

JB Pritzker, Governor

**Dulce M. Quintero**, Secretary Designate

100 South Grand Avenue, East • Springfield, Illinois 62762 401 South Clinton Street • Chicago, Illinois 60607

DATE: April 1, 2024

## **MEMORANDUM**

TO: The Honorable John F. Curran, Senate Minority Leader

The Honorable Don Harmon, Senate President

The Honorable Tony McCombie, House Minority Leader The Honorable Emanuel "Chris" Welch, Speaker of the House

FROM: Dulce Quintero

Secretary Designate

Illinois Department of Human Services

SUBJECT: State Services Assurance Act Annual Report – Staffing Level of Bilingual Employees

The Illinois Department of Human Services respectfully submits the State Services Assurance Act Annual Report on behalf of the Office of Hispanic and Latino Affairs in order to fulfill the requirements set forth in 5 ILCS 382/3-20.

If you have any questions or comments, please contact Ramon Ortiz, Office of Hispanic and Latino Affairs, at ramon.ortiz@illinois.gov.

cc: The Honorable JB Pritzker, Governor

John W. Hollman, Clerk of the House

Tim Anderson, Secretary of the Illinois Senate

Legislative Research Unit

State Government Report Center



# State Services Assurance Act Annual Report

**April 1, 2024** 

Annual Report on the staffing level of bilingual on-board frontline employees within the Illinois Department of Human Services. In accordance with 5 ILCS 382/3-1 et seq., the Illinois Department of Human Services submits the following report to the Illinois General Assembly on or before April 1, 2024.

Dulce M. Quintero Secretary Designate



JB Pritzker, Governor

**Dulce M. Quintero, Secretary Designate** 

## **State Services Assurance Act Annual Report**

#### **Executive Summary**

The State Services Assurance Act recognizes that State government delivers many services to all Illinois residents. The Act notes that State services are used by many Illinois residents who do not speak the English language fluently. As such, the Act recognizes a need for bilingual State employees and "ensures the hiring and retention of additional bilingual frontline staff in State agencies where public services are most used".

The Act requires that on or before April 1st of each year, "each executive branch agency, board, commission shall prepare and submit a report to the General Assembly on the staffing level of bilingual employees. The report shall provide data from the previous month, including but limited to each employee's name, job title, job description and languages spoken".

As of March 1, 2024, the Illinois Department of Human Services (IDHS), had a total of 1,489 bilingual onboard frontline staff within a total of 68 different job titles. There are 13 different languages that IDHS bilingual staff cover: Arabic, Braille, Chinese, French, Hindi, Korean, Manual Communication, Polish, Russian, Serbo-Croatian, Spanish, Ukrainian, and Vietnamese. The top two languages spoken are Spanish (1081 bilingual employees) and Manual Communication (308 employees).

At the Illinois Department of Human Services there are bilingual frontline employees in all administrative offices and Divisions. The breakdown of bilingual frontline employees is as follows:



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<b>Grand Total</b>	1489
SUPR	3
Secretary's Office	1
Rehabilitation Services	245
Latino Relations	2
Office of Hispanic and	
Mental Health	44
Legislation	1
Legal	3
Inspector General	2
Human Resources	10
Fiscal	5
Services	1017
Family & Community	
Early Childhood	8
Disabilities	142
Developmental	
Communications	2
Business Services	1
Asst. Secretary's Office	3

### **State Services Assurance Act: Annual Report**

The <u>State Services Assurance Act</u><sup>1</sup> requires each executive branch agency to submit a report to the Illinois General Assembly on or before April 1<sup>st</sup> every year on the staffing level of bilingual on-board frontline staff in the RC-6, RC-9, RC-10, RC-14, RC-28, RC-42, RC-62, RC-63, and CU500 bargaining units in titles represented by AFSCME as of June 1, 2007.<sup>2</sup> "On-board frontline staff" means frontline staff in paid status.<sup>3</sup>

The State Services Assurance Act Annual Report must contain each employee's name, job title, job description, and languages spoken as of the previous month.<sup>4</sup>

The chart below identifies bilingual on-board frontline staff employed by the Department of Human Services as of March 1, 2024, by name, job title, and languages spoken. In addition, included in this report are the corresponding CMS 104 Job Description for each of the 68 titles that make up DHS frontline bilingual staff.

Bilingual On-Board Frontline Staff (as of March 1, 2024)				
EMPLOYEE NAME	JOB TITLE	POS No.	B.U.	LANGUAGE
ABAMA JEAN D	HS CASEWORKER	19785	RC62	Spanish
ABARCA MERCEDES	HS CASEWORKER	19785	RC62	Spanish
ABDELRAHEEM ASEEL G	HS CASEWORKER	19785	RC62	Arabic
ABED-RABBO JAMAL S	HS CASEWORKER	19785	RC62	Spanish
ABOYTES-PERALES MER	HS CASEWORKER	19785	RC62	Spanish
ABRAHAM LUCILA	SOC SERV CR TR	41320	RC62	Spanish
ABU-ELREISH TAMARA	SOC SER PROG PL4	41314	RC62	Spanish
ACACIA MAGALI	HS CASEWORKER	19785	RC62	Spanish
ACCOVE ANAMARIA	PUB SERV ADM	37015	RC63	Spanish
ACEVEDO NANCY	HS CASEWORKER	19785	RC62	Spanish
ACEVES LURDES M	ADM ASSISTANT 2	502	RC28	Spanish
ACOSTA EDUARDO	PUBLIC AID INVST	35870	RC63	Spanish
ACOSTA MILAGROS	HS CASEWORKER	19785	RC62	Spanish
ACOSTA NORA Y	PA ELIG ASST	35825	RC28	Spanish
ACOSTA VIRGINIA	HS CASEWORKER	19785	RC62	Spanish
ACUNA WOHALY G	SOC SERV CR TR	41320	RC62	Spanish
ADAME PATRICIA R	HS CASEWORKER	19785	RC62	Spanish
ADAMS NICOLE P	HS CASEWORKER	19785	RC62	Spanish
AGUAYO DANIEL	RHB CASE CRD II	38142	RC14	Spanish
AGUILAR ALEJANDRO	HS CASEWORKER	19785	RC62	Spanish
AGUILAR MARIA A	HUM SRV CSWK MAN	19788	RC62	Spanish
AGUILAR MELISSA	SOC SER PROG PL4	41314	RC62	Spanish
AGUILAR MELISSA V	PA QC RVWR	35892	RC62	Spanish
AGUILAR PERLA B	PA ELIG ASST	35825	RC28	Spanish
AGUILAR ROBERTO	HS CASEWORKER	19785	RC62	Spanish
AGUILAR WALTER E	HS CASEWORKER	19785	RC62	Spanish
AGUIRRE LORIAL A	HS CASEWORKER	19785	RC62	Spanish
AGUIRRE-AYALA DOLOR	PA ELIG ASST	35825	RC28	Spanish
AGUIRRE-ESCALANTE E	RHB CASE COORD I	38141	RC14	Spanish
AHN NARAEGOUN	SOC SERV CR TR	41320	RC62	Korean
ALARCON ANNETTE	HS CASEWORKER	19785	RC62	Spanish
ALBAYATI DUNIA S	HS CASEWORKER	19785	RC62	Arabic
ALBERTTIS ROSIO M	PA ELIG ASST	35825	RC28	Spanish
ALCAZAR ALONDRA	SOC SERV CR TR	41320	RC62	Spanish
ALCAZAR LILIBETH	HS CASEWORKER	19785	RC62	Spanish
ALEJANDRE JAMES N	SWITCHBRD OPR I	44411	RC14	Spanish
ALFARAJ RENAD K	SOC SERV CR TR	41320	RC62	Arabic
ALFARO ELIZABETH	HUM SRV CSWK MAN	19788	RC62	Spanish
ALFARO JACQUELINE	HS CASEWORKER	19785	RC62	Spanish
ALFARO ROCIO C	HS CASEWORKER	19785	RC62	Spanish
AL-HASNAWI THAER	HS CASEWORKER	19785	RC62	Arabic
ALI NISAR F	SOC SERV CR TR	41320	RC62	Hindi
ALI SAMER M	SOC SER PROG PL3	41313	RC62	Arabic
ALICEA MARGARITA	RHB CASE CRD II	38142	RC14	Spanish
ALJRAB SALEH N	SOC SERV CR TR	41320	RC62	Arabic

ALLEN NICOLE E	EDUCATOR	13100	RC63	Manual Communication
ALMANZA JESUS	HS CASEWORKER	19785	RC62	Spanish
ALOBAIDI RASHA	HS CASEWORKER	19785	RC62	Arabic
ALONSO ADRIAN	SOC SERV CR TR	41320	RC62	Spanish
ALPIZAR AIDE	PA ELIG ASST	35825	RC28	Spanish
ALTAMIRANO EMMA E	HUM SRV CSWK MAN	19788	RC62	Spanish
ALULEMA ALICIA M	HS CASEWORKER	19785	RC62	Spanish
ALVA ALEXANDRA	SOC SERV CR TR	41320	RC62	Spanish
ALVARADO BLANCA E	REHAB COUN SEN	38158	RC62	Spanish
ALVARADO JOHN M	HS CASEWORKER	19785	RC62	Spanish
ALVARADO MAGDALENA	RHB CASE CRD II	38142	RC14	Spanish
ALVARADO YENIFER M	HS CASEWORKER	19785	RC62	Spanish
ALVAREZ ERMA L	HS CASEWORKER	19785	RC62	Spanish
ALVAREZ FRANCISCO	HUM SRV CSWK MAN	19788	RC62	Spanish
ALVAREZ IVETTE	HS CASEWORKER	19785	RC62	Spanish
ALVAREZ JOYCE J	HS CASEWORKER	19785	RC62	Spanish
ALVAREZ LAURA I	HS CASEWORKER	19785	RC62	Spanish
ALVAREZ-LEYVA MARIS	OFFICE ASSISTANT	30010	RC14	Spanish
ALVAREZ-LOPEZ CLAUD	PA ELIG ASST	35825	RC28	Spanish
ALVAREZ-MUNIZ ARACE	HS CASEWORKER	19785	RC62	Spanish
AMAROCRUZ NORA I	HS CASEWORKER	19785	RC62	Spanish
AMAYAQUIJADA CLAUDI	HS CASEWORKER	19785	RC62	Spanish
ANAYA BRENDA	HS CASEWORKER	19785	RC62	Spanish
ANAYA SUSANA B	SOC SERV CR TR	41320	RC62	Spanish
ANDERSON VANESSA	M H ADMIN 1	26811	RC62	Manual Communication
ANDRADE GABRIELA	SOC SERV CR TR	41320	RC62	Spanish
ANDREAS-WILSON JENN	HS CASEWORKER	19785	RC62	Spanish
ANDRESEN MEGAN	RES CARE WORKER	38277	RC09	Manual Communication
ANDREW REBECCA E	EDUCATOR	13100	RC63	Braille
ANGON ELISA	HUMAN RESRCS REP	19692	RC62	Spanish
ANGON ESTEPHANIE	HS CASEWORKER	19785	RC62	Spanish
ANTILLON VIOLETA	HS CASEWORKER	19785	RC62	Spanish
ANTOLIN THOMAS P	M H TECHNICIAN 2	27012	RC09	Manual Communication
ANTONIO JORGE L	HS CASEWORKER	19785	RC62	Spanish
ANTUNEZ BEATRIZ R	HS CASEWORKER	19785	RC62	Spanish
AQUINO NELLY L	HS CASEWORKER	19785	RC62	Spanish
ARAIZA SARA	HUM SRV CSWK MAN	19788	RC62	Spanish
ARAMBURO VERONICA	PA ELIG ASST	35825	RC28	Spanish
ARANDA ESMERALDA	HS CASEWORKER	19785	RC62	Spanish
ARAR RANIA	SOC SERV CR TR	41320	RC62	Arabic
ARBISIDOUGHTY CHRIS	M H TECHNICIAN 2	27012	RC09	Manual Communication
ARCE ALEJANDRA	HS CASEWORKER	19785	RC62	Spanish
ARCE ANA M	PA ELIG ASST	35825	RC28	Spanish
ARCEO KARINA	HS CASEWORKER	19785	RC62	Spanish
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ARCEO MONICA	REHAB COUN SEN	38158	RC62	Spanish
ARCEO MONICA ARCOS DAVID	REHAB COUN SEN SOC SERV CR TR	38158 41320	RC62 RC62	Spanish Spanish

ARELLANO ELIZABETH	PA ELIG ASST	35825	RC28	Spanish
ARELLANO LIZBETH C	SOC SERV CR TR	41320	RC62	Spanish
ARELLANO MAURA A	HS CASEWORKER	19785	RC62	Spanish
ARENAS MARCOS V	HUM SRV CSWK MAN	19788	RC62	Spanish
ARES MINERVA	HUM SRV CSWK MAN	19788	RC62	Spanish
ARIAS ALEXIS	SOC SERV CR TR	41320	RC62	Spanish
ARIAS MONICA A	HS CASEWORKER	19785	RC62	Spanish
ARMEANU ANA M	REHAB COUN SEN	38158	RC62	Spanish
ARMENTA IRMA K	HS CASEWORKER	19785	RC62	Spanish
ARMENTA JOSE A	HUM SRV CSWK MAN	19788	RC62	Spanish
ARREAGA-GALVAN LIZE	SOC SERV CR TR	41320	RC62	Spanish
ARREOLAGUTIERREZ JO	PA ELIG ASST	35825	RC28	Spanish
ARRIAGA LIZZETH	HS CASEWORKER	19785	RC62	Spanish
ARRONIZ-VROOMAN YOL	PA ELIG ASST	35825	RC28	Spanish
ARROYO IGNACIO	HS CASEWORKER	19785	RC62	Spanish
ARROYO JOSE L	HS CASEWORKER	19785	RC62	Spanish
ARROYOHURSEY SILVIA	HS CASEWORKER	19785	RC62	Spanish
ARTEAGA BACILISA	SOC SERV CR TR	41320	RC62	Spanish
ASCENCIO KIYO Y	RHB CASE COORD I	38141	RC14	Spanish
ATEMPA ARMANDO	HUM SRV CSWK MAN	19788	RC62	Spanish
	M H TECHNICIAN 5			Manual Communication
ATKINSON LAURA F		27015	RC09	
AUFDENKAMP AMANDA M	RES CARE WORKER	38277	RC09	Manual Communication
AVILA XOCHITL A	OFFICE ASSISTANT	30010	RC14	Spanish
AVITIA IVONNE	PUB SERV ADM	37015	RC63	Spanish
AYALA ANNA L	SOC SERV CR TR	41320	RC62	Spanish
AYALA ARIADNE	HS CASEWORKER	19785	RC62	Spanish
AYALA CECILIA M	HS CASEWORKER	19785	RC62	Spanish
AYALA ELIZABETH	PA ELIG ASST	35825	RC28	Spanish
AYALA FERMIN	HS CASEWORKER	19785	RC62	Spanish
AYALA JOSE G	PA ELIG ASST	35825	RC28	Spanish
AYALA ROSARIO	HUM SRV CSWK MAN	19788	RC62	Spanish
AYALA SARA	HS CASEWORKER	19785	RC62	Spanish
AYALA-LEE ELIZABETH	SOCIAL WORKER 2	41412	RC63	Spanish
BABAKHANI MELISSA D	HUM SRV CSWK MAN	19788	RC62	Spanish
BAHENA LEONARDA	HUM SRV CSWK MAN	19788	RC62	Spanish
BAIG SAKEENA S	HS CASEWORKER	19785	RC62	Hindi
BAILEY RACHEL B	RES SERVICES SUP	38280	RC62	Manual Communication
BALDERAS DULCE M	HS CASEWORKER	19785	RC62	Spanish
BALDERRAMA CLAUDIA	HS CASEWORKER	19785	RC62	Spanish
BANDA MARIA I	HS CASEWORKER	19785	RC62	Spanish
BANZIGER BRYAN E	HAB PROG COORD	17960	RC62	Manual Communication
BARAJAS ABEL V	HS CASEWORKER	19785	RC62	Spanish
BARAJAS MARITZA	HS CASEWORKER	19785	RC62	Spanish
BARBOSA ANA A	HUM SRV CSWK MAN	19788	RC62	Spanish
BARBOZA MELISSA	SOC SERV CR TR	41320	RC62	Spanish
BARDO RENATE	HAB PROG COORD	17960	RC62	Manual Communication
BARRAGAN ERIKA G	HS CASEWORKER	19785	RC62	Spanish
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BARRERA ANNAMARIE	PA ELIG ASST	35825	RC28	Spanish
BARRERA EVENIN G	HS CASEWORKER	19785	RC62	Spanish
BARRERA KARISMA K	HS CASEWORKER	19785	RC62	Spanish
BARRERA MAYRA	HS CASEWORKER	19785	RC62	Spanish
BARRERA SYLVIA	HS CASEWORKER	19785	RC62	Spanish
BARRERA TERESA	PA ELIG ASST	35825	RC28	Spanish
BARRIOS IRIS G	HS CASEWORKER	19785	RC62	Spanish
BARRIOS MARIBEL	RHB CASE CRD II	38142	RC14	Spanish
BARRIOS ROSA M	REHAB COUN SEN	38158	RC62	Spanish
BASTE OHOOD M	HS CASEWORKER	19785	RC62	Arabic
BATTEN KIMBERLY M	EDUCATOR	13100	RC63	Braille
BELFORD BRIDGET A	RES CARE WORKER	38277	RC09	Manual Communication
BELLO MARLENE C	HS CASEWORKER	19785	RC62	Spanish
BELMONTE SONYA G	HS CASEWORKER	19785	RC62	Spanish
BELSAN NANCY	M H TECHNICIAN 2	27012	RC09	Spanish
BELTRE DORIS M	HS CASEWORKER	19785	RC62	Spanish
BELZER BRETT M	RES CARE WORKER	38277	RC09	Manual Communication
BENITEZ ANA P	RHB CASE CRD II	38142	RC14	Spanish
BENITEZ ANDRES	SEC THER AIDE 1	39901	RC09	Spanish
BENITEZ MAYRA	HS CASEWORKER	19785	RC62	Spanish
BENITEZ PAMELA	SOCIAL WORKER 2	41412	RC63	Spanish
BERGHAUS SANDRA S	RES CARE WORKER	38277	RC09	Manual Communication
BERKLEY EARNESTINE	RES CARE WORKER	38277	RC09	Manual Communication
BERNAL ROXETTE	SOC SERV CR TR	41320	RC62	Spanish
BETANCOURT NAYRA I	HS CASEWORKER	19785	RC62	Spanish
BIERNAT ADAM	HS CASEWORKER	19785	RC62	Polish
BINDER NANCY	REHAB COUN SEN	38158	RC62	Spanish
BIVANCO SELENE	HS CASEWORKER	19785	RC62	Spanish
BIVIN ROBIN L	EDUCATOR AIDE	13130	RC09	Manual Communication
BLAND STACI R	M H TECHNICIAN 2	27012	RC09	Manual Communication
BLASS DIANA M	HS CASEWORKER	19785	RC62	Spanish
BOIKO SOLOMIIA	SOC SERV CR TR	41320	RC62	Ukrainian
BOJORQUEZ RAUL	HS CASEWORKER	19785	RC62	Spanish
BOLANOS LUIS A	HUM SRV CSWK MAN	19788	RC62	Spanish
BOLIVAR ERIC	SOC SERV CR TR	41320	RC62	Spanish
BONILLA-ESCOBAR ELI	HS CASEWORKER	19785	RC62	Spanish
BONNELL KRISTY	M H TECHNICIAN 3	27013	RC09	Manual Communication
BORDEAN JONATHAN D	EDUCATOR	13100	RC63	Manual Communication
BORGMAN RACHAEL L	EDUCATOR	13100	RC63	Manual Communication
BOROWSKA RENATA	HS CASEWORKER	19785	RC62	Polish
BOTELLO BRENDA	HS CASEWORKER	19785	RC62	Spanish
BOTELLO CYNTHIA	HS CASEWORKER	19785	RC62	Spanish
BOTELLO CINTILIA BOTELLO MARIA R	HS CASEWORKER	19785	RC62	Spanish
BOTELLO ROBERTO	M H TECHNICIAN 2	27012	RC02	Manual Communication
BOWEN BRIANA S	EDUCATOR	13100	RC63	Manual Communication
BOWMAN JULIA H	EDUCATOR	13100	RC63	Braille
BOYAS JOSE L	HS CASEWORKER	19785		
DUTAS JUSE L	ILO CASENACKEK	19/82	RC62	Spanish

DD ALIA ADLIA TT LIDA ALAI	LIC CASELWORKER	40705	D.C.C.2	
BRAHMBHATT URMI N	HS CASEWORKER	19785	RC62	Hindi
BRAMASCO FRIKA	HS CASEWORKER	19785	RC62	Spanish
BRAMASCO SAUL	HS CASEWORKER	19785	RC62	Spanish
BRAVO PATRICIA	HS CASEWORKER	19785	RC62	Spanish
BRENNAN JOHN S	RES CARE WORKER	38277	RC09	Manual Communication
BRENNAN LORI J	EDUCATOR AIDE	13130	RC09	Manual Communication
BREUNIG KAREN J	M H TECHNICIAN 2	27012	RC09	Manual Communication
BRIBIESCA IVAN C	M H TECHNICIAN 2	27012	RC09	Manual Communication
BRITO EDER A	HS CASEWORKER	19785	RC62	Spanish
BRONSTEIN YOCHEVED	OFFICE ASSISTANT	30010	RC14	Spanish
BROWN ESMERALDA D	RES CARE WORKER	38277	RC09	Manual Communication
BRUERE KERSTIN A	EDUCATOR	13100	RC63	Manual Communication
BRUINGTON JILL D	PUB SERV ADM	37015	RC63	Manual Communication
BRYG KATARZYNA J	HS CASEWORKER	19785	RC62	Polish
BURCIAGA EILEEN	HS CASEWORKER	19785	RC62	Spanish
BURCIAGA FLORDEDAHL	HUM SRV CSWK MAN	19788	RC62	Spanish
BURGESS LINDSAY	REH WRKSP INST 1	38192	RC09	Manual Communication
BURGOS RUTH E	OFFICE ASSISTANT	30010	RC14	Spanish
BURNSIDE DESMOND	M H TECHNICIAN 2	27012	RC09	Manual Communication
BUSTOS JULIO C	REG NURSE 1	38131	RC23	Spanish
BUZZARD TERRIE L	REG NURSE 2	38132	RC23	Manual Communication
CABABAEZ ESTARLYN J	PA ELIG ASST	35825	RC28	Spanish
CABEZA RAMON L	REHAB COUN SEN	38158	RC62	Spanish
CADENAS BEATRIZ A	PA ELIG ASST	35825	RC28	Spanish
CAGUANA CELESTE A	PA ELIG ASST	35825	RC28	Spanish
CALDERO JUAN A	HUM SRV CSWK MAN	19788	RC62	Spanish
CALDERON CARMEN L	REHAB COUN SEN	38158	RC62	Spanish
CALDERON ESMERALDA	SOC SERV CR TR	41320	RC62	Spanish
CALDERON MARLENE	HS CASEWORKER	19785	RC62	Spanish
CALDERON XAVIER A	M H TECHNICIAN 3	27013	RC09	Manual Communication
CALDWELL GERRAH L	PUB SERV ADM	37015	RC63	Spanish
CAMACHO CAROLINA	PA ELIG ASST	35825	RC28	Spanish
CAMACHO FABIOLA	HS CASEWORKER	19785	RC62	Spanish
CAMACHO FLOR	SOC SERV CR TR	41320	RC62	Spanish
CAMACHO GLORIA	HS CASEWORKER	19785	RC62	Spanish
CAMACHO PRISCILA	HUM SRV CSWK MAN	19788	RC62	Spanish
CAMARENA ESMERALDA	HS CASEWORKER	19785	RC62	Spanish
CAMARENA MIRELLA	PA ELIG ASST	35825	RC28	Spanish
CAMARGO LIZETH	HS CASEWORKER	19785	RC62	Spanish
CAMARILLO ALEXANDRA	HS CASEWORKER	19785	RC62	Spanish
CAMPBELL ROSA L	HUM SRV CSWK MAN	19788	RC62	Spanish
CAMPOS ELIZABETH	HS CASEWORKER	19785	RC62	Spanish
CAMPOS LARISSA	HS CASEWORKER	19785	RC62	Spanish
CANCHOLA MARY E	PA ELIG ASST	35825	RC28	Spanish
CANDELAS JOSE R	PUB SERV ADM	37015	RC63	Spanish
CANTERO WENDY	HUM SRV CSWK MAN	19788	RC62	Spanish
CARBAJAL MARIA G	HS CASEWORKER	19785	RC62	Spanish

