

April 1, 2024

To the Honorable Members of the Illinois General Assembly:

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

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

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

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

Sincerely,



Heidi E. Mueller, Director
Children and Family Services



EMPLOYEE	POSITION	DIVISION	FUNCTION	DIV PIN	PIN STAT	WORK SITE	POSITION ID
HERNANDEZ,LORENA	ADMINISTRATIVE ASSISTANT I	AFFIRMATIVE ACTION	ADMINISTRATIVE SUPP	053797	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0050116052000199
AMEZCUA,FLORA	CHILD PROTECTION ADVANCED SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	823806V	ACTIVE	AURORA REGIONAL OFFICE	0716116823006199
ARROYO,LETICIA	CHILD PROTECTION ADVANCED SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	899530V	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0716116897003199
GUTIERREZ,JOSUE	CHILD PROTECTION ADVANCED SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	889848V	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0716116885101199
MARES,ESTRELLITA	CHILD PROTECTION ADVANCED SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	887540V	ACTIVE	DEERFIELD-COOK COUNTY	0716116886003199
SANTIAGO,ARELI	CHILD PROTECTION ADVANCED SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	820693V	ACTIVE	ELGIN OFFICE	0716116823001199
VALIENTE VASQUEZ, SERGIO	CHILD PROTECTION ADVANCED SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	825418V	ACTIVE	NAPERVILLE FIELD OFFICE	0716116826004199
ALANIZ,NORMA	CHILD PROTECTION SPECIALIST	CENTRAL CHILD PROTECTION	CHILD PROTECT SERV	833352	ACTIVE	PEORIA FIELD OFFICE	0716316831005199
ALATORRE,YESENIA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	895160	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0716316897002199
ARROYO,LILIANA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	889506	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0716316885007199
ARROYO,ORLANDO	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	824702	ACTIVE	AURORA REGIONAL OFFICE	0716316823007199
AYALA-LEE,ELIZABETH	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	886309	ACTIVE	DEERFIELD-COOK COUNTY	0716316886000799
BOHORQUEZ,CARLOS	CHILD PROTECTION SPECIALIST	CENTRAL CHILD PROTECTION	CHILD PROTECT SERV	843031	ACTIVE	SPRINGFIELD FIELD OFFICE	0716316843001199
CORCOLES,COTY	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	SEX ABUSE	890016	ACTIVE	CHILDREN'S ADVOCACY CENTER	0716316899002199
CORDOVA,ESTHER	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	918890	ACTIVE	CHICAGO EMERALD OFFICE	0716316913003199
FELICIANO,NOEMI	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	893955	ACTIVE	MAYWOOD OFFICE	0716316894000799
FLORES,DAVID	CHILD PROTECTION SPECIALIST	CENTRAL CHILD PROTECTION	DEF ASSIGNMENT INV	835125	ACTIVE	PEORIA FIELD OFFICE	071631683100799
FLORES,ELIZABETH	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	911941	ACTIVE	CHICAGO EMERALD OFFICE	0716316918001199
FURIO,JESSICA	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	822609	ACTIVE	NAPERVILLE FIELD OFFICE	0716316826002199
GOMEZ,VANESSA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	887807	ACTIVE	DEERFIELD-COOK COUNTY	0716316886003199
GOMEZ,VERONICA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	890155	ACTIVE	MAYWOOD OFFICE	0716316894000799
GOODWIN,JOANNE	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	885441	ACTIVE	DEERFIELD-COOK COUNTY	0716316886000799
IBARRA,MARVIN	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	887447	ACTIVE	DEERFIELD-COOK COUNTY	0716316886006199
KLIMUNDA-OZOGUL,VANESA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	885525	ACTIVE	DEERFIELD-COOK COUNTY	0716316886007199
LOPEZ,MARIBEL	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	913929	ACTIVE	HARVEY OFFICE	0716316912007199
LOPEZ,MARTIN	CHILD PROTECTION SPECIALIST	CENTRAL CHILD PROTECTION	CHILD PROTECT SERV	832045	ACTIVE	ROCK ISLAND OFFICE	0716316832004199
MARTINEZ-VARGAS, GLENI	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	890154	ACTIVE	MAYWOOD OFFICE	0716316894000799
