF ANY			
BUPER NOTE: 84	E APPRICA IVAGOR upondoury	CATHE BOOK OF THE OR LEAD V or load worker eve above, list position	rator 40070-16-08-0004 I POSTION IS A: POROER ponsibilities gard be described	in a detailed duty	approximately aggs a gare herocopinist of upops through Cylinectros.	4		
BUPER NOTE: 8:	E PAPARON IVIBOR upendousy us chucked	CATHE BOOK OF THE OR LEAD V or load worker eve above, list position	Pater 40070-16-08-000- FPCS: HEN A: PORTER Portablishes <u>Stat</u> be described the, position number, and number	in a detailed duty	impease on arquing the Vertical production of separate the contract of the con	4		
BUPER NOTE: 8:	E PAPARON IVIBOR upendousy us chucked	CATHE BOOK OF THE OR LEAD V or load worker eve above, list position	Pater 40070-16-08-000- FPCS: HEN A: PORTER Portablishes <u>Stat</u> be described the, position number, and number	in a detailed duty	impease on arquing the Vertical production of separate the contract of the con	4		
BUPER NOTE: 8:	E PAPARON IVIBOR upendousy us chucked	CATHE BOOK OF THE OR LEAD V or load worker eve above, list position	Pater 40070-16-08-000- FPCS: HEN A: PORTER Portablishes <u>Stat</u> be described the, position number, and number	in a detailed duty	impease on arquing the Vertical production of separate the contract of the con	4		
Buren Notes e	E PAPARON IVIBOR upendousy us chucked	CATHE BOOK OF THE OR LEAD V or load worker eve above, list position	Pater 40070-16-08-000- FPCS: HEN A: PORTER Portablishes <u>Stat</u> be described the, position number, and number	in a detailed duty	impease on arquing the Vertical production of separate the contract of the con	4		
CHECKYRI SUPER NOTEL SE If a beauty	E / AVAILOR NAME OF THE PROPERTY OF THE PROPE	CASE SECTO YES	Patter 40070-16-08-000- POSCHER BY POROUSE POROUSE SHEET BY Be described the position number, and number to the position number.	00-01 De	impease on arquing the Vertical production of separate the contract of the con	d.		

- 1

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES CLASS SPECIFICATION

HUMAN RESOURCES REPRESENTATIVE

POSITION CODE: 19692

Effective: 11/16/96

DISTINGUISHING FEATURES OF WORK:

Under direction, engages in professional human resources assignments of limited scope; duties are creative, evaluative, interpretive and analytical, requiring consistent application of professional judgment and knowledge. Positions included in this class regularly assist and act as confidential assistants to labor relations managers or, through their participation in human resource programs, have authorized access to information concerning labor relations policy reviews and implementation.

ILLUSTRATIVE EXAMPLES OF WORK:

- 1. In an institution or comparable office, serves as the unitary human resources generalist providing all human resources services; works with institution officials and agency management in the provision of advice and counsel for actions required under the rules, classification plan, pay plan, collective bargaining contracts, insurance program, information systems program and other personnel administrational programs and activities.
- 2. Obtains information as to the functioning of a work area including impinging and governing statutes, rules, policies, and methods; applies accepted criteria to analysis and processing of information that results in such decisions as the classifying of a position, employee/labor relations dispute resolution, candidate selection and examining, or monitoring of transactions for comporting with rules and contracts; verifies information to be used in human resources administration activities; contacts suppliers of information by telephone, written communiqué, or on-site visit for observation/interview; evaluates, interprets, and analyzes information obtained; makes corrections, accepts or rejects information in accordance with findings; exercises agency head's designated signature authority to document decisions.
- 3. Researches, analyzes and prepares examination instruments; interprets and evaluates candidates' training, education and experience; assigns numerical scores and letter grades; obtains, verifies and corrects information to be utilized in examination administration activities; administers performance, written and computerized examinations; provides assistance to higher level human resources staff, participates in job fairs or other employment outreach activities and explains applicable rules, policies, or methods to candidates for employment.
- 4. Prepares for and conducts structured interviews to select candidates for generalized or specialized established positions within the employing agency, board, or commission; gathers job information; designs interview questions, categories, and weights; evaluates candidate responses; assures compliance with governing provisions and contracts; prepares related reports and records.
- Provides professional assistance to higher level human resources staff; carries out a highly technical review of requests for service within the specialty area; conducts surveys, prepares reports; counsels employees, supervisors, applicants and others.

HUMAN RESOURCES REPRESENTATIVE (Continued)

- 6. Provides counsel and guidance in employee and labor relations matters; assists in representing an assigned agency or facility in labor negotiations; participates in investigations dealing with unfair labor practices or bargaining unit election processes for unit certification or by challenge; hears advanced step grievances; recommends new or modified policies and practices to improve employee relations and benefit agency operations.
- 7. Reviews, evaluates, negotiates and ensures the timely processing of workers' compensation claims and less detailed time-loss claims against the State of Illinois; ensures claims are in compliance with applicable laws and regulations; exercises authority to decide claims of a designated dollar amount; may review and evaluate general liability claims when work loads demand.
- 8. As a working supervisor or lead worker, provides guidance and direction to three or fewer subprofessional support staff; prepares, conducts and signs performance evaluations of subordinate staff; effectively recommends and imposes disciplinary action and adjusts subordinate staff grievances.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college and one year of professional experience, preferably in human resources, or satisfactory completion of an approved training program.

Knowledges, Skills and Abilities

Requires working knowledge of Illinois state government.

Requires working knowledge of the Personnel Code, Rules, Position Classification Plan, Pay Plan, Collective Bargaining Contracts, departmental policies and procedures.

Requires ability to treat with a high volume of information; sorts information into like categories, and verify by a systematic method the reliability of held information.

Requires ability to read, assimilate information and data, and recall, with a reasonable degree of proficiency, facts and figures.

Requires ability to articulate human resources administration information in descriptive terms to others not versed in the personnel system.

Requires ability to present facts clearly both orally and in writing.

Requires ability to use standard formula in production of measures reflecting characteristics of data.

Requires ability to conceptualize and hence to demonstrate relationships between things, persons, or ideas.

Requires ability to use computer systems, software, templates or other guides.

May require ability to plan and supervise the work of subprofessional staff.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals, and/or be able to communicate effectively in sign language.



Illinois Department of CENTRAL MANAGEMENT SERVICES

1. POSITION T	Acquired life (ii. Viet)				notion this 2, POSITION NUMBER				
Existing Position				Ciprian Code					
Newflewised Postion Human Res	ources Specialist		29	SS	1060	2 40 0	7 700		
3. AGENCY		4. BUREAU DIVISION	29	33	5. EGIT 6. EGIT 6004	3-16-0	7 AO AUTH.	-2U-91	9 DFFICE
Existing Position					CODE	COUNTY	AUTH.		nac
Children & F	amily Services				,	1		1	N
10. SECTION	-antilly Services		Office of Employee Services			016	2	R	
Existing Position		11. UNIT	11. UNIT			BACTION CO	10E 1	3. EFFECT	
NewReyland Pusition							- 33	12-0	1-18
	t Selection & Leaves	Selection and Recrui	tment						
Linploymon	CONCOUNT & LONGE					21 ESTAB 22 EXEMP		CHANGE	
14. WORK LOCA	ATION	15. BARGAINING/TERM CO	DE	Rulan	I D MCC	24 POSITI 28 CLARI	ON NUM	BER CHAN	102
Existing Position					☐ MC0	27 ADDITE	ONAL IDE		
Naufterland Position	-	8			MD0	28 WORK 21 ABOLE	SH		
Chicago		RC062		N	i 🖸 MC1	49 DOWN 50 LATER	AL REALI	OCATION	
% OF TIME	16. COMPLETE, CURR	ENT AND ACCURATE STATEME In, serves as Cook County and	NT OF PO	SITIONES	SENTIAL	50 UPWA	ONS		
25%	Job fairs, career days, to promote employme opportunities suitable professional networks agencies regarding recopportunities with DCF education and backgrespeaking clients. 1. Serves as Conindependence Cook County a independently college and uremployment with possible procruitment of opportunities a candidates for	acruitment program for the Cocobjectives; independently repre- college and university workehous twith the Department; counse for their experience and educar and public relations with both portition of their experience and public relations with both portition of their experience and information; translates and conformation; translates and conformation; translates and Northern Regions of the standard public and Northern Regions of the standard public professional human residuals professionals professional human residuals professionals	sents the ps, and E ps, and E candid tion historication historication historication agers red interpred in Staff Rend executate; estativarious retrent of pplicable sources a punsels called education develors	Department	nt at va of Empting their ing their nes and ganizati candid salble quality and ercising rail reci- range i function it Secu- ies, and or mana advising maintain buttes in	rious recoloyment of care maintain ons, officates see ualified coin writing a high lefultment goals and, job faity work I method gement of them of the	eruitment Securitment Securitm	nt functi ity work his and citive nd other b ites, pro- panish m for th citives; aer day to promited the r paths of poten	ions, shops r state oviding e- s, ole and and
20%	2. Establishes and maintains effective professional networks and public relations with both purivate organizations, officials, and other state agencies regarding recruitment efforts to efforts the successful recruitment of qualified individuals for vacancies within DCFS; develops, plate organizes, and prepares marketing strategies for hiring qualified individuals, including recruitmough social media platforms such as Twitter and Linkedin to advertise vacancies, find qualified individuals, and communicate with potential recruits; conducts formal presentations at collaborations, public and private organizations, and other appropriate vanues to enhance DC visibility as a potential recruit.						effectua plans, cruitme I qualifia	ate ent	
DIRECTOR OF CHE	39	WEDNAE SALESANDENSHARVANEE	AGE	NCY HEAD 8K	KAL	AL	MEK) DA	¥ 579