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CARBAJAL MELINA	OFFICE ASSISTANT	30010	RC14	Spanish
CARDENAS GUADALUPE	PA ELIG ASST	35825	RC28	Spanish
CARDENAS HENRY	SOC SERV CR TR	41320	RC62	Spanish
CAREY MIRANDA	REHAB COUN SEN	38158	RC62	Manual Communication
CARLIN KASSANDRA	HS CASEWORKER	19785	RC62	Spanish
CARLSON MATTHEW R	REG NURSE 2	38132	RC23	Manual Communication
CARMICHAEL-VALLEJO	REHAB COUN SEN	38158	RC62	Spanish
CARMONA ANABEL	HS CASEWORKER	19785	RC62	Spanish
CARMONA LUZ F	HUM SRV CSWK MAN	19788	RC62	Spanish
CARRENO ARIANA	SOC SERV CR TR	41320	RC62	Spanish
CARRILLO YANNETT	RHB CASE COORD I	38141	RC14	Spanish
CARTAGENA SANDRA	SOC SER PROG PL4	41314	RC62	Spanish
CARTER KELLY M	RES CARE WORKER	38277	RC09	Manual Communication
CARUTHERS ANDREW F	RES CARE WORKER	38277	RC09	Manual Communication
CARVAJAL CHRISTIAN	OFFICE ASSISTANT	30010	RC14	Spanish
CASILLAS LISSETT	REHAB COUN	38145	RC62	Spanish
CASILLAS NATALIE N	SOC SERV CR TR	41320	RC62	Spanish
CASTANEDA GENEVIEVE	PUB SERV ADM	37015	RC63	Spanish
CASTANEDA KARINA G	PA ELIG ASST	35825	RC28	Spanish
CASTANEDA MAGDALENO	HS CASEWORKER	19785	RC62	Spanish
CASTANEDA MARIA G	HS CASEWORKER	19785	RC62	Spanish
CASTANEDA NELLY	HS CASEWORKER	19785	RC62	Spanish
CASTILLEJA CLAUDIA	M H TECHNICIAN 2	27012	RC09	Spanish
CASTILLO ALEXANDRA	SOC SERV CR TR	41320	RC62	Spanish
CASTILLO DANIELA G	OFFICE ASSISTANT	30010	RC14	Spanish
CASTRO HORTENCIA	HS CASEWORKER	19785	RC62	Spanish
CATALAN WANDA	PUB SERV ADM	37015	RC63	Spanish
CAUDILLO JOHN A	HS CASEWORKER	19785	RC62	Spanish
CAUDILLO STEVEN J	ACT THERAP COORD	160	RC62	Manual Communication
CAZALES ROSE	HS CASEWORKER	19785	RC62	Spanish
CAZARES ADRIANA	HUM SRV CSWK MAN	19788	RC62	Spanish
CENTENO JOSEPHINE A	OFFICE COORD	30025	RC14	Spanish
CERVANTES GRISELDA	HS CASEWORKER	19785	RC62	Spanish
CERVANTES ROSITA	HS CASEWORKER	19785	RC62	Spanish
CERVERA ROSA I	HS CASEWORKER	19785	RC62	Spanish
CHAIREZ ERNESTO T	EXECUTIVE 1	13851	RC62	Spanish
CHAJON IGNACIA	PUB SERV ADM	37015	RC63	Spanish
CHAPA DUSTIE D	M H TECHNICIAN 3	27013	RC09	Manual Communication
CHAU THU T	SOC SERV CR TR	41320	RC62	Vietnamese
CHAVEZ BERNARDO	HS CASEWORKER	19785	RC62	Spanish
CHAVEZ JUAN M J	HS CASEWORKER	19785	RC62	Spanish
CHAVEZ MARLENE	PA ELIG ASST	35825	RC28	Spanish
CHAVEZ-ORTEGA JESSI	SOC SERV CR TR	41320	RC62	Spanish
CHEN TRACY	HS CASEWORKER	19785	RC62	Chinese
CHILDRESS MARIA C	STAFF DEV SPEC 1	41771	RC62	Manual Communication
CHIRE ANGEL E	HS CASEWORKER	19785	RC62	Spanish
CHRZAN GREGORY J	HS CASEWORKER	19785	RC62	Polish
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CHTIOUI BOUCHRA	HS CASEWORKER	19785	RC62	Arabic
CIMA ANNA L	HS CASEWORKER	19785	RC62	Spanish
CINTRON EVA D	PA ELIG ASST	35825	RC28	Spanish
CISNEROS ADRIANA	SOC SER PROG PL3	41313	RC62	Spanish
CISNEROS ANDRES	RES CARE WORKER	38277	RC09	Manual Communication
CLARO LUCIA	HS CASEWORKER	19785	RC62	Spanish
CLAYTON RHONDA	RES SERVICES SUP	38280	RC62	Manual Communication
CLAYTON TODD A	GUARD 3	17683	RC29	Manual Communication
CLEMENT JESSICA M	HEAR SPCH SPEC	18233	RC63	Manual Communication
COAKLEY BRANDON J	M H TECHNICIAN 2	27012	RC09	Manual Communication
COBIAN PRISCILLA	HS CASEWORKER	19785	RC62	Spanish
COLGLAZIER EVAN	M H TECHNICIAN 3	27013	RC09	Manual Communication
COLLAZO JONATHAN	SOC SERV CR TR	41320	RC62	Spanish
COLLINS PATRICK M	HEAR&SPCH TECH 2	18262	RC28	Manual Communication
COLON CINDY	RHB/MOBLITY INST	38163	RC62	Spanish
COLON MARY L	HS CASEWORKER	19785	RC62	Spanish
COLON PAULA	HS CASEWORKER	19785	RC62	Spanish
COLUNGA NANCY	HS CASEWORKER	19785	RC62	Spanish
CONCEPCION LAILA	HS CASEWORKER	19785	RC62	Spanish
CONDE MIGUEL A	PUB SERV ADM	37015	RC63	Spanish
CONTRERAS DAISY N	SEN PUB SERV ADM	40070	BBBR5	Spanish
CONTRERAS ITZEL	HS CASEWORKER	19785	RC62	Spanish
CONTRERAS-GARCIA AM	SOC SERV CR TR	41320	RC62	Spanish
COOK DAVE J I	OFFICE COORD	30025	RC14	Manual Communication
COOK TARA K	EDUCATOR AIDE		RC14 RC09	
		13130		Manual Communication
COPPOLA LEONARDO G	RHB CNSLR TRNEE	38159	RC62	Spanish
CORCES XOCHILT Y	HS CASEWORKER	19785	RC62	Spanish
CORDERO CRYSTAL	OFFICE ASSISTANT	30010	RC14	Spanish
CORDOVA XICLALI S	HS CASEWORKER	19785	RC62	Spanish
CORIANO CARMEN E	PA QC RVWR	35892	RC62	Spanish
CORONADO MILTON	HS CASEWORKER	19785	RC62	Spanish
CORRAL-VIZCARRA ANA	HS CASEWORKER	19785	RC62	Spanish
CORTES ELIZABETH	SWITCHBRD OPR 3	44413	RC14	Spanish
CORTES JAQUELINE	SOC SERV CR TR	41320	RC62	Spanish
CORTEZ WILLIAM D	HS CASEWORKER	19785	RC62	Spanish
COTTO RICKY	HS CASEWORKER	19785	RC62	Spanish
COURTNEY CATHERINE	EDUCATOR	13100	RC63	Braille
COUSINS KATHIA	SOC SERV CR TR	41320	RC62	Spanish
COVARRUBIAS ERICA V	SEC THER AIDE 1	39901	RC09	Spanish
COX PAUL A	HS CASEWORKER	19785	RC62	Spanish
CRAWFORD JESSICA L	EDUCATOR	13100	RC63	Manual Communication
CRITTENDEN DEIRDRA	HUM SRV CSWK MAN	19788	RC62	Spanish
CRUZ GUADALUPE T	PA ELIG ASST	35825	RC28	Spanish
CRUZ JOEL M	HS CASEWORKER	19785	RC62	Spanish
CRUZ PRIMITIVO	SOC SERV CR TR	41320	RC62	Spanish
CRUZ RAQUEL	SOC SERV CR TR	41320	RC62	Spanish
CRUZ SALINA I	SOC SERV CR TR	41320	RC62	Spanish

CRUZ YAZMIN	HUMAN RESRCS SPC	19693	RC62	Spanish
CRUZ-HURT MARIA S	EXECUTIVE 1	13851	RC62	Spanish
CUELLAR MARIA	HS CASEWORKER	19785	RC62	Spanish
CUEVAS JOSE R	HS CASEWORKER	19785	RC62	Spanish
CURRENS AMBER N	M H TECHNICIAN 2	27012	RC09	Manual Communication
CUTZ GERMAN R	PUB SERV ADM	37015	RC63	Spanish
CVETKOVIC NATALIA	SOC SERV CR TR	41320	RC62	Serbo-Croation
CZABALA MICHELLE E	HS CASEWORKER	19785	RC62	Polish
CZUPRYNSKI ESPERANZ	M H TECHNICIAN 2	27012	RC09	Spanish
DAILEY JOSEPH	M H TECHNICIAN 2	27012	RC09	Manual Communication
DAVALOS CRISTINA	HS CASEWORKER	19785	RC62	Spanish
DAVIDSON CHARLOTTE	PSYCHOLOGIST 1	35611	RC63	Manual Communication
DAVILA LILIA	PUB SERV ADM	37015	RC63	Spanish
DEAVER TRAVIS E	OFFICE COORD	30025	RC14	Manual Communication
DEGROOT TARRAH N	RES CARE WORKER	38277	RC09	Manual Communication
DEJESUS ANDREA	PUB SERV ADM	37015	RC63	Spanish
DELAGUILA ALFREDO J	HS CASEWORKER	19785	RC62	Spanish
DELANGEL NINA S	HS CASEWORKER	19785	RC62	Spanish
DELAPUENTE JOCELYN	OFFICE ASSISTANT	30010	RC14	Spanish
DELATORRE ANA P	HS CASEWORKER	19785	RC62	Spanish
DELAVEGA MARIA L	HUM SRV CSWK MAN	19788	RC62	Spanish
DELEON ELIZABETH	HUM SRV CSWK MAN	19788	RC62	Spanish
DELEON ROBERT	HS CASEWORKER	19785	RC62	Spanish
DELEON THERESA M	PUB SERV ADM	37015	RC63	Spanish
DELGADILLO SONIA	OFFICE ASSOCIATE	30015	RC14	Spanish
DELGADO CARINA	HS CASEWORKER	19785	RC62	Spanish
DELGADO DOMINGO	REHAB COUN SEN	38158	RC62	Spanish
DELGADO EDITH	HS CASEWORKER	19785	RC62	Spanish
DELGADO MARISOL	HS CASEWORKER	19785	RC62	Spanish
DELGADO SHARON Y	HS CASEWORKER	19785	RC62	Spanish
DELGADO-RAMIREZ JOS	HS CASEWORKER	19785	RC62	Spanish
DELOSSANTOS ALEJAND	HS CASEWORKER	19785	RC62	Spanish
DELOSSANTOS NAYEILI	SOC SERV CR TR	41320	RC62	Spanish
DELUNA ELVA L	EXECUTIVE 2	13852	RC62	Spanish
DEMPSEY ERIN M	PUB SERV ADM	37015	RC63	Manual Communication
DEREWONKO DARIUSZ	HS CASEWORKER	19785	RC62	Polish
DEVER ELIZABETH N	M H TECHNICIAN 3	27013	RC09	Manual Communication
DEZHACAYETANO BEREN	SOC SERV CR TR	41320	RC62	Spanish
DEZHA-CAYETANO MARL	HS CASEWORKER	19785	RC62	Spanish
DIAZ CLAUDIA	HS CASEWORKER	19785	RC62	Spanish
DIAZ HERMINIA	SOC SER PROG PL3	41313	RC62	Spanish
DIAZ JUAN M	HS CASEWORKER	19785	RC62	Spanish
DIAZ LIZETTE	HS CASEWORKER	19785	RC62	Spanish
DIAZ LUIS	SOC SERV CR TR	41320	RC62	Spanish
DIAZ MEYER G	HUM SRV CSWK MAN	19788	RC62	Spanish
DIAZ NATALIA	HS CASEWORKER	19785	RC62	Spanish
DIAZ RAFAEL	HS CASEWORKER	19785	RC62	Spanish

DIAZADA CON JENNIJEED	LIC CACELA/ODI/ED	40705	D.C.C.O.	C
DIAZARAGON JENNIFER	HS CASEWORKER	19785	RC62	Spanish
DIAZ-MIGUEL ANA P	HS CASEWORKER	19785	RC62	Spanish
DIAZRUIZ JHOSELIN M	HS CASEWORKER	19785	RC62	Spanish
DICKINSON DEBRA A	HAB PROG COORD	17960	RC62	Manual Communication
DIEHL RAE L	REG NURSE 2	38132	RC23	Manual Communication
DO DAN K	HS CASEWORKER	19785	RC62	Vietnamese
DOBSON SARAH MARIE	EDUCATOR	13100	RC63	Manual Communication
DOMERCANT WILKY P	REHAB COUN SEN	38158	RC62	Spanish
DOMINGUEZ ANA I	HS CASEWORKER	19785	RC62	Spanish
DOMINGUEZ DOLORES	PA ELIG ASST	35825	RC28	Spanish
DOMINGUEZ ELVIRA	HUM SRV CSWK MAN	19788	RC62	Spanish
DOMINGUEZ ERIKA Z	HS CASEWORKER	19785	RC62	Spanish
DONETS PAUL N	REHAB COUN SEN	38158	RC62	Manual Communication
DRAGICH CAROLYN M	M H TECHNICIAN 2	27012	RC09	Manual Communication
DRAMIN LISA S	EDUCATOR AIDE	13130	RC09	Manual Communication
DUARTE MAYRA E	SOC SERV CR TR	41320	RC62	Spanish
DURENO CHRISTOPHER	REHAB COUN SEN	38158	RC62	Manual Communication
DYE WILLIAM E	RES SERVICES SUP	38280	RC62	Manual Communication
ECHENIQUE MARIA A	HS CASEWORKER	19785	RC62	Spanish
ECHEVARRIA FABIOLA	HS CASEWORKER	19785	RC62	Spanish
EDWARDS SARA J	EDUCATOR	13100	RC63	Braille
EISCHEN KIMBERLY L	REHAB COUN SEN	38158	RC62	Manual Communication
ELIAS ADALBERTO	HUM SRV CSWK MAN	19788	RC62	Spanish
ELIAS DAISY	HS CASEWORKER	19785	RC62	Spanish
ELIZALDE-OCASIO GAB	HS CASEWORKER	19785	RC62	Spanish
ELIZARRARAZ SARA	HS CASEWORKER	19785	RC62	Spanish
ELLAZAR RICHARD B	M H TECHNICIAN 2	27012	RC09	Manual Communication
ELLIOTT ALAINA R	EDUCATOR	13100	RC63	Manual Communication
ELLIOTT GAVIN P	M H TECHNICIAN 2	27012	RC09	Manual Communication
ELLISON AMY B	RES CARE WORKER	38277	RC09	Manual Communication
ELSADAWY RANIA A	SOC SERV CR TR	41320	11005	Arabic
ELY LESLIE	REG NURSE 2	38132	RC23	Manual Communication
EMERICK TAMARA S	RES CARE WORKER	38277	RC09	Manual Communication
EMERY ANGELICA	HS CASEWORKER	19785	RC62	Spanish
ENRIQUEZ ANITA	SOC SERV CR TR	41320	RC62	Spanish
ENRIQUEZ ANNA A	HS CASEWORKER	19785	RC62	Spanish
ENRIQUEZ MELISA E	HS CASEWORKER	19785	RC62	Spanish
ERIXON BRENDA L	RES CARE WORKER	38277	RC02	Manual Communication
ESCATEL MARIA C	HS CASEWORKER			
		19785	RC62	Spanish
ESMAEL-REYES SADYA	HS CASEWORKER	19785	RC62	Spanish
ESPARZA MARLENE	SOCIAL WORKER 2	41412	RC63	Spanish
ESPINOSA MARIA P	SEN PUB SERV ADM	40070	BBBR5	Spanish
ESPINOSA MARIA P	SWITCHBRD OPR I	44411	RC14	Spanish
ESPINOZA ERIKA	HS CASEWORKER	19785	RC62	Spanish
ESPINOZA MICK	OFFICE ASSISTANT	30010	RC14	Spanish
ESQUIBIAS ESPERANZA	HS CASEWORKER	19785	RC62	Spanish
ESTEP JOSEPH A	ACCOUNT TECH 1	115	RC14	Manual Communication

ESTES KENNETH W	ELEC TECH	13360	RC14	Manual Communication
ESTRADA ANDRES	HS CASEWORKER	19785	RC62	Spanish
ESTRADA BERTHA A	HS CASEWORKER	19785	RC62	Spanish
ESTRADA GLORIA	HS CASEWORKER	19785	RC62	Spanish
ESTRADA VINCENT J	HS CASEWORKER	19785	RC62	Spanish
FELICIANO ANALYN	HUM SRV CSWK MAN	19788	RC62	Spanish
FELICIANO EDNA	HUMAN RESRCS SPC	19693	RC62	Spanish
FELICIANO NELSON	PA ELIG ASST	35825	RC28	Spanish
FELICIANO RUBEN D	HS CASEWORKER	19785	RC62	Spanish
FENNEWALD BRENNA	EDUCATOR	13100	RC63	Manual Communication
FERNANDEZ CLAUDIA A	PA ELIG ASST	35825	RC28	Spanish
FERNANDEZ EILEEN	SOC SERV CR TR	41320	RC62	Spanish
FERNANDEZ MANUEL M	HS CASEWORKER	19785	RC62	Spanish
FERNANDEZ MARILYN	HS CASEWORKER	19785	RC62	Spanish
FIERRO MARTIN E	HS CASEWORKER	19785	RC62	Spanish
FIESKE-NESHEIWAT AG	PUB SERV ADM	37015	RC63	Polish
FIGUEROA MARTHA I	SOC SERV CR TR	41320	RC62	Spanish
FIGUEROA PEDRO	PA ELIG ASST	35825	RC28	Spanish
FINNELLY GLORIA	EXECUTIVE 1	13851	RC62	Spanish
FITZGERALD KEVIN S	REHAB COUN SEN	38158	RC62	Spanish
FLETCHER JAMES E	INFO SYS ANAL II	21166	RC63	Manual Communication
FLORES CAMILLE	RHB CASE CRD II	38142	RC14	Spanish
FLORES ELIZABETH	HS CASEWORKER	19785	RC62	Spanish
FLORES JAIME E	HS CASEWORKER	19785	RC62	Spanish
FLORES MARIA C	HS CASEWORKER	19785	RC62	Spanish
FLORES MARIA V	HS CASEWORKER	19785	RC62	Spanish
FLORES RACHEL	HS CASEWORKER	19785	RC62	Spanish
FLORIVAL LYS S	HS CASEWORKER	19785	RC62	Spanish
FOLSTER PAUL A	RES CARE WORKER	38277	RC09	Manual Communication
FONSECA JUAN E	HS CASEWORKER	19785	RC62	Spanish
FORBES PHOENIX	HS CASEWORKER	19785	RC62	Spanish
FORD JUSTIN L	RES CARE WORKER	38277	RC09	Manual Communication
FOSTER MARY J	RES CARE WORKER	38277	RC09	Manual Communication
FRAAS MARY A	PUB SERV ADM	37015	RC63	Manual Communication
FRAGOSO VALENTIN	SEC THER AIDE 1	39901	RC09	Spanish
FRAIRE RAMON	HS CASEWORKER	19785	RC62	Spanish
FRANCO ALEJANDRO	HS CASEWORKER	19785	RC62	Spanish
FRANCO AMELIA	HS CASEWORKER	19785	RC62	Spanish
FREDERICK BARBARA	SUP SVC WORKER	44238	RC09	Manual Communication
FRENCH BARBARA J	EDUCATOR	13100	RC63	Braille
FROMME KATHRYN C	EDUCATOR	13100	RC63	Manual Communication
FRYE JASON E	EDUCATOR	13100	RC63	Manual Communication
FRYE NICOLE H	EDUCATOR	13100	RC63	Manual Communication
FUENTES-RACHUM FATI	HS CASEWORKER	19785	RC62	Spanish
GALAN ANGEL	SOC SERV CR TR	41320	RC62	Spanish
GALARZA ARACELI	HS CASEWORKER	19785	RC62	Spanish
GALARZA FANNY	HS CASEWORKER	19785	RC62	Spanish
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GALARZA LUZ E	HS CASEWORKER	19785	RC62	Spanish
GALARZA VERONICA M	PA ELIG ASST	35825	RC28	Spanish
GALLARZO MARIA D	SOC SERV CR TR	41320	RC62	Spanish
GALVAN PATRICIA	HS CASEWORKER	19785	RC62	Spanish
GALVEZ MARTA A	PA ELIG ASST	35825	RC28	Spanish
GAMINO MARIANA	SOC SERV CR TR	41320	RC62	Spanish
GAONALEON GINA	PA ELIG ASST	35825	RC28	Spanish
GARAY ARIANA	PA ELIG ASST	35825	RC28	Spanish
GARCIA ABIGAIL	OFFICE ASSISTANT	30010	RC14	Spanish
GARCIA AIDE E	HS CASEWORKER	19785	RC62	Spanish
GARCIA ALEJANDRA	HS CASEWORKER	19785	RC62	Spanish
GARCIA CAROLINA	SOC SERV CR TR	41320	RC62	Spanish
GARCIA CHRISTINA M	SOC SERV CR TR	41320	RC62	Spanish
GARCIA CRISTINA	SOC SERV CR TR	41320	RC62	Spanish
GARCIA DENISE	SWITCHBRD OPR I	44411	RC14	Spanish
GARCIA DENISE M	HS CASEWORKER	19785	RC62	Spanish
GARCIA DIANA	HS CASEWORKER	19785	RC62	Spanish
GARCIA EDDY G	HS CASEWORKER	19785	RC62	Spanish
GARCIA ELICIA V	HS CASEWORKER	19785	RC62	Spanish
GARCIA ERIKA I	HS CASEWORKER	19785	RC62	Spanish
GARCIA GABRIELA	PA ELIG ASST	35825	RC28	Spanish
GARCIA GUDELIA	HS CASEWORKER	19785	RC62	Spanish
GARCIA HILDA	HS CASEWORKER	19785	RC62	Spanish
GARCIA JAIME J	HS CASEWORKER	19785	RC62	Spanish
GARCIA JESSICA M	HS CASEWORKER	19785	RC62	Spanish
GARCIA JOEL	HS CASEWORKER	19785	RC62	Spanish
GARCIA JORGE D	PUB SERV ADM	37015	RC63	Spanish
GARCIA MARISOL	HS CASEWORKER	19785	RC62	Spanish
GARCIA MAYRA	RHB CASE CRD II	38142	RC14	Spanish
GARCIA MAYRA I	HS CASEWORKER	19785	RC62	Spanish
GARCIA MELISSA	HS CASEWORKER	19785	RC62	Spanish
GARCIA MIRIAHM I	HS CASEWORKER	19785	RC62	Spanish
GARCIA OLGA L	PA ELIG ASST	35825	RC28	Spanish
GARCIA RICARDO	HS CASEWORKER	19785	RC62	Spanish
GARCIA RICHARD M	HS CASEWORKER	19785	RC62	Spanish
GARCIA SANDRA I	HS CASEWORKER	19785	RC62	Spanish
GARCIA SELENE	PUB SERV ADM	37015	RC63	Spanish
GARCIA SELENE GARCIA VIANNEY G	HS CASEWORKER	19785	RC62	Spanish
GARCIA-MARTINEZ MON	HS CASEWORKER	19785	RC62	Spanish
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GARCIAROJAS JENNIFE	OFFICE ASSISTANT	30010	RC14	Spanish  Manual Communication
GARNER JAMAL B	RES CARE WORKER	38277	RC09	Manual Communication
GARNETT JENNIFER K	REG NURSE 2	38132	RC23	Manual Communication
GARVER NATALIE S	EDUCATOR INST 4	13100	RC63	Manual Communication
GARZA MANUTA	REH WRKSP INST 1	38192	RC09	Manual Communication
GARZA JUANITA	HUM SRV CSWK MAN	19788	RC62	Spanish
GARZON ADLARR F	HS CASEWORKER	19785	RC62	Spanish
GASZCZ MARCEL	HS CASEWORKER	19785	RC62	Polish