MARTOS-QUICK,ROSARIO	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	824415	ACTIVE	JOLIET OFFICE	0716316824008199
PANTOJA, DENIS	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	829935	ACTIVE	ELGIN OFFICE	0716316823002199
PEREZ,LISSETH	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	910334	ACTIVE	HARVEY OFFICE	0716316912001199
PONCE,OCTAVIO	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	917830	ACTIVE	CHICAGO EMERALD OFFICE	0716316918002199
RAMIREZ,YADIRA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	880230	ACTIVE	DEERFIELD-COOK COUNTY	0716316886000799
RANGEL,STEPHANIE	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	893956	ACTIVE	MAYWOOD OFFICE	0716316894000799
REYES,TERESA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	894236	ACTIVE	MAYWOOD OFFICE	0716316894004199
RODRIGUEZ,NANCY	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	915695	ACTIVE	CHICAGO EMERALD OFFICE	0716316913006199
ROMAN,ROSA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	895443	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0716316897000799
ROSALES,SANDRA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	894781	ACTIVE	MAYWOOD OFFICE	0716316894000799
RUANO,DAVID	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROT AFTERHOUR	887829	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0716316881002199
SALAS,SOFIA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	884701	ACTIVE	DEERFIELD-COOK COUNTY	0716316886005199
SANDOVAL-GARCIA,MIGUEL	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	897164	ACTIVE	MAYWOOD OFFICE	0716316894002199
SANTIAGO-RUBIO,YAZMIN	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	894780	ACTIVE	MAYWOOD OFFICE	0716316894000799
SOLIS,GRISEL	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	823115	ACTIVE	NAPERVILLE FIELD OFFICE	0716316826004199
VALDEZ,ALEJANDRO	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	820714	ACTIVE	LAKE SOUTH-DEERFIELD	0716316828001199
VEGA,EMMIE	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	890867	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0716316897003199
YEPEZ,MARITZA	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	826657	ACTIVE	JOLIET OFFICE	0716316824008199
GRAVES,ARELY	CHILD WELFARE ADMIN CASE REVIEWER	ADMINISTRATIVE CASE REVIEW	ADMIN CASE REVIEW	080942	ACTIVE	ROCKFORD FIELD OFFICE	0719016087001599
HERMOSILLO-FRIES,ROZA	CHILD WELFARE ADMIN CASE REVIEWER	ADMINISTRATIVE CASE REVIEW	ADMIN CASE REVIEW	088656	ACTIVE	CHICAGO 2020 W ROOSEVELT RD	0719016087006199
MACHON,YADIRA	CHILD WELFARE ADMIN CASE REVIEWER	ADMINISTRATIVE CASE REVIEW	ADMIN CASE REVIEW	088652	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0719016087005199
MICHAL,ANABEL	CHILD WELFARE ADMIN CASE REVIEWER	ADMINISTRATIVE CASE REVIEW	ADMIN CASE REVIEW	080143	ACTIVE	NAPERVILLE FIELD OFFICE	0719016087001199
PANTOJA,ERIK	CHILD WELFARE ADMIN CASE REVIEWER	ADMINISTRATIVE CASE REVIEW	ADMIN CASE REVIEW	088650	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0719016087005199
BUEHLER,LUISA	CHILD WELFARE ADVANCED SPECIALIST	LICENSING	FOSTER HOME LICENSNG	131512V	ACTIVE	ROCKFORD FIELD OFFICE	0721516137201199
BURCIAGA,BRENDA	CHILD WELFARE ADVANCED SPECIALIST	COOK REGION	PERMANENCY SERVICES	484839V	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721516488401199
HERNANDEZ,DARCIE	CHILD WELFARE ADVANCED SPECIALIST	LICENSING	FOSTER HOME LICENSNG	134124V	ACTIVE	AURORA REGIONAL OFFICE	0721516137202199
HUIZAR,YVONNE	CHILD WELFARE ADVANCED SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	183638V	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721516181001199
MONTES DE OCA,ESMARELDA	CHILD WELFARE ADVANCED SPECIALIST	COOK REGION	PERMANENCY SERVICES	475036V	ACTIVE	DEERFIELD-COOK COUNTY	0721516478102199
RODRIGUEZ,NANCY	CHILD WELFARE ADVANCED SPECIALIST	CLINICAL PRACTICE	INTEGRATED ASSESSMNT	155623V	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721516153140599
RUBIO,MARISOL	CHILD WELFARE ADVANCED SPECIALIST	DCFS GUARDIAN	CONSENTS	248871V	ACTIVE	60 E VAN BUREN	0721516241401099
SANCHEZ,EMELY	CHILD WELFARE ADVANCED SPECIALIST	OPERATIONS	ADOPTIVE SERVICES	594592V	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721516592113199