16. (CONTIN	UED)				
% OF TIME	-				
20%	3.	Provides individus grading and applic opportunities.	al consultation to candidates seek cation process, as well as the pro	ing job op cess of fill	portunities with DCFS; explains the ing vacancies; discusses job
10%	4.	possible candidate management rega	nation; maintains an awareness o	of approve e; provide: rative activ	d candidates, providing education and d and upcoming vacancies and matches advice and makes recommendations to advice to recruitment; works with a candidates.
10%	5.	Translates and interest available and the	erprets, both crally and in writing, proper completion of forms.	for Spanis	sh speaking clients regarding services
10%	6.	related to the DCF	nitors the recruitment/employmen	nt malibox portunities	and recruitment activities and issues; and provides guidance and information at DCFS, etc.; prepares and retains syment process.
5%	7.	Performs other dulenumerated above	ties as required or assigned which	h are reas	onably within the scope of the duties
17. POSITION performance	TITLE AND	NUMBER OF IMMEDIA	ATE SUPERVISOR (Responsible for ass	igning and m	eviewing work, preparing, conducting and signing grevances for the incumbent of this position.)
			Total and any and any action and		
Public Sen	vice Ad	ministrator 3701	5-16-07-700-00-01		KING TITLE (IF ANY) Dyment Selection & Leaves
		RIATE BOX IF THIS PO			nistrator
	pervisory				ement(s) with a time percentage(s) allotted.
	Position	Tive	Position Number		No. of Incumbent or Funded Vacancies
		3 -			
CERTIFICATION Requires kno- professional in evening and w	i i DENTIFI wledge, i numan re weekend	ED ON STANDARDS, T Skill, and mental devisources experience	THE THERE ARE NOW SEVERAL OPTION HE PHRASE "SAME AS SPECIFICATION PROPERTY OF THE PHRASE "SAME AS SPECIFICATION PROPERTY OF THE PHRASE OF THE PROPERTY OF THE	on of four	RY FOR THE SUCCESSFUL PERFORMANCE LS AND ABILITIES AND LICENSURE OR LONGER BE USED. years of college and two years of ense and ability to travel, including itment materials; requires ability to

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES CLASS SPECIFICATION

HUMAN RIGHTS INVESTIGATOR III

POSITION CODE: 19776

Effective: 9-1-15

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs duties as a working supervisor of a unit for intake activities; or performs duties of an advanced specialist in investigations, developing or revising techniques and methods of investigations; may perform coordinative functions with local governmental jurisdictions on equivalent compliance ordinances; travels as needed to accomplish the operational goals and objectives of the agency.

ILLUSTRATIVE EXAMPLES OF WORK:

- As a working supervisor of unit intake activities, gives direction and guidance to intake workers; responsible for job assignments, training of new employees, and performance evaluation of subordinate personnel; maintains a case load of intake complaints and assists with investigations as time permits.
- Assists lower level investigators with difficult investigations or the resolution of unusual problems; assists in training new employees; acts as supervisor in supervisor's absence; carries a case load of moderately difficult to difficult charges to be investigated, performing the usual duties of an investigator.
- 3. As an advanced specialist, investigates cases of advanced complexity and /or sensitivity; carries a case load of employment, housing, credit and public accommodations discrimination or sexual harassment in education charges of varying difficulty; maintains a caseload of a mixture of charges; performs investigations of cases according to accepted methods and develops or revises techniques and methods of investigations for problems not previously encountered; acts as a leader or trainer of coworkers in developing proficiency in new or revised techniques or methods; may act as liaison to local governmental jurisdictions with human rights discrimination ordinances to facilitate and coordinate dual enforcement.
- Collects information by interviewing and assessing recorded material; generates
 or directs the generation of requisite reports; conducts on-site visits and holds
 informal hearings or conferences.
- 5. Performs analysis of cases and makes recommended decisions based upon the disposition of cases; prepares reports on cases for administrative review.

HUMAN RIGHTS INVESTIGATOR III (continued)

- 6. Negotiates settlements during the process of investigation, if both parties in a dispute agree to conciliation.
- Serves as a resource to explain and interpret the Human Rights Act rules, regulations and investigative procedures to other governmental, school, community or agencies as needed.
- 8. Participates in continuing training and education opportunities to develop professional skills and knowledge of the philosophy, procedures, rules and regulations of the agency.
- 9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college, preferably with coursework in business, public, or personnel administration, or social sciences.

Requires one year of professional experience as a Human Rights Investigator II.

Knowledges, Skills and Abilities

Requires thorough knowledge of human rights issues.

Requires thorough knowledge of the methods and techniques of performing investigations and caseload management.

Requires ability to communicate effectively both orally and in writing.

Requires ability to direct the activities of coworkers.

Requires ability to perform difficult analysis of information and make recommended decisions.

Requires ability to interpret and apply the Human Rights Act in discrimination cases.

Requires ability to use a personal computer and electronic word processing software to record and organize data.

Requires ability to maintain accurate, complete and correct records as required by law.

Requires ability to develop and maintain cooperative relationships with management, staff, respondents, government representatives and the general public.

Requires physical, visual and auditory abilities necessary to carry out assigned duties.

Requires possession of a valid appropriate driver's license and the ability to travel. In addition to English verbal and written skills, candidates may be required to translate, speak and write a language other than English at a colloquial skill level to perform the duties of the position. Some positions may require candidates to possess specific effective communication skills such as, but not limited to, Braille, sign language or another form of manual communication.

10 Miles 10
們相解的
A. A. CHISTON WILL
College College
Charles and Color
Office Associa
LAGREY
Charles of the live of the latest and the latest an

Street, Pentings	094 KIN 11 F	-	NO.	क्षात्र प्रसार हुए स				LPO	STRONG	Balance	- Halla	-
715741 315	250							100	T- NO	100	700	-
Office Ass				Entra de Esta	700	23.0		11.534				91
LAGRICY			13	. BUREAU BREEZ		29	882	300	15-16-	13-40	0-01-	29
GOPP Period	April 1			Interest characteristic particular								- 'E
	5		184					1111	N. Carlo	是是		
Children &	Family :	lorvices.			11.0			-	100000	200	+	1
A COMES	ALCO DESCRIPTION	The Carlo		Martham Region				0	048	Y	R	No. to co
									(Display)	100	R pro	PERM
	-	DEPT CONTRACT	-								Q9-	16-13
Regional Administration			- 0	Office Support				1	1		1	9 71
14. WORK LOCATION							No.		37/		Chiana Literature	
			- 1	LEMONICOTOR	M CODE		Patent Emp			T GOLD		
							1 (19)			COUNT OF		L CHINICI Del
ligin .				ROO	MA		111	G 999	49 DOM:	MANUS (BALO	
O THE	Luc	Land (etc.)	DESCRIPTION OF	Media Ista	and the same	THE COURSE	//	I.F		AL POINT. NO PASSAL	LOCAT	
25%	orany	Performs or and types of torustrategy responsibility and in good	SAF SIPERIA INTERPORT IN I Appear Inter- I Appear Inter- I Town INTER- CONTROLLY INTER- CONTROLL	h speaking clients loof services for th forms, memorans to for outgoing m orning and outgot data staupps and	he Regi de and h ell to the ing mail distribut	onel Ad etters, i id office for the p	erinistrate riskulting l is and cer regional c	ourie; gr and pr agas, one that offi filos; lu	ofessio action or action of action	ned also ned pays ones; m Il folde	it; pre decide decide recept	its, both
25%	orany	Performs or and types of torushetagy responsibili- and in good	SAF SIPERIA INDIAN CAN I Appear India I Appear Indian I Town III Inter Containing (h speaking clients loof services for th forms, memorans to for outgoing m orning and outgot data staupps and	he Regi de and h ell to the ing mail distribut	onel Ad etters, i id office for the p	erinistrate riskulting l is and cer regional c	ourie; gr and pr agas, one that offi filos; lu	ofessio action or action of action	ned also ned pays ones; m Il folde	it; pre decide decide recept	its, both
25%	1,	Performs co and types of terretrial properties ord in good ordgoing ma menters to independent each as see accuracy of	For Special control of the control o	h speaking clients for services for the forms, memorane the for outgoing me orning and outgoing m dele stamps and p to established p trifty measures a trifty measures a trifty measures a trifty accurated to outst reports an	he Regional to the control of the co	onel Ad ottors, i id cilina for the in a lace rest, med ce for the grandles	erdinistration reducing is the control of the contr	f and progen of the second of	ciestico dical grace local opo local opo mai proper cettago meter; e iralogy spreptial	o tarig to paye to pay	III; projection in the project	its, both itsres loef ne o date sorte or and itsments int and
	1.	Performs on and types of terretories for responsibilities for independent each as see accuracy of Answers off treating total appropriate information (Greeks visite	For Special contracts, in the second contracts, in the second contracts and according to the second contract	h speaking clients in a services for the continue memorine in the continue memorine memorine memorine in the continue memorine memorine memorine in the continue memorine memo	to Plagh fo and it all to the ling mail distribut re its pia- of legist, id comm cattlers is d internand tale or all state proported	enal Adellers, in identification in the case of for the case of th	reinfetrato refuding i is and per regional o ming mai ristra rec d and spe d and spe mina retha patassa y ratio mass regional o	r and praged, on the last of t	refession as to local as to lo	and also de payer de la payer	It; praying the street of the	his, both parent lost to data sortis er and unionis this and may be nistria
25%	1.	Performs on and types of terretreating manufacture for independent even as see accuracy of Answers all trouble; total appropriate bilephone as information (Greeks visite information). Greeks visite information of general publications and others are a supplied to the accuracy of	For Special control of the conditions of the condition of the condit	h speaking clients for the control of the control o	to Ragh fo and it all to the ling mail distribut re in play propriet in propriet	onei Ad otters, è de ciffer the c tes ince rest; mel ce for ti , medies apondes o deters intention to se accus if in the in office ine to re	reinistrate recitating in the sand per sand soo and so	of and paged, on the depth of for appearing the second of pages we call record of the second of the	refession as to local as to lo	and side of payers of paye	illerpre it pre intelog intelo	te, both paren lost na c data s data s cris er and uments na and may be nisins
25%	1. 2. 3.	Performs on and types of terminology responsibilities of terminology responsibilities of terminology of terminology of terminology of Answers all housite; between experions of terminology of terminolog	Far Special courses of the country of the conditions of the country of the countr	h speaking clients for the forms, memorans to forms, memorans to forms, memorans to forms, memorans to forms and selected and selected and servers of the selected and servers and a servers of the selected and	to Register in the Property of	anal Adalton A	ministrate necluding in the und one to promise necks promise to promise necks promise and read read read read necks promise dendar and read necks promise dendar and read necks promise aforder and promise aforder	f and programme of printers of pr	cofession of continuous proper resistant proper resistant proper resistant proper resistant proper resistant provides resistant resistan	and ald payer of provide the use of the use	illerpre ill; pre- problete pr	te, both peren losi ne o date sorte or and may be mistra mistra te, bell.
25% 25%	1. 2. 3. 4. 8.	Performs or and types of terminology responsible and in good outgoing ma monitors to independent each as see accuracy of Answers all hostie; interappropriate belephone or information of general public orders and reutes And reutes And reutes And reutes Answers and reutes And reutes And reutes And reutes And reutes Answers and reutes And reutes Answers and reutes And reutes And reutes And reutes Answers and Reu	For Special country of the second sec	h speaking clients for the services for the forms, memorans to feether, memorans to feethe stay, and outget date stay, and outget date stay, and a command of the services and a command of the services and a command of the gather needs thousand a collect to gather needs to ap to date feether in the services and resident and resid	to Raghte and it of the fact o	onal Adalters, à de ciffer les les aces mai les les aces mai les aces	reintstrate reclading in the unit operate of the office price to promite the promite of the promite of the office	or and principal, or control of principal of principal of principal of principal of principal of principal or control of principal or control o	rofession rofession rotage in rotage	and a let of payer of	lierpre lift pre shelog liftering li	its, both paren paren

(MOXIMAUE)		
7		
		E.