GAVINA AMELIA	SEN PUB SERV ADM	40070	BBBR5	Spanish
GIL CARMELA	HS CASEWORKER	19785	RC62	Spanish
GIL LETICIA	PA ELIG ASST	35825	RC28	Spanish
GIMBLE SOPHIE L	EDUCATOR	13100	RC63	Manual Communication
GIPSON JOSELINE	HUM SRV CSWK MAN	19788	RC62	Spanish
GIRALDO LUZ E	HS CASEWORKER	19785	RC62	Spanish
GIYO DONALD I	HS CASEWORKER	19785	RC62	Spanish
GODINEZ DIANA C	HS CASEWORKER	19785	RC62	Spanish
GOLDWIRE MIA M	M H TECHNICIAN 2	27012	RC09	Manual Communication
GOMEZ CRYSTINE M	PA ELIG ASST	35825	RC28	Spanish
GOMEZ FABIOLA	HS CASEWORKER	19785	RC62	Spanish
GOMEZ JACQUELINE	HS CASEWORKER	19785	RC62	Spanish
GOMEZ JACQUELYN	HS CASEWORKER	19785	RC62	Spanish
GOMEZ JAVIER	SOC SERV CR TR	41320	RC62	Spanish
GOMEZ MAGDA	INTER SEC INV 2	21732	RC62	Spanish
GOMEZ ROSANNA	RHB CNSLR TRNEE	38159	RC62	Spanish
GOMEZ VIVIANA	HS CASEWORKER	19785	RC62	Spanish
GOMEZ-MORA YOLANDA	HS CASEWORKER	19785	RC62	Spanish
GONZALEZ ADRIAN	HS CASEWORKER	19785	RC62	Spanish
GONZALEZ AYME J	HUM SRV CSWK MAN	19788	RC62	Spanish
GONZALEZ JOHANNA B	EXECUTIVE 2	13852	RC62	Spanish
GONZALEZ JORGE	HS CASEWORKER	19785	RC62	Spanish
GONZALEZ LAURA L	PA ELIG ASST	35825	RC28	Spanish
GONZALEZ MAGDALENA	HS CASEWORKER	19785	RC62	Spanish
GONZALEZ MAYRA A	HS CASEWORKER	19785	RC62	Spanish
GONZALEZ MILAGROS	SOC SERV CR TR	41320	RC62	Spanish
GONZALEZ MOISES R	SECURITY OFFICER	39870	RC29	Spanish
GONZALEZ NATALIE G	SOC SERV CR TR	41320	RC62	Spanish
GONZALEZ NOEMI A	HUM SRV CSWK MAN	19788	RC62	Spanish
GONZALEZ NORMA	PUB SERV ADM	37015	RC63	Spanish
GONZALEZ ROSA L	HUM SRV CSWK MAN	19788	RC62	Spanish
GONZALEZ SARAHI	OFFICE ASSISTANT	30010	RC14	Spanish
GONZALEZ SOFIA	HUM SRV CSWK MAN	19788	RC62	Spanish
GONZALEZ STEPHANIE	SOC SERV CR TR	41320	RC62	Spanish
GONZALEZ TERESITA F	HS CASEWORKER	19785	RC62	Spanish
GONZALEZ YANELI	HS CASEWORKER	19785	RC62	Spanish
GONZALEZCOLON TANYA	HS CASEWORKER	19785	RC62	Spanish
GONZALEZ-DIAZ ADELA	PA ELIG ASST	35825	RC28	Spanish
GONZALEZ-MURILLO MA	HS CASEWORKER	19785	RC62	Spanish
GOODALL BRANDI L	M H TECHNICIAN 2	27012	RC09	Manual Communication
GOOD-DEAL CHRISTINE	PUB SERV ADM	37015	RC63	Manual Communication
GOODMAN RAKYM C	M H TECHNICIAN 1	27011	RC09	Manual Communication
GRAMATIKOV AUREAMAR	REG NURSE 1	38131	RC23	Manual Communication
GRAMATIKOV VESSELIN	REG NURSE 1	38131	RC23	Manual Communication
GRANILLOSANCHEZ AND	SOC SERV CR TR	41320	RC62	Spanish
GRAY SHELLY A	M H TECHNICIAN 2	27012	RC09	Manual Communication
GRIEME CARRIE E	EDUCATOR	13100	RC63	Manual Communication

GROVE JACOB A	M H TECHNICIAN 3	27013	RC09	Manual Communication
GRYGIEL JULIE D	EDUCATOR	13100	RC63	Manual Communication
GUAN QUEENIE J	SOC SERV CR TR	41320	RC62	Chinese
GUAN YING J	HS CASEWORKER	19785	RC62	Chinese
GUDINO MONICA C	RHB CASE CRD II	38142	RC14	Spanish
GUERECA YESENIA	HS CASEWORKER	19785	RC62	Spanish
GUERRERO DIANA S	ADM ASSISTANT 2	502	RC28	Spanish
GUERRERO LORENA E	HS CASEWORKER	19785	RC62	Spanish
GUERRERO LUCERO T	HS CASEWORKER	19785	RC62	Spanish
GUERRERO MAYELA	HS CASEWORKER	19785	RC62	Spanish
GUIDISH ALLISON	EDUCATOR	13100	RC63	Manual Communication
GUILLEN CAROLINE	HS CASEWORKER	19785	RC62	Spanish
GUTIERREZ BERTALI	HS CASEWORKER	19785	RC62	Spanish
GUTIERREZ DAISY M	HS CASEWORKER	19785	RC62	Spanish
GUTIERREZ ESAU	HUM SRV CSWK MAN	19788	RC62	Spanish
GUTIERREZ LIDIA M	PA ELIG ASST	35825	RC28	Spanish
GUTIERREZ RAUL I	HS CASEWORKER	19785	RC62	Spanish
GUY CHRISTOPHER D	SOC SERV CR TR	41320	RC62	Spanish
GUZMAN CHRISTIAN	HS CASEWORKER	19785	RC62	Spanish
GUZMAN RICHARD	EXECUTIVE 1	13851	RC62	Spanish
GUZMAN ROSA E	OFFICE ASSISTANT	30010	RC14	Spanish
GUZMAN VANESSA	SOC SERV CR TR	41320	RC62	Spanish
HADDAD MUHAND T	HS CASEWORKER	19785	RC62	Arabic
HADZIMURATOVIC BRAN	M H TECHNICIAN 2	27012	RC09	Serbo-Croation
HAJABDALAH HEBA	SOC SERV CR TR	41320	RC62	Arabic
HALL CHRISTINE A	EDUCATOR	13100	RC63	Manual Communication
HANSON-FONDEUR KRIS	M H TECHNICIAN 3	27013	RC09	Manual Communication
HARBISON JACOB A	RES CARE WORKER	38277	RC09	Manual Communication
HARRIS JERMAINE C	M H TECHNICIAN 2	27012	RC09	Manual Communication
HARRIS JESSICA	REHAB COUN SEN	38158	RC62	Spanish
HARRISON LOURDES Y	SWITCHBRD OPR I	44411	RC14	Spanish
HARRISON MISTI D	REHAB COUN SEN	38158	RC62	Manual Communication
HARSHMAN JARED	M H TECHNICIAN 2	27012	RC09	Manual Communication
HATFIELD JAMES C	EDUCATOR	13100	RC63	Manual Communication
HATTAB MEHDI	HS CASEWORKER	19785	RC62	Arabic
HAYES BRANDY N	EXECUTIVE 1	13851	RC62	Manual Communication
HAYES JESSE J	SEN PUB SERV ADM	40070	BBBR5	Manual Communication
HEATHER SARAH	M H TECHNICIAN 3	27013	RC09	Manual Communication
HELLER SYLVIE S	M H TECHNICIAN 2	27012	RC09	Manual Communication
HELMER PAMELA	RES CARE WORKER	38277	RC09	Manual Communication
HENRY ANGELA R	RHB CASE CRD II	38142	RC14	Manual Communication
HEREDIA PATRICIA	HUM SRV CSWK MAN	19788	RC62	Spanish
HEREDIAMURRAY CAROL	PA ELIG ASST	35825	RC28	Spanish
HERNANDEZ BENJAMIN	HUM SRV CSWK MAN	19788	RC62	Spanish
HERNANDEZ BRENDA L	HS CASEWORKER	19785	RC62	Spanish
HERNANDEZ CARMELA	ADM ASSISTANT 1	501	RC28	Spanish
HERNANDEZ CYNTHIA S	PA QC RVWR	35892	RC62	Spanish
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LIEDNIANDEZ EDED C	DUD CACE CDD II	204.42	D.C.4.4	C
HERNANDEZ EDER G	RHB CASE CRD II	38142	RC14	Spanish
HERNANDEZ ELIZABETH	PA ELIG ASST	35825	RC28	Spanish
HERNANDEZ ELIZABETH	SOC SERV CR TR	41320	RC62	Spanish
HERNANDEZ JANET	HS CASEWORKER	19785	RC62	Spanish
HERNANDEZ JUANA	HS CASEWORKER	19785	RC62	Spanish
HERNANDEZ LIDIA E	HUM SRV CSWK MAN	19788	RC62	Spanish
HERNANDEZ LIONEL	SECURITY OFF SGT	39877	RC29	Spanish
HERNANDEZ MARIA L	PA ELIG ASST	35825	RC28	Spanish
HERNANDEZ MARY C	HS CASEWORKER	19785	RC62	Spanish
HERNANDEZ MYRNA	OFFICE ASSISTANT	30010	RC14	Spanish
HERNANDEZ VERONICA	HS CASEWORKER	19785	RC62	Spanish
HERNANDEZ VERONICA	OFFICE ASSISTANT	30010	RC14	Spanish
HERNANDEZ VIVIANA	RHB CASE COORD I	38141	RC14	Spanish
HERNANDEZ YOLANDA C	EXECUTIVE 1	13851	RC62	Spanish
HERNANDEZ-RAMIREZ A	SOC SERV CR TR	41320	RC62	Spanish
HERRERA ALAN J	SOC SERV CR TR	41320	RC62	Spanish
HERRERA CARMEN D	HS CASEWORKER	19785	RC62	Spanish
HERRERA CHARISI A	HS CASEWORKER	19785	RC62	Spanish
HERRERA ESTELA	HUM SRV CSWK MAN	19788	RC62	Spanish
HERRERA GABRIELA	HS CASEWORKER	19785	RC62	Spanish
HERRERAVILLEGAS MAR	HS CASEWORKER	19785	RC62	Spanish
HIDALGO JAY NEWMAN	PUB SERV ADM	37015	RC63	Spanish
HILLERS SHANNA M	M H TECHNICIAN 3	27013	RC09	Manual Communication
HINDERS DYLAN E	RES CARE WORKER	38277	RC09	Manual Communication
HINDERS PENELOPE M	OFFICE COORD	30025	RC14	Manual Communication
HOGGARD KELLI A	M H TECHNICIAN 2	27012	RC09	Manual Communication
HOLDER ROSA MARIA	RHB CASE CRD II	38142	RC14	Manual Communication
HOLLIS DEXTER J	M H TECHNICIAN 2	27012	RC09	Manual Communication
HOM CRISTINA J	HUM SRV CSWK MAN	19788	RC62	Spanish
HOPPER JENNIFER N	RES CARE WORKER	38277	RC09	Manual Communication
HOWARD LESLIE E	H & S ADV SPEC	18227	RC63	Manual Communication
HOWLE PAUL E	RES CARE WORKER	38277	RC09	Manual Communication
HOYOS LUZ E	HS CASEWORKER	19785	RC62	Spanish
HOYT AUTUMN J	SCHL PSYCHLOGIST	39200	RC63	Manual Communication
HOYT EDWARD J	ADM ASSISTANT 1	501	RC28	Manual Communication
HRUBECKY LOUISE	REHAB COUN SEN	38158	RC62	Manual Communication
HRYNKIV ROSTYSLAV	HUM SRV CSWK MAN	19788	RC62	Polish
HUBER HANNAH L	M H TECHNICIAN 2			Manual Communication
	HS CASEWORKER	27012	RC09	
HUERAMO ELIZABETH		19785	RC62	Spanish
HUERTA JAZMINE	HS CASEWORKER	19785	RC62	Spanish
HUMMELS ERICKA	HS CASEWORKER	19785	RC62	Spanish
HUMPHREY RAQUEL K	OFFICE COORD	30025	RC14	Manual Communication
HUNGERFORD TINA M	EXECUTIVE 1	13851	RC62	Manual Communication
HURM CYNTHIA E	REHAB COUN	38145	RC62	Spanish
HURTADO RAFAEL	HS CASEWORKER	19785	RC62	Spanish
HUSTER KIMBERLY L	HS CASEWORKER	19785	RC62	Spanish
HUTNAK BREANNE C	EDUCATOR AIDE	13130	RC09	Manual Communication

	/I SRV CSWK MAN	19788	RC62	Spanish
IBARRA ANDREA E SOC	SERV CR TR	41320	RC62	Spanish
IBARRA LUISA HS C	CASEWORKER	19785	RC62	Spanish
IBARRA MARIA F HUN	A SRV CSWK MAN	19788	RC62	Spanish
IDRIS NOUR A HUN	A SRV CSWK MAN	19788	RC62	Arabic
IGARTUA MARIVEL HS C	CASEWORKER	19785	RC62	Spanish
ILLAN TANIA HS C	CASEWORKER	19785	RC62	Spanish
IRIZARRY NILDA L HS C	CASEWORKER	19785	RC62	Spanish
ISUNZA URIEL HS C	CASEWORKER	19785	RC62	Spanish
JABLONSKI LYNN RHB	CASE CRD II	38142	RC14	Manual Communication
JABLONSKY JAMES REH	WRKSP INST 1	38192	RC09	Manual Communication
JACINTO ESMERALDA HS C	CASEWORKER	19785	RC62	Spanish
JACOMEE JASMINE C HS C	CASEWORKER	19785	RC62	Spanish
JADEJA RANJITSINH K HS C	CASEWORKER	19785	RC62	Hindi
JAILE CARLOS M RHB	CASE COORD I	38141	RC14	Spanish
JAIMES LORRAINE M RHB	CASE CRD II	38142	RC14	Spanish
	CASEWORKER	19785	RC62	Spanish
	CASE COORD I	38141	RC14	Spanish
	CASEWORKER	19785	RC62	Polish
	LIG ASST	35825	RC28	Spanish
	CASEWORKER	19785	RC62	Spanish
	CASEWORKER	19785	RC62	Spanish
	CASEWORKER	19785	RC62	Spanish
	CASEWORKER	19785	RC62	Spanish
	CASEWORKER	19785	RC62	Spanish
	ELIG ASST	35825	RC28	Spanish
	SERV ADM	37015	RC63	Spanish
	CASEWORKER	19785	RC62	Spanish
	SERV CR TR	41320	RC62	Spanish
	CASEWORKER	19785	RC62	Spanish
	CASEWORKER	19785	RC62	Spanish
	PROG COORD	17960	RC62	Manual Communication
	CASEWORKER	19785	RC62	Spanish
	TECHNICIAN 2	27012	RC02	Manual Communication
	TECHNICIAN 2	27012	RC09	Manual Communication
	SERV ADM	37015	RC63	Spanish
	A ASSISTANT 1		RC28	Manual Communication
		501 38132		Manual Communication
	NURSE 2		RC23	
	TECHNICIAN 2	27012	RC09	Manual Communication
·	SERV CR TR	41320	RC62	Spanish Manual Communication
	CATOR	13100	RC63	Manual Communication
	ICE ASSOCIATE	30015	RC14	Manual Communication
	CASEWORKER	19785	RC62	Spanish
	SERV CR TR	41320	RC62	Arabic
	NURSE 1	38131	RC23	Manual Communication
	C SECRETARY 2	14032	RC14	Manual Communication
KENNEY JAMES M H	TECHNICIAN 2	27012	RC09	Manual Communication

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KERHLIKAR DENISE	EDUCATOR	13100	RC63	Braille
KILDAY KRISTEN L	M H TECHNICIAN 2	27012	RC09	Manual Communication
KIM HELEN H	HS CASEWORKER	19785	RC62	Korean
KING BLANCA R	RHB CASE CRD II	38142	RC14	Spanish
KIRYUKHINA OLGA A	HS CASEWORKER	19785	RC62	Russian
KITNER JASON	INFO SYS ANAL I	21165	RC63	Manual Communication
KLEMENT HOPE	HAB PROG COORD	17960	RC62	Manual Communication
KLENDWORTH ERICA L	EDUCATOR	13100	RC63	Manual Communication
KLINKOVA ADELIIA	HS CASEWORKER	19785	RC62	Russian
KNOCKEL WAYNE J	PSYCHOLOGIST 1	35611	RC63	Manual Communication
KNOLL JOSEPH W	SOC SERV CR TR	41320	RC62	Spanish
KOHLBECKER JANET L	REHAB COUN SEN	38158	RC62	Manual Communication
KUHN ANGELA M	PUB SERV ADM	37015	RC63	Manual Communication
KUHN CHRISTOPHER E	EDUCATOR	13100	RC63	Manual Communication
KUHN CRAIG	STAFF DEV SPEC 1	41771	RC62	Manual Communication
KUHN CURTIS	STAFF DEV SPEC 1	41771	RC62	Manual Communication
KUMAR MONICA	STAFF DEV SPEC 1	41771	RC62	Manual Communication
KUNTZELMAN SHAWN A	M H TECHNICIAN 2	27012	RC09	Manual Communication
KURZROCK CHRISTOPHE	M H TECHNICIAN 3	27013	RC09	Manual Communication
KUTS NATALIIA	SOC SERV CR TR	41320	RC62	Ukrainian
KVAPIL ESMERALDA L	SOC SERV CR TR	41320	RC62	Spanish
LAATZ ELIZABETH	HS CASEWORKER	19785	RC62	Spanish
LAI NELSON O	RES CARE WORKER	38277	RC09	Manual Communication
LALUZ JASMINE	HS CASEWORKER	19785	RC62	Spanish
LANDEROS CINDY	HS CASEWORKER	19785	RC62	Spanish
LARA AMELIA	SOC SERV CR TR	41320	RC62	Spanish
LARA KARLA	HUM SRV CSWK MAN	19788	RC62	Spanish
LARES-MORALES VERON	HS CASEWORKER	19785	RC62	Spanish
LARKIN CONSTANCE E	EDUCATOR	13100	RC63	Braille
LAVAIRE JULIE G	HS CASEWORKER	19785	RC62	Spanish
LAWRENCE SUMMER H	SOC SERV CR TR	41320	RC62	Korean
LAWSON NATHAN P	EDUCATOR	13100	RC63	Braille
LEAVELL-BARTZ ANGEL	HUMAN RESRCS SPC	19693	RC62	Manual Communication
LEBLANC JAMIE L	M H TECHNICIAN 2	27012	RC09	Manual Communication
LEBRON CARMEN I	PUB SERV ADM	37015	RC63	Spanish
LEE JIN H	HUM SRV CSWK MAN	19788	RC62	Spanish
LEE MIRTA I	HS CASEWORKER	19785	RC62	Spanish
LEMONS BRIDGET L	EXEC SECRETARY 1	14031	RC14	Manual Communication
LEMUS GABRIELA E	HS CASEWORKER	19785	RC62	Spanish
LEMUS LETICIA A	HS CASEWORKER	19785	RC62	Spanish
LEON GUADALUPE	HUMAN RESRCS REP	19692	RC62	Spanish
LEWIS LAMAR	M H TECHNICIAN 2	27012	RC09	Manual Communication
LEWIS TYLER J	M H TECHNICIAN 2	27012	RC09	Manual Communication
LIMA KARINA R	SOCIAL WORKER 3	41413	RC63	Spanish
LIZAMA SAMIRA P	HS CASEWORKER	19785	RC62	Spanish
LLAMAS FRANCENNTT A	HUM SRV CSWK MAN	19788	RC62	Spanish
LOGSDON TONYA K	RES CARE WORKER	38277	RC09	Manual Communication
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LONG JULIA R	M H TECHNICIAN 3	27013	RC09	Manual Communication
LOPEMAN FARRAH J	M H TECHNICIAN 1	27011	RC09	Manual Communication
LOPEZ ANDREA	HUM SRV CSWK MAN	19788	RC62	Spanish
LOPEZ ARACELI	HS CASEWORKER	19785	RC62	Spanish
LOPEZ ARTURO	SOC SERV CR TR	41320	RC62	Spanish
LOPEZ BLANCA M	HS CASEWORKER	19785	RC62	Spanish
LOPEZ CARMENROSA	SOC SERV CR TR	41320	RC62	Spanish
LOPEZ CELESTE	HS CASEWORKER	19785	RC62	Spanish
LOPEZ FELIX A	SEN PUB SERV ADM	40070	BBBR5	Spanish
LOPEZ JESSICA	PA ELIG ASST	35825	RC28	Spanish
LOPEZ KEVIN U	HS CASEWORKER	19785	RC62	Spanish
LOPEZ LETTICIA E	HS CASEWORKER	19785	RC62	Spanish
LOPEZ LUIS R	HS CASEWORKER	19785	RC62	Spanish
LOPEZ LUISA	REHAB COUN	38145	RC62	Spanish
LOPEZ MADELCARMEN	OFFICE ASSISTANT	30010	RC14	Spanish
LOPEZ MARISOL	PA ELIG ASST	35825	RC28	Spanish
LOPEZ MARLENE	HS CASEWORKER	19785	RC62	Spanish
LOPEZ MARTHA	PUB SERV ADM	37015	RC63	Spanish
LOPEZ MAYRA	HUM SRV CSWK MAN	19788	RC62	Spanish
LOPEZ MONICA	HS CASEWORKER	19785	RC62	Spanish
LOPEZ NANCY	HS CASEWORKER	19785	RC62	Spanish
LOPEZ RAUL I	PUB SERV ADM	37015	RC63	Spanish
LOPEZ SARITA	HUM SRV CSWK MAN	19788	RC62	Spanish
LOPEZ SONIA L	HUM SRV CSWK MAN	19788	RC62	Spanish
LOPEZ TERESA	HS CASEWORKER	19785	RC62	Spanish
LOPEZ VICTOR A	HS CASEWORKER	19785	RC62	Spanish
LOPEZ VICTORIA	HS CASEWORKER	19785	RC62	Spanish
LOPEZCARRILLO KARIN	SEN PUB SERV ADM	40070	BBBR5	Spanish
LOPEZDEVICTORIA JAC	HS CASEWORKER	19785	RC62	Spanish
LOPEZ-ESPINO RUBI N	PA ELIG ASST	35825	RC28	Spanish
LOPEZMONTALVO YARIT	SEC THER AIDE TR	39905	RC09	Spanish
LORENZEN BURTON E	M H TECHNICIAN 3	27013	RC09	Manual Communication
LOWRY ERICA J	REHAB COUN SEN	38158	RC62	Manual Communication
LOZADA SHARON M	HS CASEWORKER	19785	RC62	Spanish
LOZANOLOPEZ ELDA J	OFFICE ASSISTANT	30010	RC14	Spanish
LUBBEN ELAINA M	HS CASEWORKER	19785	RC62	Spanish
LUCARZ MONIKA	SOCIAL WORKER 2	41412	RC63	Polish
LUCERO MARTHA J	HS CASEWORKER	19785	RC62	Spanish
LUCKI AMANDA R	REHAB COUN SEN	38158	RC62	Manual Communication
LUERA LILIANA	HS CASEWORKER	19785	RC62	Spanish
LUGO GREGCHEN W	ADM ASSISTANT 1	501	RC28	Spanish
LULE CESAR	HS CASEWORKER	19785	RC62	Spanish
	HS CASEWORKER	19785	RC62	Spanish
LUNA CLAUDIA I	I I I CASE WONKEN			
LUNA CLAUDIA I LUTTRELL JOANNA M		38277	RC09	Manual Communication
LUTTRELL JOANNA M	RES CARE WORKER	38277 13851	RC09 RC62	Manual Communication Spanish
		38277 13851 19785	RC09 RC62 RC62	Manual Communication Spanish Spanish