SANCHEZ,YANIRA	CHILD WELFARE ADVANCED SPECIALIST	LICENSING	FOSTER HOME LICENSNG	131870V	ACTIVE	CHICAGO EMERALD OFFICE	0721516137206199
SUTOR,ANGELINA	CHILD WELFARE ADVANCED SPECIALIST	NORTHERN REGION	PERMANENCY SERVICES	333404V	ACTIVE	AURORA REGIONAL OFFICE	0721516334001199
TOLEDO,GUADALUPE	CHILD WELFARE ADVANCED SPECIALIST	OPERATIONS	ADOPTIVE SERVICES	595826V	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721516592112199
JUAREZ,SYDNIE	CHILD WELFARE NURSE SPECIALIST	CLINICAL PRACTICE	CLINICAL SERVICES	152690	ACTIVE	MAYWOOD OFFICE	0719716156000799
VELAZQUEZ,ELIZABETH	CHILD WELFARE NURSE SPECIALIST	CLINICAL PRACTICE	CLINICAL SERVICES	150460	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0719716156000699
ARTIAGA,KARINA	CHILD WELFARE SENIOR SPECIALIST	MONITORING	RESIDENTIAL MNRTING	601451	ACTIVE	AURORA REGIONAL OFFICE	0721716608204198
GARCIA-MORA,SULMA	CHILD WELFARE SENIOR SPECIALIST	MONITORING	RES MON FLOATER	607407	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721716608202199
AGUIRRE-LIEVANO,SANDRA	CHILD WELFARE SPECIALIST	SOUTHERN REGION	INTACT RECOVERY PROG	795694	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816792001199
ANAYA,DEISY	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	180384	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816181001199
BARRAZA,BENNY	CHILD WELFARE SPECIALIST	LICENSING	FOSTER HOME LICENSNG	131509	ACTIVE	DEKALB OFFICE	0721816137201198
CALDERON,IVONNE	CHILD WELFARE SPECIALIST	NORTHERN REGION	PERMANENCY SERVICES	330741	ACTIVE	WAUKEGAN OFFICE	0721816335003199
CHAVEZ,BRENDA	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	186459	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816181001199
CORONA,ELISA	CHILD WELFARE SPECIALIST	CHILD INTAKE/RECOVERY/CAPU	CHILD INTAKE/RECOVERY	598887	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816591205199
DIAZ,PATRICIA	CHILD WELFARE SPECIALIST	NORTHERN REGION	INTACT FAMILY SERV	792009	ACTIVE	JOLIET OFFICE	0721816792105199
GONZALEZ,EMMA	CHILD WELFARE SPECIALIST	CLINICAL PRACTICE	INTEGRATED ASSESSMNT	155618	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816153140699
GONZALEZ,ERICK	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	180421	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816181001199
HAYWOOD,JUANA	CHILD WELFARE SPECIALIST	CHILD INTAKE/RECOVERY/CAPU	CHILD INTAKE/RECOVERY	596154	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816591204199
HERRERA,JOSE	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	184887	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816181001199
JIMENEZ,SERGIO	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	182004	ACTIVE	2200 CHURCHILL RD	0721816181006199
KLINE,CAROL	CHILD WELFARE SPECIALIST	LICENSING	FOSTER HOME LICENSNG	131863	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816137204199
LAZCANO,YADIRA	CHILD WELFARE SPECIALIST	CENTRAL REGION	PERMANENCY SERVICES	353346	ACTIVE	SPRINGFIELD FIELD OFFICE	0721816352003199
LOPEZ,CESAREO	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	188613	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816181001199
MACIAS,RAQUEL	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	180641	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816181001199
MARTINEZ,YVETTE	CHILD WELFARE SPECIALIST	COOK REGION	PERMANENCY SERVICES	488502	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816488402199
MCMANAMAN,HELENN	CHILD WELFARE SPECIALIST	NORTHERN REGION	PERMANENCY SERVICES	332273	ACTIVE	ELGIN OFFICE	0721816334004198
MELLENDEZ,CLAUDIA	CHILD WELFARE SPECIALIST	NORTHERN REGION	INTACT FAMILY SERV	799574	ACTIVE	NAPERVILLE FIELD OFFICE	0721816792104199
MORENO,ALEJANDRA	CHILD WELFARE SPECIALIST	COOK REGION	PERMANENCY SERVICES	484896	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816488402199
NAVARRO,JASMINE	CHILD WELFARE SPECIALIST	COOK REGION	PERMANENCY SERVICES	486680	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816488402199
OLIVAS,SUSANA	CHILD WELFARE SPECIALIST	LICENSING	FOSTER HOME LICENSNG	130591	ACTIVE	GALESBURG OFFICE	0721816137104199