	Control of the Contro	
	stratur 40070-16-33-408-00-01 Are	Advantation Advantages a rectal resolution and a state of
	exponsitions graph be described in a detailed duty a	internent(a) with a time percentage(a) elicited.
if a bux was checked above, list position	n life, position number, and number of subordinals house	chambs or authorized funded trendousing
Position Tele	Patien Hunter	No. of Incatibural or Frenched Vectoralises
1000 100 mg		Indiana and the same from the
or this work or this rost took. You		
THE WORLD STREET, NO.	PROF. THE PROPERTY SHARE AN EXPERIENCE OF	
THE WORLD STREET, NO.	, Assumes, the security of cases second reserve and reserve and reserve as the second second as the second	The Lorent Mark The Control of the C
THE RANGE SEEDING OF THE PARTY.	PROF. THE PROPERTY SHARE AN EXPERIENCE OF	The Lorentz and Localistics on

per del valorità, que le recolo, al malle en la casalla e ne valorità de describble de la company de la company

1100	sa.c	HELD
Chi		
	THE P	زندوا

CHARLE WAYGED THAT SHRANGE

	THE RESERVE OF THE PARTY OF THE	Workers mad by ARY	175		2.90	SHIOW N	SEE ST	18 G. X		
A VAN STATE OF STATE		A Carlotte State of the		SHALL SHALL	300	25-10-	19-120	3.05.9	9	
Office Goo	rdinstor		29	882	STARS	Date 184047	SUPPLY A	Maria yea	15.3	
		4" SERVENTIA DIVERSOR	4. BURNELLY COVERGIN				30026-16-49-200-01-29			
				111000	10.5			Tage S	-	
	Family Services		11.77		51932	DESCRIPTION OF THE PERSON OF T	100	1		
N Holes	Manual Control of Control	Cook Bouth Region	Cook Bouth Region					R	4	
		20 (1994)		The sage	H. Bill		-	10-1		
Operations			-				L	1000	67	
4 WORK LOC	200			Te	8 22	and department	7.000	Section 1971	9.1	
And Person	ATRON	SE BARGARIDIOTERN CO	100	122			State additional	sex cabr	108	
Maria de la compansión de								CHANGE OF	HU-VOICE	
tarvey		RC014		N		ea . Doore	MADO DI	Distribute	DOM:	
ON TANK	18 COMPLETE CL	RESERVATED ACCUSANT SYNTHESIS IN Areas Administrator, purferent la sent types confidence company stati, completes mand	SE OF PO	STICHES		1.60				
20%	writing, for Equation 1. Performs (gathers, or	statracts information and supports i speaking clients. Identifishalive secretarial and office nailyzes, and informate date from a	e support	functions,	nekodin	g woodid	n lettre	nations;		
20%	veiting, for Special 1. Performs a gethera, or utiliting ve of manage to involve as handled in and suppo	staticates information and supports a specific clarity. In specific clarity. In a specific clarity. In a specific clarity. In a specific clarity. In a specific clarity with a specific clarity clarity. In a specific clarity clarity without property of the specific content of the specific clarity. In a specific content clarity without property operations; taken and property operations; taken and property operations of the specific clarity of the specific clarity.	Buckey Control of Cont	tunctions, quiring toy quiring toy		g condict coded for of Fulce feet resp. pervises pervise pervise pervise pervise pervise pervise pervise pervise pervise	andal m decade de and he decade	mattere; seed abso eneral ener	lies tions ses offly or tion	
20%	1. Performs a gathers, or utility to of mernes in myledge intended in and suppo	statracts information and supports a specifing obserts. Indiministrative ascentarial and office realyzes, and interprets data from votates data mains independent de mans policies concerning various per perpendiques active des motions de program operations; interpretate de perpendiques de matter	Support of the suppor	Aunctions, process con- quiring tree is a con- curry day of the con- extended of the con- projects, or the Corporation of the C		g contident of rules for rules for rules red to de trock; ab ta. reflen to prepare to prepare to de	tritlel (n Nacta (End in Artig) () (a observation stracts square; ses of	ratters; seed about terperts seezed trice; as d authorise terforms	tions tions sas Mily o tion	
	1. Performs a gathera, as utiliting vip of marings to thinking vip on and suppose. 2. Prepares a clients, pre and clients, pre and clients, pre and clients at thinking a trafficus, as tr	statistical information and supports a speaking election. It is a support of the production of the production of the program of the program operations; below on the policies or posterior of the program operations; below and pelicies or posterior of the test and pelicies or operations; below and pelicies of program operations; below and pelicies are as to minimize the election of the pelicies of the properation for meeting data in properation of confidential election of DCPS rules and procedure and procedure of information, comparison are producted, confidential of the properation of the properation of the pelicies	stapper) states so childre re childre re regents proud of ex- correspond correspond proud in p maintain proud in p	Arnellone, process of the Control of the Coppe of the Cop	to inquite the state of the sta	g condition of rules for r	entiel of placts of and in drag of the above structs spence ses of L, chart as by a corresp	matters; seed shat terperate terpera	line tions tion tion	
20%	1. Performs a gathers, or utiling, for Speniel 1. Performs a gathers, or utiliting up of manage to interfed to interfed in and suppo 2. Propares a cliente, pro and deaths and stabilities, or utilities, or utilities, or utilities, and tolepho of cumstan 3. Sohechies and tolepho of cumstan 4. Accommodes	statracts information and supports a specifing obserts. Indiministrative ascentarial and office realyzes, and interprets data from votates data mains independent de mans policies concerning various per perpendiques active des motions de program operations; interpretate de perpendiques de matter	a Stipperi i srieto ser chileno re programa; mathe programa; mathe programa; mathe properi i maintain propedire stif vello se mi, refere i mi, refere i mi, refere i mathe properi i mi, refere i mi, re	functions, invest; computing two investions at the computation of the Coppe on the	including the language of the	g contict proof rules required to gimes; abote, restion to person to the	trittel in placts a end tri irting g re distri- irtings? stracts spency secretap forwap forwap forwap ind and	residents; sand ethic concept to the content of the	tions tions then tion tion tion tion tion tion tion tio	
20%	1. Performs a gathera, as utiliting vip of marings transledge translegge tran	statistical information and supports a speaking election. It is a support of a present of a support of a present of a support of a program operations; takes and interprete date from year of program operations; takes and in our policies connecting; takes and program operations; takes and program operations; takes and program on as to minimize the attending date in preparation for meeting that it is a substance, and community agents and question makes, community agents and question makes, community agents are included a formation, confidential flee, rules and including and a manufactures it manufactures and substants business it manufactures and the satelly wouldy.	a steppert or artists so childre so childre so core author or artists so core artists so childre so	functions, invest; computing two during two	including fucts up whether to inquite the state of the st	g condicion processi	tritlel in specta of end to strong of the st	nathers; said abate temperate temper	tions tions tions tions tion tion tion tion	
20% 10% 10%	1. Performs a gathera, as utiliting vip of marings transledge translegge tran	stative in information and supports a speaking clarity. Indiministrative approach and office and information and information and particular tradependent decides date; makes independent decides date; makes independent decides date; makes approach particular programs operations; lakes and programs operations; lakes and programs as as to minimize the at a matter as a variety of considerable of the programs and programs and quantitative rates and quantitative and matter at formation; comparison and programs of information; comparison and approaching sets for administrative as an experiment and, expendicing judgments of an extension; or administrative as an experiment.	a steppert or artists so childre so childre so core author or artists so core artists so childre so	functions, invest; computing two during two	including fucts up whether to inquite the state of the st	g condicion processi	tritlel in specta of end to strong of the st	nations; said about the process of authorized authorize	tions tions 1889 officer of tion 1889 officer of tion 1889 of tion 188	

A CIT THE	JED		P. C. C. Spill Res. of Control of the Print		4114
S OF TIME			DAR COURSE La La Caracte	Part of the second	
10%	8,	or miscoded form supervisor, mune determines wheth	absence of other administrator's a manages CANTS denials by logs as to supervisory stalf and logs ad ges subpoens log of court appear or subpoens; were received in a s to brack workers and perform oil	allowed information effer rec rences of when workers ere	ra returning incomple! salved back from
10%	7.	Transities and in	larprets, both orally and in writing, proper completion of forms.		la regarding services
5%	8.	Prepares personn Office of Employe personnel office.	ed transaction forms for all stall; t se Services to sceept and distribut	ypas evaluations for MC sta is documents and requested	fi; serves as fisison to I information from
5%	9,	Performs other du enumerated above	des as required or assigned which a.	h are ressonably within the	cope of the delina
POSITION	III AA	THE REAL PROPERTY AND ADDRESS.			of the principle of
			or 40070-18-49-200-00-01	WORKING THE A REAL	NY)
THE R. LEWIS CO., LANSING	The Company of the San San	PLATE BOX IF THIS P	Compared to the state of the compared to the c	Area Administrator	introduction in the
SUPERIOR BUT NOTES BUT I' a box was	pervisory	OR LEAD WOR	ticen mblities gjigj be described in a detail position number, and anaber of antiquis	od chily statement(s) with a time	percentage(s) atlette d.
	Position				
			20 SV2 SV2	PH. EC REMOVE	de Aventy
	-				
	-				
1103 1193				Commence (September 1998)	
THE WORLS		CONTROL MOTER AND		FOR CHIEFFY FOR THE BUSE	ELENE PROPRIENTES
STREETS!	DESCRIPTION OF THE PERSON OF T	ED DE STANDARDA		NO OF THE LEAND AND ANGLESSES A NET CON MOLONISM ON WHAT	HDUCENSURE OR
equires know chackens	Hadge, White	akii, and mental de	colopment equivalent to two years a experience or two years of inde tity to speak and write Speaksh a	5 Of secretarial/business col	lege or completion of His requires the ability