MACKEY STACEY R	EDUCATOR	13100	RC63	Manual Communication
MADERA JOSE M	PUB SERV ADM	37015	RC63	Spanish
MADERA MARIA E	HS CASEWORKER	19785	RC62	Spanish
MAGANA GUADALUPE	HS CASEWORKER	19785	RC62	Spanish
MAGANA JAILENE	PA ELIG ASST	35825	RC28	Spanish
MAGDA DOROTA	HS CASEWORKER	19785	RC62	Polish
MALDONADO OSVALDO	HS CASEWORKER	19785	RC62	Spanish
MALDONADO ROXANA	HS CASEWORKER	19785	RC62	Spanish
MALDONADO VICENTE	SOC SERV CR TR	41320	RC62	Spanish
MAN HAYWARD K	PUB SERV ADM	37015	RC63	Chinese
MANZANARES GRISELDA	HS CASEWORKER	19785	RC62	Spanish
MARCANO MARIBEL	HS CASEWORKER	19785	RC62	Spanish
MARCHAN EMELY	HS CASEWORKER	19785	RC62	Spanish
MARIANOPEREZ LILIAN	OFFICE ASSISTANT	30010	RC14	Spanish
MARIN ERNESTO	HUM SRV CSWK MAN	19788	RC62	Spanish
MARINARO RENEE L	HEAR SPCH SPEC	18233	RC63	Manual Communication
MARIN-BROWN CLAUDIA	SEC THER AIDE 1	39901	RC09	Spanish
MARISCAL-GARCIA CON	ADM ASSISTANT 2	502	RC28	Spanish
MARKOWSKI TOMASZ T	HS CASEWORKER	19785	RC62	Spanish
MARRERO CECILIA B	HS CASEWORKER	19785	RC62	Spanish
MARRERO RAMON E	PUB SERV ADM	37015	RC63	Spanish
MARROQUIN NELLIE A	HUM SRV CSWK MAN	19788	RC62	Spanish
MARROQUIN RICARDO A	HS CASEWORKER	19785	RC62	Spanish
MARSHALL MIRTIE L	REG NURSE 2	38132	RC23	Manual Communication
MAARCICO DESSA C	CEAL DUID CEDV / ADA 4			
MARSICO DEBRA S	SEN PUB SERV ADM	40070	BBBR5	Manual Communication
MARSICO DEBRA S MARTIN MARTIN J	EDUCATOR		BBBR5 RC63	
		40070 13100 19785		Manual Communication
MARTIN MARTIN J	EDUCATOR	13100	RC63	Manual Communication Spanish
MARTIN MARTIN J MARTINEZ AMANDA	EDUCATOR HS CASEWORKER	13100 19785	RC63 RC62	Manual Communication
MARTIN MARTIN J MARTINEZ AMANDA MARTINEZ CATHY P	EDUCATOR HS CASEWORKER HS CASEWORKER	13100 19785 19785	RC63 RC62 RC62	Manual Communication Spanish Spanish
MARTIN MARTIN J MARTINEZ AMANDA MARTINEZ CATHY P MARTINEZ DALIA B	EDUCATOR  HS CASEWORKER  HS CASEWORKER  HS CASEWORKER	13100 19785 19785 19785	RC63 RC62 RC62 RC62	Manual Communication Spanish Spanish Spanish
MARTIN MARTIN J MARTINEZ AMANDA MARTINEZ CATHY P MARTINEZ DALIA B MARTINEZ DELYRIS	EDUCATOR  HS CASEWORKER  HS CASEWORKER  HS CASEWORKER  ADM ASSISTANT 2	13100 19785 19785 19785 502	RC63 RC62 RC62 RC62 RC28	Manual Communication Spanish Spanish Spanish Spanish
MARTIN MARTIN J MARTINEZ AMANDA MARTINEZ CATHY P MARTINEZ DALIA B MARTINEZ DELYRIS MARTINEZ ERICA	EDUCATOR  HS CASEWORKER  HS CASEWORKER  HS CASEWORKER  ADM ASSISTANT 2  HS CASEWORKER	13100 19785 19785 19785 502 19785	RC63 RC62 RC62 RC62 RC28 RC62	Manual Communication Spanish Spanish Spanish Spanish Spanish
MARTIN MARTIN J  MARTINEZ AMANDA  MARTINEZ CATHY P  MARTINEZ DALIA B  MARTINEZ DELYRIS  MARTINEZ ERICA  MARTINEZ ERICK	EDUCATOR  HS CASEWORKER  HS CASEWORKER  HS CASEWORKER  ADM ASSISTANT 2  HS CASEWORKER  REHAB COUN SEN	13100 19785 19785 19785 502 19785 38158	RC63 RC62 RC62 RC62 RC28 RC62 RC62	Manual Communication Spanish Spanish Spanish Spanish Spanish Spanish Spanish
MARTIN MARTIN J  MARTINEZ AMANDA  MARTINEZ CATHY P  MARTINEZ DALIA B  MARTINEZ DELYRIS  MARTINEZ ERICA  MARTINEZ ERICK  MARTINEZ FABIOLA	EDUCATOR  HS CASEWORKER  HS CASEWORKER  HS CASEWORKER  ADM ASSISTANT 2  HS CASEWORKER  REHAB COUN SEN  HS CASEWORKER	13100 19785 19785 19785 502 19785 38158 19785	RC63 RC62 RC62 RC62 RC28 RC62 RC62 RC62	Manual Communication Spanish Spanish Spanish Spanish Spanish Spanish Spanish Spanish
MARTIN MARTIN J MARTINEZ AMANDA MARTINEZ CATHY P MARTINEZ DALIA B MARTINEZ DELYRIS MARTINEZ ERICA MARTINEZ ERICK MARTINEZ FABIOLA MARTINEZ GABRIELA E	EDUCATOR  HS CASEWORKER  HS CASEWORKER  HS CASEWORKER  ADM ASSISTANT 2  HS CASEWORKER  REHAB COUN SEN  HS CASEWORKER  HS CASEWORKER	13100 19785 19785 19785 502 19785 38158 19785	RC63 RC62 RC62 RC62 RC28 RC62 RC62 RC62	Manual Communication Spanish
MARTIN MARTIN J  MARTINEZ AMANDA  MARTINEZ CATHY P  MARTINEZ DALIA B  MARTINEZ DELYRIS  MARTINEZ ERICA  MARTINEZ ERICK  MARTINEZ FABIOLA  MARTINEZ GABRIELA E  MARTINEZ GLORIZEN	EDUCATOR  HS CASEWORKER  HS CASEWORKER  HS CASEWORKER  ADM ASSISTANT 2  HS CASEWORKER  REHAB COUN SEN  HS CASEWORKER  HS CASEWORKER  SEC THER AIDE 1	13100 19785 19785 19785 502 19785 38158 19785 19785 39901	RC63 RC62 RC62 RC62 RC28 RC62 RC62 RC62 RC62 RC62	Manual Communication Spanish
MARTIN MARTIN J  MARTINEZ AMANDA  MARTINEZ CATHY P  MARTINEZ DALIA B  MARTINEZ DELYRIS  MARTINEZ ERICA  MARTINEZ ERICK  MARTINEZ FABIOLA  MARTINEZ GABRIELA E  MARTINEZ GLORIZEN  MARTINEZ GUADALUPE	EDUCATOR  HS CASEWORKER  HS CASEWORKER  HS CASEWORKER  ADM ASSISTANT 2  HS CASEWORKER  REHAB COUN SEN  HS CASEWORKER  HS CASEWORKER  SEC THER AIDE 1  HS CASEWORKER	13100 19785 19785 19785 502 19785 38158 19785 19785 39901	RC63 RC62 RC62 RC62 RC28 RC62 RC62 RC62 RC62 RC62 RC62	Manual Communication Spanish
MARTIN MARTIN J  MARTINEZ AMANDA  MARTINEZ CATHY P  MARTINEZ DALIA B  MARTINEZ DELYRIS  MARTINEZ ERICA  MARTINEZ ERICK  MARTINEZ FABIOLA  MARTINEZ GABRIELA E  MARTINEZ GLORIZEN  MARTINEZ GUADALUPE  MARTINEZ JANET	EDUCATOR  HS CASEWORKER  HS CASEWORKER  HS CASEWORKER  ADM ASSISTANT 2  HS CASEWORKER  REHAB COUN SEN  HS CASEWORKER  HS CASEWORKER  SEC THER AIDE 1  HS CASEWORKER  SOC SERV CR TR	13100 19785 19785 19785 502 19785 38158 19785 19785 39901 19785 41320 19785	RC63 RC62 RC62 RC62 RC62 RC62 RC62 RC62 RC62	Manual Communication Spanish
MARTIN MARTIN J  MARTINEZ AMANDA  MARTINEZ CATHY P  MARTINEZ DALIA B  MARTINEZ DELYRIS  MARTINEZ ERICA  MARTINEZ ERICK  MARTINEZ FABIOLA  MARTINEZ GABRIELA E  MARTINEZ GLORIZEN  MARTINEZ GUADALUPE  MARTINEZ JANET  MARTINEZ JASMIN	EDUCATOR  HS CASEWORKER  HS CASEWORKER  HS CASEWORKER  ADM ASSISTANT 2  HS CASEWORKER  REHAB COUN SEN  HS CASEWORKER  HS CASEWORKER  SEC THER AIDE 1  HS CASEWORKER  SOC SERV CR TR  HS CASEWORKER	13100 19785 19785 19785 502 19785 38158 19785 19785 39901 19785 41320	RC63 RC62 RC62 RC62 RC28 RC62 RC62 RC62 RC62 RC62 RC62 RC62	Manual Communication Spanish
MARTIN MARTIN J MARTINEZ AMANDA MARTINEZ CATHY P MARTINEZ DALIA B MARTINEZ DELYRIS MARTINEZ ERICA MARTINEZ ERICK MARTINEZ FABIOLA MARTINEZ GABRIELA E MARTINEZ GLORIZEN MARTINEZ GUADALUPE MARTINEZ JANET MARTINEZ JASMIN MARTINEZ JOCELYN	EDUCATOR  HS CASEWORKER  HS CASEWORKER  HS CASEWORKER  ADM ASSISTANT 2  HS CASEWORKER  REHAB COUN SEN  HS CASEWORKER  HS CASEWORKER  SEC THER AIDE 1  HS CASEWORKER  SOC SERV CR TR  HS CASEWORKER  HS CASEWORKER  HS CASEWORKER	13100 19785 19785 19785 502 19785 38158 19785 19785 39901 19785 41320 19785 19785	RC63 RC62 RC62 RC62 RC62 RC62 RC62 RC62 RC62	Manual Communication Spanish
MARTIN MARTIN J  MARTINEZ AMANDA  MARTINEZ CATHY P  MARTINEZ DALIA B  MARTINEZ DELYRIS  MARTINEZ ERICA  MARTINEZ ERICK  MARTINEZ FABIOLA  MARTINEZ GABRIELA E  MARTINEZ GLORIZEN  MARTINEZ GUADALUPE  MARTINEZ JANET  MARTINEZ JASMIN  MARTINEZ JOCELYN  MARTINEZ JUANITA  MARTINEZ LESLIE	EDUCATOR  HS CASEWORKER  HS CASEWORKER  HS CASEWORKER  ADM ASSISTANT 2  HS CASEWORKER  REHAB COUN SEN  HS CASEWORKER  HS CASEWORKER  SEC THER AIDE 1  HS CASEWORKER  SOC SERV CR TR  HS CASEWORKER	13100 19785 19785 19785 502 19785 38158 19785 19785 39901 19785 41320 19785 19785 19785	RC63 RC62 RC62 RC62 RC62 RC62 RC62 RC62 RC62	Manual Communication Spanish
MARTIN MARTIN J  MARTINEZ AMANDA  MARTINEZ CATHY P  MARTINEZ DALIA B  MARTINEZ DELYRIS  MARTINEZ ERICA  MARTINEZ ERICK  MARTINEZ FABIOLA  MARTINEZ GABRIELA E  MARTINEZ GLORIZEN  MARTINEZ GUADALUPE  MARTINEZ JANET  MARTINEZ JASMIN  MARTINEZ JOCELYN  MARTINEZ JUANITA  MARTINEZ LESLIE  MARTINEZ LETICIA	EDUCATOR  HS CASEWORKER  HS CASEWORKER  HS CASEWORKER  ADM ASSISTANT 2  HS CASEWORKER  REHAB COUN SEN  HS CASEWORKER  HS CASEWORKER  SEC THER AIDE 1  HS CASEWORKER  SOC SERV CR TR  HS CASEWORKER  HUM SRV CSWK MAN  HS CASEWORKER  HS CASEWORKER	13100 19785 19785 19785 502 19785 38158 19785 19785 41320 19785 19785 19788 19788 19785	RC63 RC62 RC62 RC62 RC62 RC62 RC62 RC62 RC62	Manual Communication Spanish
MARTIN MARTIN J  MARTINEZ AMANDA  MARTINEZ CATHY P  MARTINEZ DALIA B  MARTINEZ DELYRIS  MARTINEZ ERICA  MARTINEZ ERICK  MARTINEZ FABIOLA  MARTINEZ GABRIELA E  MARTINEZ GLORIZEN  MARTINEZ GUADALUPE  MARTINEZ JANET  MARTINEZ JASMIN  MARTINEZ JOCELYN  MARTINEZ JUANITA  MARTINEZ LESLIE  MARTINEZ LETICIA  MARTINEZ LUIS A	HS CASEWORKER HS CASEWORKER HS CASEWORKER HS CASEWORKER ADM ASSISTANT 2 HS CASEWORKER REHAB COUN SEN HS CASEWORKER HS CASEWORKER SEC THER AIDE 1 HS CASEWORKER SOC SERV CR TR HS CASEWORKER	13100 19785 19785 19785 502 19785 38158 19785 19785 39901 19785 41320 19785 19785 19788 19785 19785	RC63 RC62 RC62 RC62 RC62 RC62 RC62 RC62 RC62	Manual Communication Spanish
MARTIN MARTIN J  MARTINEZ AMANDA  MARTINEZ CATHY P  MARTINEZ DALIA B  MARTINEZ DELYRIS  MARTINEZ ERICA  MARTINEZ ERICK  MARTINEZ FABIOLA  MARTINEZ GABRIELA E  MARTINEZ GUADALUPE  MARTINEZ JANET  MARTINEZ JASMIN  MARTINEZ JOCELYN  MARTINEZ JUANITA  MARTINEZ LESLIE  MARTINEZ LESLIE  MARTINEZ LUIS A  MARTINEZ MARI C	EDUCATOR  HS CASEWORKER  HS CASEWORKER  HS CASEWORKER  ADM ASSISTANT 2  HS CASEWORKER  REHAB COUN SEN  HS CASEWORKER  HS CASEWORKER  SEC THER AIDE 1  HS CASEWORKER  SOC SERV CR TR  HS CASEWORKER	13100 19785 19785 19785 502 19785 38158 19785 19785 39901 19785 41320 19785 19785 19785 19785 19785	RC63 RC62 RC62 RC62 RC62 RC62 RC62 RC62 RC62	Manual Communication Spanish
MARTIN MARTIN J  MARTINEZ AMANDA  MARTINEZ CATHY P  MARTINEZ DALIA B  MARTINEZ DELYRIS  MARTINEZ ERICA  MARTINEZ ERICK  MARTINEZ FABIOLA  MARTINEZ GABRIELA E  MARTINEZ GLORIZEN  MARTINEZ GUADALUPE  MARTINEZ JANET  MARTINEZ JASMIN  MARTINEZ JOCELYN  MARTINEZ JUANITA  MARTINEZ LESLIE  MARTINEZ LETICIA  MARTINEZ LUIS A  MARTINEZ MARI C  MARTINEZ MARIA E	EDUCATOR  HS CASEWORKER  HS CASEWORKER  HS CASEWORKER  ADM ASSISTANT 2  HS CASEWORKER  REHAB COUN SEN  HS CASEWORKER  HS CASEWORKER  SEC THER AIDE 1  HS CASEWORKER  SOC SERV CR TR  HS CASEWORKER  HS CASEWORKER	13100 19785 19785 19785 502 19785 38158 19785 19785 41320 19785 19785 19788 19785 19785 19785 19785 19785	RC63 RC62 RC62 RC62 RC62 RC62 RC62 RC62 RC62	Manual Communication Spanish
MARTIN MARTIN J  MARTINEZ AMANDA  MARTINEZ CATHY P  MARTINEZ DALIA B  MARTINEZ DELYRIS  MARTINEZ ERICA  MARTINEZ ERICK  MARTINEZ FABIOLA  MARTINEZ GABRIELA E  MARTINEZ GUADALUPE  MARTINEZ JANET  MARTINEZ JASMIN  MARTINEZ JOCELYN  MARTINEZ JUANITA  MARTINEZ LESLIE  MARTINEZ LESLIE  MARTINEZ LUIS A  MARTINEZ MARI C	EDUCATOR  HS CASEWORKER  HS CASEWORKER  HS CASEWORKER  ADM ASSISTANT 2  HS CASEWORKER  REHAB COUN SEN  HS CASEWORKER  HS CASEWORKER  SEC THER AIDE 1  HS CASEWORKER  SOC SERV CR TR  HS CASEWORKER	13100 19785 19785 19785 502 19785 38158 19785 19785 39901 19785 41320 19785 19785 19785 19785 19785	RC63 RC62 RC62 RC62 RC62 RC62 RC62 RC62 RC62	Manual Communication Spanish

MARTINEZ VANESSA  MARTINEZ-MONDRAGON  EX  MARTINEZZUNIGA EDGA  SE  MARWAH ANDREA C  MASANGKAY DAN J  MASFERRERSCIOLLA JA  MASTACHE MIRIAM  MASTERMAN STEPHANIE  MATA ALBERT L  MATA ZENAIDA  MATHEW JINOY  MATHIS ELIZABETH  MATTOS VANESSA  HS  SE  MARWAH ANDREA C  ST  MARWAH ANDREA C  ST  MASTERMAN J  MASTERMAN J  MASTERMAN STEPHANIE  MATA ZENAIDA  PA  MATHEW JINOY  MATHIS ELIZABETH  RE  MATTOS VANESSA	S CASEWORKER S CASEWORKER KECUTIVE 2 EC THER AIDE TR TAFF DEV SPEC 1 I H TECHNICIAN 2 S CASEWORKER S CASEWORKER	19785 19785 13852 39905 41771 27012 19785	RC62 RC62 RC62 RC09 RC62 RC09	Spanish Spanish Spanish Manual Communication
MARTINEZ-MONDRAGON  MARTINEZZUNIGA EDGA  SE  MARWAH ANDREA C  MASANGKAY DAN J  MASFERRERSCIOLLA JA  MASTACHE MIRIAM  MASTERMAN STEPHANIE  MATA ALBERT L  MATA ZENAIDA  MATHEW JINOY  MATHIS ELIZABETH  MATTOS VANESSA  PL	CECUTIVE 2 EC THER AIDE TR TAFF DEV SPEC 1 I H TECHNICIAN 2 S CASEWORKER	13852 39905 41771 27012 19785	RC62 RC09 RC62 RC09	Spanish Spanish Manual Communication
MARTINEZZUNIGA EDGA  MARWAH ANDREA C  MASANGKAY DAN J  MASFERRERSCIOLLA JA  MASTACHE MIRIAM  MASTERMAN STEPHANIE  MATA ALBERT L  MATA ZENAIDA  MATHEW JINOY  MATHIS ELIZABETH  MATTOS VANESSA	C THER AIDE TR  TAFF DEV SPEC 1  I H TECHNICIAN 2  S CASEWORKER	39905 41771 27012 19785	RC09 RC62 RC09	Spanish Manual Communication
MARWAH ANDREA C  MASANGKAY DAN J  MASFERRERSCIOLLA JA  MASTACHE MIRIAM  MASTERMAN STEPHANIE  MATA ALBERT L  MATA ZENAIDA  MATHEW JINOY  MATHIS ELIZABETH  MATTOS VANESSA  PL	TAFF DEV SPEC 1 I H TECHNICIAN 2 S CASEWORKER	41771 27012 19785	RC62 RC09	Manual Communication
MASANGKAY DAN J M MASFERRERSCIOLLA JA HS MASTACHE MIRIAM HS MASTERMAN STEPHANIE M MATA ALBERT L HS MATA ZENAIDA PA MATHEW JINOY HS MATHIS ELIZABETH RE MATTOS VANESSA PL	H TECHNICIAN 2 S CASEWORKER	27012 19785	RC09	
MASFERRERSCIOLLA JA  MASTACHE MIRIAM  MASTERMAN STEPHANIE  MATA ALBERT L  MATA ZENAIDA  MATHEW JINOY  MATHIS ELIZABETH  MATTOS VANESSA  HS  HS  MS  HS  MS  MS  HS  MS  MS  HS  MS  M	S CASEWORKER	19785		Manual Carrier 1 11
MASTACHE MIRIAM  MASTERMAN STEPHANIE  MATA ALBERT L  MATA ZENAIDA  MATHEW JINOY  MATHIS ELIZABETH  MATTOS VANESSA  HS				Manual Communication
MASTERMAN STEPHANIE M MATA ALBERT L HS MATA ZENAIDA PA MATHEW JINOY HS MATHIS ELIZABETH RE MATTOS VANESSA PL	S CASEWORKER		RC62	Spanish
MATA ALBERT L  MATA ZENAIDA  PA  MATHEW JINOY  MATHIS ELIZABETH  MATTOS VANESSA  PL		19785	RC62	Spanish
MATA ZENAIDA PA MATHEW JINOY HS MATHIS ELIZABETH RE MATTOS VANESSA PL	H TECHNICIAN 2	27012	RC09	Manual Communication
MATHEW JINOY  MATHIS ELIZABETH  MATTOS VANESSA  PU	S CASEWORKER	19785	RC62	Spanish
MATHIS ELIZABETH RE MATTOS VANESSA PL	A ELIG ASST	35825	RC28	Spanish
MATTOS VANESSA PL	S CASEWORKER	19785	RC62	Spanish
	EG NURSE 2	38132	RC23	Manual Communication
	JB SERV ADM	37015	RC63	Spanish
11.10	S CASEWORKER	19785	RC62	Spanish
	H TECHNICIAN 2	27012	RC09	Manual Communication
	H TECHNICIAN 1	27011	RC09	Manual Communication
	S CASEWORKER	19785	RC62	Spanish
	EHAB COUN SEN	38158	RC62	Manual Communication
	C PRACT NRS 2	23552	RC28	Manual Communication
	FFICE COORD	30025	RC14	Manual Communication
	JP SVC LEAD	44225	RC09	Manual Communication
	H TECHNICIAN 2	27012	RC09	Manual Communication
	S CASEWORKER	19785	RC62	Polish
	ES CARE WORKER	38277	RC09	Manual Communication
	H TECHNICIAN 2	27012	RC09	Manual Communication
	H TECHNICIAN 2	27012	RC09	Manual Communication
	UM SRV CSWK MAN	19788	RC62	Spanish
	UM SRV CSWK MAN	19788	RC62	Spanish
	HB CASE CRD II	38142	RC14	Spanish
	FFICE ASSOCIATE	30015	RC14	Spanish
	TAFF DEV SPEC 1	41771	RC62	Spanish
	S CASEWORKER	19785	RC62	Spanish
·	S CASEWORKER	19785	RC62	Chinese
	S CASEWORKER	19785	RC62	Spanish
	DC SERV CR TR	41320	RC62	Spanish
MEJIA LINETTE HS	S CASEWORKER	19785	RC62	Spanish
MELENDEZ MAYRA L HU	UM SRV CSWK MAN	19788	RC62	Spanish
MELGOZA RUBY Y	S CASEWORKER	19785	RC62	Spanish
MENA MONICA PA	A ELIG ASST	35825	RC28	Spanish
MENA-SANCHEZ PAOLA PA	A ELIG ASST	35825	RC28	Spanish
MENDEZ ALEJANDRA L RE	EHAB COUN	38145	RC62	Spanish
MENDEZ DAVID HS	S CASEWORKER	19785	RC62	Spanish
MENDEZ MARIA HS	S CASEWORKER	19785	RC62	Spanish
MENDOZA ALMA HS	S CASEWORKER	19785	RC62	Spanish
MENDOZA BIANCA SC	DC SERV CR TR	41320	RC62	Spanish
MENDOZA MARIA E HS	S CASEWORKER	19785	RC62	Spanish

