

JB Pritzker
Governor



Marc D. Smith
Director

April 1, 2023

The Honorable J.B. Pritzker,
Governor, State of Illinois
207 State Capitol
Springfield, Illinois 62706

Dear Governor Pritzker:

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

Please find the enclosed report of bilingual employees currently employed by the Department of Children and Family Services. 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 to the general public. On June 30, 2007, the Department had 154 bilingual frontline staff. PL 95-707 established an expectation for 40 additional bilingual frontline staff for a total of 194. This was to be incrementally achieved. The listing below demonstrates steady progress until the Pandemic occurred. In conjunction with significant staffing issues across the Department, it also affected our ability to comply with PL 95-707. The figures below are for frontline bilingual DCFS staff on March 31st of each year.

Year	2016	2017	2018	2019	2020	2021	2022	2023
Bilingual Frontline staff	153	178	156	171	167	157	142	141

We continue to recruit at colleges and universities that are designated as Hispanic Serving Institutions by the United States Department of Education. We are working with Loyola University to enter into agreements to develop a 'pipeline' of BSW and MSW students into DCFS employment. We also are working to provide an avenue for current bilingual staff to gain an MSW. Loyola University reportedly has the only bilingual MSW program in Illinois. We have increased the number of Human Resource Representatives and are now 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 which requires agencies receiving federal funds to provide access to language services for all languages used by agency 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.

Marc D. Smith,

Director
Children and Family Service



**Illinois Department of Children and Family Services Employees Receiving Bilingual Pay
March 31, 2023**

EMPLOYEE INCUMBENT	POSITION TITLE	POSITION ID	LANGUAGE
AMEZCUA,FLORA	CHILD PROTECTION ADVANCED SPECIALIST	0716116823006199	Spanish
ARROYO,LETICIA	CHILD PROTECTION ADVANCED SPECIALIST	0716116897003199	Spanish
GUTIERREZ,JOSUE	CHILD PROTECTION ADVANCED SPECIALIST	0716116885101199	Spanish
HERNANDEZ,ROBERTO	CHILD PROTECTION ADVANCED SPECIALIST	0716116826004199	Spanish
MALDONADO,JUAN	CHILD PROTECTION ADVANCED SPECIALIST	0716116894005199	Spanish
MARES,ESTRELLITA	CHILD PROTECTION ADVANCED SPECIALIST	0716116886003199	Spanish
MELAGRANI,MARIA	CHILD PROTECTION ADVANCED SPECIALIST	0716116897004199	Spanish
NEGRON,IMARA	CHILD PROTECTION ADVANCED SPECIALIST	0716116823008199	Spanish
PANTOJA,ERIK	CHILD PROTECTION ADVANCED SPECIALIST	0716116886005199	Spanish
RAMOS,CLAUDIA	CHILD PROTECTION ADVANCED SPECIALIST	0716116823007199	Spanish
SANTIAGO,ARELI	CHILD PROTECTION ADVANCED SPECIALIST	0716116823001199	Spanish
VALIENTE VASQUEZ,SERGIO	CHILD PROTECTION ADVANCED SPECIALIST	0716116826004199	Spanish





Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Working Position	WORKING TITLE (IF ANY)	CLASS 20	GRADE S9	2. POSITION NUMBER 07161-16-31-100-01-99				
3. AGENCY Working Position	4. BUREAU/DIVISION				CLASS 0	GRADE 101	Y Y	R R
5. AGENCY Working Position	6. REGION				10-18-13			
7. AGENCY Working Position	8. BARGAINING/TERM CODE				10-18-13			
9. WORK LOCATION Working Position	10. BARGAINING/TERM CODE				10-18-13			
11. WORK LOCATION Working Position	12. BARGAINING/TERM CODE				10-18-13			

- 10001 ESTABLISH
- 10002 IDENTIFY CODE CHANGE
- 10003 POSITION NUMBER CHANGE
- 10004 CLARIFY
- 10007 ADDITIONAL IDENTICAL CHANGE
- 10008 WORK COUNTY CHANGE
- 10009 ABOLISH
- 10149 DOWNWARD REALLOCATION
- 10150 LATERAL REALLOCATION
- 10151 UPWARD REALLOCATION

13. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES, RESPONSIBILITIES AND PERFORMANCE MEASUREMENTS:

Under general direction, performs primarily experienced, highly responsible professional child protection investigations of difficult and complex CAIN reports; serves as mentor, providing guidance to lower level and/or less experienced child protection staff; reviews new reports to determine investigative issues involved and investigative response actions required; conducts complex investigation activities on difficult reports assigned to the team; assigned to 24 hour "on call" duty, as necessary, in addition to normal assignments; on a rotating basis, serves as supervisor in the supervisor's absence; translates and interprets, both orally and in writing, for Spanish speaking clients.

25% 1. Mentors lower level and/or less experienced specialists, providing guidance, direction, and consultation on investigative activities; provides input and assistance in planning, arranging, and conducting orientation and training programs for staff; reviews documentation of investigative contacts prepared by lower level investigative staff for content of information gathered and other contacts that should have been made; consults with supervisor concerning training needs for individual staff based upon such reviews.

25% 2. Receives and investigates a full range of CAIN reports, including high profile reports or reports of an advanced complexity level; conducts investigative interviews with reporters, subjects, and other individuals to obtain information for the determination as to whether the report is "indicated" or "unfounded."

15% 3. Arranges for and attends multi-disciplinary and technical staff conferences to assess investigative activities; serves as liaison with other disciplines, agencies, and community resources; interprets agency responsibilities to the community; speaks before groups and organizations on the issues of child protection.

10% 4. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.

5% 5. On a rotating basis, serves as supervisor in the supervisor's absence.

5% 6. Directs the preparation of and reviews statistical data for the team and individuals assigned to the team for compliance of the data to Department operational guidelines; alerts the supervisor to issues highlighted by the statistical data; recommends to the supervisor changes based upon statistical data.

APPROVED BY: *Spice McHugh* 11/4/12
 RECEIVED: *Richard A. Calhoun* 10-24-12
 OCT 26 2013

16. (CONTINUED)

%	% OF TIME
5%	7. Attends and provides input into Department staff meetings with regard to follow-up issues on "indicated" child protection reports; consults with Department permanency staff regarding subsequent investigations on families currently being served by the Department.
5%	8. Transports clients when taking protective custody, when placing them in substitute care, and when changing placement location; transports clients to necessary appointments (i.e., court hearings, medical appointments, counseling sessions, police station, etc.) and to necessitate the delivery of client services.
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITRON TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (responsible for evaluating 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 37016-16-31-100-60-99 **WORKING TITLE (IF ANY)**
Investigations Team Supervisor

18. CHECK THE APPROPRIATE BOX OF 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 limited headcount.

Position Title	Position Number	No. of Incumbent or Partial Incumbent

19. ESPECIATED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION AVAILABLE IN THIS AREA, THE EMPLOYEE SHOULD CHECK ALL THAT APPLY.

Requires a master's degree in social work plus two years of directly related professional experience as a Child Welfare Specialist or Child Protection Specialist in the Department of Children and Family Services; requires possession of a valid driver's license, duty access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to speak and write Spanish at a colloquial skill level.

The college or university having a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

**Illinois Department of Children and Family Services Employees Receiving Bilingual Pay
March 31, 2023**

EMPLOYEE INCUMBENT	POSITION TITLE	POSITION ID	LANGUAGE
ARROYO,ORLANDO	CHILD PROTECTION SPECIALIST	0716316823007199	Spanish
BIRRIEL,YVETTE	CHILD PROTECTION SPECIALIST	0716316912004199	Spanish
BOHORQUEZ,CARLOS	CHILD PROTECTION SPECIALIST	0716316843001199	Spanish
CORCOLES,COTY	CHILD PROTECTION SPECIALIST	0716316899002199	Spanish
CORDOVA,ESTHER	CHILD PROTECTION SPECIALIST	0716316913003199	Spanish
FELICIANO,NOEMI	CHILD PROTECTION SPECIALIST	0716316894000799	Spanish
FLORES,ELIZABETH	CHILD PROTECTION SPECIALIST	0716316918001199	Spanish
FURIO,JESSICA	CHILD PROTECTION SPECIALIST	0716316826002199	Spanish
GOMEZ,VERONICA	CHILD PROTECTION SPECIALIST	0716316894000799	Spanish
IBARRA,MARVIN	CHILD PROTECTION SPECIALIST	0716316886006199	Spanish
KLIMUNDA-OZOGUL,VANESA	CHILD PROTECTION SPECIALIST	0716316886007199	Spanish
LIZALDE,ELIZABETH	CHILD PROTECTION SPECIALIST	0716316824008199	Spanish
LOPEZ,MARIBEL	CHILD PROTECTION SPECIALIST	0716316912007199	Spanish
LOPEZ,MARTIN	CHILD PROTECTION SPECIALIST	0716316832004199	Spanish
MARTINEZ-VARGAS,GLENI	CHILD PROTECTION SPECIALIST	0716316894000799	Spanish
MARTOS-QUICK,ROSARIO	CHILD PROTECTION SPECIALIST	0716316824008199	Spanish
MCCRAVEN,DOMINIQUE	CHILD PROTECTION SPECIALIST	0716316916000798	Spanish
PANTOJA,DENIS	CHILD PROTECTION SPECIALIST	0716316823002199	Spanish
REYES,TERESA	CHILD PROTECTION SPECIALIST	0716316894000799	Spanish
RODRIGUEZ,NANCY	CHILD PROTECTION SPECIALIST	0716316913006199	Spanish
RUANO,DAVID	CHILD PROTECTION SPECIALIST	0716316885002199	Spanish
SALAS,SOFIA	CHILD PROTECTION SPECIALIST	0716316886005199	Spanish
SOLIS,GRISSEL	CHILD PROTECTION SPECIALIST	0716316826004199	Spanish
TORRES,CYNTHIA	CHILD PROTECTION SPECIALIST	0716316825007199	Spanish
VALDEZ,ALEJANDRO	CHILD PROTECTION SPECIALIST	0716316828001199	Spanish
VEGA,EMMIE	CHILD PROTECTION SPECIALIST	0716316897003199	Spanish





Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Mandatory Position Child Protection Specialist		WORKING TITLE (IF ANY)		STEP	GRADE	2. POSITION NUMBER 07183-16-31-100-61-99			
3. AGENCY Mandatory Position Children & Family Services		4. BUREAU/DIVISION Northern Region		29	SS	CLASS	SERIES	POS. NO.	CLASS
13. POSITION Mandatory Position Child Protection		15. BUREAU/TERM CODE RC082				0	101	Y	R
14. WORK LOCATION Mandatory Position Rockford		16. BARGAINING TERM CODE		Plan		17. WORKSHEET CODE 10-16-13			
18. DUTY TITLE, CLIENT AND ACCURATE STATEMENT OF POSITION RESPONSIBILITIES				N		<input type="checkbox"/> M001 ESTABLISH <input type="checkbox"/> M002 EXEMPT CODE CHANGE <input type="checkbox"/> M003 POSITION NUMBER CHANGE <input type="checkbox"/> M004 CLARIFY <input type="checkbox"/> M005 ADDITIONAL POSITIONAL CHANGE <input type="checkbox"/> M006 WORK COUNTY CHANGE <input type="checkbox"/> M007 ABOLISH <input type="checkbox"/> M008 DOWNGRADING REALLOCATION <input type="checkbox"/> M009 LATERAL REALLOCATION <input type="checkbox"/> M010 SPECIAL ASSIGNMENT			

35%

25%

10%

10%

5%

5%

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; assesses immediate safety and risk factors of involved children and takes necessary protection action; makes recommendations about investigative findings; implements short-term services, including concrete services directly or through family advocates; assigned to 24 hour "on call" duty, as necessary, in addition to normal assignments to ensure that services are provided as mandated by statute and policy; translates and interprets, both orally and in writing, for Spanish speaking clients.