. 200

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES CLASS SPECIFICATION

OFFICE SPECIALIST

POSITION CODE: 30080 Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs complex, specialized paraprof essional or technical functions requiring substantial originality, responsibility and technical knowledge and understanding of the agency program and/or applications; presents complex ideas in a clear and concise manner, explains rules, regulations and procedures and makes decisions concerning unusual or unique situations or problems based on general guidelines or previous decisions where interpretation and judgment is inherent in work performed; may serve as a designated lead worker of office support staff involved in complex, specialized clerical and paraprofessional/technical work or a large group of office support staff involved in difficult and responsible clerical work.

ILLUSTRATIVE EXAMPLES OF WORK:

- 1. As a paraprofessional, assists in a regulating, monitoring and controlling program or client service program provided by the agency; performs a variety of paraprofessional duties in the flow and processing of information and/or documents concerning a program area; acts as a liaison between vendors, direct service providers, clients or the general public in resolving discrepancies, responding to inquiries and explaining procedures, rules and/or services of the program; gathers information and prepares documents or reports on program activity, compliance, etc.; receives and evaluates documents, licenses, permits or contractual agreements to determine acceptability or conformance to eligibility requirements according to rules and regulations, statutes, program policy and procedures; may certify documents signed by others with public notary seal; prepares letters, audits, etc., to obtain additional information or initiate noncompliance activities; develops evaluating and monitoring procedures for program area.
- 2. Functions as a computer system coordinator; monitors system activity; resolves technical word processing program issues or problems; performs the full range of system coordinator activities, e.g., system back-up procedures, space allocation, creating and maintaining libraries and glossaries, formatting disks; maintains system security measures including operator identification numbers and passwords; assures profiles are current; performs minor repairs or contacts vendors; trains new personnel and provides guidance in computer system operation and program application; updates system users in new system and office procedures; develops training manuals.
- 3. Serves as a designated lead worker of lower level support staff engaged in complex, specialized clerical and paraprofessional/technical work; exercises limited supervisory responsibility; provides training, develops training manuals and provides on-going consultation and guidance on office practices and procedures; keeps support staff up-to-date on policy and procedure changes; screens incoming work and sets priorities in order to maintain a smooth flow of work assignments; monitors projects for completion by due date; maintains and prepares reports on unit work activities; monitors work performance and advises the supervisor concerning performance of assigned staff.

- 4. Develops complex, multi-program (database, spreadsheet and word processing) record and report applications requiring an extensive understanding of the application programs or procedural command languages; reviews data job in order to design spreadsheets, database and/or word processing systems/applications to generate documents and reports; develops complex macros and writes standard query language commands for spreadsheet or database manipulation; tests applications for accuracy and reliability; performs back-up procedures to ensure data is maintained in database; confers with and receives advice from technical staff in developing highly complex automated procedures and program applications.
- 5. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college and one year of office experience, or completion of high school and three years of office experience, or three years of independent business experience.

Qualifying state employees, in the employee Upward Mobility Program, may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this classification.

Knowledge, Skills and Abilities

Requires extensive knowledge of office practices and procedures.

Requires extensive knowledge of composition, grammar, spelling and punctuation.

Requires extensive knowledge of arithmetic computations.

Requires extensive knowledge of the logic of computer language/programs.

Requires extensive knowledge of manual and automated office equipment.

Requires working knowledge of agency programs, rules and regulations.

Requires ability to instruct, guide and train others.

Requires ability to establish and develop written instructions and procedures.

May require licensure as a notary public.

May require possession of an appropriate valid driver's license.

May require skill in keyboarding accurately.

May require skill in taking and transcribing dictation accurately.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.

		- 1 BOOK 10.7 July	STREEMICES (1/17)			34,53	OSITIO	N DES	CRIPT	ION
Toka Asa			ACHORNO ALLEN EN VISAL	THE .	世間	LPG	MONN	ENGL	7 (4)	1 40
Public Ser	vice Administrator	Imme	igetione Team Supervisor							
L ACCRECY		100000000000000000000000000000000000000	C BOSTOLEMBON	29	886	370	5-18-3	11-100	-60-a	A
		117-77	1/31/2007			温	THE .	Vi.	and a	13
Children s	nd Family Services			-			A. I			
D. Berlin and Parting Charles			Horibom Resion			0	101	N	R	
107.3	LOTE STATES		12.00	-		ER, SIGN	4-coost		12-1	2.1
Operations			Child Protection/Invest	igalions				L		
. WORK LO			16. BARGARUNGTISHN COO		125				CHANGE IEA CHA	Mark Mark
ockford			2 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	-				CCLUSTY H	CHOOL	
OF YOR	220		RC083				O SPANNER	DESCRIPTION OF THE PARTY OF THE		
70.34	Under administration of the American Instance of the American Instance of the American Instances refers Instances retire, and in veiting.	Carrellor (A) Ca	THE LANGE	CELECI P. Strye Polystki R progra Cheleta Campia P Area A	it i			D MAN		
20%	and policies of the A establishes perform refers trainings and in veiling, orally and in veiling, anyoned in a guidance on monters pro established of all applications and anyone any anyone an	agency; as gency; as arrice good of Epoca (visce, re- conduction) of this about press by alcol atoti bis state	DACCHRATE STATEMENT DACCHRATE STATEMENT DATE OF THE STATEMENT DATE DATE DATE DATE DATE DATE DATE DAT	Area A	on within it was, agence lance with desinistrati to of a tax resulty with stabilishes tand enforce don and on	petora constitution of pro- constitution of pro- co	a de la constanta de la consta	learning in con- mity re- mity	auper such g of aleba nources object brets, b diseaso for repo leng for	visite child less chil
70.70	and policies of the A establishes performs refers tratanous requested in writing. 1. Plane, super empaged in a guidance on monitore pro entering clin of all applica and enterous activities; pro to attend me 2. Serves as we stell; course estart; course estart in Arm	agency; ac gency; ac ence gon ulting part for Epent refixes, re- conductive cities shall blie state is team ap orides sti- sellings an orideg su- its stall re-	DAC SHATE OF A BOOK OF THE COMMENT OF A SHATE OF A SHAT	n progra dissiplia o cumpi o Area A n acinda notigados cristore, cristore, riment en irrag (no irrago; de	on within the angular with a decided with a tax and a ta	gettys gettys gettys ne exdet ies, eric eletevider; treru m of pri recorn eletevide electric ous loc guidan guidan guidan guidan guidan	riusped legi fiven legi fiven legi fiven legi fiven legi fiven legi fiven plantes legi diven legi diven legi diven legi diven legi diven legi diven legi fiven legi f	is the second of	super existing of steam of ste	visite et di lee ci i ven colih et coli

The same of the sa

OF TIME	10		1/14	
10%	4.	enforcement, scho through operations verifies that invest for clients; reamen	ols, and social service agencies, to it partnerships; maintains regular co isolive staff are aware of community	munity organizations, including hospitals, law enhance child welfare and protective services minurication with Department stateholders; providers and how to access provider services ferral of cases to specialty areas such as alson, etc.
10%	5.	such action with A improvement (LQI agendae, etc. is m Council requirement	doministrators; monitors to ensure tex i) texm and that a Local Quality Unit. wintelned: monitors to ensure that th	ate and area slatules, and requirements; reviews adares, providing input and discussing effects of am is functioning as a Local Quality (LCB) blader including minutes, action plans, as team participates fully in all Regional Quality ration and errangement of all case lites in APS
10%	6,	Translates and int available and the	express, both enally and in writing, for proper completion of forms.	Bearlah speaking cliente regarding services
8%	7.	and client services	t coordinates coneral field service s	and facilitate efficient and effective case handoif and work efforts among child protection and lant issues, space for staff, personnel issues,
5%	8,	Provides input into issues and makes management upo	t recommendations to administrative	s various reports on quality assurance and other stati; provides ongoing operational reports to
5%	State of the last	and material photo-	and the same of th	are reasonably within the scope of the duties
performance	PER PAR	one officially recent	TAY'S SUPERIVERS A Strangerable for Early early and imposing disciplinary action and	day and stilled by sock, properties, conducting the lighing equality giveness for the incustrums of this position.)
enter Duk	No Rev	ulan Admirialatus	tor 40070-16-31-100-00-02	WORKING TITLE (IP ANY) Avea Admiristrator
7.000 year 120	1,350 v 33			And American strat
Saran	VISOR	OH CITATO NO	SACER	
HOTE: Su	perdear schools	or had worker respe	reitalities gaugi to described in a detailed	duty statement(s) with a time percentege(s) allotted, in terrembents or authorized funded headesury;
	- Greek	Tites	The second secon	
Add Protect	on Adv	Local Specialist	D7161-18-31-160-61-01	No. of biodelibrate Car America Vacantidas
AND Protect		mend Spacialist della 200	03(52(5)5(05)5)	
Sales Chryslend		NAME OF TAXABLE PARTY.		
i M Protes Sed Protes	ion Spi	dal M	107163-10-31-100-01-00	
	inte	da a bassa	07163-10-51-100-31-80	
3/8d Protect	len ØP		07163-10-31-100-81-40	
3/8d Protect	len ØP		07163-10-31-100-81-40	THE CHARLEY FOR THE SUCCESSFUL PROCESSINGS
	en Seg	eleccion escrib	07163-10-31-100-81-60	INSCRIBLANT FOR THE EXCESSIVE PROPERTY OF THE
in was	on Se	er Leonges, Leonge Political, Mortes de Political de Stationales	07183-10-31-100-01-00 17183-10-31-100-01-00 17183-10-31-100-01-00 17183-10-31-100-01-00 17183-10-31-100-01-00 17183-10-31-100-01-00 17183-10-31-100-01-00 17183-10-31-100-01-00 17183-10-31-100-01-00 17183-10-31-100-01-00 17183-10-31-100-01-00 17183-10-31-100-01-00 17183-10-31-100-01-00 17183-10-31-100-01-00 17183-10-31-	IN CARN INCLUMENTAL BY STATES.
l.	on Se	Foemon, sore a	07163-16-31-160-31-50	pacettancy con the processor; page consumer is or search also and then the uses. The constant of the page administrative child walls in a recognized college or university and four year pures ability to speak and write Spenish at a

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES CLASS SPECIFICATION

PUBLIC SERVICE ADMINISTRATOR

POSITION CODE: 37015

Effective: 10-1-02

DISTINGUISHING FEATURES OF WORK:

The Public Service Administrator is designed for a broad band of middle management positions located in agencies, boards, and commissions and subject to the Civil Service Code. Positions allocated to this class serve as policy implementing officials and/or have considerable administrative responsibilities that are managerial, supervisory, or confidential in nature.