PALMA, MARISOL	CHILD WELFARE SPECIALIST	COOK REGION	DEFERRED ASSIGN PERM	484789	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816488400798
PEREZ-AL MUHTASEB, ADA	CHILD WELFARE SPECIALIST	OPERATIONS	ADOPTIVE SERVICES	594349	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816592113199
RAMIREZ, MARILENA	CHILD WELFARE SPECIALIST	NORTHERN REGION	PERMANENCY SERVICES	334059	ACTIVE	JOLIET OFFICE	0721816334101199
RAMOS, JHOMARIE	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	184537	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816181001199
REYES, ISADORA	CHILD WELFARE SPECIALIST	COOK REGION	INTACT FAMILY SERV	799472	ACTIVE	CHICAGO EMERALD OFFICE	0721816792202199
RODRIGUEZ, EULALIA	CHILD WELFARE SPECIALIST	NORTHERN REGION	INTACT FAMILY SERV	798561	ACTIVE	AURORA REGIONAL OFFICE	0721816792103199
SOLIS, CHRISTINA	CHILD WELFARE SPECIALIST	COOK REGION	PERMANENCY SERVICES	488523	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816488402199
SOSA, MONICA	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	180385	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816181001199
VELASCO, MAYRA	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	180966	ACTIVE	EAST ST LOUIS REGIONAL OFFICE	0721816181006197
ANAYA, MONICA	DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	139800	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	1147216134101199
MEJIAS, RUTH	DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	131259	ACTIVE	WAUKEGAN OFFICE	1147216134204199
RICO, KAREN	DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	133444	ACTIVE	WAUKEGAN OFFICE	1147216134204199
VILLAGOMEZ, LIZBETH	DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	130170	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	1147216134105199
VILLALOBOS, DENISE	DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	134153	ACTIVE	JOLIET OFFICE	1147216134203198
ZAKHEM, MARIBEL	DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	135212	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	1147216134103199
RAMOS, MERCEDES	EXECUTIVE SECRETARY III	QUALITY ENHANCEMENT	ADMINISTRATIVE SUPP	080823	ACTIVE	60 E VAN BUREN	1403316080000129
BELTRAN-OSGOOD, YARELA	HUMAN RESOURCES REPRESENTATIVE	EMPLOYEE SERVICES	ADMINISTRATION	076240	ACTIVE	SPRINGFIELD 4 W OFFICE	1969216072401098
BONILLA, SUSY	HUMAN RESOURCES REPRESENTATIVE	EMPLOYEE SERVICES	ADMINISTRATION	077237	ACTIVE	CHICAGO 2020 W ROOSEVELT RD	1969216072202099
GARCIA, HOLLY	HUMAN RESOURCES REPRESENTATIVE	EMPLOYEE SERVICES	ADMINISTRATION	074218	ACTIVE	SPRINGFIELD 4 W OFFICE	1969216072401099
LANG, STANISHA	HUMAN RESOURCES REPRESENTATIVE	EMPLOYEE SERVICES	ADMINISTRATION	074375	ACTIVE	CHICAGO 2020 W ROOSEVELT RD	1969216072202099
MARTINEZ, YESENIA	HUMAN RESOURCES REPRESENTATIVE	EMPLOYEE SERVICES	ADMINISTRATION	072514	ACTIVE	CHICAGO 2020 W ROOSEVELT RD	1969216072202099
ORTIZ, IVIA	HUMAN RESOURCES SPECIALIST	EMPLOYEE SERVICES	ADMINISTRATION	071722	ACTIVE	CHICAGO 2020 W ROOSEVELT RD	1969316072202099
PINEDA, PEDRO	HUMAN RESOURCES SPECIALIST	EMPLOYEE SERVICES	ADMINISTRATION	074377	ACTIVE	CHICAGO 2020 W ROOSEVELT RD	1969316072202099
CANO, NOE	HUMAN RIGHTS INVESTIGATOR III	AFFIRMATIVE ACTION	INVESTIGATIONS	051577	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	1977616051001099
HERNANDEZ, MARIA	OFFICE ASSISTANT	OCF OF CHIEF DEPUTY DIR	RECEPTIONIST	101498	ACTIVE	60 E VAN BUREN	3001016100001129
FLORES, VANESSA	OFFICE ASSOCIATE	ADMINISTRATIVE SERVICES	RECEPTIONIST	657313	ACTIVE	MAYWOOD OFFICE	3001516658102129
GARCIA, YOLANDA	OFFICE ASSOCIATE	NORTHERN CHILD PROTECTION	DIRECT SERV OFC CLER	823177	ACTIVE	ELGIN OFFICE	3001516823003129
HUERTA, VIANEY	OFFICE ASSOCIATE	ADMINISTRATIVE HEARINGS UNIT	PROGRAM SUPPORT	652417	ACTIVE	JUVENILE COURT UNIT - NEW ANNEX	3001516651003129
IBARRA, ROCIO	OFFICE ASSOCIATE	NORTHERN REGION	DIRECT SERV OFC CLER	334019	ACTIVE	NAPERVILLE FIELD OFFICE	3001516330002129
KELEMEN, DANIELA	OFFICE ASSOCIATE	COOK REGION	DIRECT SERV OFC CLER	476464	ACTIVE	DEERFIELD-COOK COUNTY	3001516478104129
LUGO, LISA	OFFICE ASSOCIATE	ADMINISTRATIVE SERVICES	RECEPTIONIST	652648	ACTIVE	ELGIN OFFICE	3001516658205192
MEJIA, GALO	OFFICE ASSOCIATE	ADMINISTRATIVE SERVICES	RECEPTIONIST	656472	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	3001516658101119
SANCHEZ-SERRATO, LORENA	OFFICE ASSOCIATE	COOK CHILD PROTECTION	DIRECT SERV OFC CLER	914670	ACTIVE	HARVEY OFFICE	3001516912004129
TIRADO, ARACELY	OFFICE ASSOCIATE	LICENSING	OFFICE CLERICAL	130416	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	3001516137204129
CHAIRES, JOSE	OFFICE COORDINATOR	CLINICAL PRACTICE	MANAGEMENT SUPPORT	152767	ACTIVE	DEERFIELD-COOK COUNTY	3002516152103129
MOLINA LASSALLE, ROSAMARIA	OFFICE COORDINATOR	COOK CHILD PROTECTION	MANAGEMENT SUPPORT	892496	ACTIVE	MAYWOOD OFFICE	3002516894000129
BETANCOURT, VERONICA	OFFICE SPECIALIST	OPERATIONS	PROGRAM SUPPORT	592462	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	3008016592113129