1. Receives and investigates reports of alleged child abuse/neglect within mandated time limits; assesses immediate safety of children and initiates appropriate levels of child protection needed; drives to conduct home evaluations, observing family situations relating to allegations of child abuse/neglect; interviews clients and professionals to obtain information for purposes of making a finding on the allegations and determining protection and service needs; conducts service assessments; provides information and referral services to community agencies, PCS agencies and the permanency unit; briefly monitors families referred to community services.
2. Prepares necessary investigation reports for assessing validity of reports of allegations; completes forms authorizing payment for services provided to clients; prepares other statistical and narrative reports, which include documentation in the SACVIS computer system; completes service assessments and opens case records.
3. Selects, summarizes and presents case material for transfer to permanency caseworker or community agencies; attends supervisory conferences and consults with other disciplines regarding casework planning; makes recommendations for additional follow-up services.
4. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5. Determines the need for and coordinates the placement of children in substitute care facilities; provides recommendations and testifies in court regarding investigative findings.
6. Attends multi-disciplinary diagnostic and technical staff conferences to assess needed services; develops and maintains working relationships with community and other state agencies; explains agency responsibilities to the community.

DIRECTOR OF CMS SIGNATURE <i>Sip M. ...</i>	AGENCY HEAD SIGNATURE <i>Richard ...</i>	DATE OCT 28 2013
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16. DUTIES	
% OF TIME	
5%	7. Transports clients when taking protective custody, when placing them in substitute care, and when changing placement location; transports clients to necessary appointments (i.e., court hearings, medical appointments, counseling sessions, police station, etc.) and to necessitate the delivery of client services.
6%	8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-16-31-100-80-99	WORKING TITLE OF AFD Investigations Team Supervisor
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18. CHECK THE APPROPRIATE BOX IF THE POSITION IS A:

SUPERVISOR OR LEAD WORKER

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

If a box was checked above, list position title, position number, and number of subordinate team leads or subordinated kind of headcount:

Position Title	Position Number	No. of Subordinate or Subordinated

19. ESSENTIAL KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFY OR DESCRIBE THE ESSENTIAL KNOWLEDGE, SKILLS, ABILITIES AND LICENSURE OR CERTIFICATION AS SPECIFICATION CAN NO LONGER BE USED.

Primarily requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to speak and write Spanish at a colloquial skill level.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

**Illinois Department of Children and Family Services Employees Receiving Bilingual Pay
March 31, 2023**

EMPLOYEE	POSITION	POSITION ID	LANGUAGE
GRAVES,ARELY	CHILD WELFARE ADMIN CASE REVIEWER	0719016087001599	Spanish
HERMOSILLO-FRIES,ROSA	CHILD WELFARE ADMIN CASE REVIEWER	0719016087006199	Spanish
MAZON,YADIRA	CHILD WELFARE ADMIN CASE REVIEWER	0719016087005199	Spanish
MICHAL,ANABEL	CHILD WELFARE ADMIN CASE REVIEWER	0719016087001199	Spanish





Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

I. POSITION TITLE Child Wf Admin Case Reviewer		WORKING TITLE (IF ANY)		CLASSIFICATION	GRADE	II. POSITION NUMBER 07180-18-00-241-11-99			
III. AGENCY Children and Family Services		IV. BUREAU/DIVISION Bureau of Operations		20	SS	07180-18-00-241-11-99			
V. LOCATION Glen Ellyn		VI. BUREAU/DIVISION Director's Office							
VII. POSITION Administrative Case Review		VIII. UNIT				0	022	Y	R
IX. WORK LOCATION		X. BARGAINING/TERM CODE				XI. EMPLOYMENT CODE 08-18-14			
XII. WORK LOCATION		XIII. BARGAINING/TERM CODE				XIV. EMPLOYMENT CODE			
XV. WORK LOCATION		XVI. BARGAINING/TERM CODE				XVII. EMPLOYMENT CODE			

- 010001 ESTABLISH
- 010002 EXEMPT CODE CHANGE
- 010003 POSITION NUMBER CHANGE
- 010004 CLASSIFY
- 010005 ADDITIONAL IDENTICAL CHANGE
- 010006 WORK COUNTY CHANGE
- 010007 ANALYSIS
- 010008 REORGANIZATION
- 010009 LATERAL RELOCATION
- 010010 REORGANIZATION

1A. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS

Under general direction of the ACR Program Manager, works in identified area of assignment, reviews, determines, conveys, manages, and conducts an independent case review of every child in substitute care, as required by federal and state law; reviews service plan and amends to ensure consistency with laws, rules, court orders, and established social work practice; provides a monitoring function to public and private providers on all chronic and critical feedback reports; alerts administrative staff to vital case issues; conducts special reviews on difficult cases; identifies and makes recommendations regarding policy revisions in the areas of case planning and service delivery; translates and interprets, both orally and in writing, for Spanish speaking clients.

30% 1. Within area of assignment, evaluates and determines case stability; reviews and executes case plans to ensure that they reflect a "best interest of the child" criteria, which involves children in out-of-home care; exercises authority to amend, change, or restructure those case plans that do not ensure reasonable efforts for family reunification, where appropriate, and those that do not address the needs of the family and/or child as it affects the safety, well-being, and permanency of children and families; determines whether case plans are in compliance with all applicable federal and state laws, administrative regulations, Department Rules and Procedures, court decrees, and other legally-binding mandates; pre-schedules and provides a six month review and a review every six months thereafter.

20% 2. Manages the case review process, which includes monitoring participation, conveying and conducting the review, maintaining focus of the group, interpreting policies and rules, and clarifying the rights and responsibilities of all attending participants; drives to field locations to conduct reviews

20% 3. Within identified timeframe and using established protocol, completes a feedback report on each case reviewed and Case Review Information Packet (CRIP); reads and responds to email; makes pre-scheduling contacts; provides vital feedback and summary reports to administrative staff on sensitive or difficult cases to ensure timely attention and/or problem resolution; alerts supervisory and administrative staff to vital case issues requiring intervention; conducts special reviews on difficult cases.

10% 4. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the program.

5% 5. Explains and advises providers of their responsibilities upon the service plan and provide written notes of case review.

APPROVED BY: *[Signature]* DATE: 8-12-14

DATE OF THIS REVIEW: 8-12-14

16. (CONTINUED)

% OF TIME

5%

6. Monitors the implementation of Departmental policies regarding case planning and service delivery; makes recommendations for amendment of policy regarding the areas of case planning and service delivery; identifies in writing any service-related issues, gaps in service provision, and systemic barriers to service and/or permanency, including certain compliance statistics.

6%

7. Keeps abreast of statute, rule, and procedure governing child welfare practice; reads all material and policy transmittals on new initiatives and changes in policy, and seeks clarification or training if needed; incorporates new initiatives and policy changes into practice of existing protocol and procedure; attends Division and Unit meetings and all required, assigned, or recommended training.

6%

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

17. POSITION TITLE AND NUMBER OF DIRECT/INDIRECT SUPERVISION (Responsible for supervising and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and seeking placements for the incumbent of this position.)

Public Service Administrator 87015-16-60-241-10-01

WORKING TITLE OF ADO
ACR Program 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 subvented federal headcount.

Position Title	Position Number	No. of Incumbents or Funded Workload

19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSES OR CERTIFICATION NECESSARY FOR THE EFFECTIVE PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW FEDERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSES OR CERTIFICATION SPECIFIED ON INCUMBENTS, THE PHRASE "SOME AS SUPERVISOR" CAN BE AVOIDABLE USED.

Requires knowledge, skill, and mental development equivalent to a master's degree from an accredited school of social work and three years professional supervisory experience in the field of child welfare; requires thorough knowledge of social work theory, principles, techniques, practices, and their application under various and difficult conditions; requires thorough knowledge of state and federal laws and agency requirements pertaining to permanency planning; requires skills in negotiation and conflict management and ability to give effective consultation and instruction related to professional social casework; requires skill and ability to analyze social service systems, identify problems or dysfunctions, and prepare recommendations for solution; requires possession of a valid driver's license and ability to travel; requires ability to speak and write Spanish at a colloquial skill level.

**Illinois Department of Children and Family Services Employees Receiving Bilingual Pay
March 31, 2023**

EMPLOYEE INCUMBENT	POSITION TITLE	POSITION ID	LANGUAGE
BUEHLER, LUISA	CHILD WELFARE ADVANCED SPECIALIST	0721516137201199	Spanish
HERNANDEZ, DARCIE	CHILD WELFARE ADVANCED SPECIALIST	0721516137202199	Spanish
HUIZAR, YVONNE	CHILD WELFARE ADVANCED SPECIALIST	0721516181001199	Spanish
MONTES DE OCA, ESMARELDA	CHILD WELFARE ADVANCED SPECIALIST	0721516478102199	Spanish
PADILLA, ELENA	CHILD WELFARE ADVANCED SPECIALIST	0721516488402199	Spanish
RODRIGUEZ, NANCY	CHILD WELFARE ADVANCED SPECIALIST	0721516153140599	Spanish
RUBIO, MARISOL	CHILD WELFARE ADVANCED SPECIALIST	0721516241401099	Spanish
SANCHEZ, EMELY	CHILD WELFARE ADVANCED SPECIALIST	0721516592113199	Spanish
SANCHEZ, YANIRA	CHILD WELFARE ADVANCED SPECIALIST	0721516137206199	Spanish
TOLEDO, GUADALUPE	CHILD WELFARE ADVANCES SPECIALSIT	0721516592112199	Spanish





Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		2. POSITION NUMBER
Child Welfare Advanced Specialist		28	85	07215-16-31-600-72-99
3. AGENCY		4. BUREAU/DIVISION		5. CLASSIFICATION
Children & Family Services		Northern Region		0 019 Y R
10. FUNCTION		11. UNIT		12. WORKSCHEDULE
Operations		Permanency		12-16-14
14. WORK LOCATION		15. BARGAINING/TERM CODE		<input type="checkbox"/> M001 ESTABLISH <input type="checkbox"/> M002 MODIFY CODE CHANGE <input type="checkbox"/> M003 POSITION NUMBER CHANGE <input type="checkbox"/> M004 CLASSIFY <input type="checkbox"/> M007 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> M008 WORK COUNTY CHANGE <input type="checkbox"/> M021 ANNUAL <input type="checkbox"/> M146 DOWNWARD REALLOCATION <input type="checkbox"/> M180 LATERAL REALLOCATION <input type="checkbox"/> M216 UPWARD REALLOCATION
DeKalb		RC063		
13. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS				