Key management functions of Public Service Administrators require the exercise of discretion in controlling or directing the organization's supportive program and determining the judicious use of means to accomplish an end. Such positions are charged with responsibility to direct the effectuation of management policies. Decisions made may significantly affect the agency's policies or its fundamental methods. Whether serving in a staff or line capacity, the Public Service Administrator's position responsibilities are inseparable from the interests of the employer.

Common to all positions in this class is the management nature of work. Public Service Administrator positions are frequently full line supervisors. Full line supervisors are principally engaged in work that is substantially different from the subordinate staff and exercise independent judgment in carrying out or effectively recommending authorities to hire, transfer, suspend, lay off, recall, promote, discharge, direct, reward, or discipline employees, or to adjust grievances. Other Public Service Administrator positions may act in a confidential labor relations capacity by assisting or serving as an agency's labor relations manager, or by having authorized access to information concerning the review or implementation of the employer's collective bargaining policies. Others are administrators or assist higher level managers. It is not the presence or absence of full line supervisory authority but rather the inherent decisions and commitments that distinguishes the job as management.

The Public Service Administrator class encompasses those jobs where the scope of the operation and associated administrative and managerial duties is not as great as that of the Senior Public Service Administrator but where work performed is higher than that of first level management positions. To determine whether allocation to this class is appropriate, a comparative analysis with related positions should be conducted. Excluded from this class are senior management positions serving either as policy makers or administrators of major agency programs, positions encompassed by other existing classes within the Classification Plan, as well as those subject to the provisions of collective bargaining contracts.

ILLUSTRATIVE EXAMPLES OF WORK:

- Organizes, plans, executes, controls, and evaluates the operation of a supportive program; implements policy for the total management process of the supportive agency program; plans for the effective and efficient utilization of program resources and organizes the goals and objectives of the supportive program; confers with management on the integration of program function activities to resolve administrative problems and program function improvements; performs the major controlling impact on the outputs of the program activities; implements studies of program evaluation; establishes priorities among assignments, establishes times of completion and quantity and quality of work products and services; monitors output in order to ensure adequate work flow; provides for employee motivation and development; identifies and discusses program projects, problems and issues; meets with representatives of other agencies to discuss inter-agency issues or with representatives of other governmental jurisdictions and outside parties.
- 2. As a line or staff assistant to a higher level manager, performs highly responsible functions coordinating and assisting with the direction of several large agency wide programs; develops and maintains ongoing communications with private and public organizations, officials of other agencies, or officials of other states and the federal government; with delegated authority speaks for the higher level manager to commit operational programs to specific courses of action; plans, directs, and conducts extensive and complex research or administrative studies of specific phases of division operations; drafts proposed bills, amendments, resolutions, procedures, rules, and regulations; makes or coordinates difficult and involved field investigations of law violations and claims.
- 3. Implements and evaluates policies and procedures affecting casework and investigative decisions; establishes local operating policies, practices and procedures; identifies and evaluates the utilization of available community resources; works with regional managers of supportive service programs to integrate services within assigned geographic area through contacts with officials at all levels of government, private and volunteer agencies; establishes and maintains effective public relations for the department, advisory councils, and civic organizations; manages and directs field office team operations and assures adequate staff coverage; monitors expenditures; directs and requisitions the procurement and maintenance of office equipment and supplies; assembles information for office space negotiations, dealing with vendors on subsequent problems with adequacy of facilities.

- 4. Supervises subordinate correctional facility officers; assigns them to posts of duty; makes rounds and assures that subordinates are on duty and properly attentive to their duties; prescribes disciplinary measures; prepares incident and activity reports; investigates complaints of violation of rules; recommends disciplinary action and conducts hearings involving standards of behavior.
- 5. Supervises professional nurse personnel in providing care for recipients; prepares work assignments of subordinate staff; changes or revises staff assignments to assure adequate staff coverage according to patient load or employee absenteeism; reviews and approves requests for time off from work; monitors and evaluates the performance of assigned staff; prepares periodic individual performance ratings; provides constructive criticism and demonstrates proper care techniques.
- 6. Performs complex accounting and auditing work involving supervision of professional and subprofessional staff engaged in maintaining a complex, accounting subsystem involving general departmental funds or grants; prepares or supervises the preparation of complex statements and reports; examines, reconciles and analyzes complex statements and reports; provides advice on complex accounting problems and on the implementation of new procedures and programs; reviews and recommends changes in the complex accounting system.
- 7. Manages a small section of systems analysts and/or programmer analysts engaged in performing a full range of systems analysis functions ranging from design and development to maintenance and enhancements of systems; plans work schedules and sequences of operations to assure an even flow and distribution of work, the expeditious handling of priority cases and the meeting of schedules and deadlines; evaluates need and makes recommendations concerning the maintenance or replacement of equipment and the maintenance and safety of the operations area.
- 8. Plans, assigns, supervises and reviews the activities of staff engaged in the review, analysis, and auditing of various entities; makes pre-audit evaluations to establish scope and procedures to be employed; ascertains nature of systems to determine means of verification, appropriate test periods and extent of test checking; may make initial contact with entities to discuss purpose and objectives of audit, and explain standard techniques utilized; appears at hearings as agency witness and testifies as to the accuracy and propriety of reports; acts as a consultant in pre-hearing conferences and during hearings, providing information, regarding adequacy and correctness of data and procedures used.

- 9. Directs a local office operation in a major metropolitan area of the State; through intermediate supervisors ensures the provision of services to a large and diverse client population with diverse socio-economic backgrounds; develops and directs the implementation of intra-office operating procedures to facilitate work flow in client reception and/or registration, record processing and maintenance, data and information collection and dissemination; based upon analysis of community needs, establishes long range annual, and interim goals and objectives and action plans for delivery of services to eligible clients in the office service area; develops and implements the annual program and budget plan for the office; conducts frequent regular reviews of service, budget and performance indicators in comparison to office goals and standards; identifies problem areas and initiates corrective action when appropriate.
- 10. Maintains liaison with a variety of organizations that may be able to supply funds, training and technical assistance in particular areas; monitors budgetary expenditures by program area; assists in the budgetary process by developing program narratives and justifications; reviews and approves expenditures of funds authorized; prepares a variety of materials designed to explain and interpret a specific or linking program; speaks before various groups to explain and interpret program philosophy and requirements; develops and utilizes professional channels of communication with state, federal and other agencies.
- 11. Plans, coordinates and implements site activities and development programs compatible with the natural and/or cultural resource base; reviews, analyzes, and incorporates proposals of natural and cultural resource specialists and others both within and outside the agency concerning short and long range plans; supervises and conducts research related to restoration, interpretation, and development; responds to oral and written inquiries concerning available programs and departmental policies; appears at public hearings as required; explains agency policies and rules and regulations to visitors and assures compliance with same.
- 12. Supervises subordinate staff, plans the work to be accomplished, sets priorities, assigns work according to individual subordinate's abilities, evaluates work performance, hears and resolves first level grievances; reviews the technical and scientific information to be used in regard to a particular case; serves as an expert witness in hearings or court cases; performs tests, evaluations, development, and improvement of techniques used.

- 13. As a field office supervisor or advanced generalist, reviews all disciplinary actions proposed by agency management for appropriateness and compliance with Rules and other affecting regulations; solicits legal opinions as required and other counsel as pertain to Personnel Rules, regulations, policies and furnishes pertinent information to central departmental staff for consideration; evaluates proposals for employee or labor relations policies, rules and regulations in accord with contracts and/or pertinent statute; reviews all labor legislation and impacting secondary and tertiary employee and/or labor legislation; evaluates content of legislation and prepares position statements.
- 14. Directs, implements, coordinates, and supervises program activities of field counselors, university coordinators, and other staff of a large area agency field office providing services to clients; assists regional administrator in organizing, directing, and supervising programs pertaining to area of specialty.
- 15. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration; specific requirements vary by position and relate to the position's duties and responsibilities as defined by the agency of employment and as approved by the Director of the Department of Central Management Services or his/her designee.

Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization; specific requirements vary according to the position's duties and functions assigned by the agency and as approved by the Director of the Department of Central Management Services or his/her designee.

Knowledges, Skills and Abilities

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 extensive knowledge of labor and employment development. Requires extensive knowledge of agency policies and procedures.

Requires ability to develop and manage a supportive agency program.

Requires ability to analyze administrative problems and adopt an effective course of action.

Requires ability to develop, install 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 and cost of personnel, space, equipment, supplies and services.