NACNIDOZA NAADIA C	LIC CACEVAODICED	19785	RC62	Cnanish
MENDOZA MARIA G MENDOZA NANCY	HS CASEWORKER HS CASEWORKER	19785	RC62	Spanish
				Spanish
MENDOZA NACY L	PA ELIG ASST	35825	RC28	Spanish
MENDOZA NOE	HS CASEWORKER	19785	RC62	Spanish
MENDOZA SERGIO A	PA ELIG ASST	35825	RC28	Spanish
MENDOZA YESENIA	HS CASEWORKER	19785	RC62	Spanish
MENDOZAGONZALEZ OSC	SOC SER PROG PL3	41313	RC62	Spanish
MENENDEZ EDGAR M	PA ELIG ASST	35825	RC28	Spanish
MENESES MARCO A	HS CASEWORKER	19785	RC62	Spanish
MERCADO JACQUELINE	HS CASEWORKER	19785	RC62	Spanish
MERRILL LANCE E	REG NURSE 2	38132	RC23	Manual Communication
MESYK ALEXANDRIA	OFFICE ASSISTANT	30010	RC14	Polish
MEYER MARIAM S	HS CASEWORKER	19785	RC62	Spanish
MEYER SUZANNE D	EDUCATOR	13100	RC63	Manual Communication
MEZA ANGELES C	HS CASEWORKER	19785	RC62	Spanish
MEZA GUADALUPE	OFFICE ASSOCIATE	30015	RC14	Spanish
MEZA JOSUE E	ADM ASSISTANT 2	502	RC28	Spanish
MIERZWA LUCINDA LEE	REC WORKER 1	38001	RC62	Manual Communication
MIKHAEL MARY	SOC SERV CR TR	41320	RC62	Arabic
MILBURN TIFFANY K	RES CARE WORKER	38277	RC09	Manual Communication
MILES KIARRA A	HUM SRV CSWK MAN	19788	RC62	Spanish
MILICEVIC MAJA	HS CASEWORKER	19785	RC62	Serbo-Croation
MILLANPINEDA DIEGO	SOC SERV CR TR	41320	RC62	Spanish
MILLER ANNETTE	SOCIAL WORKER 3	41413	RC63	Manual Communication
MILLER BENJAMIN E	SOCIAL WORKER 2	41412	RC63	Manual Communication
MILLER JODI L	OFFICE COORD	30025	RC14	Manual Communication
MILLER JOHN D	PUB SERV ADM	37015	RC63	Manual Communication
MILLER NANCY MAE	EDUCATOR AIDE	13130	RC09	Manual Communication
MILLS SARAH A	RES CARE WORKER	38277	RC09	Manual Communication
MIRANDA CITLALI	SOC SERV CR TR	41320	RC62	Spanish
MIRANDA GRYSELL	HS CASEWORKER	19785	RC62	Spanish
MIRANDA SARAI V	HS CASEWORKER	19785	RC62	Spanish
MO SUNG H	HS CASEWORKER	19785	RC62	Korean
MOBERLY SKY K	RES CARE WORKER	38277	RC09	Manual Communication
MOKRIS KIMBERLY L	REHAB COUN SEN	38158	RC62	Manual Communication
MOLINA MARISOL	PA ELIG ASST	35825	RC28	Spanish
MONARREZ EVELYN	HS CASEWORKER	19785	RC62	Spanish
MONGE ANEL	SOC SERV CR TR	41320	RC62	Spanish
MONROE ALEXA C	M H TECHNICIAN 2	27012	RC09	Manual Communication
MONTALVO VANESA	HS CASEWORKER	19785	RC62	Spanish
MONTALVO YVONNE	HS CASEWORKER	19785	RC62	Spanish
MONTEMAYOR LORENA	OFFICE ASSOCIATE	30015	RC14	Spanish
MONTERROSA ANA M	PA ELIG ASST	35825	RC28	Spanish
MONTES ALDO G	SOC SERV CR TR	41320	RC62	Spanish
MONTOYA ARTURO	SOC SERV CR TR	41320	RC62	Spanish
MOODY DAWN S	REH WRKSP INST 1	38192	RC02	Manual Communication
MOON JUYEON	HS CASEWORKER	19785	RC62	Korean
INICON JUTEON	IIIS CASEVVURNER	13/03	NCOZ	KOTEGIT

MOORE ROSA M	OFFICE ASSOCIATE	30015	RC14	Spanish
MOORE SANDRA	M H TECHNICIAN 2	27012	RC09	Manual Communication
MORALES ANA I	HS CASEWORKER	19785	RC62	Spanish
MORALES NATALI	HS CASEWORKER	19785	RC62	Spanish
MORENO GABRIELA	HS CASEWORKER	19785	RC62	Spanish
MORENO GUADALUPE	PA ELIG ASST	35825	RC28	Spanish
MORENO VERONICA	HS CASEWORKER	19785	RC62	Spanish
MORON CINDY	HS CASEWORKER	19785	RC62	Spanish
MORRIS BRENDA	M H TECHNICIAN 2	27012	RC09	Manual Communication
MORT JENNIFER L	RES CARE WORKER	38277	RC09	Manual Communication
MOTA ISRAEL	HS CASEWORKER	19785	RC62	Spanish
MOYOLEIJA ALEJANDRO	SOC SERV CR TR	41320	RC62	Spanish
MUCKIAN JOHN P	HS CASEWORKER	19785	RC62	Spanish
MUIR MARK A	REHAB COUN SEN	38158	RC62	Spanish
MUKHI FARRAH A	HS CASEWORKER	19785	RC62	Hindi
MUNOZ ALEJANDRA	HS CASEWORKER	19785	RC62	Spanish
MUNOZ CLAUDIA A	HS CASEWORKER	19785	RC62	Spanish
MUNOZ DELIA	HS CASEWORKER	19785	RC62	Spanish
MUNOZ JOSE G	HS CASEWORKER	19785	RC62	Spanish
MUNOZ MAGDA C	SEC THER AIDE TR	39905	RC09	Spanish
MUNOZ VERONICA A	HS CASEWORKER	19785	RC62	Spanish
MURILLO SONIA	HS CASEWORKER	19785	RC62	Spanish
MURO MARINA I	PA ELIG ASST	35825	RC28	Spanish
MUTAN ABDEL O	HS CASEWORKER	19785	RC62	Spanish
MYSLINSKA LIDIA	HS CASEWORKER	19785	RC62	Polish
NAJERA-CARDONA MARI	HS CASEWORKER	19785	RC62	Spanish
NARES JORDAN	M H TECHNICIAN 2	27012	RC09	Manual Communication
NAREZ KARINA	OFFICE ASSISTANT	30010	RC14	Spanish
NASEERUDDIN NYLA	PUB SERV ADM	37015	RC63	Spanish
NATERAS PETER	SWITCHBRD OPR I	44411	RC14	Spanish
NAVA KAREN S	HS CASEWORKER	19785	RC62	Spanish
NAVA MAYRA I	HS CASEWORKER	19785	RC62	Spanish
NAVARRETE JESICA	HS CASEWORKER	19785	RC62	Spanish
NAVARRETE LETICIA	PA ELIG ASST	35825	RC28	Spanish
NAVARRETE MARIA C	SOC SERV CR TR	41320	RC62	Spanish
NAVARRO AMERICA	HS CASEWORKER	19785	RC62	Spanish
NAVARRO ENID	HUM SRV CSWK MAN	19788	RC62	Spanish
NAVARRO JENNIFER	RHB CASE CRD II	38142	RC14	Spanish
NAVARRO-MENA CARMIN	REG NURSE 2	38132	RC23	Spanish
NEAR CASONDRA	M H TECHNICIAN 2	27012	RC09	Manual Communication
NEGRETE JOSE G	RES CARE WORKER	38277	RC09	Spanish
NEGRON ELENA	HS CASEWORKER	19785	RC62	Spanish
NEGRON GERSON	PA ELIG ASST	35825	RC28	Spanish
NELSON MICHAEL J	HUM SRV CSWK MAN	19788	RC62	Spanish
NEVAREZ MARIANNE M	HS CASEWORKER	19785	RC62	Spanish
NEWBERRY GREGG R	HUM SRV CSWK MAN	19788	RC62	Spanish
NGUENDANG PHILIPPE	SOC SERV CR TR	41320	RC62	Spanish
	JOG JERV CR III	.1320		- Parinon

NIEMANN LORI C	EDUCATOR	13100	RC63	Manual Communication
NIETO MARIA E	PA ELIG ASST	35825	RC28	Spanish
NIEVES ANGELICA M	HUM SRV CSWK MAN	19788	RC62	Spanish
NIEVES DIANA M	EXECUTIVE 1	13851	RC62	Spanish
NOACK TAMARA E	HAB PROG COORD	17960	RC62	Spanish
NOGUES PHILPPE	PA ELIG ASST	35825	RC28	Spanish
NORRIS BRIAN	RES SERVICES SUP	38280	RC62	Manual Communication
NOWICKI ANDRZEJ S	HS CASEWORKER	19785	RC62	Polish
NUEVO LAURA C	HS CASEWORKER	19785	RC62	Spanish
NUNEZ JAVIER	HS CASEWORKER	19785	RC62	Spanish
NUNO JOSE A	HS CASEWORKER	19785	RC62	Spanish
OCAMPO MELINDA S	M H TECHNICIAN 2	27012	RC09	Manual Communication
OCHOA GISELLE	HS CASEWORKER	19785	RC62	Spanish
OCHOA YOLANDA	PA ELIG ASST	35825	RC28	Spanish
OCON EDUARDO	SOC SERV CR TR	41320	RC62	Spanish
OCZKO CHRISTOPHER N	RES CARE WORKER	38277	RC09	Manual Communication
ODONNELL SHEILA M	REHAB COUN SEN	38158	RC62	Manual Communication
OLIVARES MARIA F	SOC SERV CR TR	41320	RC62	Spanish
OLIVO-SAENZ MARIA D	HS CASEWORKER	19785	RC62	Spanish
OLIYNYK OKSANA	HS CASEWORKER	19785	RC62	Russian
OLMOS DAVID	HUM SRV CSWK MAN	19788	RC62	Spanish
OLMOS SERGIO O	HS CASEWORKER	19785	RC62	Spanish
OLSEN TAMMY L	LIC PRACT NRS 2	23552	RC28	Manual Communication
OLSON COREY J	HUM SRV CSWK MAN	19788	RC62	Spanish
OLVERA GUADALUPE	HS CASEWORKER	19785	RC62	Spanish
OLWAN SADITA	HUM SRV CSWK MAN	19788	RC62	Spanish
O'NEILL SILVIA E	HS CASEWORKER	19785	RC62	Spanish
OREGARRO ADRIANNA	HS CASEWORKER	19785	RC62	Spanish
ORTEGA ANA R	HUM SRV CSWK MAN	19788	RC62	Spanish
ORTEGADILAURO RUTH	HS CASEWORKER	19785	RC62	Spanish
ORTIZ BERTHA	HS CASEWORKER	19785	RC62	Spanish
ORTIZ CLAUDIA	HUMAN RESRCS SPC	19693	RC62	Spanish
ORTIZ ERIKA	HS CASEWORKER	19785	RC62	Spanish
ORTIZ JOEL O	HS CASEWORKER	19785	RC62	Spanish
ORTIZ LUIS A	HS CASEWORKER	19785	RC62	Spanish
ORTIZ MARIBEL	PA QC RVWR	35892	RC62	Spanish
ORTIZ MINNET	INTER SEC INV 2	21732	RC62	Spanish
ORTIZ RAMON	SEN PUB SERV ADM	40070	BBBR5	Spanish
ORTIZ RAUL R	HUM SRV CSWK MAN	19788	RC62	Spanish
ORTIZ ROSA M	HS CASEWORKER	19785	RC62	Spanish
ORTIZ TAHANEE	HUMAN RESRCS REP	19692	RC62	Spanish
ORTIZ TANIA	HS CASEWORKER	19785	RC62	Spanish
ORTIZCANCEL DAMARIE	SOC SERV CR TR	41320	RC62	Spanish
OSORIO-ESTEBAN ARMA	HS CASEWORKER	19785	RC62	Spanish
OUSSIR YAMNA	HS CASEWORKER	19785	RC62	Arabic
PACHAR JONATHAN M	HS CASEWORKER	19785	RC62	Spanish
PACHECO BARBARA	HS CASEWORKER	19785	RC62	Spanish

DADIA ANCELIA NA	NA LI TECLINICIANI 2	27012	DCOO	NA
PADIA ANGELIA M	M H TECHNICIAN 2	27012	RC09	Manual Communication
PADILLA LUZ M	HS CASEWORKER	19785	RC62	Spanish
PAGAN MILAGROS	HS CASEWORKER	19785	RC62	Spanish
PALENCIA ROSALBA G	PA ELIG ASST	35825	RC28	Spanish
PANTOJA BRENDA	HS CASEWORKER	19785	RC62	Spanish
PANTOJA STEPHANIE	HS CASEWORKER	19785	RC62	Spanish
PAREDES MARIA G	PA ELIG ASST	35825	RC28	Spanish
PARTINGTON ROMELA N	M H TECHNICIAN 2	27012	RC09	Manual Communication
PASILLAS ERICA	HS CASEWORKER	19785	RC62	Spanish
PAULAUSKAITE GIEDRE	SOC SERV CR TR	41320	RC62	Russian
PAVLOVSKY STANISLAV	PHYSICIAN SPEC D	32224	RC63	Russian
PAWLINA STANISLAW	HS CASEWORKER	19785	RC62	Polish
PEAN CHRISTINA M	PUB SERV ADM	37015	RC63	Manual Communication
PEDRAZA CLARA M	HS CASEWORKER	19785	RC62	Spanish
PEGUERO JUAN B	HS CASEWORKER	19785	RC62	Spanish
PEKNY SANDRA	HS CASEWORKER	19785	RC62	Spanish
PELAYO CYNTHIA	HS CASEWORKER	19785	RC62	Spanish
PELAYOBARBOSA KARLA	PA ELIG ASST	35825	RC28	Spanish
PERALES MARIO J	HUMAN RESRCS SPC	19693	RC62	Spanish
PERDOMO LILIANA	EXECUTIVE 1	13851	RC62	Spanish
PEREZ ALMA P	HS CASEWORKER	19785	RC62	Spanish
PEREZ CECILIA	HS CASEWORKER	19785	RC62	Spanish
PEREZ CLAUDIA D	HS CASEWORKER	19785	RC62	Spanish
PEREZ ELENA A	HS CASEWORKER	19785	RC62	Spanish
PEREZ ELIDIA	HS CASEWORKER		RC62	·
		19785		Spanish
PEREZ GREYS I	SOC SERV CR TR	41320	RC62	Spanish
PEREZ LUIS	RHB CASE CRD II	38142	RC14	Spanish
PEREZ LUIS A	HS CASEWORKER	19785	RC62	Spanish
PEREZ MARIA E	HS CASEWORKER	19785	RC62	Spanish
PEREZ MARIA P	HUM SRV CSWK MAN	19788	RC62	Spanish
PEREZ MARICELA	REG NURSE 1	38131	RC23	Spanish
PEREZ MARLEN	M H TECHNICIAN 2	27012	RC09	Spanish
PEREZ MELISSA A	HUM SRV CSWK MAN	19788	RC62	Spanish
PEREZ PATRICIA	OFFICE ASSISTANT	30010	RC14	Spanish
PEREZ RAUL	HS CASEWORKER	19785	RC62	Spanish
PEREZ SONIA C	HS CASEWORKER	19785	RC62	Spanish
PEREZHERNANDEZ MARI	HS CASEWORKER	19785	RC62	Spanish
PEREZ-JIMENEZ KATIA	HS CASEWORKER	19785	RC62	Spanish
PERRY EDDIE L J	M H TECHNICIAN 1	27011	RC09	Manual Communication
PERRY SHERRI L	REG NURSE 2	38132	RC23	Manual Communication
PETERS LAURA	PA ELIG ASST	35825	RC28	Spanish
PHILLIPS CASHES L	M H TECHNICIAN 1	27011	RC09	Manual Communication
PIERWIENIS MAGDA	PUB SERV ADM	37015	RC63	Polish
PIN CATHY L	HS CASEWORKER	19785	RC62	Spanish
PINE KELLI A	EDUCATOR	13100	RC63	Manual Communication
PINEDA CESAR O	PA ELIG ASST	35825	RC28	Spanish
PINTOR ELISA G	HUM SRV CSWK MAN	19788	RC62	Spanish
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PISKIE KIMBERLY A	M H TECHNICIAN 3	27013	RC09	Manual Communication
PLASCENCIA GISELA M	PA ELIG ASST	35825	RC28	Spanish
PLOCK BRENDA L	M H TECHNICIAN 2	27012	RC09	Manual Communication
PORTILLO MASSIEL	HS CASEWORKER	19785	RC62	Spanish
PORTILLO REBECCA E	HS CASEWORKER	19785	RC62	Spanish
POWELL ANNA M	REG NURSE 2	38132	RC23	Manual Communication
POWELL REBEKKA N	M H TECHNICIAN 2	27012	RC09	Manual Communication
POZO EBER	PA ELIG ASST	35825	RC28	Spanish
PRATT KARI M	PUB SERV ADM	37015	RC63	Manual Communication
PRINCE CATHERINE	M H ADMIN 1	26811	RC62	Manual Communication
PROULX TAWNY L	REH WRKSP INST 1	38192	RC09	Manual Communication
PROVENCE STEPHANIE	EDUCATOR	13100	RC63	Braille
PRZEKLASA MAGDALENA	HS CASEWORKER	19785	RC62	Polish
PUCKETT SHARON E	M H TECHNICIAN 2	27012	RC09	Manual Communication
PULIDO JOSE E	HS CASEWORKER	19785	RC62	Spanish
PYATT BONNIE M	SUP SVC WORKER	44238	RC09	Manual Communication
QUEZADA MARISOL	HS CASEWORKER	19785	RC62	Spanish
QUINTANILLA ISABEL	SEC THER AIDE TR	39905	RC09	Spanish
QUINTERO NOELIA	OFFICE ASSISTANT	30010	RC14	Spanish
RADLIFF LAURA R	EDUCATOR	13100	RC63	Manual Communication
RAHMAH MAY	SOC SERV CR TR	41320	RC62	Arabic
RAMIREZ CLAUDIA M	PUB SERV ADM	37015	RC63	Spanish
RAMIREZ EVELYN	HS CASEWORKER	19785	RC62	Spanish
RAMIREZ IVETTE	OFFICE ASSOCIATE	30015	RC14	Spanish
RAMIREZ JUAN J	PA ELIG ASST	35825	RC28	Spanish
RAMIREZ KAREN	PA ELIG ASST	35825	RC28	Spanish
RAMIREZ LEONOR	ADM ASSISTANT 2	502	RC28	Spanish
RAMIREZ LISSETTE	HS CASEWORKER	19785	RC62	Spanish
RAMIREZ MARIA E	HUM SRV CSWK MAN	19788	RC62	Spanish
RAMIREZ XIOMARA	SOCIAL WORKER 3	41413	RC63	Spanish
RAMIREZ-FELLOWS LOR	HUM SRV CSWK MAN	19788	RC62	Spanish
RAMOS GLORIA	HS CASEWORKER	19785	RC62	Spanish
RAMOS JESSICA	SEN PUB SERV ADM	40070	BBBR5	Spanish
RAMOS MARIA G	HS CASEWORKER	19785	RC62	Spanish
RAMOS MARIBEL	RHB CASE CRD II	38142	RC14	Manual Communication
RAMOS SONIA	SOC SERV CR TR	41320	RC62	Spanish
RAMOS WILLIAM	HS CASEWORKER	19785	RC62	· ·
				Spanish Spanish
RANGEL CONTALET IOS	HS CASEWORKER	19785	RC62	<u> </u>
RANGEL-GONZALEZ JOS	HUM SRV CSWK MAN	19788	RC62	Spanish
RAYA LAURA	HS CASEWORKER	19785	RC62	Spanish
REESE KATHLEEN D	M H TECHNICIAN 2	27012	RC09	Manual Communication
RENNAU SETH D	EXECUTIVE 2	13852	RC62	Manual Communication
RENTMEISTER ALICIA	REHAB COUN SEN	38158	RC62	Manual Communication
RETEGUIN XOCHITL Y	PUB SERV ADM	37015	RC63	Spanish
REYES GUADALUPE	HS CASEWORKER	19785	RC62	Spanish
REYES HECTOR	HS CASEWORKER	19785	RC62	Spanish
REYES LAUREN	SEN PUB SERV ADM	40070	BBBR5	Spanish

REYES SANDRA	HS CASEWORKER	19785	RC62	Spanish
REYES-RODRIGUEZ FRA	HS CASEWORKER	19785	RC62	Spanish
REYNA NAOMI	RHB CASE CRD II	38142	RC14	Spanish
RHEE DEBBY	HS CASEWORKER	19785	RC62	Korean
RICE MARY ANN	REHAB COUN SEN	38158	RC62	Manual Communication
RICHARD REBECCA E	REHAB COUN SEN	38158	RC62	Manual Communication
RICHARDSON RACHAEL	EDUCATOR	13100	RC63	Braille
RIDENHOUR KRYSTAL M	M H TECHNICIAN 2	27012	RC09	Manual Communication
RINEHART PAULA K	M H TECHNICIAN 2	27012	RC09	Manual Communication
RIORDAN JOHN L	RES SERVICES SUP	38280	RC62	Manual Communication
RIOS ABIGAIL	HUM SRV CSWK MAN	19788	RC62	Spanish
RIOS ALEJANDRA	PA ELIG ASST	35825	RC28	Spanish
RIOS ANTONIO	HS CASEWORKER	19785	RC62	Spanish
RIOS DIXIE	PA ELIG ASST	35825	RC28	Spanish
RIOS JANESE E	HS CASEWORKER	19785	RC62	Spanish
RIOS JESSICA A	HS CASEWORKER	19785	RC62	Spanish
RIOS JOSE	HUM SRV CSWK MAN	19788	RC62	Spanish
RIOS LUZ N	PA ELIG ASST	35825	RC28	Spanish
RIOSSOTO ANA L	HS CASEWORKER	19785	RC62	Spanish
RITZ-KRISS JENNA L	EDUCATOR	13100	RC63	Manual Communication
RIVERA ARACELIS	HUM SRV CSWK MAN	19788	RC62	Spanish
RIVERA BRENDA	PA ELIG ASST		RC28	
		35825		Spanish
RIVERA HILDA R	HS CASEWORKER	19785	RC62	Spanish
RIVERA LUIG E	HS CASEWORKER	19785	RC62	Spanish
RIVERA LUIS E	HUM SRV CSWK MAN	19788	RC62	Spanish
RIVERA MARIA I	HS CASEWORKER	19785	RC62	Spanish
RIVERA MARITZA	HS CASEWORKER	19785	RC62	Spanish
RIVERA MILDRED	HS CASEWORKER	19785	RC62	Spanish
RIVERA NICOLETTE	MH REC SUP SPC 2	26922	RC62	Spanish
RIVERA NORBERTO	HS CASEWORKER	19785	RC62	Spanish
RIVERA NORMA	HUM SRV CSWK MAN	19788	RC62	Spanish
RIVERA RODOLFO P	HS CASEWORKER	19785	RC62	Spanish
RIVERA YENESIS E	HS CASEWORKER	19785	RC62	Spanish
RIVERO ELOISA G	SOC SERV CR TR	41320	RC62	Spanish
ROA ROBERTO	SOC SERV CR TR	41320	RC62	Spanish
ROACH LYNETTE A	M H ADMIN 1	26811	RC62	Manual Communication
ROBINSON JAMES B	M H TECHNICIAN 2	27012	RC09	Manual Communication
ROBINSON JUSTIN L	M H TECHNICIAN 2	27012	RC09	Manual Communication
ROBLES ANA Y	HS CASEWORKER	19785	RC62	Spanish
ROBLES JAZMIN	HS CASEWORKER	19785	RC62	Spanish
ROBLES MARIBEL	RHB CASE CRD II	38142	RC14	Spanish
RODRIGUEZ ANGEL R	HS CASEWORKER	19785	RC62	Spanish
RODRIGUEZ CARLOS A	RHB CASE CRD II	38142	RC14	Spanish
RODRIGUEZ CHRISTIAN	HS CASEWORKER	19785	RC62	Spanish
RODRIGUEZ CLAUDIA B	SOC SERV CR TR	41320	RC62	Spanish
RODRIGUEZ CLAUDIA J	RHB CASE CRD II	38142	RC14	Spanish
RODRIGUEZ DANIEL L	EDUCATOR	13100	RC63	Spanish
NODINGULL DANIEL L	LDOCATOR	13100	1,000	Spariisti