- Under direction, performs primarily experienced professional casework services to an assigned caseload of difficult and complex cases; serves as mentor, providing guidance and direction to lower level/less experience child welfare staff; conducts interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treatment plans; implements service plans with families; determines the need and coordinates the placement of children in substitute care facilities; works with intact families and children in home and/or substitute care; develops and maintains liaison roles with various community agencies; interprets agency responsibilities to the community; on a rotating basis, serves as unit supervisor in the absence of the supervisor; assigned to 24 hour "on call" duty, as necessary, in addition to normal assignments; works to ensure that services are provided as mandated by statute and policy; translates and interprets, both orally and in writing, for Spanish speaking clients.
- 20% 1. Mentors less experienced specialists, providing guidance, direction, and consultation to lower level child welfare staff with assessment, case planning, interviewing intervention techniques, problem assessments, crisis situations, and other various processes of their work; provides input and assistance in planning, arranging, and conducting orientation and training programs for staff.
 - 20% 2. Determines the need and coordinates the placement of children in substitute care facilities; provides recommendations and testifies in court as to client history and future plans of client behavior; provides assistance in the preparation of witnesses for testifying and prepares studies ordered by the court; participates in the administrative case review process; informs clients of their appeal rights and procedures and assists clients in the initiation of appeal rights; establishes goals for children and parents; prepares reports on progress or lack of progress toward goal; coordinates the development of a comprehensive, family-centered, culturally relevant assessment of children and families; maintains ongoing assessment of needs and strengths; evaluates the progress of the family toward attainment of minimum parenting standards, as well as the effectiveness and appropriateness of utilized services toward the goals of family preservation, family reunification, or another appropriate permanency outcome for the child; provides feedback to the family regarding progress.
 - 15% 3. Works with intact families and children in home and/or substitute care; develops service plans to address needs of families within agency timeframes; evaluates service delivery and reviews service plans and permanency goals, making changes as necessary to meet the needs of the child and family.
 - 10% 4. Manages a full range of cases, including high profile cases or cases of an advanced complexity level; conducts interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treatment plans; implements service plans with families; determines the need and coordinates the placement of children in substitute care facilities; works with intact families and children in home and/or substitute care; develops and maintains liaison roles with various community agencies; interprets agency responsibilities to the community; on a rotating basis, serves as unit supervisor in the absence of the supervisor; assigned to 24 hour "on call" duty, as necessary, in addition to normal assignments; works to ensure that services are provided as mandated by statute and policy; translates and interprets, both orally and in writing, for Spanish speaking clients.

DATE: DEC 15 2014
 SIGNATURE: [Handwritten Signature]
 DATE: 12-16-14

16. (CONTINUED)

% OF TIME	
	and available therapeutic services and provides same; implements service plans with families; provides services directly and/or makes referrals for services; provides support, guidance, and coordination to foster parents and service providers; monitors to ensure appropriate visits occur between parents and children in placements and siblings not placed together; drives to field locations to conduct on-site interviews.
10%	8. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	9. On a rotating basis, serves as team supervisor in his/her absence.
5%	7. Transports clients when taking protective custody, when placing them in substitute care, and when changing placement location; transports clients to necessary appointments (i.e., court hearings, medical appointments, counseling sessions, police station, etc.) and to necessitate the delivery of client services.
5%	8. Prepares and maintains necessary case documentation for planning, implementing, and evaluating services; completes various agency forms, including case notes, payment, eligibility, visitation, and court reports; prepares statistical and narrative reports.
5%	9. Participates in case staffings to facilitate case transfer and participates in multi-disciplinary diagnostic and technical staff conferences to assess needed services; provides input into supervisory conferences and consultation with other disciplines for casework planning; obtains information of community and agency resources seeking specialized services for clients; develops and maintains working relationships with community and other state agencies, providing interpretation of agency responsibilities.
5%	10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-16-31-800-70-01

WORKING TITLE (IF ANY)

Permanency Team Supervisor

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

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

Requires a master's degree in social work plus two years of directly related professional experience as a Child Welfare Specialist or Child Protection Specialist in the Department of Children and Family Services; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to speak and write Spanish at a colloquial skill level.

The college or university issuing a master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

JB Pritzker
Governor



Marc D. Smith
Director

**Illinois Department of Children and Family Services Employees Receiving Bilingual Pay
March 31, 2023**

EMPLOYEE	POSITION	POSITION ID	LANGUAGE
ARTEAGA,KARINA	CHILD WELFARE SENIOR SPECIALIST	0721716608204198	Spanish
GARCIA-MORA,SULMA	CHILD WELFARE SENIOR SPECIALIST	0721716608202199	Spanish



1911 South Indiana Avenue • Chicago, Illinois 60616-1310
312-808-5000
www2.illinois.gov/DCFS



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		20	SS	2. POSITION NUMBER 07217-16-13-181-11-89			
Child Welfare Senior Specialist						07217-16-13-210-11-89			
3. AGENCY Existing Position		4. BUREAU/CATEGORY			0	045	Y	R	
Children & Family Services		Regulation and Monitoring							
11. POSITION Existing Position		11. UNIT			12. FUNDING CODE		13. EFFECTIVE DATE		
High End Monitoring of Residential and ILO/TL/POS/IFS							07-01-13		
14. WORK LOCATION Existing Position		15. SAC/AGENCY/TERM CODE		RC083	N	<input type="checkbox"/> NEW/ ESTABLISH <input type="checkbox"/> MOD/ SCRIPT CODE CHANGE <input type="checkbox"/> MOD/ POSITION NUMBER CHANGE <input type="checkbox"/> MOD/ CLASSIFY <input type="checkbox"/> MOD/ ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MOD/ WORK COUNTY CHANGE <input type="checkbox"/> MOD/ AGILITY <input type="checkbox"/> MOD/ DOWNWARD RELOCATION <input type="checkbox"/> MOD/ LATERAL RELOCATION <input type="checkbox"/> MOD/ UPWARD RELOCATION			
Aurora									
CP YEAR		16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
26%		<p>Under direction, provides experienced professional child welfare services for all programs in an agency's contract, including programs for children and youth with special needs and youth in the process of transitioning to adulthood; conducts on-site assessment; provides oversight of services delivered to wards in institutions and group homes (IGH), Independent Living Operations/Transitional Living Program (ILO/TL/P), Teen Parenting Services Network (TPSN), purchase of service (POS) agencies, and Intact Family Services (IFS); attends quarterly clinical staffings as needed according to the provider's monitoring level; reviews length of stay data and achievement of step-down plans; monitors corrective action and quality improvement plans; identifies patterns of performance problems requiring Department intervention; conducts site visits during evening, weekend, and overnight hours; translates and interprets, both orally and in writing for Spanish speaking clients.</p>							
20%		<p>1. Provides experienced professional child welfare services involving IGH/ILO/TL/TPSN/POS/IFS programs for children and youth with special needs and youth in the process of transitioning to adulthood; reviews and evaluates programs to ensure they are able to meet the individual needs of children; reviews and assesses the overall quality of all IGH/ILO/TL/TPSN/POS/IFS providers through the use of data and professional observation; maintains profile information of all assigned providers; attends quarterly clinical staffings as needed according to the provider's monitoring level to monitor compliance with best practice standards; provides input into supervisory conferences and consultation with other disciplines as needed for continued assessment of the providers' functioning.</p>							
20%		<p>2. Monitors and assesses IGH/ILO/TL/TPSN/POS/IFS programs to ensure compliance with the DCFB contract and program plan, as well as compliance with standards regarding appropriate clinical capacity, admission requirements, and overall performance; reviews IGH/ILO/TL/TPSN/POS/IFS program statistics and information, including length of stay data, discharge patterns, discharge planning, behavioral management techniques, and achievement of step-down plans; develops and prepares necessary documentation for evaluating agencies' services; drives to IGH/ILO/TL/POS/IFS facilities to conduct on-site reviews as assigned.</p>							
20%		<p>3. Monitors POS agencies to ensure that they meet DCFB mandates; collects and reviews performance data from the Administrative Case Review process, outcome assessments, CYOB, and other data sources to assess the quality of services provided, including permanency, step-down, and caseworker performance issues; prepares necessary documentation to evaluate agencies' services; meets with private agencies according to the assigned monitoring level to discuss and share performance information; monitors the implementation of corrective action or quality improvement plans.</p>							
SIGNATURE OF CDS MANAGER		APPROVING SUPERVISOR SIGNATURE		AGENCY HEAD SIGNATURE		DATE			
<i>[Signature]</i>		<i>[Signature]</i>		<i>[Signature]</i>		8-11-13			

AUG 5 1 2013

PL (CONTINUED)	
% OF TIME	
20%	4. Synthesizes total agency performance data collected from all sources into a regular comprehensive assessment of each agency's outcomes; identifies patterns of performance problems requiring Department intervention and communicates same to supervisor; meets with members of the Department's administrative teams to review agency performance issues.
10%	5. Translate and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator, 37015-16-13-210-10-01	WORKING TITLE (IF ANY) Residential Monitor Supervisor
---	--

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

SUPERVISOR OR LEAD WORKER

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

If a box was checked above, list position title, position number, and number of subordinates (numbers or authorized funded headcount):

Position Title	Position Number	No. of Subordinate or Funded Headcount

19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, DEGREE 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 DEGREE OR CERTIFICATION INDICATED ON STANDARD, PLEASE CHECK THE ONE AS APPLICABLE TO THIS POSITION.

Requires a master's degree in social work, psychology, counseling, or other related human service areas, including, but not limited to, education or special education; requires five years of progressively responsible professional experience, including at least two years of demonstrated experience in interacting and negotiating, primarily on an independent basis, with other systems of services (mental health, developmental disabilities, substance abuse, specialized medical, special education) to ensure that children with special needs gain access to such services, with such experience having been in directing services for children in clinical settings for children; or two years of supervisory experience in providing services to special needs children in a state or private human service agency; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to speak and write Spanish at a colloquial skill level.

**Illinois Department of Children and Family Services Employees Receiving Bilingual Pay
March 31, 2023**

EMPLOYEE INCUMBENT	POSITION TITLE	POSITION ID	LANGUAGE
AGUIRRE-LIEVANO,SANDRA	CHILD WELFARE SPECIALIST	0721816153132199	Spanish
BARRAZA,BENNY	CHILD WELFARE SPECIALIST	0721816137201198	Spanish
BURCIAGA,BRENDA	CHILD WELFARE SPECIALIST	0721816488401199	Spanish
CALDERON,IVONNE	CHILD WELFARE SPECIALIST	0721816335003199	Spanish
CORONA,ELISA	CHILD WELFARE SPECIALIST	0721816591204199	Spanish
DIAZ,PATRICIA	CHILD WELFARE SPECIALIST	0721816792105199	Spanish
GALLEGOS,MARIA	CHILD WELFARE SPECIALIST	0721816312002199	Spanish
GONZALEZ,EMMA	CHILD WELFARE SPECIALIST	0721816153140699	Spanish
GONZALEZ,ERICK	CHILD WELFARE SPECIALIST	0721816488404199	Spanish
HAYWOOD,JUANA	CHILD WELFARE SPECIALIST	0721816591205199	Spanish
HERRERA,JOSE	CHILD WELFARE SPECIALIST	0721816181001199	Spanish
HURTADO,ROCIO	CHILD WELFARE SPECIALIST	0721816181006199	Spanish
JIMENEZ,SERGIO	CHILD WELFARE SPECIALIST	0721816181006199	Spanish
KLINE,CAROL	CHILD WELFARE SPECIALIST	0721816137204199	Spanish
LOPEZ,CESAREO	CHILD WELFARE SPECIALIST	0721816181001199	Spanish
MCMANAMAN,HELENN	CHILD WELFARE SPECIALIST	0721816334004198	Spanish
MELLENDEZ,CLAUDIA	CHILD WELFARE SPECIALIST	0721816792104199	Spanish
MORENO,ALEJANDRA	CHILD WELFARE SPECIALIST	0721816488402199	Spanish
OLIVAS,SUSANA	CHILD WELFARE SPECIALIST	0721816137104199	Spanish
PEREZ-AL MUHTASEB,ADA	CHILD WELFARE SPECIALIST	0721816592113199	Spanish
PINTO,SUSAN	CHILD WELFARE SPECIALIST	0721816478106199	Spanish
RAMIREZ,MARILENA	CHILD WELFARE SPECIALIST	0721816334101199	Spanish
RAMOS,JHOMARIE	CHILD WELFARE SPECIALIST	0721816181001199	Spanish
REYES,ISADORA	CHILD WELFARE SPECIALIST	0721816792202199	Spanish
RODRIGUEZ,EULALIA	CHILD WELFARE SPECIALIST	0721816792103199	Spanish
SOSA,MONICA	CHILD WELFARE SPECIALIST	0721816181001199	Spanish
SUTOR,ANGELINA	CHILD WELFARE SPECIALIST	0721816334001199	Spanish
VELASCO,MAYRA	CHILD WELFARE SPECIALIST	0721816181006197	Spanish





Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Working Position		WORKING TITLE (IF ANY)		Agency Code	Position Number	2. POSITION NUMBER					
Child Welfare Specialist				29	88	07218-16-31-100-81-99					
3. AGENCY Working Position		4. BUREAU/DIVISION			Agency Code	Agency Name	FY	Agency	Agency	Agency	
Children & Family Services		Northern Region					0	101	Y	R	
10. SECTION Working Position		11. UNIT			12. DISPOSITION CODE			13. DISPOSITION DATE			
Operations		Permanency						12-18-14			
14. WORK LOCATION Working Position		15. BUREAU/SYSTEMS CODE			Agency Code		<input type="checkbox"/> M001 ESTABLISH <input type="checkbox"/> M002 DESKTOP CODE CHANGE <input type="checkbox"/> M004 POSITION NUMBER CHANGE <input type="checkbox"/> M005 CLARIFY <input type="checkbox"/> M007 ADDITIONAL EMPLOYER CHANGE <input type="checkbox"/> M008 WORK COUNTRY CHANGE <input type="checkbox"/> M009 ABOLISH <input type="checkbox"/> M010 DOWNGRADE REALLOCATION <input type="checkbox"/> M012 LATERAL REALLOCATION <input type="checkbox"/> M018 OTHER REALLOCATION				
Rockford		RC083			N						
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS											
<p>Under general supervision, performs experienced professional casework services to children and families; conducts interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treatment plans; implements service plans with families; determines the need and coordinates the placement of children in substitute care facilities; works with intact families and children in home and/or substitute care; develops and maintains liaison roles with various community agencies; interprets agency responsibilities to the community; assigned to 24 hour "on call" duty, as necessary, in addition to normal assignments; works to ensure that services are provided as mandated by statute and policy; translates and interprets, both orally and in writing, for Spanish speaking clients.</p>											
25%	<p>1. Determines the need and coordinates the placement of children in substitute care facilities; provides recommendations and testifies in court as to client history and future plans of client behavior; provides assistance in the preparation of witnesses for testifying and prepares studies ordered by the court; participates in the administrative case review process; informs clients of their appeal rights and procedures and assists clients in the initiation of appeal rights; establishes goals for children and parents; prepares reports on progress or lack of progress toward goal; coordinates the development of a comprehensive, family-centered, culturally relevant assessment of children and families; maintains ongoing assessment of needs and strengths; evaluates the progress of the family toward attainment of minimum parenting standards, as well as the effectiveness and appropriateness of utilized services toward the goals of family preservation, family reunification, or another appropriate permanency outcome for the child; provides feedback to the family regarding progress.</p>										
20%	<p>2. Works with intact families and children in home and/or substitute care; develops service plans to address needs of families within agency framework; evaluates service delivery and reviews service plans and permanency goals, making changes as necessary to meet the needs of the child and family.</p>										
20%	<p>3. Conducts interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treatment plans; counsels on available concrete and supportive services and available therapeutic services and provides same; implements service plans with families; provides services directly and/or makes referrals for services; provides support, guidance, and coordination to foster parents and service providers; monitors to ensure appropriate visits occur between parents and children in placements and siblings not placed together; drives to field locations to conduct on-site interviews.</p>										

DIRECTOR OF CAS SIGNATURE: *Simone McNeil*
 AGENCY HEAD SIGNATURE: *Bobbie Huggan*
 DATE: 12/16-14
 CORRECTING SIGNATURE: *Solva D. Burt* 1/5/15

16. (COMBINED) % OF TIME	
10%	4. Transports clients when taking protective custody, when placing them in substitute care, and when changing placement location; transports clients to necessary appointments (i.e., court hearings, medical appointments, counseling sessions, police station, etc.) and to necessitate the delivery of client services.
10%	5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	6. Prepares and maintains necessary case documentation for planning, implementing, and evaluating services; completes various agency forms, including case notes, payment, eligibility, visitation, and court reports; prepares statistical and narrative reports.
5%	7. Participates in case staffings to facilitate case transfer and participates in multi-disciplinary diagnostic and technical staff conferences to assess needed services; provides input into supervisory conferences and consultation with other disciplines for casework planning; obtains information of community and agency resources seeking specialized services for clients; develops and maintains working relationships with community and other state agencies, providing interpretation of agency responsibilities.
5%	8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-16-31-200-20-01	WORKING TITLE (IF ANY) Permanency Team Supervisor
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR LEAD WORKER

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

If a box was checked above, list position title, position number, and number of subordinate incumbents or standardized funded headcount.

Position Title	Position Number	No. of Incumbent or Funded Vacancies

19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSES OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: WHEN THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSES OR CERTIFICATION MEETING OR EXCEEDING THE MINIMUM "MINIMUM SPECIFICATION" CAN NO LONGER BE USED.

Preferably requires a master's degree in social work; or a master's degree in a related human service field, supplemented by one year of directly related professional casework/case management experience; or requires a bachelor's degree in social work and one year of directly related professional casework/case management experience; or requires a bachelor's degree in a related human service field and two years of directly related professional casework/case management experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual and auditory ability to carry out assigned duties; requires ability to speak and write Spanish at a colloquial skill level.

The college or university issuing a bachelor's or master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The directly related professional casework/case management experience must be related to family preservation, family reunification, adoption, youth development, counseling, and advocacy services or a related field.

JB Pritzker
Governor



Marc D. Smith
Director

**Illinois Department of Children and Family Services Employees Receiving Bilingual Pay
March 31, 2023**

EMPLOYEE INCUMBENT	POSITION TITLE	POSITION ID	LANGUAGE
JUAREZ,SYDNE	CHILD WELFARE NURSE SPECIALIST	0719716156000799	Spanish
VELAZQUEZ,ELIZABETH	CHILD WELFARE NURSE SPECIALIST	0719716156000699	Spanish





Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Employment Position		WORKING TITLE (IF ANY)		29	SS	2. POSITION NUMBER 07197-18-18-335-08-89					
3. AGENCY Employment Position		4. BUREAU/SECTION				448	010	Y	R		
5. AGENCY Employment Position		6. BUREAU/SECTION				7. POSITION CODE		8. EFFECTIVE DATE			
Employment Position		Employment Position				Employment Position		Employment Position			
9. AGENCY Employment Position		10. BUREAU/SECTION				11. POSITION CODE		12. EFFECTIVE DATE			
Employment Position		Employment Position				Employment Position		Employment Position			
13. WORK LOCATION Employment Position		14. BUREAU/SECTION CODE			15. FULL-TIME						
Employment Position		Employment Position			Employment Position						
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND FUNCTIONS											
20%		<p>Under general supervision of the Chief of Nursing Services, performs duties as a health services consultant specialist; provides consultative services for health related concerns for children with special health care needs, including children with health related issues who are the subject of investigations of child abuse or neglect; utilizing the Nursing Process and Nursing Standards of Practice, provides assessment, nursing diagnosis, and planning; directs the implementation of health care plans and evaluates the application of health related treatment plans; serves as a liaison for client/family with community hospitals, child abuse and neglect teams, fatality teams, and community physical and mental health programs; provides community based specialty services; adheres to collegiality by providing in-service training on health related issues/concerns and by participating in Peer Review and Quality Assurance/Improvement Initiatives; translates and interprets, both orally and in writing, for Spanish speaking clients.</p>									
15%		<p>1. Provides consultation and analysis on health related concerns in investigation reports, complex health care records, and other related materials; provides interpretation of health care records, findings, and application of the treatment plan; in the presence of the assigned caseworker, consults with biological parents, foster parents, relative caregivers, or residential providers regarding health related concerns for children with special health care needs; provides input into the treatment plan with the child caregiver and worker via staffings and Clinical Intervention Placement Preservation Teams; evaluates the implementation of health related treatment plans; serves as a liaison for the client/family with community hospitals, child abuse and neglect teams, fatality teams, and community physical and mental health programs; works directly or indirectly with staff, caregivers, and providers to provide information that will facilitate the resolution of health related problems interfering with essential health care; testifies in court regarding the explanation of health care records, specific conditions, specific treatment plans, etc.; upholds the Illinois Nurse Practice Act and the Nursing Standards of Practice in the performance of duties; drives to various locations in the performance of duties.</p>									
15%		<p>2. Provides updated information relative to referral procedures and other protocols involving community health care or health related services; checks Health Passport information in the Statewide Automated Child Welfare Information System (SACWIS); develops written communication, information memos, and notices to Department staff regarding community health services.</p>									
15%		<p>3. In collaboration with the Department's Health Care networks and assigned skilled, residential, and acute psychiatric facilities, provides quality assurance monitoring to ensure that health care services are provided to Department wards; obtains reports on the adequacy of health care services and the timeliness of reporting to the Department.</p>									
DIRECTOR OF PERSONNEL		SUPERVISOR			APPROVED SIGNATURE		DATE				
[Signature]		[Signature]			[Signature]		1-15				

16. (CONTINUED)

%	DUTY
10%	4. Provides input into staffings, Clinical Intervention Placement Preservation (CIPP) Teams, Peer Reviews, Expanded episodes, clinical placement reviews, and the evaluation of health issues of wards in permanency planning.
10%	6. Through quality assurance monitoring initiatives, assesses and evaluates the delivery of health care services; utilizes research tools to draft reports, presenting findings and recommendations to Clinical Managers and the Chief of Nursing Services.
10%	8. Develops and conducts bi-annual in-service training sessions for professional staff, caregivers, and providers, presenting information regarding identified health related issues and health care services.
10%	7. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	6. Provides input into special studies and projects; as requested, serves as a consultant to professional staff regarding permanency planning for children with special health care needs.
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 27016-16-16-335-00-01	WORKING TITLE (IF ANY) Chief of Nursing Services
--	--

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

SUPERVISOR OR LEAD WORKER

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

If a box was checked above, list position title, position number, and number of subordinates in number(s) or authorized funded headcount:

Position Title	Position Number	No. of Incumbent or Funded Vacancies

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

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

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

**Illinois Department of Children and Family Services Employees Receiving Bilingual Pay
March 31, 2023**

EMPLOYEE	POSITION	POSITION ID	LANGUAGE
ALMARAZ, DENISE	DAY CARE LICENSING REPRESENTATIVE II	1147216134203198	Spanish
ANAYA, MONICA	DAY CARE LICENSING REPRESENTATIVE II	1147216134101199	Spanish
CORREA, LAURA	DAY CARE LICENSING REPRESENTATIVE II	1147216134203199	Spanish
RICO, KAREN	DAY CARE LICENSING REPRESENTATIVE II	1147216134204199	Spanish
RODRIGUEZ, ISABEL	DAY CARE LICENSING REPRESENTATIVE II	1147216134104199	Spanish
VILLAGOMEZ, LIZBETH	DAY CARE LICENSING REPRESENTATIVE II	1147216134105199	Spanish
ZAKHEM, MARIBEL	DAY CARE LICENSING REPRESENTATIVE II	1147216134103199	Spanish





Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Day Care Licensing Rep II		WORKING TITLE (IF ANY)		CLASS CODE 29	CLASSIFICATION 89	2. POSITION NUMBER 11472-10-13-610-11-89				
3. AGENCY Children & Family Services		4. BUREAU/SECTION Regulation and Monitoring II Unit			CLASS CODE 0	CLASSIFICATION 018	CLASSIFICATION Y	CLASSIFICATION R	5. EFFECTIVE DATE 10-01-14	
6. WORK LOCATION Chicago		13. BARGAINING UNIT CODE RC063		14. COMP-UNIT, CURRENT AND ACQUISITION STATUS OF POSITION N		<input type="checkbox"/> 00001 ESTABLISH <input type="checkbox"/> 00002 SCOPE CODE CHANGE <input type="checkbox"/> 00003 POSITION NUMBER CHANGE <input type="checkbox"/> 00004 CLASSIFY <input type="checkbox"/> 00007 ADDITIONAL POSITION CHANGE <input type="checkbox"/> 00008 WORK COUNTY CHANGE <input type="checkbox"/> 00009 ACQUISITION <input type="checkbox"/> 00010 SUPERVISOR REALLOCATION <input type="checkbox"/> 00011 LATERAL RELOCATION <input type="checkbox"/> 00012 POSITION REALLOCATION				
<p>Under supervision, performs responsible functions of the day care licensing program in accordance with agency policies and procedures; maintains responsibility for the licensing of specific day care centers and homes; conducts licensing studies of day care centers and homes to determine compliance with licensing standards; investigates reports of non-compliance and recommends appropriate licensing actions; translates and interprets, both orally and in writing, for Spanish speaking clients.</p>										
25%	1. Conducts initial licensing studies and re-licensing reviews of day care centers and homes, according to prescribed standards, to determine eligibility for licensing or re-licensing; conducts preliminary reviews of the files of day care centers and homes; conducts on-site inspection, reviewing and checking programs, facility records, staffing plans, equipment, and physical plant; conducts inspection conferences with facility officers; drives to various locations to conduct on-site reviews.									
20%	2. Initiates re-licensing activity (requesting necessary inspections, providing reapplication forms, etc.) prior to the expiration date of day care center and home licenses; provides on-site and other consultation as deemed necessary; makes appropriate licensing recommendations following completion of review.									
15%	3. Provides ongoing monitoring of assigned day care centers and homes, visiting each at least once per year and making additional visits as needed; monitors facility operations to ensure compliance with DCPS licensing standards.									
10%	4. Investigates alleged violations of the Illinois Child Care Act and Department standards and regulations as applied to licensed, unlicensed, and license-exempt facilities; prepares, summarizes, and presents licensing reports and investigative studies; develops documentation for enforcement action and makes recommendations for licensing action; maintains appropriate statistical records.									
10%	5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.									
5%	6. Coordinates services with other local, state, and federal and out-of-state agencies concerned with inspecting, licensing, funding, and providing services to day care homes, or group day care homes.									
SUPERVISOR'S SIGNATURE <i>Singee Pichal</i> DATE 10/2/14		EMPLOYEE'S SIGNATURE <i>Bellina Haggan</i>		DATE 10-7-14						

1A (CONTINUED)

% OF TIME

5%

7. Obtains fire and health clearances for day care facilities from the Department of Public Health and from state and local fire inspectors.

5%

8. Provides input into unit meetings; attends orientation meetings regarding licensing requirements, procedures, policies, etc.

5%

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

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

Public Service Administrator 37015-16-13-610-10-01

WORKS TITLE IF ANY
Day Care Supervisor

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

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Headcount

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

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

JB Pritzker
Governor



Marc D. Smith
Director

**Illinois Department of Children and Family Services Employees Receiving Bilingual Pay
March 31, 2023**

EMPLOYEE INCUMBENT	POSITION TITLE	POSITION ID	LANGUAGE
RAMOS, MERCEDES	EXECUTIVE SECRETARY III	140331608000129	Spanish



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312-808-5000
www2.illinois.gov/DCFS



Illinois Department of CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Executive Secretary III		WORKSHEET TITLE (IF ANY)		29	SS2	2. POSITION NUMBER 14033-18-19-000-08-29			
3. AGENCY Children & Family Services		4. WORKSHEET DIVISION Placement and Permanency							
13. FUNCTION Deputy Director's Office		15. QUALITY ASSURANCE AND MONITORING			0	018	N	R	
14. WORK LOCATION Chicago		15. BARRAND/INTERIM CODE RC014							08-18-12
5. OF TYPE		<input type="checkbox"/> M0001 ESTABLISH <input type="checkbox"/> M0002 MODIFY CODE CHANGE <input type="checkbox"/> M0003 POSITION NUMBER CHANGE <input type="checkbox"/> M0004 CLARIFY <input type="checkbox"/> M0007 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> M0008 WORK COUNTY CHANGE <input type="checkbox"/> M0021 ASSIGN <input type="checkbox"/> M0148 REASSIGN/REALLOCATION <input type="checkbox"/> M0180 LATERAL ASSIGNMENT <input type="checkbox"/> M0181 SPECIAL ASSIGNMENT							
20%		1. Serves as administrative secretary in the Deputy Director's office; requests reports from Deputy Directors or section chiefs to answer inquiries of the Deputy Director; gathers information from other office or Departmental sources as indicated by Deputy Director; researches information and compiles data, preparing factual and statistical reports for the Deputy Director; prepares material for meetings; performs extensive follow-up on all requests from the Deputy Director, monitoring to ensure requests are timely, comprehensive, and complete from executive staff upon receipt.							
20%		2. Types a variety of complex, technical, and confidential material; checks reference works, office files and records, and other sources to ensure consistency and accuracy of materials; composes and types routine replies to correspondence and signs outgoing letters for the Deputy Director as authorized.							
10%		3. Attends and provides input into various staff meetings to keep informed of proposed changes in current policy and legislative activity; provides current information on departmental activities, programs, policies and procedures in response to general inquiries from staff in the legislature, other state agencies, community officials, and the general public.							
10%		4. Communicates policies, procedures, and directives to Department staff; receives callers and visitors in the Deputy Director's office; develops strong departmental public relations by responding to requests from community officials and citizens throughout the State in a prompt, courteous, and informed manner; directs callers and visitors to appropriate Department or non-agency sources.							
10%		5. Serves as lead administrator and central depository for all information and data relevant to the Division's personnel transactions; monitors all confidential personnel operations and procedures of the Division; monitors tracking system to ensure that all employee evaluations are completed properly and in a timely manner; initiates corrective action and provides technical assistance.							

16. (CONTINUED)

% OF YEAR	
10%	6. Maintains general and confidential files of correspondence and other materials for the Deputy Director and staff; prepares material for filings; maintains cross-file system to assure timely retrieval of material requested; maintains directories and manuals by updating or deleting information.
10%	7. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	8. Makes travel arrangements for the Deputy Director and staff; prepares itineraries and vouchers; processes vouchers after review for correctness.
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Senior Public Service Administrator 40070-16-08-000-00-01 WORKING TITLE (IF ANY)
Deputy Director

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:
 SUPERVISOR OR LEAD WORKER
 NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.
 If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbent or Funded Vacancies

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

Requires knowledge, skill and mental development equivalent to completion of two years' secretarial or business college and three years of secretarial experience; or completion of high school and five years' secretarial experience; requires a working knowledge of Microsoft Word; requires ability to type accurately at 65 wpm; requires ability to speak and write Spanish at a colloquial skill level.

JB Pritzker
Governor



Marc D. Smith
Director

**Illinois Department of Children and Family Services Employees Receiving Bilingual Pay
March 31, 2023**

EMPLOYEE INCUMBENT	POSITION TITLE	POSITION ID	LANGUAGE
BONILLA,SUSY	HUMAN RESOURCES REPRESENTATIVE	1969216072202099	Spanish
PINEDA,PEDRO	HUMAN RESOURCES REPRESENTATIVE	1969216072202099	Spanish
ORTEGA,IVIA	HUMAN RESOURCES SPECIALIST	1969316072202099	Spanish



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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 administrative 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.
5. 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.
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 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.



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		2. POSITION NUMBER
New/Revised Position Human Resources Specialist		29	SS	19693-16-07-700-20-99
3. AGENCY		4. BUREAU/ DIVISION		5. EMP CODE
Existing Position				6. WORK COUNTY
New/Revised Position Children & Family Services		Office of Employee Services		7. AD AUTH.
				8. AUDIT
				9. OFFICE USE
10. SECTION		11. UNIT		12. TRANSACTION CODE
Existing Position				13. EFFECTIVE DATE
New/Revised Position Employment Selection & Leaves		Selection and Recruitment		12-01-19
14. WORK LOCATION		15. BARGAINING/TERM CODE		<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC028 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> ND021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC180 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION
Existing Position				
New/Revised Position Chicago		RC062		N

% OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
25%	<p>Under general direction, serves as Cook County and Northern Region Staff Recruiter for the Department of Children and Family Services; exercising a high level of independence, plans, organizes, develops, and executes the overall recruitment program for the Cook County and Northern Regions of the state; establishes long range goals and objectives; independently represents the Department at various recruitment functions, job fairs, career days, college and university workshops, and Department of Employment Security workshops to promote employment with the Department; counsels candidates, advising them of career paths and opportunities suitable for their experience and education history; establishes and maintains effective professional networks and public relations with both public and private organizations, officials, and other state agencies regarding recruitment efforts; provides individual consultation to candidates seeking job opportunities with DCFS; confers with Personnel Managers regarding possible qualified candidates, providing education and background information; translates and interprets, both orally and in writing, for Spanish speaking clients.</p> <p>1. Serves as Cook County and Northern Region Staff Recruiter, exercising a high level of independence, plans, organizes, develops, and executes the overall recruitment program for the Cook County and Northern Regions of the state; establishes long range goals and objectives; independently represents the Department at various recruitment functions, job fairs, career days, college and university workshops, and Department of Employment Security workshops to promote employment with the Department; explains applicable rules, policies, and methods to students and job seekers; provides professional human resources assistance to management staff in the recruitment of an adequate applicant pool; counsels candidates, advising them of career paths and opportunities suitable for their experience and education history; maintains a database of potential candidates for DCFS vacancies; researches, develops, and distributes informational materials regarding recruitment; drives or travels to various locations throughout the state in the performance of duties.</p>
20%	<p>2. Establishes and maintains effective professional networks and public relations with both public and private organizations, officials, and other state agencies regarding recruitment efforts to effectuate the successful recruitment of qualified individuals for vacancies within DCFS; develops, plans, organizes, and prepares marketing strategies for hiring qualified individuals, including recruitment through social media platforms such as Twitter and LinkedIn to advertise vacancies, find qualified individuals, and communicate with potential recruits; conducts formal presentations at colleges and universities, public and private organizations, and other appropriate venues to enhance DCFS visibility as a potential employer.</p>

RECEIVED

DIRECTOR OF CMS SIGNATURE <i>[Signature]</i> 39	IMMEDIATE SUPERVISOR SIGNATURE DEC 09 2019	AGENCY HEAD SIGNATURE <i>[Signature]</i>	DATE 12-5-19
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Standard 125119 *[Signature]* Per _____

16. (CONTINUED)

% OF TIME

20%

3. Provides individual consultation to candidates seeking job opportunities with DCFS; explains the grading and application process, as well as the process of filling vacancies; discusses job opportunities.