Requires ability to develop and maintain cooperative working relationships. In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES CLASS SPECIFICATION

SENIOR PUBLIC SERVICE ADMINISTRATOR

POSITION CODE: 40070

Effective: 10-1-02

INTRODUCTION:

The Senior Public Service Administrator encompasses a broad band of senior state management positions in agencies, boards, and commissions with a level of responsibility at least equivalent to a major program manager's and subject to the provisions of the Civil Service Code. Incumbents of this class either serve as policy-making officials or have major administrative responsibilities. As a policy-making official, an incumbent reports directly to the director or assistant director of the agency and participates in determining policy which fixes objectives or states the principles to control action toward operating objectives or toward the conduct of one or more administrative units immediately subordinate to the director or assistant director, or participates in planning and programming agency activities mandated by legislation or the agency's director or assistant director. Positions serving as deputy directors or staff assistants to directors or assistant directors are also included in this class. Such positions with major administrative responsibilities direct programs defined by statute, agency, board, or commission policy; or are responsible for the execution of policies or operating objectives in one or more operating units; or participate in the integrating of plans and projections of related organizational units, scheduling projected work programs, and encompassing, on a regular basis, questions of allocation and determination of resources, program definition, interpretation and implementation, and accountability.

Specifically excluded from this class are wholly professional positions which neither serve as policy-makers nor have major administrative responsibilities. Also excluded are positions subject to the provisions of collective bargaining contracts and positions encompassed by other, existing classes within the Classification Plan.

DISTINGUISHING FEATURES OF WORK:

Subject to management approval, plans, develops, organizes, controls, and manages a major program; or develops, recommends, and implements policies and procedures pertaining to the program area, develops and maintains ongoing communications with private and public organizations, officials of other departments, members of the legislature, officials of other states, and the federal government.

ILLUSTRATIVE EXAMPLES OF WORK:

- Directs, coordinates, and reviews the activities of operational and program personnel through subordinate managers; reviews, modifies and implements existing program objectives or develops new program objectives; acts authoritatively on policy-making issues impacting agency management and statewide agency operations; develops long range plans for the agency and monitors progress toward accomplishment of the goals and objectives of the agency.
- 2. As a registered engineer, plans, organizes, coordinates, and reviews the work of a large engineering and technical field staff engaged in conducting field investigations and inspections and monitoring activities, the development and dissemination of information and data to various local governmental and private agencies, and the preparation of technical reports and papers.
- 3. Plans, develops, administers and coordinates a complex social service (facility based or community) program by reviewing and evaluating agency programs, policies and management practices, and directs changes in operations as deemed necessary; directs and participates in research and reporting activities of programs and services; directs the development, review and analysis of legislation required for the improvement of current agency programs and services, and the development of new programs.

- Plans and coordinates a network of systems and services on a departmental, multi-agency or regional basis; directs and coordinates the design and management of administrative services to meet the needs of user agencies.
- 5. Performs highly complex and specialized studies; prepares interpretations of findings, translates findings into proper form usable by other professional personnel in the agency; establishes and maintains working relationships with federal, state and local officials, and civic leaders on various matters involving program area.
- Directs program budget preparation and controls appropriation of expenditures; reviews current agency programs to define areas requiring increases in appropriations for program expansion; makes program and policy recommendations.
- 7. Reviews all administrative rules and related laws; researches, develops, and writes proposals affecting changes in statutes and administrative rules; conducts and coordinates investigations; supervises and reviews the activities of professional staff engaged in conducting investigations.
- 8. Establishes policies utilized in implementation and maintenance of programs; confers with the Director and administrative staff on feasibility of recommended policies; interprets new legislation and administrative policies and procedures.
- 9. Plans, develops, and implements methods, systems, investigation techniques, and examination procedures designed to effectively monitor and regulate the industry program for which the position has principal accountability; provides for the development of revisions of policies, rules, regulations and procedures.
- 10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college; specific requirements vary by position and relate to the position's duties and responsibilities as defined by the agency of employment and as approved by the Director of the Department of Central Management Services or his/her designee.

Requires prior experience equivalent to four years of progressively responsible administrative experience in a public or business organization; specific requirements vary according to the position's duties and functions assigned by the agency and as approved by the Director of the Department of Central Management Services or his/her designee.

Knowledges, Skills and Abilities

Requires thorough knowledge of public and business administration, principles and practices.

Requires thorough knowledge of agency programs and service objectives, activities and operational systems.

Requires thorough knowledge of staff utilization and employee motivation.

Requires thorough knowledge of labor and employment development.

Requires extensive knowledge of agency policies and procedures.

Requires ability to develop and manage a major agency program.

Requires ability to analyze administrative programs and adopt an effective course of action.

Requires ability to develop, install, 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 and cost of personnel, space, equipment, supplies, and services.

Requires ability to develop and maintain cooperative working relationships.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.

White State of the last	THE RESERVE OF THE PROPERTY OF THE PARTY OF	CHORT BURNICER 4				AVE THE			
1. Posmical	III Carlo Carlo Carlo Carlo	WORKING THEE (P ANY)	14.2		1.PG	HONIA	MER	eser.	
				1 (Charles	4131	3-16-6	4-350	-05-9	9
Social Serv	ice Program Planeer (i)	T COME DAY COMES	29	88	4131	3-16-6	4-300	-22-9	9
MANAGE AND A	TO ALL WATE BETTER	COURSE CREEGE		1015	-85		ANTA	Line	TE ST
				4.			N		-
Children &	Femily Services	Programment and Co	ntracts		0	016	Y	R	
A SECTION		SALT CONTRACTOR			10,100			10-0	
	The second secon	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	-	11111			L		1-10
Janos of C	ontract Administration				Bun	no sheet			
4 WORK LO	DATION	11. BARGADISIOTERIA CO	06	200		OIL O'LLAN			
copanition of		RC082		N	8			000	THE REAL PROPERTY.
30%	Coordinates, p with Departme chart children, development c provides techn	in a copposition, interprets, or interprets, within the comprets, factor children, and other children fragment from the children, and fragment from the children, and the first other to make the children	nd month aglan, in drawless in puret	en pussing desing chil Best collect 1830 of her	e of sec day or crates y	vice cor re prog vith Dep tracts a	back (ems fo erimen tid mon	n acco r Depa l staff i librite	rdanc rimer n the
	and reviews or	mitaria maticiae madamando				A APPLIED	mort I me	Childrin	
20%	and reviews to oracin making in the best into program plur, of contract, incontract, incontract, and or staff and want o	nif, and others to maint them although, policies, and procedules of program coverage, and procedules of the Department, drives the department of existing furvious provided, rung services provided, rung the department, and the department of the	te process to process		im Great (Altention) In the p feature of perceicles (1900) of principles	tap und on of rea perform couples re ere of cliente stor, Do	duplication of the control of the co	ition, to and a duties. ordered g with (proprie	and erme
20%	and reviews as ensure adequate the best into best into program plans of contract, the service, and a staff and vend additional service. 3. Through the use performs pace institute of contracting contracting of contracting con	athoda, policies, and precedurary of program coverage, and real of the Department; drives Maring reviews of easigned various being summaries to easing dervices provided, run interested amounts; cotilies fire	to process to process to various inches inch	reet programe de afficient de locations de l	em over dilitzati a in the p maure o provide rece of intelete fore in cital to f	tap and an of re- sertame couplier re cas or cleans dur, De sertand lagione	duplica murcos spos of co to co complyin served, pertanes progra Contre	High, to and so duties. Softwart g with (propri N regio m plan	and lerme sty of rai for

DECENTED That 14 Chan E-1073

To all a	169 (27)			Area Complete		
10%		Translates and in	terprets, both orally an	d to written doe:	Spanish spasiona d	Sants regerding services
EW.	1		higher combined to to	WITES.		
5%	0.	for regional spens funding and/or fu	ALLINE CHARLE METERS HETERS IN	amendments ofsettons of fun	for the assigned reg ding needed; monit	plan as needed; enlars data ora to ensure adherence to
5%	7.	Performs other di enumerated abov	ides as required or ass a.	igned which are	reasonably within	the scope of the duties
4						
POSITION performance	TITLE AN	NOTIFIED OF BUILD				quital, constituted and objects
701111111111111111111111111111111111111			15-16-64-30p-20-0		Was to be broken	remains of the postern)
		PARTE BOX P THE P			Officers Adminis	trater-Cook County
D SUPER NOTE: So the because	ipervisory	or lead worker respec		nd for a detailed de	dy statement(s) with a	tion percentago(u) elletind,
	Police		Parison			
					1 (102,100	AND LOCAL COMPANY OF THE PARK
- HINAME	an Grand				Production to	
THE WAY	O has	CONTICH NOTE BO	· · · · · · · · · · · · · · · · · · ·	ut, iii ii	1. 11 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	e de la constante de la consta
ngidine bes statur's deg	Lead Lad	etal and mental dis dres one year of pr				Supplemented by related
avaloping a	or in pe potal pol	ograin planning and by and the structure	davelopenent require a, organization, and re-		of the progra	in abjective of equation
rwyzw and e essanian c	reministration of	divers gonde exc	madures; requires ability ability to travel; requir	to the comput	er and software on	n daily basis; requires it at a collegulal skill level.
						in or a criticidate service