CALVILLO, JUAN	PARA-LEGAL ASSISTANT	LEGAL SERVICES	PROGRAM SUPPORT	030860	ACTIVE	JUVENILE COURT UNIT - NEW ANNEX	3086016032005199
COLON, LOURDES	PUBLIC SERVICE ADMIN. - OPT 6, HMN.SERV	STRATEGIC PLANNING	ADMINISTRATION	117242	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	3701516112001099
PEREZ, CECILIO	PUBLIC SERVICE ADMIN. - OPT 6, HMN.SERV	CHILD PROTECTION SCR	SCR SUPERVISOR	184885	ACTIVE	2200 CHURCHILL RD	3701516181006099
REYES, MELISSA	PUBLIC SERVICE ADMIN. - OPT 6, HMN.SERV	LICENSING	FOSTER HOME LICENSNG	130406	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	3701516137204099
LOPEZ, JOSE	PUBLIC SERVICE ADMIN-OPT 1 GEN ADMIN	AFFIRMATIVE ACTION	ADMINISTRATION	050119	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	3701516052000099
ANACLETO, URBANO	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	CLINICAL PRACTICE	CLINICAL SERVICES	156374	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	3701516152504799
CAMARILLO, JEANETTE	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	COOK REGION	PERMANENCY SERVICES	475032	ACTIVE	DEERFIELD-COOK COUNTY	3701516478102099
CARRION, LUIS	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	EDUCATION/TRANSITION SERVICES	ADMINISTRATION	226219	ACTIVE	MAYWOOD OFFICE	3701516221001099
JIMENEZ, MOISES	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	COOK REGION	PERMANENCY SERVICES	480950	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	3701516488402099
MARTINEZ, EVELYN	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	824840	ACTIVE	NAPERVILLE FIELD OFFICE	3701516826004099
NAPOLES, ENOE	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	CLINICAL PRACTICE	CLINICAL SERVICES	153494	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	3701516152489099
NAVARRO, GLORIA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	CLINICAL PRACTICE	CLINICAL COORDINATOR	151888	ACTIVE	AURORA REGIONAL OFFICE	3701516152332099
NEGRON, IMARA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	823345	ACTIVE	JOLIET OFFICE	3701516824008099
ORTIZ, ZULEMA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	COOK CHILD PROTECTION	CHILD PROTECT SERV	898013	ACTIVE	MAYWOOD OFFICE	3701516894003099
PEREDES, MARIA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	COOK CHILD PROTECTION	CHILD PROTECT SERV	887831	ACTIVE	DEERFIELD-COOK COUNTY	3701516886003099
RAMIREZ, BEATRIZ	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	RECRUITMENT & RESOURCES	RECRUITMENT/RESOURCE	674488	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	3701516676003099
REBOLLEDO, ANGELA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	COOK CHILD PROTECTION	CHILD PROTECT SERV	884937	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	3701516885006099
REYES, THERESA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	821955	ACTIVE	WAUKEGAN OFFICE	3701516825001099
ROMERO, LILIANA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	CLINICAL PRACTICE	CLINICAL COORDINATOR	156582	ACTIVE	MAYWOOD OFFICE	3701516152481099
MARTINEZ, MARIO	SENIOR PUBLIC SERVICE ADMINISTRATOR	CHILD PROTECTION ADMIN	ADMINISTRATION	8010365	ACTIVE	SPRINGFIELD 406 E MONROE	4007016801100099
FRANCO, SARA	SOCIAL SERVICES PROGRAM PLANNER III	CONTRACTS	CONTRACTS	644299	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	4131316646001299
ALAVAZAREZ, MANDY	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	ADVOCACY OFFICE	ADVOCACY	658640	ACTIVE	SPRINGFIELD 4 W OFFICE	4131416657003199
BONEU LIBERT, FLAVIA	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	CHILD & FAMILY POLICY	CHILD & FAMILY POLCY	653697	ACTIVE	SPRINGFIELD 4 W OFFICE	4131416659102199
CASTRO, VANESSA	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	EDUCATION/TRANSITION SERVICES	STRENGTHENING FAMILI	224509	ACTIVE	ELGIN OFFICE	4131416223000598
CHAVEZ, RHONDA	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	ADVOCACY OFFICE	ADVOCACY	655983	ACTIVE	SPRINGFIELD 4 W OFFICE	4131416657003199
FELICIANO, DARLENE	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	CHILD & FAMILY POLICY	CHILD & FAMILY POLCY	657493	ACTIVE	SPRINGFIELD 4 W OFFICE	4131416659102199
SHETLER, NELIDA	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	CHILD & FAMILY POLICY	CHILD & FAMILY POLCY	653698	ACTIVE	SPRINGFIELD 4 W OFFICE	4131416659102199
WONG, CARLOS	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	RECRUITMENT & RESOURCES	RECRUITMENT/RESOURCE	679880	ACTIVE	AURORA REGIONAL OFFICE	4131416676001199
ZAVALA, LETICIA	TECHNICAL ADVISOR II	INSPECTOR GENERAL	ADMINISTRATION	263542	ACTIVE	OFFICE OF INSPECTOR GENERAL	4525216261001099
VERA, ADRIANA	TECHNICAL ADVISOR II (RC)	LEGAL SERVICES	ADMINISTRATION	030085	ACTIVE	JUVENILE COURT UNIT - NEW ANNEX	4525216032001199
MORENO, MARIA	TECHNICAL ADVISOR III (RC)	ADMINISTRATIVE HEARINGS UNIT	ADMIN LAW JUDGE	652495	ACTIVE	JUVENILE COURT UNIT - NEW ANNEX	4525316651000599