10%

4. Confers with Personnel Managers regarding possible qualified candidates, providing education and background information; maintains an awareness of approved and upcoming vacancies and matches possible candidates to vacancies from the database; provides advice and makes recommendations to management regarding human resources administrative activities linked to recruitment; works with Personnel Managers and Transactions staff regarding eligible candidates.

10%

5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.

10%

6. Prepares reports and correspondence related to interviewing and recruitment activities and issues; maintains and monitors the recruitment/employment mailbox and provides guidance and information related to the DCFS hiring process, employment opportunities at DCFS, etc.; prepares and retains necessary documentation concerning the selection and employment process.

5%

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

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

Public Service Administrator 37015-16-07-700-00-01

WORKING TITLE (IF ANY)

Employment Selection & Leaves Administrator

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

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbent or Funded Vacancies

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

Requires knowledge, skill, and mental development equivalent to completion of four years of college and two years of professional human resources experience; requires possession of a valid driver's license and ability to travel, including evening and weekend travel; requires physical ability to lift, transport, and carry recruitment materials; requires ability to speak and write Spanish at a colloquial skill level.

JB Pritzker
Governor



Marc D. Smith
Director

**Illinois Department of Children and Family Services Employees Receiving Bilingual Pay
March 31, 2023**

EMPLOYEE INCUMBENT	POSITION TITLE	POSITION ID	LANGUAGE
CANO,NOE	HUMAN RIGHTS INVESTIGATOR III	1977616051001099	Spanish



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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:

1. 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.
2. 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.
4. 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.
7. 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.

**Illinois Department of Children and Family Services Employees Receiving Bilingual Pay
March 31, 2023**

EMPLOYEE INCUMBENT	POSITION TITLE	POSITION ID	LANGUAGE
CHAIRES,JOSE	OFFICE ASSOCIATE	3001516592101129	Spanish
FLORES,VANESSA	OFFICE ASSOCIATE	3001516658102129	Spanish
GARCIA,YOLANDA	OFFICE ASSOCIATE	3001516823003129	Spanish
HUERTA,VIANEY	OFFICE ASSOCIATE	3001516651003129	Spanish
IBARRA,ROCIO	OFFICE ASSOCIATE	3001516335002129	Spanish
JAQUEZ,MARISELA	OFFICE ASSOCIATE	3001516658205192	Spanish
OROZCO,VERONICA	OFFICE ASSOCIATE	3001516658205129	Spanish
SANCHEZ-SERRATO,LORENA	OFFICE ASSOCIATE	3001516912004129	Spanish
TIRADO,ARACELY	OFFICE ASSOCIATE	3001516137204129	Spanish
MOLINA LASSALLE,ROSAMARIA	OFFICE COORDINATOR	3002516894000129	Spanish
BETANCOURT,VERONICA	OFFICE SPECIALIST	3008016592113129	Spanish





State Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		29	882	2. POSITION NUMBER				
Proposed Position Office Associate						3001E-16-33-400-01-29				
3. AGENCY		4. BUREAU/ DIVISION				5. STATE CODE	6. COUNTY CODE	7. DEPT. AREA	8. GROUP	9. POSITION CLASS.
Existing Position										
Proposed Position Children & Family Services		Northern Region				0	048	Y	R	
10. POSITION		11. UNIT				12. EMPLOYMENT TYPE		13. PROBATION DATE		
Existing Position								09-18-13		
Proposed Position Regional Administration		Office Support								
14. WORK LOCATION		15. BUREAU/ DIVISION CODE		Index Example						
Existing Position										
Proposed Position Elgin		RO 014		N						

- M001 ESTABLISH
- M002 EMPLOY CODE CHANGE
- M003 POSITION NUMBER CHANGE
- M004 CLASSIFY
- M005 ADDITIONAL EMPLOY CODE CHANGE
- M006 WORK COUNTY CHANGE
- M007 PROMOTION
- M008 DOMESTIC RELOCATION
- M009 LATERAL RELOCATION
- M010 INTER-AGENCY RELOCATION

16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS

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

25% 1. Performs complex clerical services for the Regional Administrator and professional staff; prepares and types documents, forms, memoranda and letters, including legal, medical and psychological terminology; types labels for outgoing mail to field offices and central office locations; maintains responsibility for all incoming and outgoing mail for the regional office; keeps mail folders up to date and in good condition; sets stamps and distributes incoming mail; affixes proper postage and sorts outgoing mail according to established procedures; maintains record of postage used on meter and monitors to ensure security measures are in place for the office postage meter; exercises independent judgment and a command of legal, medical and social terminology to review documents such as social histories, court reports and correspondence to proof for appropriate use of terms and accuracy of information.

25% 2. Answers all incoming calls and screens callers to determine nature of request, many of which may be hostile; interviews caller to gather needed information to assess situation; transfers all calls to appropriate persons; announces callers and takes accurate messages when appropriate; maintains telephone extension listings up to date for all staff in the regional office and distributes said information to staff in the office.

20% 3. Greets visitors and directs walk-ins to appropriate offices and resources; provides non-technical information and assistance in person and by phone to representatives of other agencies, clients, general public and others; maintains conference room calendar and schedules meetings for staff.

10% 4. Orders and distributes forms from Central Stores; sorts and routes printouts to office locations; sorts and routes Action Transmittals and Policy Guide controls.

10% 5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.

5% 6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

APPROVED BY: *[Signature]* 10/3/13

RECEIVED SEP 25 2013

AGENCY HEAD SIGNATURE: *[Signature]* DATE: 9-18-13

10. (CONTINUED)
% OF TIME

17. POSITION TITLE AND NUMBER OF SIGNIFICANT SUPERVISOR RESPONSIBLE FOR ANALYSING AND REVIEWING WORK, PREPARING, CONDUCTING AND SIGNING PERFORMANCE EVALUATIONS; EFFECTIVELY RECOMMENDING AND IMPOSING DISCIPLINARY ACTION AND ADJUSTING GRIEVANCES FOR THE BENEFIT OF HIS POSITION.

Senior Public Service Administrator 40070-16-39-400-00-01

WORKING TITLE (IF ANY)
Area Administrator

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS:

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 limited incumbents.

Position Title	Position Number	No. of Incumbents or Limited Incumbents

19. SPECIALIZED KNOWLEDGE, SKILL, ABILITY, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION LISTED ON STANDARDS, THE PHRASE "BASE AS SPECIFICATION" SHOULD ALWAYS BE USED.

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology; requires ability to speak and write Spanish at a colloquial skill level.



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		2. POSITION NUMBER	
Office Coordinator				30025-16-49-120-05-29	
3. AGENCY		4. GENERAL DIVISION		30025-16-49-200-01-29	
Children & Family Services		Cook South Region			
10. REGION		11. UNIT		12. POSITION CLASS	
Operations				D 018 N R	
14. WORK LOCATION		15. BARGAINING UNIT CODE		16. EMPLOYMENT DATE	
Harvey		RC014		10-18-12 #7673	
<input type="checkbox"/> 60481 ESTABLISH <input type="checkbox"/> 60482 MODIFY CODE CHANGE <input type="checkbox"/> 60484 POSITION NUMBER CHANGE <input type="checkbox"/> 60486 CLASSIFY <input type="checkbox"/> 60487 ADDITIONAL MODIFICATION <input type="checkbox"/> 60488 WORK COUNTY CHANGE <input type="checkbox"/> 60489 ADJUST <input type="checkbox"/> 60490 DOWNWARD RELOCATION <input type="checkbox"/> 60491 LATERAL RELOCATION <input type="checkbox"/> 60492 UPWARD RELOCATION					
18. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS Under direction of the Area Administrator, performs technical, administrative secretarial and other support functions; prepares and types confidential correspondence; gathers information as requested by administrative and supervisory staff; completes monthly reports; provides general information and assistance to office inquiries; abstracts information and supportive data; translates and interprets, both orally and in writing, for Spanish speaking clients.					
20%	1. Performs administrative secretarial and office support functions, including confidential matters; gathers, analyzes, and interprets data from various sources; conducts special projects and studies utilizing various data; makes independent decisions requiring knowledge of rules and interpretations of management policies concerning various programs; responds to inquiries requiring general knowledge of program operations; takes actions authorized during the supervisor's absence; uses initiative and judgment to ensure that matters requiring attention are referred to delegated authority or handled in a manner so as to minimize the effect of the supervisor's absence; abstracts information and supporting data in preparation for meetings, work projects, and reports.				
20%	2. Prepares and types a variety of confidential correspondence for administration to agency staff, clients, professionals, and community agencies outside the Department for purposes of information and clarification of DCFS rules and procedures; prepares and types various forms, charts, team statistics, and questionnaires, exercising judgment in conducting involved searches by accessing various sources of information; organizes and maintains filing systems, memos, correspondence, budget materials, confidential files, rules and procedures manual, and other office flow procedures.				
10%	3. Schedules appointments for administrative staff with supervisory staff; receives and assists visitors and telephone callers and, exercising judgment, refers them to appropriate persons as circumstances warrant.				
10%	4. Arranges and submits business itineraries; coordinates administrative travel requirements; processes travel vouchers on a monthly basis; calculates and ensures accuracy and submits time sheets for the administrative staff weekly.				
10%	5. Receives, sorts, and reads incoming mail for administrator, making notations if needed; attaches appropriate documents to facilitate necessary actions; determines routing and signature required.				
APPROVED BY EMPLOYER		ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES		DATE	
<i>[Signature]</i>		PERSONNEL		<i>[Signature]</i>	
		DEC 24 2012		8-22-12	

1A (CONTINUED)	
% OF TIME	
10%	6. Functions in the absence of other administrator's secretary; distributes denials and subpoenas to appropriate staff; manages CANTS denials by logging in case information before returning incomplete or miscoded forms to supervisory staff and logs additional information after received back from supervisor; manages subpoena log of court appearances of when workers are to report to court; determines whether subpoenas were received in a timely manner; retrieves data from CANTS/CYCIS computer systems to track workers and perform other office functions.
10%	7. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	8. Prepares personnel transaction forms for all staff; types evaluations for MC staff; serves as liaison to Office of Employee Services to accept and distribute documents and requested information from personnel office.
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (responsible for evaluating 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 40070-18-49-200-00-01 WORKING TITLE (IF ANY)
Area Administrator

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:
 SUPERVISOR OR LEAD WORKER
 NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.
 (If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount)

Position Title	Position Number	No. of Incumbents or Funded Headcount

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

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

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

OFFICE SPECIALIST

POSITION CODE: 30080

Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs complex, specialized paraprofessional 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.

OFFICE SPECIALIST (Continued)

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.