RODRIGUEZ GRISELIS HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ IRMA L M H TECHNICIAN 3 2.7013 RC09 Spanish RODRIGUEZ IRMA L M H TECHNICIAN 3 2.7013 RC09 Spanish RODRIGUEZ JOSE G PA ELIG ASST 35825 RC28 Spanish RODRIGUEZ JOSE L HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ JOSE L HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ JOSE L HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ JUANA M HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ MARGARET PA ELIG ASST 35825 RC28 Spanish RODRIGUEZ MARGARET PA ELIG ASST 35825 RC28 Spanish RODRIGUEZ MARISELA HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ MARISELA HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ MIRISTA HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ MIRISTA HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ MILZA M HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ MILZA M HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ RICA M HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ RODRIGUEZ VERONICA HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ PLOMO ANA SCC SERV CR TR 41320 RC62 Spanish RODRIGUEZ PLOMO ANA SCC SERV CR TR 41320 RC62 Spanish ROJAS XOCHILT V HS CASEWORKER 19785 RC62 Spanish ROJAS XOCHILT V HS CASEWORKER 19785 RC62 Spanish ROJAS XOCHILT V HS CASEWORKER 19785 RC62 Spanish ROMAN SINDRA ROMAN ANTONIA A RES CARE WORKER 19785 RC62 Spanish ROMAN ANTONIA A RES CARE WORKER 19785 RC62 Spanish ROMAN ANTONIA A RES CARE WORKER 19785 RC62 Spanish ROMAN HANDRA ANTONIA A RES CARE WORKER 19785 RC62 Spanish ROMAN HANDRA ANTONIA A RES CARE WORKER 19785 RC62 Spanish ROMAN HANDRA ANTONIA A RES CARE WORKER 19785 RC62 Spanish ROMAN HANDRA ANTONIA A RES CARE WORKER 19785 RC62 Spanish ROMAN HANDRA ANTONIA A RES CARE WORKER 19785 RC62 Spanish ROMAN HANDRA ANTONIA A RES CARE WORKER 19785 RC62 Spanish ROMAN HANDRA ANTONIA A RES CARE WORKER 19785 RC62 Spanish ROMAN HANDRA ANTONIA A RESCRUPT HANDRA ANTONIA ANTONIA A RESCRUPT HANDRA ANTONI	DODDICHEZ FUNICE	DITE CASE CED II	201.42	DC1.4	Casaish
RODRIGUEZ IRMAL         M H TECHNICIAN 3         27013         RCO9         Spanish           RODRIGUEZ JEANETTE         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ JOSE L         PA ELIG ASST         35825         RC28         Spanish           RODRIGUEZ JOSE L         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ JOANAM         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ MARISELA         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ MARITSA         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ MIRELY A         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ RITA E         SOC SERV CR TR         41320         RC62         Spanish           RODRIGUEZ RITA E         SOC SERV CR TR         41320         RC62         Spanish           RODRIGUEZ RARIGA BE         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ RARIGA BE         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ RARIGA BE         HS CASEWORKER         19785         RC62         Spanish           RO	RODRIGUEZ EUNICE	RHB CASE CRD II	38142	RC14	Spanish
RODRIGUEZ JEANETTE         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ JOSE G         PA ELIG ASST         35825         RC28         Spanish           RODRIGUEZ JOSE L         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ MARGARET         PA ELIG ASST         35825         RC28         Spanish           RODRIGUEZ MARGARET         PA ELIG ASST         35825         RC28         Spanish           RODRIGUEZ MARISTA         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ MIRELY         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ NITAE         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ NITAE         SOC SERV CR TR         41320         RC62         Spanish           RODRIGUEZ NETANICA         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ NATAE         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZINITO KATE         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZINETO KATE         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ N					
RODRIGUEZ JOSE G         PA ELIG ASST         35825         RC28         Spanish           RODRIGUEZ JUANA M         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ JUANA M         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ MARISELA         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ MARISELA         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ MIRELY A         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ NITAE         SOC SERV CR TR         41320         RC62         Spanish           RODRIGUEZ VERONICA         HS CASEWORKER         19785         RC62         Spanish           RO					· ·
RODRIGUEZ JOSE L         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ JUANA M         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ MARGARET         PA ELIG ASST         35825         RC28         Spanish           RODRIGUEZ MARISELA         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ MARITSA         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ MILZA M         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ RITA E         SOC SERV CR TR         41320         RC62         Spanish           RODRIGUEZ SHIZA B         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ VERONICA         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZBARRIGA BE         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZNIETO KATE         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZNIETO KATE         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZNIETO KATE         HS CASEWORKER         19785         RC62         Spanish <td< td=""><td></td><td></td><td></td><td></td><td></td></td<>					
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RODRIGUEZ MARISELA         PA ELIG ASST         35825         RC28         Spanish           RODRIGUEZ MARISELA         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ MARITSA         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ MIRELY A         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ NITAE         SOC SERV CR TR         41320         RC62         Spanish           RODRIGUEZ VERONICA         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ VERONICA         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ PALOMO ANA         SOC SERV CR TR         41320         RC62         Spanish           RODRIGUEZPALOMO ANA         SOC SERV CR TR         41320         RC62         Spanish           ROJAS CONSUELO E         HS CASEWORKER         19785         RC62         Spanish           ROJAS TRANCISCO         SOC SERV CR TR         41320         RC62         Spanish           ROJAS SAOCHILT V         HS CASEWORKER         19785         RC62         Spanish           ROMAN JACKELINEA         RESCASE WORKER         19785         RC62         Spanish           R		HS CASEWORKER	19785	RC62	Spanish
RODRIGUEZ MARISELA HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ MIRELY A HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ MIRELY A HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ NILZA M HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ NILZA M HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ RITA E SOC SERV CR TR 41320 RC62 Spanish RODRIGUEZ SERONICA HS CASEWORKER 19785 RC62 Spanish RODRIGUEZ SERONICA HS CASEWORKER 19785 RC62 Spanish RODRIGUEZBRIGA BE HS CASEWORKER 19785 RC62 Spanish RODRIGUEZBRIGO BH RS CASEWORKER 19785 RC62 Spanish RODRIGUEZPALOMO ANA SOC SERV CR TR 41320 RC62 Spanish RODRIGUEZPALOMO ANA SOC SERV CR TR 41320 RC62 Spanish RODRIGUEZPALOMO ANA SOC SERV CR TR 41320 RC62 Spanish RODRIGUEZPALOMO ANA SOC SERV CR TR 41320 RC62 Spanish ROJAS CONSUELO E HS CASEWORKER 19785 RC62 Spanish ROJAS CONSUELO E HS CASEWORKER 19785 RC62 Spanish ROJAS CONSUELO E HS CASEWORKER 19785 RC62 Spanish ROMAN ANTONIA RES CASEWORKER 19785 RC62 Spanish ROMAN ANTONIA RES CARE WORKER 38277 RC09 Manual Communication ROMAN BLANCA E HS CASEWORKER 38277 RC09 Manual Communication ROMAN PATIMA C SWITCHBRD OPR I 44411 RC14 Spanish ROMAN JESSICA REHAB COUN SEN 38158 RC62 Spanish ROMAN JESSICA REHAB COUN SEN 38158 RC62 Spanish ROMAN VICKY HS CASEWORKER 19785 RC62 Spanish ROMERO ALFREDO HS CASEWORKER 19785 RC62 Spanish ROMERO ALFREDO HS CASEWORKER 19785 RC62 Spanish ROMERO ALFREDO HS CASEWORKER 19785 RC62 Spanish ROMERO JERNIEL HS CASEWORKER 19785 RC62 Spanish ROSALES JUAN REHAB COUN REHAB RUBIO JERNIEL HS CASEWORKER 19785 RC62 Spanish ROSALES JUAN REHAB COUN SEN REHAB COUN REHAB RUBIO	RODRIGUEZ JUANA M	HS CASEWORKER	19785	RC62	Spanish
RODRIGUEZ MARITSA         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ MIRELY A         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ NILZA M         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ RITA E         SOC SERV CR TR         41320         RC62         Spanish           RODRIGUEZ VERONICA         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZBARRIGA BE         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZPALOMO ANA         SOC SERV CR TR         41320         RC62         Spanish           ROJAS CONSUELO E         HS CASEWORKER         19785         RC62         Spanish           ROJAS SCONSUELO E         HS CASEWORKER         19785         RC62         Spanish           ROJAS SCONSUELO E         HS CASEWORKER         19785         RC62         Spanish           ROJAS SCONSUELO E         HS CASEWORKER         19785         RC62         Spanish           ROJAS SCONILIT V         HS CASEWORKER         19785         RC62         Spanish           ROJAS SCOLILIT V         HS CASEWORKER         19785         RC62         Spanish           ROJA	RODRIGUEZ MARGARET	PA ELIG ASST	35825	RC28	Spanish
RODRIGUEZ MIRELY A         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ NILZA M         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ RITA E         SOC SERV CR TR         41320         RC62         Spanish           RODRIGUEZ VERONICA         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZNIETO KATE         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZPALOMO ANA         SOC SERV CR TR         41320         RC62         Spanish           ROJAS CONSUELO E         HS CASEWORKER         19785         RC62         Spanish           ROJAS FRANCISCO         SOC SERV CR TR         41320         RC62         Spanish           ROJAS SCOHILT V         HS CASEWORKER         19785         RC62         Spanish           ROJAS NCHILT V         HS CASEWORKER         19785         RC62         Spanish           ROLDAN-KLADO GLORIA         SEN PUB SERV ADM         40070         BBBR5         Spanish           ROLDAN-KLADO GLORIA         SEN PUB SERV ADM         40070         BBBR5         Spanish           ROLDAN-KLADO GLORIA         SEN PUB SERV ADM         40070         BBBR5         Spanish	RODRIGUEZ MARISELA	HS CASEWORKER	19785	RC62	Spanish
RODRIGUEZ NILZA M         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZ RITA E         SOC SERV CR TR         41320         RC62         Spanish           RODRIGUEZ VERONICA         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZBARRIGA BE         HS CASEWORKER         19785         RC62         Spanish           RODRIGUEZPALOMO ANA         SOC SERV CR TR         41320         RC62         Spanish           ROJAS CONSULLO E         HS CASEWORKER         19785         RC62         Spanish           ROJAS SCHILT V         HS CASEWORKER         19785         RC62         Spanish           ROJAS XOCHILT V         HS CASEWORKER         19785         RC62         Spanish           ROMAN ANTONIA A         RES CARE WORKER         19785         RC62         Spanish           ROMAN FATIMA C         SWITCHBRD OPR I         44411         RC14         Spanish           ROMAN JESSICA </td <td>RODRIGUEZ MARITSA</td> <td>HS CASEWORKER</td> <td>19785</td> <td>RC62</td> <td>Spanish</td>	RODRIGUEZ MARITSA	HS CASEWORKER	19785	RC62	Spanish
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RODRIGUEZ VERONICA RODRIGUEZBARRIGA BE RODRIGUEZBARRIGA BE RODRIGUEZBARRIGA BE RODRIGUEZNIETO KATE RODRIGUEZPALOMO ANA SOC SERV CR TR AI320 RCG2 Spanish RODRIGUEZPALOMO ANA SOC SERV CR TR AI320 RCG2 Spanish RODRIGUEZPALOMO ANA SOC SERV CR TR AI320 RCG2 Spanish ROJAS CONSULLO E HS CASEWORKER ROJAS FRANCISCO SOC SERV CR TR AI320 RCG2 Spanish ROJAS FRANCISCO SOC SERV CR TR AI320 RCG2 Spanish ROJAS RCG2 Spanish ROJAS RCG2 Spanish ROJAS XOCHILT V HS CASEWORKER ROJAS XOCHILT X HS CASEWORKER ROJAS XOCHILT V HS CASEWORKER ROJAS XOCHILT X HS CASEWORKER ROJAS XOCHILT X HS CASEWORKER ROJAS XOCHILT X HS CASEWORKER ROJAS X HA1120 RCG2 Spanish RCG2 Spanish RCG2 Spanish RCG2 Spanish RCG3 Spanish RCG4 ROJAS X RCG6 ROJAS X RCG6 ROJAS X RCG7 ROJAS X RCG7 ROJAS X RCG8 ROJAS X RCG8 ROJAS X RCG8 ROJAS X RCG9 RCG9 ROJAS X RCG9 ROJAS RCG9 ROJAS X RCG9 ROJAS X RCG9 ROJAS X RCG9 ROJAS X RCG9 ROJAS RCG9 ROJAS X RCG9 ROJAS RCG9 ROJAS X RCG9 ROJAS R	RODRIGUEZ NILZA M	HS CASEWORKER	19785	RC62	Spanish
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ROSARIO MARIBEL  ROSILES MARGARITA  HS CASEWORKER  19785  RC62  Spanish  RC62  Spanish  RC62  RC62  Spanish  RC62  RC62  RC62  Spanish  RC62  RC62  RC62  RC62  RC62  RC62  RC62  RC62  RC62  Spanish  RC62  RC62  RC62  RC62  RC62  RC62  RC63  RC63  RC63  RC63  RC63  RC63  RC64  RC64  RC64  Spanish  RC65  RC66  Spanish  RC66					
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	RUBIO VANESSA C	HS CASEWORKER	19785	RC62	Spanish
RUIZ EDELINA M REHAB COUN SEN 38158 RC62 Spanish	RUIZ AARON A	RHB CASE CRD II	38142	RC14	Spanish
	RUIZ EDELINA M	REHAB COUN SEN	38158	RC62	Spanish

RUIZ LIACQUELINE  ILIC PACT NRS 2  23552  RC28  Spanish  RUIZ LIDIA  HS CASEWORKER  19785  RC62  Spanish  RUIZ LILIANA  HS CASEWORKER  19785  RC62  Spanish  RUIZ SANDRA  RUIZ SANDRA  HS CASEWORKER  19785  RC62  Spanish  SANUEDRA NANCY  PA ELIG ASST  SASES  RC28  Spanish  SANUEDRA NANCY  PA ELIG ASST  SASES  RC28  Spanish  SACHA MICHAEL M  HS CASEWORKER  19785  RC62  Spanish  SACHA MICHAEL M  HS CASEWORKER  19785  RC62  Spanish  SAETTELE SARAH  SEDUCATOR  SAINO  SARIZ LAURA  HS CASEWORKER  19785  RC62  Spanish  RC62  Spanish  SAETTELE SARAH  EDUCATOR  SAINO  SARIZ MARISELA  PA ELIG ASST  SSES  RC28  Spanish  SAKOUVOGUI KAISSA  SOC SERV CR TR  41320  RC63  SALASSALAS CARLOS  HS CASEWORKER  19785  RC62  Spanish  SALAZAR LUCIA  HS CASEWORKER  19785  RC62  Spanish  SALAZAR ROSIE E  RHB CASE CRD II  SALAZAR ROSIE E  RHB CASE CRD II  SALAZAR ROSIE E  RHB CASE CRD II  SALAJAR LUCIA  HS CASEWORKER  19785  RC62  Spanish  SALDANA LETICIA  HS CASEWORKER  19785  RC62  Spanish  SALGDO VIOLETA  PA ELIG ASST  SALGDO SERV CR TR  41320  RC62  Spanish  SALGADO DEISY  REHAB COUN SEN  SALGADO SERV CR TR  41320  RC62  Spanish  SALGADO SERSICA	RUIZ ELOINA	HS CASEWORKER	19785	RC62	Spanish
RUIZ LIDIA         HS CASEWORKER         19785         RC62         Spanish           RUIZ LILIANA         HS CASEWORKER         19785         RC62         Spanish           RUIZ SANDRA         HS CASEWORKER         19785         RC62         Spanish           RUIZBAUTISTA LUISA         SOC SERV CR TR         41320         RC62         Spanish           RUIZREYES LISBET J         HS CASEWORKER         19785         RC62         Spanish           SANDRA NANCY         PA ELIG ASST         35825         RC28         Spanish           SABIN ANNA A         EXECUTIVE 2         13852         RC62         Spanish           SAENZ LAURA         HS CASEWORKER         19785         RC62         Spanish           SAENZ LAURA         HS CASEWORKER         19785         RC62         Spanish           SAETTELE SARAH         EDUCATOR         13100         RC63         Manual Communication           SAINZ MARISELA         PA ELIG ASST         35825         RC28         Spanish           SALOYOGUI KAISSA A         SOC SERV CR TR         41320         RC62         Spanish           SALAZAR BOSIE E         RHB CASE CRD II         38142         RC62         Spanish           SALLOSO VIOLETA         PA ELIG ASST					•
RUIZ LILIANA         HS CASEWORKER         19785         RC62         Spanish           RUIZ SANDRA         HS CASEWORKER         19785         RC62         Spanish           RUIZBAUTISTA LUISA         SOC SERV CR TR         41320         RC62         Spanish           RUIZREYES LISBET J         HS CASEWORKER         19785         RC62         Spanish           SALVEDRA NANCY         PA ELIG ASST         35825         RC28         Spanish           SALVE JAMA         HS CASEWORKER         19785         RC62         Spanish           SACHA MICHAEL M         HS CASEWORKER         19785         RC62         Spanish           SAENZ LAURA         HS CASEWORKER         19785         RC62         Spanish           SAENTELE SARAH         EDUCATOR         13100         RC63         Manual Communication           SAINZ MARISELA         PA ELIG ASST         35825         RC28         Spanish           SALOZAR CARLOS         SOC SERV CR TR         41320         RC62         Spanish           SALAZAR LUCIA         HS CASEWORKER         19785         RC62         Spanish           SALAZAR LUCIA         HS CASEWORKER         19785         RC62         Spanish           SALLZAR ROSIE E         RHB CASE CR					·
RUIZ SANDRA         HS CASEWORKER         19785         RC62         Spanish           RUIZBAUTISTA LUISA         SOC SERV CR TR         41320         RC62         Spanish           RUIZBAUTISTA LUISA         SOC SERV CR TR         41320         RC62         Spanish           SAAUEDRA NANCY         PA ELIG ASST         35825         RC62         Spanish           SAAIN ANNA A         EXECUTIVE 2         13852         RC62         Spanish           SACHA MICHAEL M         HS CASEWORKER         19785         RC62         Spanish           SAENZ LAURA         HS CASEWORKER         19785         RC62         Spanish           SAETTELE SARAH         EDUCATOR         13100         RC63         Manual Communication           SAIGEZ PENNY E         EDUCATOR         13100         RC63         Manual Communication           SAILS MARISELA         PA ELIG ASST         35825         RC28         Spanish           SALAZAR SALOCIA         PA ELIG ASST         19785         RC62         Spanish           SALAZAR LUCIA         HS CASEWORKER         19785         RC62         Spanish           SALLZAR LUCIA         HS CASEWORKER         19785         RC62         Spanish           SALLOVA LUIZIA         PA					•
RUIZBAUTISTA LUISA         SOC SERV CR TR         41320         RC62         Spanish           RUIZREYES LISBET J         HS CASEWORKER         19785         RC62         Spanish           SAAVEDRA NANCY         PA ELIG ASST         35825         RC28         Spanish           SABIN ANNA A         EXECUTIVE 2         13852         RC62         Spanish           SAENA LAURA         HS CASEWORKER         19785         RC62         Spanish           SAENZ LAURA         HS CASEWORKER         19785         RC62         Spanish           SAETTELE SARAH         EDUCATOR         13100         RC63         Manual Communication           SAINZ MARISELA         PA ELIG ASST         35825         RC28         Spanish           SALAZAR LUCIA         HS CASEWORKER         19785         RC62         Spanish           SALAZAR ROSIE E         RHB CASE CRD II         38142         RC14         Spanish           SALLODO VIOLETA         PA ELIG ASST         35825         RC28         Spanish           SALDANA LETICIA         HS CASEWORKER         19785         RC62         Spanish           SALGADO POEISY         REHAB COUN SEN         38158         RC62         Spanish           SALIGADO SESSICA         SOC					·
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SACHA MICHAEL M         HS CASEWORKER         19785         RC62         Polish           SAENZ LAURA         HS CASEWORKER         19785         RC62         Spanish           SAETTELE SARAH         EDUCATOR         13100         RC63         Manual Communication           SAGEZ PENNY E         EDUCATOR         13100         RC63         Manual Communication           SAINZ MARISELA         PA ELIG ASST         35825         RC28         Spanish           SAKOUVOGUI KAISSA A         SOC SERV CR TR         41320         RC62         French           SALAZAR CARLOS         HS CASEWORKER         19785         RC62         Spanish           SALAZAR ROSIE E         RHB CASE CRD II         38142         RC14         Spanish           SALCIDO VIOLETA         PA ELIG ASST         35825         RC62         Spanish           SALDANA LETICIA         HS CASEWORKER         19785         RC62         Spanish           SALGADO DEISY         REHAB COUN SEN         38158         RC62         Spanish           SALGADO JESSICA         SOC SERV CR TR         41320         RC62         Spanish           SALINAS ELVA         HS CASEWORKER         19785         RC62         Spanish           SALINAS MARISOL					·
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SAINZ MARISELA         PA ELIG ASST         35825         RC28         Spanish           SAKOUVOGUI KAISSA A         SOC SERV CR TR         41320         RC62         French           SALASSALAS CARLOS         HS CASEWORKER         19785         RC62         Spanish           SALAZAR RUCIA         HS CASEWORKER         19785         RC62         Spanish           SALAZAR ROSIE E         RHB CASE CRD II         38142         RC14         Spanish           SALCIDO VIOLETA         PA ELIG ASST         35825         RC28         Spanish           SALDANA LETICIA         HS CASEWORKER         19785         RC62         Spanish           SALDANA LETICIA         HS CASEWORKER         19785         RC62         Spanish           SALDANA LETICIA         HS CASEWORKER         19785         RC62         Spanish           SALDADO DEISY         REHAB COUN SEN         38158         RC62         Spanish           SALGADO DEISY         REHAB COUN SEN         38158         RC62         Spanish           SALIGADO JESSICA         SOC SERV CR TR         41320         RC62         Spanish           SALIGADO JESSICA         HS CASEWORKER         19785         RC62         Spanish           SALIGANO JESSICA	SAETTELE SARAH	EDUCATOR	13100	RC63	Manual Communication
SAKOUVOGUI KAISSA A         SOC SERV CR TR         41320         RC62         French           SALASSALAS CARLOS         HS CASEWORKER         19785         RC62         Spanish           SALAZAR LUCIA         HS CASEWORKER         19785         RC62         Spanish           SALAZAR ROSIE E         RHB CASE CRD II         38142         RC14         Spanish           SALCIDO VIOLETA         PA ELIG ASST         35825         RC28         Spanish           SALDANA LETICIA         HS CASEWORKER         19785         RC62         Spanish           SALDADO DESICA         SOC SERV CR TR         41320         RC62         Spanish           SALGADO JESSICA         SOC SERV CR TR         41320         RC62         Spanish           SALGADO YARELY         HS CASEWORKER         19785         RC62         Spanish           SALINAS LILIANA         HS CASEWORKER         19785         RC62         Spanish           SALINAS MARISOL	SAGEZ PENNY E	EDUCATOR	13100	RC63	Manual Communication
SALASSALAS CARLOS  HS CASEWORKER  19785  RC62  Spanish  SALAZAR LUCIA  HS CASEWORKER  19785  RC62  Spanish  SALAZAR ROSIE E  RHB CASE CRD II  38142  RC14  Spanish  SALCIDO VIOLETA  PA ELIG ASST  35825  SALDANA LETICIA  HS CASEWORKER  19785  RC62  Spanish  SALDIVAR YELITZA AN  OFFICE COORD  30025  RC14  Spanish  SALGADO ANAELY  PA ELIG ASST  35825  RC28  Spanish  SALGADO DEISY  REHAB COUN SEN  SALGADO JESSICA  SOC SERV CR TR  41320  RC62  Spanish  SALINAS ELVA  HS CASEWORKER  19785  RC62  Spanish  SALINAS LILIANA  HS CASEWORKER  19785  RC62  Spanish  SALINAS LILIANA  HS CASEWORKER  19785  RC62  Spanish  SALINAS MARISOL  HS CASEWORKER  19785  RC62  Spanish  SALINAS NEOMI  PA ELIG ASST  35825  RC28  Spanish  SALINAS ROMI  PA ELIG ASST  35825  RC62  Spanish  SANCHEZ ANAKAREN  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ ANAKAREN  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ BEATRIZ  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ BEATRIZ  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ DOLORES  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ HUGO E  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ HUGO E  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ HUGO E  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ NARIA F  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ SPANISH  SANCHEZ MARIA F  HS CASEWORKER  19785  RC62  Spanis	SAINZ MARISELA	PA ELIG ASST	35825	RC28	Spanish
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SALAZAR ROSIE E  RHB CASE CRD II  38142  RC14  Spanish  SALCIDO VIOLETA  PA ELIG ASST  35825  RC28  Spanish  SALDANA LETICIA  HS CASEWORKER  19785  RC62  Spanish  SALDANA LETICIA  OFFICE COORD  30025  RC14  Spanish  SALGADO ANAELY  PA ELIG ASST  35825  RC28  Spanish  SALGADO ANAELY  PA ELIG ASST  35825  RC28  Spanish  SALGADO DEISY  REHAB COUN SEN  38158  RC62  Spanish  SALGADO DEISY  REHAB COUN SEN  38158  RC62  Spanish  SALGADO JESSICA  SOC SERV CR TR  41320  RC62  Spanish  SALINAS ELVA  HS CASEWORKER  19785  RC62  Spanish  SALINAS LILIANA  HS CASEWORKER  19785  RC62  Spanish  SALINAS NEOMI  PA ELIG ASST  35825  RC28  Spanish  SALINAS NEOMI  PA ELIG ASST  35825  RC62  Spanish  SANCHEZ ANAKAREN  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ BEATRIZ  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ DOLORES  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ LUCIA  SANCHEZ LUCIA  SANCHEZ LUCIA  SANCHEZ LUCIA  SANCHEZ LUCIA  SANCHEZ LUCIA  SANCHEZ MEMB CASE CRO II  SAN	SALASSALAS CARLOS	HS CASEWORKER	19785	RC62	Spanish
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SALMERON-DOMINQUEZ HS CASEWORKER 19785 RC62 Spanish SANABRIA BETHZAIDA HS CASEWORKER 19785 RC62 Spanish SANCHEZ ANAKAREN HS CASEWORKER 19785 RC62 Spanish SANCHEZ BEATRIZ HS CASEWORKER 19785 RC62 Spanish SANCHEZ BEATRIZ HS CASEWORKER 19785 RC62 Spanish SANCHEZ CARLOS A HUM SRV CSWK MAN 19788 RC62 Spanish SANCHEZ DOLORES HS CASEWORKER 19785 RC62 Spanish SANCHEZ HUGO E HS CASEWORKER 19785 RC62 Spanish SANCHEZ LUCIA HS CASEWORKER 19785 RC62 Spanish SANCHEZ MARIA F HS CASEWORKER 19785 RC62 Spanish SANCHEZ NATHALIE SOC SERV CR TR 41320 RC62 Spanish SANCHEZ NORMA A HS CASEWORKER 19785 RC62 Spanish SANCHEZ RAFAEL E HUM SRV CSWK MAN 19788 RC62 Spanish SANCHEZ ROXANNE HS CASEWORKER 19785 RC62 Spanish SANCHEZ ROXANNE HS CASEWORKER 19785 RC62 Spanish SANCHEZ YENEDID PA ELIG ASST 35825 RC28 Spanish SANDOVAL ARACELY RHB CASE CRD II 38142 RC14 Spanish SANDOVAL BRENDA M HS CASEWORKER 19785 RC62 Spanish SANDOVAL ELVA EXECUTIVE 1 13851 RC62 Spanish					-
SANABRIA BETHZAIDA  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ ANAKAREN  HS CASEWORKER  19785  RC62  Spanish  RC62  Spanish  RC62  Spanish  SANCHEZ BEATRIZ  HS CASEWORKER  19785  RC62  Spanish  RC62  Spanish  SANCHEZ CARLOS A  HUM SRV CSWK MAN  19788  RC62  Spanish  SANCHEZ DOLORES  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ HUGO E  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ LUCIA  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ MARIA F  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ NATHALIE  SOC SERV CR TR  41320  RC62  Spanish  SANCHEZ NORMA A  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ RAFAEL E  HUM SRV CSWK MAN  19788  RC62  Spanish  SANCHEZ ROXANNE  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ ROXANNE  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ PONEDID  PA ELIG ASST  35825  RC28  Spanish  SANDOVAL ARACELY  RHB CASE CRD II  38142  RC14  Spanish  SANDOVAL BRENDA M  HS CASEWORKER  19785  RC62  Spanish  SANDOVAL ELVA  EXECUTIVE 1  13851  RC62  Spanish					•
SANCHEZ ANAKAREN  SANCHEZ BEATRIZ  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ CARLOS A  HUM SRV CSWK MAN  19788  RC62  Spanish  SANCHEZ DOLORES  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ HUGO E  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ LUCIA  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ MARIA F  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ NATHALIE  SOC SERV CR TR  41320  RC62  Spanish  SANCHEZ NORMA A  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ RAFAEL E  HUM SRV CSWK MAN  19788  RC62  Spanish  SANCHEZ ROXANNE  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ ROXANNE  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ ROXANNE  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ YENEDID  PA ELIG ASST  35825  RC28  Spanish  SANDOVAL ARACELY  RHB CASE CRD II  38142  RC14  Spanish  SANDOVAL BRENDA M  HS CASEWORKER  19785  RC62  Spanish  SANDOVAL ELVA  EXECUTIVE 1  13851  RC62  Spanish					•
SANCHEZ BEATRIZ  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ CARLOS A  HUM SRV CSWK MAN  19788  RC62  Spanish  SANCHEZ DOLORES  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ HUGO E  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ LUCIA  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ MARIA F  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ NATHALIE  SOC SERV CR TR  41320  RC62  Spanish  SANCHEZ NORMA A  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ RAFAEL E  HUM SRV CSWK MAN  19788  RC62  Spanish  SANCHEZ ROXANNE  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ POXANNE  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ YENEDID  PA ELIG ASST  SANCHEZ YENEDID  PA ELIG ASST  SANCHEZ ROXANCE  SANDOVAL ARACELY  RHB CASE CRD II  38142  RC14  Spanish  SANDOVAL BRENDA M  HS CASEWORKER  19785  RC62  Spanish  SANDOVAL BRENDA M  HS CASEWORKER  19785  RC62  Spanish  SANDOVAL ELVA  EXECUTIVE 1  13851  RC62  Spanish					•
SANCHEZ CARLOS A  HUM SRV CSWK MAN  19788  RC62  Spanish  SANCHEZ DOLORES  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ HUGO E  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ LUCIA  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ MARIA F  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ NATHALIE  SOC SERV CR TR  41320  RC62  Spanish  SANCHEZ NORMA A  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ RAFAEL E  HUM SRV CSWK MAN  19788  RC62  Spanish  SANCHEZ ROXANNE  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ POXANNE  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ YENEDID  PA ELIG ASST  35825  RC28  Spanish  SANDOVAL ARACELY  RHB CASE CRD II  38142  RC14  Spanish  SANDOVAL BRENDA M  HS CASEWORKER  19785  RC62  Spanish  SANDOVAL BRENDA M  HS CASEWORKER  19785  RC62  Spanish  SANDOVAL ELVA  EXECUTIVE 1  13851  RC62  Spanish					· ·
SANCHEZ DOLORES  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ HUGO E  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ LUCIA  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ MARIA F  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ NATHALIE  SOC SERV CR TR  41320  RC62  Spanish  SANCHEZ NORMA A  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ RAFAEL E  HUM SRV CSWK MAN  19788  RC62  Spanish  SANCHEZ ROXANNE  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ YENEDID  PA ELIG ASST  SANDOVAL ARACELY  RHB CASE CRD II  38142  RC14  Spanish  SANDOVAL BRENDA M  HS CASEWORKER  19785  RC62  Spanish  SANDOVAL ELVA  EXECUTIVE 1  13851  RC62  Spanish  RC62  Spanish  RC62  Spanish  RC62  Spanish  SANDOVAL BRENDA M  HS CASEWORKER  19785  RC62  Spanish  SANDOVAL ELVA  EXECUTIVE 1  13851  RC62  Spanish					•
SANCHEZ HUGO E HS CASEWORKER 19785 RC62 Spanish  SANCHEZ LUCIA HS CASEWORKER 19785 RC62 Spanish  SANCHEZ MARIA F HS CASEWORKER 19785 RC62 Spanish  SANCHEZ NATHALIE SOC SERV CR TR 41320 RC62 Spanish  SANCHEZ NORMA A HS CASEWORKER 19785 RC62 Spanish  SANCHEZ RAFAEL E HUM SRV CSWK MAN 19788 RC62 Spanish  SANCHEZ ROXANNE HS CASEWORKER 19785 RC62 Spanish  SANCHEZ YENEDID PA ELIG ASST 35825 RC28 Spanish  SANDOVAL ARACELY RHB CASE CRD II 38142 RC14 Spanish  SANDOVAL BRENDA M HS CASEWORKER 19785 RC62 Spanish  SANDOVAL ELVA EXECUTIVE 1 13851 RC62 Spanish					•
SANCHEZ LUCIA  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ MARIA F  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ NATHALIE  SOC SERV CR TR  41320  RC62  Spanish  SANCHEZ NORMA A  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ RAFAEL E  HUM SRV CSWK MAN  19788  RC62  Spanish  SANCHEZ ROXANNE  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ YENEDID  PA ELIG ASST  SANDOVAL ARACELY  RHB CASE CRD II  38142  RC14  Spanish  SANDOVAL BRENDA M  HS CASEWORKER  19785  RC62  Spanish  SANDOVAL BRENDA M  HS CASEWORKER  19785  RC62  Spanish  SANDOVAL ELVA  EXECUTIVE 1  13851  RC62  Spanish					•
SANCHEZ MARIA F  SANCHEZ NATHALIE  SOC SERV CR TR  41320  RC62  Spanish  SANCHEZ NORMA A  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ NORMA A  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ RAFAEL E  HUM SRV CSWK MAN  19788  RC62  Spanish  SANCHEZ ROXANNE  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ YENEDID  PA ELIG ASST  35825  RC28  Spanish  SANDOVAL ARACELY  RHB CASE CRD II  38142  RC14  Spanish  SANDOVAL BRENDA M  HS CASEWORKER  19785  RC62  Spanish  SANDOVAL ELVA  EXECUTIVE 1  13851  RC62  Spanish					•
SANCHEZ NATHALIE SOC SERV CR TR 41320 RC62 Spanish SANCHEZ NORMA A HS CASEWORKER 19785 RC62 Spanish SANCHEZ RAFAEL E HUM SRV CSWK MAN 19788 RC62 Spanish SANCHEZ ROXANNE HS CASEWORKER 19785 RC62 Spanish SANCHEZ YENEDID PA ELIG ASST SANDOVAL ARACELY RHB CASE CRD II 38142 RC14 Spanish SANDOVAL BRENDA M HS CASEWORKER 19785 RC62 Spanish SANDOVAL ELVA EXECUTIVE 1 13851 RC62 Spanish					•
SANCHEZ NORMA A  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ RAFAEL E  HUM SRV CSWK MAN  19788  RC62  Spanish  SANCHEZ ROXANNE  HS CASEWORKER  19785  RC62  Spanish  SANCHEZ YENEDID  PA ELIG ASST  SANDOVAL ARACELY  RHB CASE CRD II  38142  RC14  Spanish  SANDOVAL BRENDA M  HS CASEWORKER  19785  RC62  Spanish  SANDOVAL BRENDA M  EXECUTIVE 1  13851  RC62  Spanish					•
SANCHEZ RAFAEL E HUM SRV CSWK MAN 19788 RC62 Spanish SANCHEZ ROXANNE HS CASEWORKER 19785 RC62 Spanish SANCHEZ YENEDID PA ELIG ASST 35825 RC28 Spanish SANDOVAL ARACELY RHB CASE CRD II 38142 RC14 Spanish SANDOVAL BRENDA M HS CASEWORKER 19785 RC62 Spanish SANDOVAL ELVA EXECUTIVE 1 13851 RC62 Spanish					•
SANCHEZ ROXANNE HS CASEWORKER 19785 RC62 Spanish SANCHEZ YENEDID PA ELIG ASST 35825 RC28 Spanish SANDOVAL ARACELY RHB CASE CRD II 38142 RC14 Spanish SANDOVAL BRENDA M HS CASEWORKER 19785 RC62 Spanish SANDOVAL ELVA EXECUTIVE 1 13851 RC62 Spanish					•
SANCHEZ YENEDID PA ELIG ASST 35825 RC28 Spanish SANDOVAL ARACELY RHB CASE CRD II 38142 RC14 Spanish SANDOVAL BRENDA M HS CASEWORKER 19785 RC62 Spanish SANDOVAL ELVA EXECUTIVE 1 13851 RC62 Spanish					•
SANDOVAL ARACELY RHB CASE CRD II 38142 RC14 Spanish SANDOVAL BRENDA M HS CASEWORKER 19785 RC62 Spanish SANDOVAL ELVA EXECUTIVE 1 13851 RC62 Spanish					•
SANDOVAL BRENDA M HS CASEWORKER 19785 RC62 Spanish SANDOVAL ELVA EXECUTIVE 1 13851 RC62 Spanish	SANCHEZ YENEDID	PA ELIG ASST	35825	RC28	Spanish
SANDOVAL ELVA EXECUTIVE 1 13851 RC62 Spanish	SANDOVAL ARACELY	RHB CASE CRD II	38142	RC14	Spanish
	SANDOVAL BRENDA M	HS CASEWORKER	19785	RC62	Spanish
SANDOVAL MELISSA M SOC SERV CR TR 41320 RC62 Spanish	SANDOVAL ELVA	EXECUTIVE 1	13851	RC62	Spanish
	SANDOVAL MELISSA M	SOC SERV CR TR	41320	RC62	Spanish