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	Northern Region			10-16-13			
7. AGENCY Working Position	8. SECTION	Child Protection						
9. AGENCY Working Position	10. WORK LOCATION	Rockford						
11. AGENCY Working Position	12. BARGAINING/TERM CODE	RC062			N			

- 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, FUNCTIONS

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. 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.)

Public Service Administrator 37016-16-31-100-60-99 **WORKING TITLE (IF ANY)**
Investigations 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 limited headcount.

Position Title	Position Number	No. of Incumbent or Partial Incumbent

19. ESPECIATED 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 LICENSING 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
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	1	2	3	4
13. POSITION Mandatory Position Child Protection		14. WORK LOCATION Mandatory Position Rockford		15. BARGAINING TERM CODE RC082		16. WORKSHEET CODE 0 101 Y R		17. ESTABLISHMENT 10-16-13	

- 1002: ESTABLISH
- 1003: EXEMPT CODE CHANGE
- 1004: POSITION NUMBER CHANGE
- 1005: CLARIFY
- 1006: ADDITIONAL POSITIONAL CHANGE
- 1007: WORK COUNTY CHANGE
- 1008: ABOLISH
- 1009: DOWNGRADING REALLOCATION
- 1010: LATERAL REALLOCATION
- 1011: SPECIAL MANAGEMENT

18. DUTY STATEMENT AND ACCURATE STATEMENT OF POSITION RESPONSIBILITIES

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.

35% 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.

25% 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.

10% 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.

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. Determines the need for and coordinates the placement of children in substitute care facilities; provides recommendations and testifies in court regarding investigative findings.

5% 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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PERCENTAGE OF TIME	DUTY DESCRIPTION
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 assigning and holding 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 AGENCY
Investigations 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 team leads or subordinated kind of headcount:

Position Title	Position Number	No. of Incumbent or Filled Vacancies

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 TASKS 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
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 CLARIFY
- 010005 ADDITIONAL IDENTICAL CHANGE
- 010006 WORK COUNTY CHANGE
- 010007 AMPLIFY
- 010008 REWORK/REALLOCATION
- 010009 LATERAL REALLOCATION
- 010010 LATERAL REALLOCATION

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 clients of their rights to appeal the service plan and provide written notice of appeal.

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 PROVIDED ON INCUMBENTS, THE PHRASE "SOME AS SUPERVISOR" CAN BE AVOIDED.

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
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position Child Welfare Advanced Specialist		WORKING TITLE (IF ANY)		28	85	2. POSITION NUMBER 07215-16-31-600-72-99 07215-16-31-600-71-99				
3. AGENCY Existing Position Children & Family Services		4. BUREAU/DIVISION Northern Region			0	019	Y	R		
10. SECTION Existing Position Operations		11. UNIT Permanency			12. WORKSCHEDULE		13. EFFECTIVE DATES 12-16-14			
14. WORK LOCATION Existing Position DeKalb		15. BARGAINING/TERM CODE RC063		Rate Group N		<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"/> M201 UPWARD REALLOCATION				

16. 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.

Director of CAS Services: *[Signature]* DATE: DEC 15 2014 *[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 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 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.



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 07217-16-13-210-11-89			
3. AGENCY Existing Position		4. BUREAU/CATEGORY			0	045	Y	R	5. EMPLOYMENT DATE 07-01-13
Child Welfare Senior Specialist		Regulation and Monitoring							
Children & Family Services		11. UNIT							
High End Monitoring of Residential and ILO/TL/POS/IFS									
14. WORK LOCATION Existing Position		15. SAC/AGENCY/TERM CODE			<input type="checkbox"/> NEW/ ESTABLISH <input type="checkbox"/> NEW/ EXEMPT 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		RC083			N				
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 Inland 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 Case Specialist		Signature of Supervisor			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
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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 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
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 AGENCY CHANGE <input type="checkbox"/> M008 WORK AGENCY CHANGE <input type="checkbox"/> M009 ABOLISH <input type="checkbox"/> M010 DOWNWARD REALLOCATION <input type="checkbox"/> M012 LATERAL REALLOCATION <input type="checkbox"/> M018 UPWARD 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>										
<p>25% 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>										
<p>20% 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>										
<p>20% 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: 12/18/14
 WORKING POSITION SIGNATURE: *Solva D. Best* 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

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.