**Illinois Department of Children and Family Services Employees Receiving Bilingual Pay
March 31, 2023**

EMPLOYEE INCUMBENT	POSITION TITLE	POSITION ID	LANGUAGE
COLON,LOURDES	PUBLIC SERVICE ADMIN. - OPT 6, HMN.SERV	3701516112001099	Spanish
MELLEMA,SUSAN	PUBLIC SERVICE ADMIN. - OPT 6, HMN.SERV	3701516152480099	Spanish
PEREZ,CECILIO	PUBLIC SERVICE ADMIN. - OPT 6, HMN.SERV	3701516181006099	Spanish
LOPEZ,DEBORAH	PUBLIC SERVICE ADMIN-OPT 1 GEN ADMIN	3701516282000099	Spanish
LOPEZ,JOSE	PUBLIC SERVICE ADMIN-OPT 1 GEN ADMIN	3701516052000099	Spanish
CAMARILLO,JEANETTE	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	3701516478102099	Spanish
CARRION,LUIS	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	3701516221001099	Spanish
LEONARDO,MARCO	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	3701516886003099	Spanish
MARTINEZ,EVELYN	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	3701516826004099	Spanish
NAVARRO,GLORIA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	3701516152332099	Spanish
ORTIZ,ZULEMA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	3701516894003099	Spanish
RAMIREZ,BEATRIZ	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	3701516676003099	Spanish
REYES,THERESA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	3701516825001099	Spanish
ROMERO,LILIANA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	3701516152481099	Spanish





State Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Working Position	WORKING TITLE (IF ANY)	STEP	GRADE	2. POSITION NUMBER
Assigned Position Public Service Administrator	Investigations Team Supervisor	29	896	37015-10-S1-100-00-89
3. AGENCY Working Position	4. BUREAU/ DIVISION	5. WORK CODE		
Assigned Position Children and Family Services	Northern Region	0	101	N R
6. POSITION Working Position	7. UNIT	8. WORK CODE		
Assigned Position Operations	Child Protection/Investigations	12-16-14		
9. WORK LOCATION Working Position	10. BARGAINING/TERM CODE	11. DATE	12. COMMENTS	
Assigned Position Rockford	RC083	N		

- M001 ESTABLISH
- M002 EMPTY CODE CHANGE
- M003 POSITION NUMBER CHANGE
- M004 CLARIFY
- M005 ADDITIONAL BUREAU CHANGE
- M006 WORK COUNTY CHANGE
- M007 ABOLISH
- M008 BUREAU REALLOCATION
- M009 LATERAL REALLOCATION
- M010 POSTING REALLOCATION

13. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS

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

- 20% 1. Plans, supervises, reviews, and coordinates the activities of a team of professional investigators engaged in conducting child abuse/neglect investigations; provides necessary technical direction and guidance on child abuse/neglect investigations; meets weekly with staff to discuss specific reports; monitors progress in meeting procedural timeframes; establishes and implements a system for ensuring clinical staffing of reports; explains, monitors, and enforces compliance with the provisions of all applicable state or federal laws and Department rules and procedures; develops, implements, and enforces team specific operational procedures; makes critical decisions on case related activities; provides after hours supervisory coverage; drives to various locations throughout the state to attend meetings and conferences.
- 20% 2. Serves as working supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; refers instances requiring potential disciplinary action to Area Administrator; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves/disapproves time off requests; prepares and signs performance evaluations.
- 15% 3. Establishes and implements a team-based program of staff development and training for subordinate staff; monitors to ensure staff attend Department sponsored training sessions; conducts an annual assessment of the training needs of subordinate staff, both on an individual and collective basis; evaluates group and individual effectiveness, independently acting to improve both; develops and implements revised methods and procedures for appropriate case control; provides input to management in use of volunteers, and other resources available to the team; arranges and conducts orientation and training programs for staff development; teaches social work principles, work methods, and procedures; provides on-the-job learning experience for staff.

DATE OF THIS POSITION DESCRIPTION	APPROVED SUPERVISOR SIGNATURE	APPROVED EMPLOYEE SIGNATURE	DATE
12/16/14	<i>Simon H. Kelly</i>	<i>Robin Hays</i>	12-16-14

14. (CONTINUED)

10%	4. Establishes and maintains effective linkages with community organizations, including hospitals, law enforcement, schools, and social service agencies, to enhance child welfare and protective services through operational partnerships; maintains regular communication with Department stakeholders; verifies that investigative staff are aware of community providers and how to access provider services for clients; manages and supervises the process of referral of cases to specialty areas such as Norman, child welfare nurse specialists, educational liaison, etc.
10%	5. Explains and enforces agency policies, procedures, state and area statutes, and requirements; reviews recommended and/or newly enacted policies and procedures, providing input and discussing effects of such action with Administrators; monitors to ensure team is functioning as a Local Quality Improvement (LQI) team and that a Local Quality Unit (LQU) binder including minutes, action plans, agendas, etc. is maintained; monitors to ensure that the team participates fully in all Regional Quality Council requirements; monitors to ensure staff organization and arrangement of all case files in AP's order; monitors to ensure case confidentiality.
10%	6. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	7. Serves as liaison with permanency staff to coordinate and facilitate efficient and effective case handoff and client services; coordinates general field service and work efforts among child protection and placement staff, including joint staff efforts, physical plant issues, space for staff, personnel issues, telecommunications, equipment, etc.
5%	8. Provides input into quality assurance activities; reviews various reports on quality assurance and other issues and makes recommendations to administrative staff; provides ongoing operational reports to management upon request.
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Senior Public Service Administrator 40070-16-31-100-00-02

WORKING TITLE (IF ANY)
Area Administrator

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:
 SUPERVISOR OR LEAD WORKER

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinates/incumbents or subvented funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Child Protection Advanced Specialist	07161-16-31-100-01-01	1
Child Protection Advanced Specialist	07161-16-31-100-01-02	1
Child Protection Specialist	07163-16-31-100-01-01	1
Child Protection Specialist	07163-16-31-100-01-02	1

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

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

ILLINOIS DEPARTMENT OF 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.

PUBLIC SERVICE ADMINISTRATOR (Continued)

ILLUSTRATIVE EXAMPLES OF WORK:

1. 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.

PUBLIC SERVICE ADMINISTRATOR (Continued)

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.

PUBLIC SERVICE ADMINISTRATOR (Continued)

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.

PUBLIC SERVICE ADMINISTRATOR (Continued)

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.

PUBLIC SERVICE ADMINISTRATOR (Continued)

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.

JB Pritzker
Governor



Marc D. Smith
Director

**Illinois Department of Children and Family Services Employees Receiving Bilingual Pay
March 31, 2023**

EMPLOYEE INCUMBENT	POSITION TITLE	POSITION ID	LANGUAGE
MARTINEZ,MARIO	SENIOR PUBLIC SERVICE ADMINISTRATOR	4007016801100099	Spanish



1911 South Indiana Avenue • Chicago, Illinois 60616-1310
312-808-5000
www2.illinois.gov/DCFS

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.

SENIOR PUBLIC SERVICE ADMINISTRATOR (Continued)**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:

1. 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.

SENIOR PUBLIC SERVICE ADMINISTRATOR (Continued)

4. 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.
6. 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.

SENIOR PUBLIC SERVICE ADMINISTRATOR (Continued)

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.

**Illinois Department of Children and Family Services Employees Receiving Bilingual Pay
March 31, 2023**

EMPLOYEE INCUMBENT	POSITION TITLE	POSITION ID	LANGUAGE
FRANCO,SARA	SOCIAL SERVICES PROGRAM PLANNER III	4131316646001299	Spanish
ALAVAZAREZ,MANDY	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	4131416657003199	Spanish
CASTRO,VANESSA	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	4131416223000598	Spanish
CERDA-BABBINGTON,MARTHA	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	4131416223000599	Spanish
CHAVEZ,RHONDA	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	4131416657003199	Spanish
CORRAL,JULIA	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	4131416659102199	Spanish
FELICIANO,DARLENE	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	4131416659102199	Spanish
HERNANDEZ,MARIA	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	4131416676003199	Spanish
WONG,CARLOS	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	4131416676001199	Spanish





Illinois Department of
GENERAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Social Service Program Planner (B)		WORKING TITLE (IF ANY)		20	85	2. POSITION NUMBER 41313-16-64-360-06-89 41313-16-64-S00-22-89					
3. AGENCY Children & Family Services		4. BUREAU/ DIVISION Procurement and Contracts				0	016	Y	R		
5. DIVISION Office of Contract Administration		6. UNIT RC002				7. FUNDING SOURCE		8. EFFECTIVE DATE 10-01-13			
9. WORK LOCATION Chicago		10. BARGAINING/TERM CODE RC002			11. Term N		<input type="checkbox"/> 00001 ESTABLISH <input type="checkbox"/> 00002 MODIFY CODE CHANGE <input type="checkbox"/> 00004 POSITION NUMBER CHANGE <input type="checkbox"/> 00005 CLARIFY <input type="checkbox"/> 00007 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> 00008 WORK COUNTY CHANGE <input type="checkbox"/> 00009 ABOLISH <input type="checkbox"/> 00010 CHANGED REALLOCATION <input type="checkbox"/> 00011 LATERAL REALLOCATION <input type="checkbox"/> 00012 SPREAD REALLOCATION				

12. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS

Under general direction, coordinates, plans, interprets, and monitors purchase of service contracts within the specified assigned region, including child day care programs for Department client children, foster children, and other children/families; recommends and reviews methods, policies, and procedures utilized in the operation of the Regional Contract Unit; translates and interprets, both orally and in writing, for Spanish speaking clients.

30% 1. Coordinates, plans, negotiates, interprets, and monitors purchase of service contracts in accordance with Department policy within the assigned region, including child day care programs for Department client children, foster children, and other children/families; collaborates with Department staff in the development of program plans for integration in purchase of service contracts and monitoring; provides technical assistance and clarification of rules, policies and procedures to vendors/providers, Department staff, and others to assist them in adhering to the terms of the contract; recommends and reviews methods, policies, and procedures to prevent program overlap and duplication, to ensure adequacy of program coverage, and to promote efficient utilization of resources and services in the best interest of the Department; drives to various locations in the performance of duties.

20% 2. Conducts monitoring reviews of assigned vendors/providers to ensure compliance to contract and program plan; reviews billing summaries to ensure that vendors/providers are complying with terms of contract, including services provided, number and appropriateness of clients served, propriety of service, and contracted amounts; notifies Regional Contracts Administrator, Department regional staff and vendors of discrepancies; monitors requests for exceptions to contract program plan for additional services and/or funding and recommends approval/denial to Regional Contracts Administrator.

20% 3. Through the use of Department systems, prepares written reports of reviews conducted and performs necessary data entry functions in Contracts database related to on-going evaluation and tracking of compliance and expenditures; manages appropriation accounts for assigned contracts; prepares reports as assigned.

10% 4. Enters and maintains complex information systems and systems of data collection to ensure that vendor/provider contractual quarterly reports, annual audits, and narrative reports are submitted to the region within timeframes indicated in the program plan; contacts and corresponds with vendors/providers regarding delinquent, incomplete, and inaccurate reports and responses to contractual action plans.

APPROVED BY (NAME AND SIGNATURE) <i>Sine McNeil</i> 11/17/13	APPROVED BY (NAME AND SIGNATURE) <i>Theresa H. Colvin</i> 8-30-13
 OCT 01 2013	

16. (CONTINUED)

% OF TIME

10%

5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.

5%

6. Completes abstracts for all contracts and amendments for the assigned region as needed; enters data for regional spending plan and annual projections of funding needed; monitors to ensure adherence to funding and/or funding deficits.