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SANDOVAL VANESSA A	HS CASEWORKER	19785	RC62	Spanish
SANTANA JACLYN MARI	HS CASEWORKER	19785	RC62	Spanish
SANTIAGO DEYSY A	HS CASEWORKER	19785	RC62	Spanish
SANTIAGO MARIA L	HS CASEWORKER	19785	RC62	Spanish
SANTILLAN DANIELA	HS CASEWORKER	19785	RC62	Spanish
SANTILLAN MICHELLE	REG NURSE 1	38131	RC23	Spanish
SAUCEDO ROSA M	OFFICE COORD	30025	RC14	Spanish
SAWCZUK-RACZKOWSKA	ADM ASSISTANT 2	502	RC28	Polish
SAZAMA COLLEEN	HEAR SPCH SPEC	18233	RC63	Manual Communication
SCHAFER RACHAEL M	M H TECHNICIAN 2	27012	RC09	Manual Communication
SCHAVE MARSHA J	REIMBUR OFF 1	38199	RC62	Manual Communication
SCHMIDTCANTRELL JEN	REHAB COUN SEN	38158	RC62	Manual Communication
SCHMITT ANN M	EDUCATOR	13100	RC63	Manual Communication
SCOTT CRYSTAL	M H TECHNICIAN 2	27012	RC09	Manual Communication
SCOTT MEGAN J	HEAR SPCH SPEC	18233	RC63	Manual Communication
SCUDDER TODD K	M H TECHNICIAN 2	27012	RC09	Manual Communication
SEARCY GIESELLE P	HS CASEWORKER	19785	RC62	Spanish
SEBASTIAN RODRIGO	SOC SERV CR TR	41320	RC62	Spanish
SEDA ANNETTE	REHAB COUN	38145	RC62	Spanish
SEGUIN TRACIE A	HS CASEWORKER	19785	RC62	Spanish
SENA MARIA D	HS CASEWORKER	19785	RC62	Spanish
SERNA-PEREZ ANGELIC	PA ELIG ASST	35825	RC28	Spanish
SERRANO CLAUDIA	PA ELIG ASST	35825	RC28	Spanish
SERRANO GIANNI N	EXECUTIVE 1	13851	RC62	Spanish
SERRANO MARIA E	HS CASEWORKER	19785	RC62	Spanish
SERRANO MAYRA A	HS CASEWORKER	19785	RC62	Spanish
SERRANO SANDRA S	HS CASEWORKER	19785	RC62	Spanish
SERVIN NORMA C	HUM SRV CSWK MAN	19788	RC62	Spanish
SHEA LANA D	EDUCATOR	13100	RC63	Manual Communication
SHERIDAN TARA	REH WRKSP INST 1	38192	RC09	Manual Communication
SHOEMAKER SANDRA K	LIC PRACT NRS 2	23552	RC28	Manual Communication
SIAG BAYAN M	HS CASEWORKER	19785	RC62	Spanish
SIDDIQUE ZAHOOR K	HS CASEWORKER	19785	RC62	Arabic
SIERRA MARIA D	SOC SERV CR TR	41320	RC62	Spanish
SIFUENTES SANDRA P	HS CASEWORKER	19785	RC62	Spanish
SILVA LORENA	PUB SERV ADM	37015	RC63	Spanish
SILVA MARICELA	HS CASEWORKER	19785	RC62	Spanish
SIMS TERESITA A	HS CASEWORKER	19785	RC62	Spanish
SKORA ERICA A	HS CASEWORKER	19785	RC62	Spanish
SLOAN MELISSA N	M H TECHNICIAN 2	27012	RC09	Manual Communication
SMITH DENICE M	REHAB COUN SEN	38158	RC62	Manual Communication
SMITH KATLYN C	PUB SERV ADM	37015	RC63	Spanish
SMITHSON ERIC J	REHAB COUN	38145	RC62	Manual Communication
SOMERS JULIE E	REHAB COUN SEN	38158	RC62	Manual Communication
SORI ROLANDO	OFFICE ASSISTANT	30010	RC14	Spanish
SORIANO MARIBEL	HS CASEWORKER	19785	RC62	Spanish
SOSA CRISTIAN	M H TECHNICIAN 1	27011	RC09	Spanish
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SOTO MARITZA K	HS CASEWORKER	19785	RC62	Spanish
SOTO ZONIA	HS CASEWORKER	19785	RC62	Spanish
SPANG LACEY F	HS CASEWORKER	19785	RC62	Spanish
SPOTTS LORI	M H TECHNICIAN 3	27013	RC09	Manual Communication
STANBERRY SCOTT	PUB SERV ADM	37015	RC63	Manual Communication
STANLEY KIMBERLY K	HUM SRV CSWK MAN	19788	RC62	Spanish
STASIAK-BORKOWSKI A	M H TECHNICIAN 2	27012	RC09	Polish
STAUBITZ NANCY S	HS CASEWORKER	19785	RC62	Spanish
STAUFFER PEGGY S	M H TECHNICIAN 3	27013	RC09	Manual Communication
STEPHENSON PEGGYJO	EDUCATOR	13100	RC63	Manual Communication
STEWART COREEN L	EDUCATOR	13100	RC63	Manual Communication
STGERMAINE KIMBERLY	HEAR SPCH SPEC	18233	RC63	Manual Communication
STIAVA CHARLES J	CLINICAL PSYCHOL	8250	RC63	Spanish
STIMSON JUN	SOC SERV CR TR	41320	RC62	Chinese
STONE JESSICA	HS CASEWORKER	19785	RC62	Spanish
STRANBERG RENEE E	REHAB COUN SEN	38158	RC62	Manual Communication
STREITMATTER BRANDO	SOC SERV CR TR	41320	RC62	Spanish
SULLIVAN KELLY	SEN PUB SERV ADM	40070	BBBR5	Manual Communication
SWERTFEGER KARA	DIETICIAN	12510	RC62	Manual Communication
SWIFT MISTY L	EDUCATOR	13100	RC63	Manual Communication
TABBAA FERAS	SOC SERV CR TR	41320	RC62	Arabic
TADJERE KOMI	HS CASEWORKER	19785	RC62	French
TANG WENYU	HS CASEWORKER	19785	RC62	Chinese
TANNER JASMINE K	M H TECHNICIAN 2	27012	RC02	Manual Communication
TAPIA KARINA	SOC SERV CR TR	41320	RC62	Spanish
TAPIA LESLIE A	HS CASEWORKER	19785	RC62	Spanish
			RC63	Manual Communication
TAYLOR MARCIE L TEJEDA ROSALINDA	EDUCATOR HS CASEWORKER	13100	RC62	
TELLEZ ELIZABETH		19785		Spanish
	HS CASEWORKER HS CASEWORKER	19785	RC62	Spanish
TEMBLADOR ANA A		19785	RC62	Spanish
TERAN CLAUDIA	PA ELIG ASST	35825	RC28	Spanish
TERRONEZ CRISTAL G	HS CASEWORKER	19785	RC62	Spanish
THOMAS TERRA J	REG NURSE 2	38132	RC23	Manual Communication
THOMPSON HEATHER M	ACCOUNT TECH 2	116	RC14	Manual Communication
TINOCO ERICKA	HS CASEWORKER	19785	RC62	Spanish
TODD JEFFREY L	M H TECHNICIAN 2	27012	RC09	Manual Communication
TOKARSKA KINGA M	SOC SERV CR TR	41320	RC62	Polish
TOLENTINO ANGELICA	HS CASEWORKER	19785	RC62	Spanish
TOMAS SUSAN M	HS CASEWORKER	19785	RC62	Polish
TORO ANNETTE M	PA ELIG ASST	35825	RC28	Spanish
TOROVILLASENOR KASS	PA ELIG ASST	35825	RC28	Spanish
TORRES CIARA Y	HUM SRV CSWK MAN	19788	RC62	Spanish
TORRES ERICKA	HS CASEWORKER	19785	RC62	Spanish
TORRES JAZMIN C	HS CASEWORKER	19785	RC62	Spanish
TORRES MARTHA	HUM SRV CSWK MAN	19788	RC62	Spanish
TORRES RAMIRO	HS CASEWORKER	19785	RC62	Spanish
TORRES RAQUEL	HS CASEWORKER	19785	RC62	Spanish

TORRESDEJIMENEZ PAT	PA ELIG ASST	35825	RC28	Cnanich
TOWNSEND ELI	M H TECHNICIAN 3	27013	RC28	Spanish  Manual Communication
TRICE VICKIE				
	REHAB COUN SEN	38158	RC62	Manual Communication
TRUJILLO GUADALUPE	HS CASEWORKER	19785	RC62	Spanish
TRUJILLO JUAN D	SOC SERV CR TR	41320	RC62	Spanish
ULLOAMEDINA ANGELIN	OFFICE ASSISTANT	30010	RC14	Spanish
UMANA AMANDA L	HS CASEWORKER	19785	RC62	Spanish
UMARBEKOVA TAIIRGUL	HS CASEWORKER	19785	RC62	Russian
URBINA EDUARDO	HS CASEWORKER	19785	RC62	Spanish
URIOSTEGUI NILA Z	HS CASEWORKER	19785	RC62	Spanish
URIZAR JOSEPH A	HUMAN RESRCS REP	19692	RC62	Spanish
VALADEZ JUAN	HS CASEWORKER	19785	RC62	Spanish
VALDES GRISELDA	REHAB COUN SEN	38158	RC62	Spanish
VALDEZ ALICIA	REG NURSE 1	38131	RC23	Spanish
VALDEZ GUILLERMINA	EXECUTIVE 2	13852	RC62	Spanish
VALDEZ LORENA	RHB CASE COORD I	38141	RC14	Spanish
VALDEZ SALOMON R	HUM SRV CSWK MAN	19788	RC62	Spanish
VALDEZIBARRA GABRIE	HS CASEWORKER	19785	RC62	Spanish
VALENZUELA JOYCE M	RHB CASE CRD II	38142	RC14	Spanish
VALLEJODELVALLE JUA	HS CASEWORKER	19785	RC62	Spanish
VANCIL SAMANTHA	M H TECHNICIAN 1	27011	RC09	Manual Communication
VANLOO ROBIN	M H TECHNICIAN 2	27012	RC09	Manual Communication
VANVALEY KATHRYN E	EDUCATOR	13100	RC63	Manual Communication
VARELA FLOYD	PA ELIG ASST	35825	RC28	Spanish
VARGAS FERNAN D	HUM SRV CSWK MAN	19788	RC62	Spanish
VARGASGUERRERO BREN	M H TECHNICIAN 3	27013	RC09	Manual Communication
VARGASMOLINA JACQUE	HS CASEWORKER	19785	RC62	Spanish
VASQUEZ ALEJANDRO	SOC SERV CR TR	41320	RC62	Spanish
VASQUEZ ANNA I	OFFICE COORD	30025	RC14	Spanish
VASQUEZ-DELREAL RAQ	REHAB COUN SEN	38158	RC62	Spanish
VAUGHN MADALYN C	HEAR SPCH SPEC	18233	RC63	Manual Communication
VAUPEL KATHRYN	M H TECHNICIAN 5	27015	RC09	Manual Communication
VAZQUEZ CAROLINA	SOC SERV CR TR	41320	RC62	Spanish
VAZQUEZ FELIPA J	HS CASEWORKER	19785	RC62	Spanish
VAZQUEZ GLORYMAR	HUM SRV CSWK MAN	19788	RC62	Spanish
VAZQUEZ METZERI	PA ELIG ASST	35825	RC28	Spanish
VAZQUEZ MICHELLE	HS CASEWORKER	19785	RC62	Spanish
VAZQUEZ TATIANA	HS CASEWORKER	19785	RC62	Spanish
VAZQUEZ VIRGINIA	HS CASEWORKER	19785	RC62	Spanish
VEACH JONATHAN P	REHAB COUN SEN	38158	RC62	Manual Communication
VEGA ANDREW J	HS CASEWORKER	19785	RC62	Spanish
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VEGA ISBAEL	HS CASEWORKER	19785	RC62	Spanish
VEGA MARCARITA	HUM SRV CSWK MAN	19788	RC62	Spanish
VEGA MARGARITA	REHAB COUN SEN	38158	RC62	Spanish
VEGA MARIBEL A	HUM SRV CSWK MAN	19788	RC62	Spanish
VEGA CUCANA	HS CASEWORKER	19785	RC62	Spanish
VEGA SUSANA	SOC SERV CR TR	41320	RC62	Spanish