CMS

CHATTER MANAGEMENT SERVICES

POSITION DESCRIPTION

COLUMN TO SERVICE	hvita	WOODS TITLE (F ART)			TEPO	thouse.	DEED .	- 1	
Social Serv	ice Program Planner (V	Recording and Resource			# 418Y5079%	4-16-3	of the large large that the	-	-
2. ADERLY		4. BORDADE DIVISION	28	88	4131	4-16-8	1-000	-21-9	9
				-	000	SPATE.	Allen	Mar	.00
Children a	nd Family Services	Northern Region			0	101	γ	R	3.5
Operations		Recruitment and Res	lotroes					03-0	1-13
14. WORK LO	CATION	18. SANGSLEGHENTERM CO	90	25,			Luck Toucal Carlos		ios,
Rockford		RCDs2 Bit Allo Accument translets mant approved, coordinates, pried area, working to annue			8			et a comm	-
	process; conducts n	pned area, working to ensure recruitment plan; conducts information and support to sade assessments on an oreada; provides professional; satio sarvice need cases; traggicians.	Interest igoing be	ed femilia ula; dave	s in the	s to tac faster acello	Care ii	Celler Cellein	gere g
20%	recrument; provide process; conducts n address identified m specialized, problem for Spanish special; de S	s information and support to seeds assessments on an or seds; provides prefessional; satic services need cases; tra g clients. monitors, and develops the pleasure the effective important plan; works to facilitate igned region; drives or trave munity presentations to recoolides, etc. to potential fast	Interesti going to assistant maistes a foster ca temental actione is to vari uit foster or familie	ad familio sis; deve se to case nd interp ste recruit ten of a k ment of £ dus locat families; u and oth	in the loppe of twork of the loppe of twork of the loppe of two loppe	s to tac feater localiza- taif regal th oral regress r	illiate (care ii) de rese ii r	Ceter Censin Liros p in writi In Bealg led for lare go	pare g lan to ng. ned ter ids
20% 15%	recrument; provide process; conducts naddress identified in specialized, problem for Spanish specialized, problem for Spanish specialized, problem for Spanish specialized, within an asseconduct compities physical conduction of the special specialized conduction of the special specialized conduction of the	s information and support to sede experiencial on an or and; provides professional inside service need cases; its gibberta. monitora, and develops the senate plan; works to facilitate the region; drives or trave munity presentations to recruitment, etc. to potential fask lops new, creative recruitment bean targeted Brough typessional support and strong testional support sup	Interesting the sector of the	and families develope to case ind interpretate for a kinema of a k	in the lope of the	s to tac foster localine taif reg th oral rogram recursed, rentair the said r opplate amilies tentine	attele (core to de core to de core to de core to de core core core core core core core cor	center centinuros principal de la maniga del maniga de la maniga del maniga del maniga de la maniga de la maniga del maniga de la maniga de la maniga de la maniga de la maniga del maniga de la maniga del maniga d	tere g ten to rg, red ter ide
	1. Coordinates, see working to specialized, problem for Spanish specialized, problem for Spanish specialized, problem for Spanish specialized, problem for Spanish specialized, problem for special sp	s information and support to sade essessments on an or sade; provides professional; satic service need ceses; tragicities, and develops the polaria. Incoloria, and develops the service in effective largers the effective largers the effective largers plan; works to facilitate igned ragion; drives or trave munity presentations to reconcide, etc. to potential fask lops new, creative recruitments have been targeted frough type been targeted frough type been targeted from the faster per late the foster cere faster per late the foster cere floaters as well as satisfactures a localized plan thy statesholders, as well as satisfactures that will facilitate the satisfactures as well as satisfactures that will facilitate the	interesting the auticles a social es a citiere de la citie	and families and families to case ind interpretable for a kinema of a kinema o	in the formal process of the process	s to tace footbar foot	attele ours is disease individual	celer censin ures p in writi i malg led for inte po endior inte p fuels a vecid r ster leaves outress alop etter so sensiti	cens of the control o

	EO)		-	
10%	4.	in conjunction with (service needs.	the Office of Contract Ac	iministration, develops contracts for unmat
10%	s.	Specializato, problan	uceer bas ecnsisies (si sees been colves citer u animateb of nolger ed	roe development support to casework staff with i; conducts annuel needs assessments in namet service needs.
10%	6.	resource needs in a service needs; prea	cilitate en understanding Inter to effectivaly devat	is data with respective workers, supervisors, and swareness of foster parent recruitment and op recruitment plans and address piecement and essary documentation/stallatios and records sie or as needed.
10%	7.	Translates and injures	rprets, both crafty and in nd the proper completio	writing, for Spanish speaking clients regarding n of forms.
5%	8.	perent recruitment i	Mid Mediarco Needs; dev Kurun dala analysis and	y Assurance and Monitoring regarding foster relope and maintains a high level of knowledge its application to program improvement on a
6%	9.	Performs other duti- duties enumerated	above.	ed which are reasonably within the scope of the
7. Polimen Parlament	mu A	ONU STORES	ELDENWEIGH (Armende In	
	0.310	kninistrator 37015-		WCRIGHG YITLE OF ANY) Recruitment and Resource Yearn
C) BUPER	RISERY Upsariser		R Hitten gaygy be described in a d	Elementários Intalled dety statement(s) with a time percentage(s) stinted. Fordinate incumbents or authorized funded headcourt;
	Acceptance	a Tila	Paritin Bankir	Sa O lines hard or Republic Variables
		200 (200 and 200 and 2		
THEFT	4	r.,,,\r., r.,	Υ ¹ ' ΥΙ' ΥΙ' ΥΙ'	
Requires k supplemen	novied ted by a in com i of a vi	ge, zidil, and mentei e s related master's de munity organization, sild driver's license er	Seedopment equivalent	to completion of four years of college, of progressively responsible professional n program planning and development; requires as ability to speak and write Spenish at a

POSITION DESCRIPTION

I POSITION Y	-		(C) (1)	ACIDIDADA TITLA	OF ANY	T-Street T	Promise Life Street Local	T 4 1600	100	HILLER.		
		January V.			N 2000	-	Part Los	1 101	ATTION IN	MESH		
Technical /	94		-			1	Section		¥2	VC 2		
3 AGENCY	MOVISOR			0.00		29	88	4526	2.48	9 200	N 1 1 3 1 3 1 1	
			165	1 BUREAUVO	MESTA			45252-18-03-200-11-9				1
department.			-7		KING.	-		-	Eben.	-00	1 1101	fet
	mail S. S.								100			
Children &	Family 8	iervices		Office of Le	enal Boards			468			1	
O STATE OF	1000			Office of Le	Na. Cally	100000000000000000000000000000000000000			016	Y	R	
to Marriag Payalo				A STATE OF THE STATE OF			-		AT IN		10-1	R. 10
Juvenile Co						-		-		L	10.04.50	0-10
	GVC				-			10 was	I ESTAS	a.eem		
4 WORK LOC	ATION			15 BARGANON	MATTERNA COM	DAR.	Augus Granes	18 18	ERBAN E POSTIT E DAVI	1 0008	CHANGE	
	7. P.					J-13	1	18 15	SO DLAVE	The same	HARRING	TARRES -
The same Public	n .	-					LY		AGE T			
Chleago					RC010		IV) D NEW	19 DOWNWARD REALIDEATION			
COF YEAR	18, 00	MPLETE CH	RENTA	NO ACCULATOR	STATEMEN	OF PO	mou es	I MCH	a Union	O NAME	ACADO	
40%		As directed Cook Count (symbol)	represe ty, inches	serves as lega icts screenings ides and couns as Spanish spe ants the Depart ling temporary stat rights, and nications; trave	eli conducti sating and i iment at all custody, a	s legal tra writing ski hearings sjudication	tring for I Us in the On assign N. disposi	DCFS and participants and caleral cale	ny som ince of c ince of c ince on the	ed inecession	presen	l to
20%	super 1	As directed Cook Countermination and written As directed to present is deliciencies	ingal activities ty, included the community, participation of the contraction of the con	rice and course in Spanish spenish spe	id; conduct eating and iment at all custody, at motion hea is to various fucts screen lencies are assary con	s tegal tra writing ald hearings; util a focation nings to d identified, active act	ining for its in the on assign to Spars in the personner in the personner informs ion	DCFS an pariormal calera caler	ay sumind PQS; ince of dimension distributed and distributed a	peril 10 polyninks futies the Juve y, Statu d virting tiles and leg Superv	presenting Co entile Co e, prog g sidile pally sur laur of (ito lurt of ress, in oral
	super 1	As directed Cook Countermination and written As directed to present is deliciencies	ingal activities ty, included the community, participation of the contraction of the con	rice and counses of the Branish spending temporary statifications; travers also in or conditions of the Branish and also in or conditions; travers also in or conditions of the Branish and also in or conditions are also in or conditions and also in or conditions are also in or conditions.	id; conduct eating and iment at all custody, at motion hea is to various fucts screen lencies are assary con	s tegal tra writing ald hearings; util a focation nings to d identified, active act	ining for its in the on assign to Spars in the personner in the personner informs ion	DCFS an pariormal calera caler	ay sumind PQS; ince of dimension distributed and distributed a	peril 10 polyninks futies the Juve y, Statu d virting tiles and leg Superv	presenting Co entile Co e, prog g sidile pally sur laur of (ito lurt of ress, in oral
20%	super 1	As directed Cook Counternination and written As directed to present is deficiencies Provides les Assistant Ci	ingal act and in the court into the	dos and couns his Spanish spanish spanish ling temporary stat rights, and nicetions; trave stat in or cond url; when defici temporary and counse)	id; conductive acting and iment at all custody, at motion treatis to various fucts screen lendes are assary continuous to workers,	s teget tra writing ald hearings distributions; util a focation nings to distribution identified active active	tring for the is in the on essign of the party in the par	DCF8 an pariorma had caler ilon, pen dah-spea erformen whether the work administr	ay some of the control of the contro	peril to bornink judgs he Juve y, statu d virtin sties ens leg supervi	presentive or a control of the contr	in to our of reas, lo oral
20%	super 1 2 3	As directed Cook Countermination and written As directed to present to deliciencies Provides in trainings for	ingal addition and recommendation and recommendatio	des and couns his Spanish spanish spanish ling temporary stat rights, and nicetions; trave stats in or cond url; when defici temmends nec te and counse)	id; conduct pating and iment at all custody, or motion hea its to various fucts screen lencies are assary con to workers, id devalopm nistrators, s	s tegat tra writing sid hearings: diddication rings; util a focation nings to d identified, active active sent of tra upervisor	tring for its in the on essign to disposition Spars sin the petermine, informs ion one and a sin the petermine ion one, and a	DCF8 and participation of the world caler	ay some of the control of the contro	peril to pominis futies he Juve y, statu d virtin sties ens leg supervi	presentive to rain a surface of (urt of ress, lo crai licent the
20% 10% 5%	3 4. 5.	As directed Cook Countermination and written As directed to present it deficiencies Provides in trainings for As directed, workers.	ingal adentification in the community of parent community, participo o the control and recipal advicable. put into the DCPS a makes participal community in the control in	rice and couns as Spanish spends the Depart line Depart line temporary that rights, and nicetions; trave sies in or conduct; when deficionments necessarily and counsel the planning and POS admir periodic visits is	id; conduct eating and iment at all custody, at motion trea is to various fucts screa- tencies are assary con- to workers, id devalopm histmators, s to assigned	s teget tra writing sid hearings specification rings; util a focation nings to d identified, active act supervise tent of tra upervisor	tring for its in the on essign to Spars in the petermine informs ion ors, and a integral to petermine ion	DCF8 and participation of the world administration is a state on its and the condition of t	ely string and the control of the co	pernito pernito pernito futies he Juve y, statu d vertin sties ens leg supervi dessign	presentivelors units Co prop g sidile pally sur later of (led by inducts (pullation	iurt of fets, lo oral feent the
20% 10% 5%	3 4. 5. 6,	As directed Cook Countermination and written As directed to present to deficiencies Provides in trainings for As directed, workers. Prepares mandations of the conducts reconducts recondu	ingal addition and regarded to the control and regarded to	rice and couns as Spanish spe- sate the Depart ling temporary stating temporary stating to cond url; when defici commends neck the planning and and POS admin periodic visits !	id; conductivation and imment at all custody, at mollen hea its to various fucts screen lencies are assary control developmistrators, stip assigned its, reviews	s teget tra writing ald hastrings; util s focation nings to d identified, active activ	tring for its in the on essign and disposal ites. Spar is in the patermine, informs iten. Ors, and a ining for a single size. Single size. Single size.	DCF8 and participation of calera illon, per	ay some of the control of the contro	permiss permiss permiss permiss fulles he Juve y, statu d vertin sties ems leg superv design	presentiations, and a contract of the contract	urt of ress, in oral ficient fis
20% 10% 5% 5% 5%	3 4. 5. 6, 7 8.	As directed Cook Countermination and written As directed to present to deliciencies Provides instrainings for Assistant Ci Provides instrainings for As directed workers. Prepares my conducts resultings cut federal regulations cut federal regulations cut federal regulations and side regulations and s	ingal addition and records of parent with the contract of parent and records and records of the contract of th	rice and couns as apparent the Depart line Depart line Depart line Depart line temporary that rights, and nicetions; trave also in or conduct; when deficionsmends necessard counsel the planning and POS admir periodic visits in legal issues, arting its and Department and Department and Department and Department activities and activities activ	idi; conductivativation and interest at all custody, at custody, at custody, at the custody at t	s teget tra writing sid hasirings siducation rings; usin s focation nings to d identified, active act supervise supervise area utilia tor druits sid fisdera d procedu m on beh	tring for its in the on essign and the personner in the p	DCF8 and participation of the world calculation for the world calculat	ay and c	permiso edministratives he Juve y, statu d verting sties ems leg stupervi dessign dess	presentations, and a construction of the const	urt of ress, In oral Resent His
20% 10% 5% 5% 5%	3 4. 5. 6, 7 8.	As directed Cook Countermination and written As directed to present to deliciencies Provides in trainings for As directed, workers. Properes my conducts reinings for Maintains of technical regulations regulati	ingal addition and records of parent with the contract of parent and records and records of the contract of th	Ace and course as a spanish spenish sp	id; conductivation and imment at all custody, at mollon hea its to various fucts screen factes are assauly continuous, and devalopmistrators, at devalopmistrators, and devalopmistrato	s teget tra writing sid hastrings; djudication rings; util s focation nings to d identified, active act supervisor area pilic id fiedera d procedu in an beh ill fiele	tring for its in the on essign and disposal ites Spar s in the petermine informs item ors, and a information ors, and a information ors, and a information ors, and a information or item or information or item or it	DCF8 and participant of calera illon, per il	ay and c	permiso edministratives he Juve y, statu d verting sties ems leg stupervi dessign dess	presentations, and a construction of the const	urt of ress, In oral Resent His
20% 10% 5% 5% 5%	3 4. 5. 6, 7 8.	As directed Cook Countermination and written As directed to present to deliciencies Provides in trainings for As directed, workers. Properes my conducts reinings for Maintains of technical regulations regulati	ingal addition in the control of participa of participa of participa of the control of the contr	Ace and course as a spanish spenish sp	id; conductive sating and iment at all custody, a motion hea is to various fucts screen lencies are assary contion workers, id davalopm nistrators, a la assigned les, reviews policy and p	s teget tra writing sid hastrings; djudication rings; util s focation nings to d identified, active act supervisor area pilic id fiedera d procedu in an beh ill fiele	tring for its in the on essign and the personner in the p	DCF8 and participant of calera illon, per il	ay and c	permiso edministratives he Juve y, statu d verting sties ems leg stupervi dessign dess	presentations, and a construction of the const	iurt of fets, In oral ligant ha