5%

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

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

Public Service Administrator 37016-16-64-300-20-01

WORKING TITLE (IF ANY)

Contracts Administrator-Cook County

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

SUPERVISOR OR LEAD WORKER

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

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbent or Funded Positions

19. SPECIALIZED KNOWLEDGE, SKILL, ABILITY, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION LISTED ON STATEWORKS, THE PHRASE "MEET ALL SPECIFICATIONS CAN NO LONGER BE USED.

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



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Social Service Program Planner IV		WORKING TITLE (IF ANY) Recruitment and Resource Specialist		28	88	2. POSITION NUMBER 41314-16-31-000-21-02 41314-16-31-000-21-89				
3. AGENCY Children and Family Services		4. BUREAU/DIVISION Northern Region 11. Unit				0	101	Y	R	
14. WORK LOCATION Rockford		15. BARGAINING/TERM CODE RC082				16. WORKING CODES 03-01-13				
17. WORK LOCATION		18. BARGAINING/TERM CODE		Rate Group	<input type="checkbox"/> M001 ESTABLISH <input type="checkbox"/> M002 IDENTIFY CODE CHANGE <input type="checkbox"/> M003 POSITION NUMBER CHANGE <input type="checkbox"/> M004 CLASSIFY <input type="checkbox"/> M007 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> M008 WORK COUNTY CHANGE <input type="checkbox"/> M009 ABOLISH <input type="checkbox"/> M014 DOWNGRAD RELOCATION <input type="checkbox"/> M015 LATERAL RELOCATION <input type="checkbox"/> M016 RECLASSIFICATION					

19. COMPLETE CURRENT AND ACCUMULATED STATEMENT OF POSITION ESSENTIAL FUNCTIONS
 Subject to management approval, coordinates, monitors, and develops the foster care recruitment program for an assigned area, working to ensure the effective implementation of a locally focused, targeted foster home recruitment plan; conducts community presentations to facilitate foster care recruitment; provides information and support to interested families in the foster care licensing process; conducts needs assessments on an ongoing basis; develops a localized resource plan to address identified needs; provides professional assistance to casework staff regarding specialized, problematic service need cases; translates and interprets, both orally and in writing, for Spanish speaking clients.

20%
15%
15%

- Coordinates, monitors, and develops the foster care recruitment program for an assigned area, working to ensure the effective implementation of a locally focused, targeted foster home recruitment plan; works to facilitate achievement of Departmental foster care goals within an assigned region; drives or travels to various locations to host, attend, and/or conduct community presentations to recruit foster families; explains and represents DCFS philosophy, policies, etc. to potential foster families and other appropriate individuals and entities; develops new, creative recruitment approaches to target families who would not have otherwise been targeted through typical foster family recruitment efforts.
- Provides professional support and strengthens Department relationships with foster parents; provides assistance to foster parents in resolving licensing compliance issues and works to facilitate the foster care licensing process for interested families.
- Develops and implements a localized plan to identify resource needs; provides outreach to local community stakeholders, as well as permanency and licensing staff to develop recruitment strategies that will facilitate the expansion of resources needed to better serve children and families in the foster care process; provides relevant and culturally sensitive information to community members to generate continued interest in the foster care program; develops literacy materials and works to ensure wide distribution.

Director of the Bureau <i>[Signature]</i> DATE 7-1-13	Agency Head Signature <i>[Signature]</i> DATE 7-1-13
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16. (CONTINUED)

% OF TIME	
10%	4. In conjunction with the Office of Contract Administration, develops contracts for unmet service needs.
10%	5. Provides professional assistance and resource development support to casework staff with specialized, problematic service need cases; conducts annual needs assessments in assigned areas of the region to determine unmet service needs.
10%	6. Provides and maintains reports and analyzes data with respective workers, supervisors, and administrators to facilitate an understanding and awareness of foster parent recruitment and resource needs in order to effectively develop recruitment plans and address placement and service needs; prepares and maintains necessary documentation/statistics and records documentation of activities on a monthly basis or as needed.
10%	7. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	8. Serves as liaison with the Division of Quality Assurance and Monitoring regarding foster parent recruitment and resource needs; develops and maintains a high level of knowledge regarding foster program data analysis and its application to program improvement on a regional and statewide level.
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-16-33-000-20-01

WORKING TITLE (IF ANY)

Recruitment and Resource Team Supervisor

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

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

19. SPECIALLY ACQUIRED KNOWLEDGE, SKILL, ABILITY, LICENSE 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 LICENSES OR CERTIFICATIONS BASED ON STANDARDS, THE PHRASE "BASED AS APPLICABLE" CAN NO LONGER BE USED.

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

**Illinois Department of Children and Family Services Employees Receiving Bilingual Pay
March 31, 2023**

EMPLOYEE INCUMBENT	POSITION TITLE	POSITION ID	LANGUAGE
ZAVALA, LETICIA	TECHNICAL ADVISOR II	4525216261001099	Spanish
VERA, ADRIANA	TECHNICAL ADVISOR II (RC)	4525216032001199	Spanish
MORENO, MARIA	TECHNICAL ADVISOR III (RC)	4525316651000599	Spanish





Whole Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1 POSITION TITLE Existing Position Technical Advisor II		WORKING TITLE (IF ANY)		29	SS	3 POSITION NUMBER 45262-18-03-200-11-89			
3 AGENCY Existing Position Children & Family Services		4 BUREAU/DIVISION Office of Legal Services				4d8	016	Y	R
10 SECTION Existing Position Juvenile Court		11 UNIT				11 BARGAINING CODE 10-16-10		11 EMPLOYER SAN	
14 WORK LOCATION Existing Position Chicago		15 BARGAINING/TERM CODE RC010			Rate Code Y	<input type="checkbox"/> MAB01 ESTABLISH <input type="checkbox"/> MCB02 EXEMPT CODE CHANGE <input type="checkbox"/> MCB04 POSITION NUMBER CHANGE <input type="checkbox"/> MCB09 CLARIFY <input type="checkbox"/> MCB07 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MCB09 WORK COUNTY CHANGE <input type="checkbox"/> MCB10 ANNUAL <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC151 UPWARD REALLOCATION			
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
40%	Under general supervision, serves as legal advisor for issues related to the Juvenile Court of Cook County; provides input into or conducts screenings to determine whether matters are legally sufficient to present to the court; provides legal advice and counsel; conducts legal training for DCFS and POS administrators, supervisors, and staff; utilizes Spanish speaking and writing skills in the performance of duties								
20%	1 As directed, represents the Department at all hearings on assigned calendar in the Juvenile Court of Cook County, including temporary custody, adjudication, disposition, permanency, status, progress, termination of parental rights, and motion hearings; utilizes Spanish-speaking and writing skills in oral and written communications; travels to various locations in the performance of duties								
10%	2 As directed, participates in or conducts screenings to determine whether matters are legally sufficient to present to the court; when deficiencies are identified, informs the workers and supervisor of the deficiencies and recommends necessary corrective action								
5%	3 Provides legal advice and counsel to workers, supervisors, and administrators as assigned by Assistant Chief.								
5%	4 Provides input into the planning and development of training for staff on legal issues, conducts legal trainings for DCFS and POS administrators, supervisors, and staff								
5%	5 As directed, makes periodic visits to assigned area office(s) to provide on site legal consultation to workers.								
5%	6 Prepares memoranda on legal issues, reviews or drafts proposed legislation or policy documents and conducts research on legal issues.								
5%	7 Maintains current working knowledge of relevant federal and state statutory and case law, state and federal regulations, and Department policy and procedures								
5%	8 Maintains records of activities and actions taken on behalf of the Department and reports to supervisor regarding same.								
CROOKED FOR SIGNATURE		APPROPRIATE SUPERVISOR SIGNATURE		AGENCY HEAD SIGNATURE		DATE			
						OCT 27 2010			
TECHNICAL SERVICES									

16 (CONTINUED)	
% OF TIME	
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

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

WORKING TITLE (IF ANY)

18 CHECK THE APPROPRIATE BOX IF THIS POSITION IS A

SUPERVISOR OR LEAD WORKER

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbent or Funded Positions

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

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

208 NOV 16 P 2 22
 EMPLOYEE SERVICES
 PERSONNEL
 RECEIVED



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Technical Advisor III		WORKING TITLE (IF ANY) ILLINOIS DEPARTMENT OF CHILDREN & FAMILY SERVICES RECEIVED		29	SS	2. POSITION NUMBER 45253-16-24-200-10-89					
3. AGENCY 2011 JUN 20 P		4. DIVISION Guardian and Advocacy									
5. FUNCTION Children & Family Services		6. POSITION CLASSIFICATION Policy and Advocacy			445	018	Y	R			
7. POSITION GROUP Administrative Hearings					8. TRANSFER CODE 04-18-12						
9. WORK LOCATION Chicago		10. BARGAINING TERM CODE RC010			4	Y					

- M0001 ESTABLISH
- M0002 IDENTIFY CODE CHANGE
- M0003 POSITION NUMBER CHANGE
- M0004 CLASSIFY
- M0007 ADDITIONAL IDENTICAL CHANGE
- M0008 WORK COUNTY CHANGE
- M0009 AGENCY
- M0010 DOWNWARD REALLOCATION
- M0011 LATERAL REALLOCATION
- M0012 UPWARD REALLOCATION

11. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS

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

25% 1. Composes formal written recommendations for the Director's action; reviews tapes and transcripts, documentary evidence, and post hearing briefs in order to prepare recommendations for the Director; prepares recommended orders and decisions, setting forth specific findings of fact, conclusions of law, and analysis of the relevant statutes, regulations, and court decisions; identifies issues on appeal and parties entitled to notice.

20% 2. Guides the appeal through pre-hearing phases; rules upon contested motions; convenes pre-hearing conferences in order to clarify issues and/or facilitate settlement; monitors the activities of the parties to ensure steady progress to hearing.

20% 3. Presides at formal administrative hearings convened throughout the state of Illinois; applies the Administrative Procedure Act, Children and Family Services Act, Child Care Act, Abused and Neglected Child Act, and related statutes and rules and regulations of the Department of Children and Family Services; applies the appropriate Rules of Evidence in passing on admissibility of evidence; supplements information as needed to ensure a complete record; drives or travels to various locations in the performance of duties.

10% 4. Prepares complete administrative records in cases appealed to the Circuit Court on administrative review in accordance with the Illinois Administrative Procedure Act; prepares statistical and substantive reports on workflow and case status.

10% 5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.

5% 6. Reviews on a regular basis developments in the relevant law, both state and federal, and conducts legal research into more

DIRECTOR OF CMS SERVICES	APPROVING SUPERVISOR	AGENCY HEAD SIGNATURE	DATE
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	4/25/12
Tech Serv 1585			

16. (CONTINUED)	
% OF TIME	
6%	7. Provides input to the Chief Administrative Law Judge in formulating and reviewing rules and procedures pertaining to the Administrative Hearings Unit.
5%	8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Senior Public Service Administrator 40070-16-66-200-00-01

WORKING TITLE OF AWW
Chief Administrative Law Judge

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

SUPERVISOR OR LEAD WORKER

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbent or Filled Vacancies

19. SPECIALIZED KNOWLEDGE, SKILL, ABILITY, OR EXPERIENCE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SUCH TERMS ARE NOT SYNONYMOUS WITH THE PHRASE "SPECIALIZED KNOWLEDGE" WHICH IS USED IN THE FEDERAL PERSONNEL MANAGEMENT ACT. THE PHRASE "SPECIALIZED KNOWLEDGE" CAN NO LONGER BE USED.

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