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
Child Welfare Nurse Specialist		Clinical Practice and Development				01-01-15	
5. AGENCY Employment Position		6. BUREAU/SECTION					
Children and Family Services		Clinical Practice and Development					
7. POSITION Employment Position		8. UNIT					
Office of Nursing Services							
9. WORK LOCATION Employment Position		10. BARRACLOUGH/STATION CODE		None			
Chicago		RC023		N			
11. % OF TIME		12. 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 Homebased 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 availability of services to community hospitals.</p>					
DIRECTOR OF PROFESSIONS		SUPERVISOR		APPROVING SUPERVISOR		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
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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 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
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Day Care Licensing Rep II		WORKING TITLE (IF ANY)		CLASS CODE 29	GRADE SS	2. POSITION NUMBER 11472-10-13-610-11-89	
3. AGENCY Children & Family Services		4. BUREAU/SECTION Regulation and Monitoring II Unit		CLASS CODE	GRADE	CLASS CODE	GRADE
5. DIVISION Licensing		6. WORK LOCATION Chicago		13. BARGAINING UNIT CODE RC063		14. EMPLOYMENT DATE 10-01-14	
15. COMP-UNIT, CURRENT AND ACQUISITION STATUS OF POSITION		16. POSITION IDENTIFICATION		<input type="checkbox"/> M0001 ESTABLISH <input type="checkbox"/> M0002 SCOPE CODE CHANGE <input type="checkbox"/> M0003 POSITION NUMBER CHANGE <input type="checkbox"/> M0004 CLASSIFY <input type="checkbox"/> M0007 ADDITIONAL POSITION CHANGE <input type="checkbox"/> M0008 WORK COUNTY CHANGE <input type="checkbox"/> M0009 ASSIGN <input type="checkbox"/> M0010 SUPERVISOR RELOCATION <input type="checkbox"/> M0011 LATERAL PROMOTION <input type="checkbox"/> M0012 RECLASSIFICATION			
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 calling agencies concerned with inspecting, licensing, funding, and operating day care centers, day care homes, or group day care homes.						
SUPERVISOR'S SIGNATURE <i>Singee P. Khalil</i> DATE 10/20/14		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.



Illinois Department of CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Executive Secretary III		WORKING TITLE (IF ANY)		29	SS2	2. POSITION NUMBER 14033-18-19-000-08-29			
3. AGENCY Children & Family Services		4. WORKING DIVISION Placement and Permanency				5. FUND CODE 0	6. FUND OBJECT 018	7. FUND AREA N	8. FUND CLASS R
13. POSITION CLASSIFICATION Deputy Director's Office		15. BARBARA/KRUMHOLTZ CODE RC014				12. WORKING DATE 08-18-12			
14. WORK LOCATION Chicago		15. BARBARA/KRUMHOLTZ CODE RC014		Debit Group	Y	<input type="checkbox"/> M0001 ESTABLISH <input type="checkbox"/> M0002 DELETE 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			
9. OF TYPE		10. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS Subject to management approval of the Deputy Director, performs highly responsible secretarial and administrative work; types a variety of complex and confidential materials; attends and provides input into various staff meetings; provides information on departmental activities in response to various inquiries; interprets policy, procedures and directives to Department staff; maintains confidential files and materials; serves as personnel liaison; translates and interprets, both orally and in writing, for Spanish speaking clients.							
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.								
APPROVED BY		RECEIVED		DATE		DATE			
<i>[Signature]</i>		AUG 6 8 2012		<i>Richard H. Colvin</i>		08-18			

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 Incumbents 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 REVENUES, 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.

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 19 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.

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.



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. EMPLOYMENT 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 POSITION
- 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

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

DATE: 9-18-13

RECEIVED SEP 25 2013

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			
11. UNIT		12. BARGAINING UNIT CODE		13. EMPLOYMENT DATE	
Operations		RC014		10-18-12 #7673	
14. WORK LOCATION		15. PLAN GROUP		<input type="checkbox"/> 60481 ESTABLISH <input type="checkbox"/> 60482 EMPLOY CODE CHANGE <input type="checkbox"/> 60484 POSITION NUMBER CHANGE <input type="checkbox"/> 60486 CLASSIFY <input type="checkbox"/> 60487 ADDITIONAL IDENTIAL CHANGE <input type="checkbox"/> 60489 WORK COUNTY CHANGE <input type="checkbox"/> 60491 ADJUST <input type="checkbox"/> 60492 PROMOTION/RELOCATION <input type="checkbox"/> 60493 LEAVE RELOCATION <input type="checkbox"/> 60494 RECLASSIFICATION	
Harvey		N			
<p>16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS</p> <p>Under direction of the Area Administrator, performs technical, administrative secretarial and office 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.</p>					
20%	<p>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.</p>				
20%	<p>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.</p>				
10%	<p>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.</p>				
10%	<p>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.</p>				
10%	<p>6. Receives, sorts, and reads incoming mail for administrator, making notations if needed; attaches appropriate documents to facilitate necessary actions; determines routing and signature required.</p>				
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 SPECIFICATION" 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.



State Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Working Position	WORKING TITLE (IF ANY)	STEP	GRADE	2. POSITION NUMBER
Public Service Administrator	Investigations Team Supervisor	29	896	37015-10-S1-100-00-89
3. AGENCY Working Position	4. BUREAU/ DIVISION			
Children and Family Services	Northern Region			
10. REGION Working Position	11. UNIT	0	101	N R
Operations	Child Protection/Investigations	12. WORK CODE 12-16-14		
14. WORK LOCATION Working Position	16. BARGAINING/TERM CODE	Rate	Benefit	
Rockford	RC063		N	

- M001 ESTABLISH
- M002 EMPTY CODE CHANGE
- M003 POSITION NUMBER CHANGE
- M006 CLARIFY
- M007 ADDITIONAL BUREAU CHANGE
- M008 WORK COUNTY CHANGE
- M009 ABOLISH
- M010 BUREAU REALLOCATION
- M011 LATERAL REALLOCATION
- M012 POST OFF 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: *Simon H. Kelly* 12/16/14

APPROVED BY SUPERVISOR: *Patricia Meyer* 12-16-14

DATE: 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, evaluating, conducting the hiring 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.