OF THE	(50)			
5%	9. Parforms other du anumerated above.	ties as required or assigned which a	re reasonably within th	e scope of the duties
				*
	0.70			
POSITION performance	EN 40 HERITAGO ONA ELITE	CHECKING SUPPLEMENTATION (Perspensible for an invertex drug and imposling disciplinary action is	end adjusting playening work	President of the metions
		7 015-18-03-200 -10-01	WORKING TITLE	(IF ANY)
SUPER NOTE: Sy	pervisory or lead worker re checked above, Est position		lited duty statementie) with	n a Ume percentage(a) attakted sed funded needcount
	Pendign Yibs	Pojetos Munici	No all	Countries Or Printed Versioners
THE WORK	OF THIS POSITION, NOTE (POSITIVED ON STANDAR	ASEMIEE, UICHISURE ON CENTURATE SINCE THEAS ARE NOW SEVERAL OPT SE, THE PHEASE "EALE AT ET-COPYAY	IN MECHANIN FOR THE JOHS OF SKILLS AND ABI TOM CAN NO LONGES B	LINES AND LICENSURE OR
equires area	uation from a reconstant	ed law school; requires the possessi Spanish at 8 colloquial skill level, re		practice law in lithous
		2008 NOV 16 P 2: 22	2	
		HECETALED LEHERTHEET EMBLOASE SERVICES		

CMS

Binds Department of GENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

ER CONCRETE TO THE PROPERTY OF				ii)	kd	1	-1	2.PG	STICKL		STAY OF	and the				
PERS SHAFL							452	13-16-2	24-20	2-10-0	9					
I CONTICE ADVISOR [I]				1 /146		29		19	150 EV22	33-16-0	2016 P.M.	or a large of the same	And in contrast of the Con-			
Editor Parks	Edkoz:	100	2011	WI 20		999	AUTOWER	N	N 33	¥	3.2		in the same	1 4	- IV-B	The second second
I THE WAY	Sally.				10	Gverdi:	in and Ad	Vocacy				2 17 6		1882	977	-
Children &	n Pamilu i	Ren	uleon		7		CHARLE.		-		-	Est V	200	1200	1	
10. ELECTRICAL			1000		-#	L Usir	and Adve	YOUN	-		119	4d5	018	Y	R	
		200		100						-	-	ET ANST	a crove	100	04-1	
Administrat	0.1	-	XII		1			-			-			L	04-1	0-12
PHOTILITERIEL	IVE HEE		3	-	-				-	- 21		O H4	IST ESTA	al distan		
14. WORK LOC	MICH		0.00	100	1	A. BARG	Аванода	RMOOD					함 909년 94 (POS)	7 Cons	CHANGE	
			(0)			1.37	16292	1184		1	N.	1 19 MG		DHAT E	EVENOVAL (SCHAPE
			1		-					+	7			E-7 15	C.E. Sharpman	
Chicago	118.00	100	CERCIT A	NTERESTRE			RO	010						4.2	ALLOCA OCATO	i i
	Und	red	- T- 1-1-1	diso di	action.				OF PO	eme	1103	Line.	L PL SETT		SECURITY OF	
				The stay of	100	2-15 1-3/90	P. Falt S. Piller									
20%	2			The stay of	100	2-15 1-3/90	notice, a-hearing lastics ar braring									
	1	lo	Chaun	a steady	holi	ess to	parting.	witch 199	atials f	100		manita	a the ac	Ovides	of the p	ertico
20%		200	eglacti nd Para Marries Marries	d Child dy Servi r, aupple resticate	Act, as loss; as sumple in the	rd rdel ggreen green gester	Dre teastr Children ed statuts he appro- gation as mance of	is and provided provided control of the control of	des en des of i		hout t Act, (detion hoo in comp	ho stat Child C is of the pression foto the	of With the Act, Depart ground word; dri	ila; app Abuse ment d missilid res or (ites the d end f Childr lity of revols t	en D
10%	4.		~~~				Sive recor Mindle Ad Wand car	Name and Address of the Owner, where the Person of the Owner, where the Person of the Owner, where the Owner,		posled Dogá	to the	e Char t; prepi	it Court stan stat	on adn bileal	ninistrat and	lye
10%	6.	Tr	erebb erskie	es and in	prope	is, both	orally an	d to web	ing, for	Spen	ich es	eaking	clients :	ogardi	Ng aervi	lons
5%	6.	RES		on a rec		Tipe Tipe Tipe Tipe Tipe Tipe Tipe Tipe			releva:	nt fan	, both	state:	and feds	rel, en	i condu	cts
MACHINE OF CH		2	1	100	BUNDE !	II described	AND DESCRIPTION		A Comme	COURTE	-	THE REAL PROPERTY.	-		27.70.10	
APPENDING A	00		/	-		333	AW Z 5	יומר		1	AD 256	anted.			100	N.

E. ICCUSTON	110)			
8%	7. Provides input procedures per	to the Chief Administrative Law teining to the Administrative Ha	Judge in formulating and review armos timit	ding rules and
5%		duties as required or essioned	which are responsibly within the	scope of the duties
N II N				
POSITION	ur vekasilese			
enior Publ	lic Gervice Administr	retor 40070-16-65-200-00	Of Chief Administrative	Min
CONTRACTION	salepools of good margin laci	icifocifi persibilities <u>ental</u> be described by a	detailed duty statusment(e) with a time	percentage(s) clicited,
	200200	Aposton Humber, and pumber of na	bordinate troumberts or authorized Am	ded handcourts mil or Ratelan Vacandon
THE WORK	,	<u>,</u> , , , , , , , , , , , , , , , , , ,		Allo (Licerolum) CR
T				o in tilinate; requires two ence in the presides of the Openius at a
etricia attorio eridence, in parce etalli, riting relatio d aborty in d to present didinati con				
		A STATE OF THE PARTY OF THE PAR	Commercial and a financial	