



Office of the State Fire Marshal

Employees of the Office of the State Fire Marshal Receiving Bilingual Pay 4/26/18

Incumbent	Title	Position Number	Language
Capelli, Simony	Admin Assistant II	00501-50-50-800-00-84	Spanish
Wohlgemuth, Edwina	Office Assistant	30010-50-50-400-00-16	Spanish



ILLINOIS DEPARTMENT OF
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)	BILINGUAL CODE —	POSITION TITLE OPTION CODE —	2. POSITION NUMBER			
New/Revised Position Administrative Assistant II			29	SS	00502-50-50-800-00-84			
3. AGENCY Existing Position		4. BUREAU/DIVISION		5. EXEMPT CODE	6. WORK COUNTY	7. ALT. ALTH	8. AUDIT	9. OFFICE USE
New/Revised Position Office of the State Fire Marshal		Arson Investigation		0	084	N	R	
10. SECTION Existing Position		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position		Administration				1-1-17		
14. WDRK LOCATION Existing Position		15. BARGAINING TERM CODE		RUTAN EXEMPT	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
New/Revised Position Sangamon County		RC028		N				
% OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES							
	Under administrative direction of the Division Manager, serves as staff assistant performing a variety of assignments in planning, developing and executing operating procedures and evaluation of programs including the Juvenile fire Setter Intervention Program (JFSIP); directs and conducts studies and investigations affecting program operations; coordinates logistics for JFSIP training; serves as a liaison with fire departments, state agencies and the general public; travels statewide in performance of duties; translates functions/procedures into Spanish for those who cannot speak or read English.							
30%	1. Serves as staff assistant in the planning, development and execution of operating procedures and evaluation of program elements for the Arson Division including but not limited to the JFSIP; collects data needed to respond to subpoena/FOIA requests; prepares correspondence for the Division Manager's signature. Translates functions/procedures into Spanish for individuals who cannot speak or read English; serves as an interpreter between the languages.							
20%	2. Directs and conducts a variety of studies and investigations affecting program operations and internal control which have direct impact on the credibility of the agency; advises supervisor on personnel and budgetary problems and other administrative matters; assists in annual budget preparation; prepares monthly reports for division statistics on number of fires assigned to each arson investigator per month and total number of fires assigned for the year by area; assigns case number to fires as required by arson investigators including information on when, where, time occurred, death or injury, and county where fire occurred.							
20%	3. Coordinates all logistics required for JFSIP training; schedules training sessions and identifies and secures training venues and presenters; receives applications and fees and enrolls firefighters for certification; assists in researching, compiling, updating and disseminating training materials for arson training classes; notifies the Personnel Standards and Education Division of any changes to the program to ensure testing continue to meet standards required by the Internal Fire Service Training Association; travels statewide to training sessions to assist the Division Manager with facilitating program training.							
15%	4. Serves as liaison with fire departments, state agencies and the general public; confers with fire departments and the general public to promote arson programs; interprets, discusses and explains division programs, policies, procedures and benefits to interested groups.							
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE		AGENCY HEAD SIGNATURE		DATE		
<i>[Signature]</i> 39		<i>[Signature]</i> 0 5 2017		<i>[Signature]</i>		1/5/17		

401-572-1191/17

15 (Continued)

% OF TIME

- 05% 5. Assists fiscal personnel with JFSIP program budget and processing of fees; manages, maintains and updates the program's Access database with certified JFSI interventionists; provides statistical information as required by agency management.
- 05% 6. Maintains the JFSIP website and Facebook page to ensure all content is correct and up-to-date. Attends and participates in staff meetings, conferences, seminars and training sessions to increase professional experience and knowledge.
- 05% 7. Performs other duties as required or assigned which are reasonably within the duties enumerated above.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Public Service Administrator 37015-50-50-800-00-84

WORKING TITLE (IF ANY)

Division Manager

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

SUPERVISOR OR LEAD WORKER

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

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded head count:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

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

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires two years of responsible administrative experience in a public or private organization. Prefers knowledge of the Juvenile Fire Setters Intervention Program. Requires the ability to travel. Requires the ability to speak and write Spanish at a colloquial skill level.

Edwina

CMS	ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES	POSITION DESCRIPTION
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1. POSITION TITLE Existing Position	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
				30010-50-50-000-10-16			
New/Revised Position Office Assistant		29	S2	30010-50-50-400-00-16			
3. AGENCY Existing Position	4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH.	8. AUDIT	9. OFFICE USE
New/Revised Position Office of the State Fire Marshal	Elevator Safety		0	016	N	R	
10. SECTION Existing Position	11. UNIT	12. TRANSACTION CODE			13. EFFECTIVE DATE		
					11/01/12		
New/Revised Position Clerical		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION					
14. WORK LOCATION Existing Position	15. BARGAINING/ TERM CODE	RUTAN EXEMPT					
New/Revised Position Cook County	RC014	N					

% OF TIME : **16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES**

Under direction, performs a variety of difficult clerical duties including but not limited to filing, typing, record keeping, faxing, copying, opening and sorting mail and answering the telephone. Maintains logs and records. Translates functions/procedures into Spanish for individuals who cannot speak or read English.

35% 1. Performs a variety of difficult clerical duties such as filing, typing duties determining format, preliminary assembly and editorial efforts; records keeping, faxing, copying, opening and sorting mail and answering and transferring calls; operates common office equipment such as typewriters, copy machines, fax machines and computers.

25% 2. Enters information into agency computer system; maintains records and filing system; logs in request for information concerning the Elevator Safety Program.

20% 3. Translates functions/procedures into Spanish for individuals who cannot speak or read English; serves as interpreter between the languages, providing fire safety information and responses to general inquiries for the Chicago office.

15% 4. Types a variety of material including letters, memo's and E-mails to the general public, other state agency's and OSFM staff as instructed by the Division Director; types labels and/or information for letters, memo's reports and files.

5% 5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated.



DIRECTOR OF CMS SIGNATURE <i>[Signature]</i> 22	IMMEDIATE SUPERVISOR SIGNATURE <i>[Signature]</i> NOV 26 2012	AGENCY HEAD SIGNATURE <i>[Signature]</i> STATE FIRE MARSHAL
By _____		DATE 11/19/12 <i>[Signature]</i>

CMS 104 RPL 5/94 IL 401-0784
Sherry Campbell
11-29-12

16. (Continued)

% OF TIME

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Senior Public Service Administrator 40070-50-50-400-00-16

WORKING TITLE (IF ANY)

Division Director

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Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

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

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Good communication skills, both oral and written. Requires ability to follow oral/written instructions. Accurately type 35 w.p.m. Requires the ability to use commonly used office equipment such as copy machine, fax, typewriter and computer. Candidate must have the ability to speak and write Spanish at a colloquial level.