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
GENERAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Social Service Program Planner (B)	WORKING TITLE (IF ANY)	CLASS CODE 29	POSITION GRADE 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	5. DIVISION CODE 0	6. CLASS CODE 016	7. POSITION GRADE Y
8. LOCATION Chicago	9. UNIT RC002	10. BARGAINING UNIT CODE N	11. POSITION EFFECTIVE DATE 10-01-13	12. POSITION HISTORY <input type="checkbox"/> 00001 ESTABLISH <input type="checkbox"/> 00002 EMPLOY CODE CHANGE <input type="checkbox"/> 00004 POSITION NUMBER CHANGE <input type="checkbox"/> 00008 CLARIFY <input type="checkbox"/> 00007 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> 00009 WORK COUNTY CHANGE <input type="checkbox"/> 00011 ABOLISH <input type="checkbox"/> 00014 CHANGED REALLOCATION <input type="checkbox"/> 00015 LATERAL REALLOCATION <input type="checkbox"/> 00016 SPINOFF REALLOCATION
13. COPY TYPE	14. 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%
20%
20%
10%

- 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.
- 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.
- 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.
- 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 AND SIGNED <i>Sine McNeil</i> 10/2/13	RECEIVED OCT 0 1 2013	ACCEPTED BY SIGNED <i>Theresa H. Colvin</i>	DATE 8-30-13
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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			
13. WORK LOCATION Rockford		15. BUREAU/TERM CODE RC082			16. EMPLOYMENT CODE N		17. WORKING CODE 03-01-13				
14. WORK LOCATION		15. BUREAU/TERM CODE			16. EMPLOYMENT CODE		17. WORKING CODE				

- M001 ESTABLISH
- M002 IDENTIFY CODE CHANGE
- M003 POSITION NUMBER CHANGE
- M004 CLASSIFY
- M007 ADDITIONAL IDENTICAL CHANGE
- M008 WORK COUNTY CHANGE
- M009 ABOLISH
- M010 DOWNWARD RELOCATION
- M011 LATERAL RELOCATION
- M012 UPWARD RELOCATION

18. COMPLETE, CURRENT AND ACCURATE 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%

1. 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.
2. 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.
3. 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.

APPROVED BY <i>[Signature]</i>	APPROVED BY <i>[Signature]</i>	AGENCY HUMAN RESOURCES <i>[Signature]</i>	DATE 7-1-13
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12813

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 assigning and reviewing work, preparing, conducting and signing Performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the treatment of this position.)

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

WORKING TITLE (IF ANY)
Recruitment and Resource Team
Coordinator

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

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

19. SPECIALIZED KNOWLEDGE, SKILL, AND/OR 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 MEASURES OR 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.



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 Category 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 ANNULL <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 PERSONNEL RECEIVED		29	SS	2. POSITION NUMBER 45253-16-24-200-10-89					
3. AGENCY 2011 JUN 20 P		4. DIVISION Guardian and Advocacy				5. CLASS CODE 445 018		6. GRADE Y		7. RANGE R	
8. FUNCTION Children & Family Services		9. DUTY DESCRIPTION Policy and Advocacy				10. EFFECTIVE DATE 04-18-12					
11. LOCATION Administrative Hearings		12. BARGAINING TERM CODE RC010				13. PROBATION PERIOD 4		14. SPECIAL INSTRUCTIONS <input type="checkbox"/> MASH1 ESTABLISH <input type="checkbox"/> MASH2 IDENTIFY CODE CHANGE <input type="checkbox"/> MASH3 POSITION NUMBER CHANGE <input type="checkbox"/> MASH4 CLASSIFY <input type="checkbox"/> MASH5 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MASH6 WORK COUNTY CHANGE <input type="checkbox"/> MASH7 ABOLISH <input type="checkbox"/> MASH8 DOWNWARD REALLOCATION <input type="checkbox"/> MASH9 LATERAL REALLOCATION <input type="checkbox"/> MASH10 UPWARD REALLOCATION			
15. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS											
<p>Under administrative direction of the Chief Administrative Law Judge, monitors the adjudication 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.</p>											
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 current law.										
DIRECTOR OF CMS SERVICES		BUREAU OF PERSONNEL				AGENCY HEAD SIGNATURE		DATE			
<i>[Signature]</i>		APR 25 2012				<i>[Signature]</i>		4/25/12			
Tech Serv 1585											

16. (CONTINUED)	
% OF TIME	
5%	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" AND SHOULD BE USED ONLY WHERE NECESSARY TO DESCRIBE THE SPECIALIZED KNOWLEDGE, SKILL, ABILITY, OR EXPERIENCE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. SPECIALIZED KNOWLEDGE, SKILL, ABILITY, OR EXPERIENCE OR CERTIFICATION SHOULD BE DESCRIBED IN TERMS OF SPECIFIC KNOWLEDGE, SKILL, ABILITY, OR EXPERIENCE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION.

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.