VELA ALEXANDRA M	HUM SRV CSWK MAN	19788	RC62	Spanish
VELA CAROLYN G	HS CASEWORKER	19785	RC62	Spanish
VELAZQUEZ ADRIANA	HUM SRV CSWK MAN	19788	RC62	Spanish
VELAZQUEZ ROGELIO	OFFICE ASSISTANT	30010	RC14	Spanish
VELEZ FRANCISCO	HS CASEWORKER	19785	RC62	Spanish
VELEZ MAKISHA	RES CARE WORKER	38277	RC09	Manual Communication
VELEZ NITHZA	HUM SRV CSWK MAN	19788	RC62	Spanish
VERA VICTOR M	HS CASEWORKER	19785	RC62	Spanish
VICENTE LETICIA	EXECUTIVE 2	13852	RC62	Spanish
VICENTE MARIA B	PA ELIG ASST	35825	RC28	Spanish
VIEIRA JOSEPH A	EXECUTIVE 2	13852	RC62	Manual Communication
VILLA ANGEL M	HS CASEWORKER	19785	RC62	Spanish
VILLA LUCIA	HS CASEWORKER	19785	RC62	Spanish
VILLALBA IRMA F	HS CASEWORKER	19785	RC62	Spanish
VILLALOBOS BENJAMIN	PA ELIG ASST	35825	RC28	Spanish
VILLALOBOS GABRIELA	PA ELIG ASST	35825	RC28	Spanish
VILLALPANDO CRISTIN	HS CASEWORKER	19785	RC62	Spanish
VILLALPANDO OSMIN O	HS CASEWORKER	19785	RC62	Spanish
VILLANUEVA SILVIA	HS CASEWORKER	19785	RC62	Spanish
VILLASENOR MIGUEL A	M H TECHNICIAN 2	27012	RC09	Spanish
VILLEGAS CESAR	HS CASEWORKER	19785	RC62	Spanish
VILLEGAS MAYRA F	ADM ASSISTANT 2	502	RC28	Spanish
VILLELA MELANIA	RHB CASE CRD II	38142	RC14	Spanish
VIRAMONTES ROSA M	PUB SERV ADM	37015	RC63	Spanish
VIVEROS YARELY			RC62	<u> </u>
	HS CASEWORKER	19785		Spanish
VOITH DIANA M	REHAB COUN	38145	RC62	Spanish
WACNER BRADIEV W	CLINICAL PSYCHOL	8250	RC63	Manual Communication
WAGNER BRADLEY W	REG NURSE 1	38131	RC23	Manual Communication
WALLERSTEIN CRAIG A	REH WRKSP INST 1	38192	RC09	Manual Communication
WALLERSTEIN CRAIG A	REHAB COUN SEN	38158	RC62	Manual Communication
WALLS MAGDALENA A	HS CASEWORKER	19785	RC62	Polish
WALTER LYNETTE L	EXECUTIVE 2	13852	RC62	Manual Communication
WASKI LAURA BASTIAN	HUM SRV CSWK MAN	19788	RC62	Spanish
WATKINS KAHLEY E	RES CARE WORKER	38277	RC09	Spanish
WATSON KEVIN J	M H TECHNICIAN 2	27012	RC09	Manual Communication
WAYLAND JOSHUA L	RES CARE WORKER	38277	RC09	Manual Communication
WEIGLE REBECCA L	LIC PRACT NRS 2	23552	RC28	Manual Communication
WEISTART ADA R	HS CASEWORKER	19785	RC62	Spanish
WELCHER MARTHA E	HS CASEWORKER	19785	RC62	Spanish
WENDEL ESMERALDA	M H TECHNICIAN 3	27013	RC09	Manual Communication
WHITE KEYONTEZ D	M H TECHNICIAN 3	27013	RC09	Manual Communication
WIDELSKI MICHAEL L	HUM SRV CSWK MAN	19788	RC62	Polish
WILLIAMS JUDITH A	EDUCATOR	13100	RC63	Manual Communication
WILLIAMS MEGHAN L	REHAB COUN SEN	38158	RC62	Manual Communication
WILLIAMS SHELLEY R	RES CARE WORKER	38277	RC09	Manual Communication
WILLIAMS TODD D	PUB SERV ADM	37015	RC63	Manual Communication
WILLIAR MICHAEL	REH WRKSP INST 2	38193	RC09	Manual Communication

WILSON AUSTIN M	M H TECHNICIAN 2	27012	RC09	Manual Communication
WILSON DANIK	RES SERVICES SUP	38280	RC62	Manual Communication
WODJENSKI MATT M	RES CARE WORKER	38277	RC09	Manual Communication
WODZINSKI IRENE	M H TECHNICIAN 2	27012	RC09	Polish
WORTMAN ROSARIO M	PUB SERV ADM	37015	RC63	Spanish
WSZOLEK KRZYSZTOF	OFFICE ASSISTANT	30010	RC14	Polish
YANG ZHUYA	HUMAN RESRCS REP	19692	RC62	Chinese
YELESWARAPU VIJAYAL	SOC SERV CR TR	41320	RC62	Hindi
YEPEZ VIVIANNA	SOC SERV CR TR	41320	RC62	Spanish
YNIGUEZ JOSE G	HS CASEWORKER	19785	RC62	Spanish
ZACARIAS AMPARO	HS CASEWORKER	19785	RC62	Spanish
ZACARIAS DAVID	HS CASEWORKER	19785	RC62	Spanish
ZACARIAS RAMIRO	HS CASEWORKER	19785	RC62	Spanish
ZACATZI SOCORRO E	HUM SRV CSWK MAN	19788	RC62	Spanish
ZAJDEL AGNES	HS CASEWORKER	19785	RC62	Polish
ZAMBRANO ADRIANA R	PA ELIG ASST	35825	RC28	Spanish
ZAMBRANO REMEDIOS	HS CASEWORKER	19785	RC62	Spanish
ZAMBRANO-PRINCIPATO	PUB SERV ADM	37015	RC63	Spanish
ZAMORA LUIS M	SOC SERV CR TR	41320	RC62	Spanish
ZAPADINSKY STACY R	REHAB COUN SEN	38158	RC62	Manual Communication
ZAPATA-GUTIERREZ AL	STAFF DEV SPEC 1	41771	RC62	Spanish
ZARAGOZA JESSICA	SOC SERV CR TR	41320	RC62	Spanish
ZARAGOZA MARIANA	RHB CASE CRD II	38142	RC14	Spanish
ZARATE SANDRA L	HS CASEWORKER	19785	RC62	Spanish
ZAVALA CESAR	HUM SRV CSWK MAN	19788	RC62	Spanish
ZAWORSKI ELZBIETA	HS CASEWORKER	19785	RC62	Polish
ZEILNER MICHAEL	HS CASEWORKER	19785	RC62	Spanish
ZENATI GABRIELA	HS CASEWORKER	19785	RC62	Spanish
ZENG MUJIAO	PA ELIG ASST	35825	RC28	Chinese
ZHANG LYDIA M	HUM SRV CSWK MAN	19788	RC62	Chinese
ZITELMAN ELISHA J	M H TECHNICIAN 2	27012	RC09	Manual Communication
ZITELMAN MIKAEL T	M H TECHNICIAN 2	27012	RC09	Manual Communication
ZUNIGA DELIA	PA ELIG ASST	35825	RC28	Spanish
ZUNIGA MIGUEL ANGEL	HS CASEWORKER	19785	RC62	Spanish

<sup>&</sup>lt;sup>1</sup> State Services Assurance Act, 5 ILCS 382/3-1 et seq. <sup>2</sup> <u>Id</u>, at §\$3-5, 3-10. <sup>3</sup> <u>Id</u>, at §3-5. <sup>4</sup> <u>Id</u>.



I. POSITION	TITLE	WORKING TITLE (IF ANY)	BILINGUAL CODE	OPTION CODE	2. POSI	TION NUI	MBER					
Existing Position					00115-10-43-250-17				7-20			
New/Revised Position Account Te			20	MC		00115-	10 42 2	20 00	7 20			
3. AGENCY	emineran i	4. BUREAU/DIVISION	20	IVIC	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH.	R, AUDIT				
Existing Position			<del></del>		CODE	COUNTY	AUTH,					
New/Revised Position  Department	nt of Human Services	Division of Rehabilita	ation Ser	vices	0	069	N	R	<b>,</b>			
10. SECTION		li. UNIT				ANSACTI		13	. EFFECTIVE DATE			
Existing Position		,	<del></del>									
		Support Services - 1	Dietary		_			<u> </u>	2/01/08			
New/Revised Positi Illinois Sc	chool for the Deaf	K-8/Dietary				C022 EX	TABLISH EMPT COL					
14. WORK L	OCATION	15. BARGAINING/TERM	1	EXEXAPA	M	C026 CL	SITION NO AR <mark>IF</mark> Y					
Existing Position						C028 WC	DITIONAL II DRK COUN					
New/Revised Positi	on .			-			OLISH WNWARD	REALL	OCATION			
Jacksonvil		RC014		1			TERAL RE WARD RE					
% OF TIME		·										
	Under general supervision of the Dietary Manager, performs technical accounting work in maintaining accounting records for the Federal Meal Subsidy Program at the Illinois School for the Deaf (ISD). Performs daily meal counts, enters data into computer, performs inventories duties and maintains cost information on all meals. Prepares monthly reimbursements claims from journal entries. Prepares all required statistical and budgetary documents. Reconciles on-site information with reports from ISBE and the federal government. Utilizes sign language in daily performance of duties.  SPECIFICALLY:											
25%	1. Performs technical accoun Federal Meal Subsidy Program the number of ISD students partian automated log, enters parti	m at ISD. Establishes jou articipating in this progra	irnals, au m. Perfo	itomated lorms a da	ogs and	require	d docu	nenta	tion on			
20%	2. Prepares commodity invented related to inventory, maintain	tory by numbering requires the scanner ie; uploading	sitions fr ng and ch	om all de arging.	partmen	its. Prep	oares w	eekly	reports			
15%	3. Tracks payroll costs for IS time spent on subsidy meal print daily performance of duties	reparation, clean up, activ	the subsi	idy progra ork hours,	am. Cor and ove	mputes e ertime.	costs re Utilizes	lated t sign	to the language			
15%	4. Prepares annual budgetary federal reporting procedures.	and statistical reports rel Balances accounts and jo	lated to the curnals v	he progra vith ISBE	m in cor and fed	mplianc leral rec	e with I ords; re	SBE a	and les.			
10%	5. Assists Dietary Manager in Management.	•			•	-			·			
10%	0%   6. Maintains daily attendance logs and prepare monthly claims for reimbursement from ISBE. Posts and balances journal entries, reimbursement and montes of personner.						s and					
5%	7. Performs other duties as release as relea	equired or assigned Wings	are reas	sonably w	ithin the	e scope	of the d	uties				
DIRECTOR	OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SI	NATURE	AG	NCV HE	AD SIGN	ATORE	1	DA DA			
M	Europe SDL - M	₹.	-u AICE	S	WV		JU		1912			
CMS-104 (	Rev. 10/94) 1L 407-0194 53 Viacy Lopolo VII 3	posito Had	198 NN	1	-	•		<del>v 7∪</del>	حم			

1. POSITION TITLE	WORKING TITLE (IF ANY)	BILINGUAL CODE		TION TITLE ION CODE	2. POSITION NUMBER				
EXISTING POSITION	. Wa. \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \				₹ <sup>-</sup>				
NEW/REVISED POSITION		•		-	0011	6-10-43-	400-12-20		
Account Technician II		20		MC	0011	6-10-43-	140-12-20		
3. AGENCY	4. BUREAU/DIVISION		5. EXMT	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE		
EXISTING POSITION	· r		CODE	<b>₽</b>	<del>.</del>	France cases			
					; ; ;		55 2004 AARSON To 1827 AL OCTORESISTEMENT		
NEW/REVISED POSITION  Department of Human  Services	Division of Rehabilitation Services	on	0	069	1	R			
10. SECTION	11. UNIT		- agai naman - akinami-a	12. TRANS CODE	ACTION	13. DA	EFFECTIVE TF		
EXISTING POSITION			· •		1 Barrier - 100 Sept. 100	ev men villi	6/1/21		
	Business Office	ECE	15	ËŠTABLISI Щ МА022 Е		CODE C	HANGE		
NEW/REVISED POSITION	V	DIUN O	3 5051	<b>™</b> 0024 F	POSITIC	N NUMBE	ER CHANGE		
Illinois School for the Deaf/Illinois School for the	Bananal			MC026	CLARIF'	Y			
Visually Impaired	Personnel	BY:		☐ MC027 A	ארטודום	NAL IDEN	NTICAL		
14. WORK LOCATION	15. BARGAINING/TERM CODE			, CHANGE					
EXISTING POSITION	" . E (g) Sallis ur hannadatur s basin ur Abbladhada	er (* 5 l) Sala er i sakardan sakar e billadan dalibah sanat sahaja er billi ( etd			□ MC028 WORK COUNTY CHANGE □ MD021 ABOLISH				
		·		☐ MC149 DOWNWARD REALLOCATION					
NEW/REVISED POSITION	PC014	RC014		☐ MC150 L	50 LATERAL REALLOCATION				
Jacksonville/Morgan	110014			☐ MC158 UPWARD REALLOCATION					
% OF TIME 16. COMPLETE CI	JRRENT AND ACCURATES	STATEMEN	IT OF P	OSITION ES	SSENT	AL FUN	CTIONS		
Compression of the control of the co	imary timekeeper for both	ISVI/ISD s	chools	•		**************************************			
<ul> <li>Serves as primary timekeeper for both ISVI/ISD schools.</li> <li>Inputs employees' daily attendance on computerized payroll system.</li> <li>Meets with Unit/Support area timekeepers to resolve outstanding timekeeping issues including incorrect or no entries, etc., and advises on timekeeping codes and entries.</li> <li>Creates and assigns employees on appropriate timekeeping schedules.</li> <li>Establishes and maintains file system for staff attendance reports, resignations, retirement, etc.</li> <li>Provides guidance and training to school timekeepers on data entry into the timekeeping system, form completion of the daily report, and submission of the monthly attendance reports.</li> <li>Ensures that the monthly attendance reports are completed timely.</li> <li>Meets with internal and external auditors relative to timekeeping issues and discrepancies in records.</li> </ul>									

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
20%	<ol> <li>Independently performs technical accounting work requiring knowledge and understanding of the agency's payroll, timekeeping, and insurance programs for ISD/ISVI.</li> </ol>
	<ul> <li>Independently prepares, calculates, verifies, reconciles, and processes employee garnishments in a complex and technical agency payroll through interpretation and exercising judgement of Central Management Services (CMS) rules and regulations along with bargaining unit agreements.</li> <li>Posts and records payroll withholding fair share, union dues, credit union, voluntary deductions, adjustments, and refunds.</li> <li>Computes lump sum payments for eligible terminated employees, by reviewing and verifying attendance records.</li> <li>Computes days paid for employees who have leave without pay, suspension and leaves of absence.</li> <li>Maintains accounts payable for payments due to employees resulting from union contract provisions such as temporary assignment period and result in the establishment of a separate account posted by pay period.</li> <li>Monitors retirement expenditures balances per funding source to ensure sufficient balances are available to process the agency's payroll vouchers.</li> </ul>
	<ul> <li>Prepares, calculates, verifies and processes back wage claims for both schools.</li> <li>Prepares, verifies, and posts W-4 card information, direct deposit, insurance premium schedules for new employees on the Customer Information Control System for Mental Health (CICMH) system.</li> </ul>
	Provides FMLA hours to Personnel Director in timely manner.
15%	<ol><li>Explains the operations of timekeeping and payroll procedures at ISD/ISVI with new employees.</li></ol>
	<ul> <li>Assists Central Office Payroll with ISD/ISVI school specific procedures per contractual agreements, MOU's (Memorandums of Understanding), etc.</li> <li>Serves as a liaison with internal and external auditors on timekeeping issues, monthly attendance reports, and payroll dates and amounts.</li> <li>Reviews and assists other timekeeping staff on audit questions.</li> <li>Serves as lead for any audit questions on timekeeping concerns.</li> </ul>
15%	Independently prepares and completes each school's Teacher Retirement Report at fiscal yearend.      Submits the report for verification to the Teachers Retirement System (TRS).
	<ul> <li>Independently works with TRS to adjust as needed to complete the report.</li> <li>Supplies backup documentation and details to verify the report to TRS.</li> </ul>
10%	<ol><li>Receives and processes court orders, subpoenas, tax levies and garnishments from circuit clerks.</li></ol>

% OF TIME	16. COMPLETE CURRE	ENT AND ACCURATE STATEMEN	T OF POSITION ESSENTIAL FUNCTIONS
\$ '	<ul> <li>Calculates salary.</li> </ul>	s and processes the appropriate	deductions to be withheld from employee's
			mpliance with time frames specified on the
	suppleme	nformation and prepares calcula ntal payrolls in compliance with lations and bargaining unit agre	
	Manually of		State and Federal Taxes, Insurance, and
10%	6. Utilizes manual co		with staff and employees who are deaf and/or
5%		espondence and technical inqui	ries.
	Prepares sproblem a		advises the supervisor concerning potential
5%	Performs other du enumerated abov		ich are reasonably within the scope of duties
work, prep disciplinary	aring, conducting, and s	signing performance evaluations ievances for the incumbent of the	(Responsible for assigning and reviewing ; effectively recommending and imposing nis position.)  WORKING TITLE (IF ANY)  Personnel Director
18. CHECK	K THE APPROPRIATE	BOX IF THIS POSITION IS A:	n mer 1. n. 18 en Super Miller anne anne anne anne anne anne anne an
□ Supervi	isor □ Lead Worker		
percentage		s checked above, list position tit	ped in a detailed duty statement(s) with a time le, position number, and number of
P	Position Title	Position Number	No. of Incumbents or Funded Vacancies
	Company of the Compan		
THE SUCC	CESSFUL PERFORMAN OPTIONS OF SKILLS A	NCE OF THE WORK OF THIS I	URE OR CERTIFICATION NECESSARY FOR POSITION. NOTE: SINCE THERE ARE NOW RE OR CERTIFICATION IDENTIFIED ON NO LONGER BE USED.
1. Re	equires one year of tech	and mental development equiv nical accounting experience	alent to completion of two years of college.
fou	ur years of related cleric	al bookkeeping experience.	unication at a colleguial akili level

Knowledge, Skills, and Abilities

1.

#### 20. CONDITIONS OF EMPLOYMENT

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

Under direction, serves as primary timekeeper for both ISVI/ISD schools; independently performs technical accounting work requiring knowledge and understanding of the agency's payroll, timekeeping and insurance programs for the Illinois School for the Deaf (ISD)/Illinois School for the Visually Impaired (ISVI). Serves as a liaison with internal and external auditors on timekeeping issues; responds to correspondence and technical inquiries: explains the operations of timekeeping and payroll procedures at ISD/ISVI with new employees. Receives and processes court orders, subpoenas, tax levies and garnishments from circuit clerks. Utilizes manual communication for those functions requiring interaction with students and staff who are deaf and/or hard of hearing.

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

IDHS serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS

IMMEDIATE SUPERVISOR

**AGENCY HEAD** 

DATE

SIGNATURE

**SIGNATURE** 

**SIGNATURE** 

**AM** 

6/3/21

1. POSITION	N TITLE	WORKING TITLE (IF ANY)	BILINGUA CODE	- DOSTION				NUMBER		
EXISTING PO	SITION									
NEW/REVISE										
Activity Th Coordinate			20		МС	MC 00160-		10-73-010-00-20		
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE		
EXISTING PO	SITION			OOBL						
NEW/REVISE	D POSITION									
Departmer Services	nt of Human	Division of Developmer Disabilities	ntal	0	052	1	R			
10. SECTIO	N	11. UNIT			12. TRANS	ACTION		. EFFECTIVE ATE		
EXISTING PO	SITION				☐ MA021	ESTABL		12/1/2022		
					☐ MA022	EXEMPT	CODEC	CHANGE		
NEW/REVISE					☐ MC024	POSITIC	N NUMB	ER CHANGE		
Mabley De Center	evelopmental	Activity Therapy Service	es		⊠ MC026	CLARIF	Y			
14. WORK I	LOCATION	15. BARGAINING/TERM CODE				☐ MC027 ADDITIONAL IDENTICAL CHANGE				
EXISTING PO	NOITION	0051			☐ MC028 WORK COUNTY CHANGE					
EXISTING PO	SITION		☐ MD021 ABOLISH							
NEW/REVISE	D POSITION					☐ MC149 DOWNWARD REALLOCATION ☐ MC150 LATERAL REALLOCATION				
Dixon/Lee	County	RC062	RC062 N			☐ MC158 UPWARD REALLOCATION				
% OF TIME		CURRENT AND ACCURATE	STATEME							
20%		es the Activity Therapy prog		e Mabley	Developr	nental	Center.			
		ovides direct therapy to indiv		aara ataf	المصامحة	40	مام میر	and of the		
		ovides guidance and training ivity therapy program, as we								
	pro	grams and recording inform	ation rega	arding pro	ogram imp	lement	ation.			
		ovides consultation on technordinates the Special Olymp				and tr	aining d	evices.		
		' '	U							
20%	<ul> <li>Prepares monthly activity calendars for special events.</li> <li>2. Participates as a member of the Interdisciplinary (ID) Team,</li> </ul>									
	<ul> <li>Makes detailed analysis and evaluation of assigned individuals' needs and their</li> </ul>						I their			
responses to treatment.										
<ul> <li>Gathers, organizes and presents this information to the team.</li> <li>Prepares and receives recommendations regarding treatment for assigned individual</li> </ul>							d individuals			
	on	the unit.		· ·			J			
		orporates suggestions recei signed individuals.	ved into t	ne individ	ual treatm	ent pla	ns deve	eloped for		
	<ul> <li>Assists other team members in developing plans for assigned individuals.</li> </ul>									

% OF TIME	16. C	OMPLETE CURRE	ENT AND ACCURATE STATEMENT OF	F POSITION ESSENTIAL FUNCTIONS	
15%					
15%	4.	Serves as desigr	nated lead worker. Ind reviews work. Guidance and training to assigned stammediate supervisor regarding perfo	aff.	
10%	5.			who are deaf and/or hard of hearing.	
5%	<u> </u>				
5%	7.				
5%	<ul> <li>7. Attends and actively participates in training.</li> <li>8. Determines the equipment and supplies needs of the Activity Therapy program and requisitions such.</li> <li>Prepares work orders.</li> </ul>				
5%		Performs other of duties enumerated	uties as required or assigned which and above.	are reasonably within the scope of the	
preparing, c	onduct	ting and signing pe	IMMEDIATE SUPERVISOR (Responsite formance evaluations; effectively reconnut of this position.)	ole for assigning and reviewing work, nmending and imposing disciplinary action and	
			·	WORKING TITLE (IF ANY)	
Mental Hea	alth Ac	dministrator I	26811-10-73-010-00-01		
18. CHECK	THE A	APPROPRIATE BO	X IF THIS POSITION IS A:	·	
☐ Supervis	or	∠ Lead Worker			
percentage	e(s) all	otted. If a box wa	er responsibilities must be described in as checked above, list position title, provinced funded headcount.	in a detailed duty statement(s) with a time osition number, and number of	
F	Position	n Title	Position Number	No. of Incumbents or Funded Vacancies	
Mental Hea	alth Te	echnician IV	27015-10-73-010-00-20	1	
SUCCESSF OPTIONS C	UL PE OF SKIL	RFORMANCE OF LLS AND ABILITIE	THE WORK OF THIS POSITION. NOTI	ERTIFICATION NECESSARY FOR THE E: SINCE THERE ARE NOW SEVERAL ON IDENTIFIED ON STANDARDS, THE	
	Jualifia	cations			

- 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 a bachelor's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy and drama therapy, leisure studies or recreation with a specialization in recreational therapy, including successful completion of approved internship, fieldwork or practicum, supplemented by two years of professional experience as an Activity Therapist.
     OR
    - Requires a master's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy and one year of professional experience as an Activity Therapist.
  - 2. Requires the ability to communicate utilizing manual communication at a novice skill level.

#### 20. CONDITIONS OF EMPLOYMENT

- 1. Requires ability to physically restrain individuals as necessary to prevent injury to individual or others.
- 2. Requires the ability to work after business hours, weekends and holidays.
- 3. Requires ability to travel.
- 21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.

The Division of Developmental Disabilities is seeking to hire an Activity Therapist Coordinator for the Mabley Developmental Center located in Dixon, Illinois to coordinate the Activity Therapy program and to provide direct therapy to individuals. Serves as designated lead worker to lower-level staff and provides guidance and training to direct care staff assigned to various phases of the activity therapy program. Participates as a member of the Interdisciplinary (ID) Team. Prepares and maintains records and reports. Conducts activity therapy training programs. Attends and actively participates in training. Determines the equipment and supplies needs of the Activity Therapy program. Responsibilities involve extended work hours and assignments to different shifts. Utilizes manual communication skills with individuals who are deaf and/or hard of hearing.

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
anthony Pascente by Jayne Bothard		Congression Services	12/7/22
12/14/22			

1. POSITION TIT	LE	WORKING TITLE (IF ANY)	BILINGUAL COOF	POSITION TITLE OPTION COOR	2. POS	TION NUI	<b>VBER</b>				
Existing Position		CODE DETIDINGODE			00160-10-73-010-00-01						
New Revised Positi	ion apist Coordinator	20 MC				00160-10-73-010-00-20					
3. AGENCY	apiac Conumiator	4. BUREAU/ DIVISION	1	<u> </u>	5 EXMT CODE	E WORK COUNTY	7 An AUTH	8.AUDIT	9 OFFICE USE		
Existing Position				<del>000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000</del>							
New Revised Positi Department of	ion f Human Services	Division of Development	al Disabi	lities	0	052	1	R			
10. SECTION	•	11. UNIT			12 TRAN CODE	SACTION	11	3 EFFECTIV	E DATE		
Existing Position							1	1-01-1	9		
New/Revised Positi Mabley Devel	ion opmental Center	Activity Therapy Service	s		□ мс0	21 ESTAB 22 EXEMP	T CODE				
14. WORK LOCA	TION	15. BARGAINING/TERM CODE	-	Rutan Excerpt	<b>⊠</b> MC0	24 POSITH 26 CLARII 27 ADDITI	Y				
Existing Position					☐ MC0	28 WORK 21 ABOLE	COUNT				
New Revused Position Dixon, Lee Co	*12**573	RC062		N	O MCI	49 DOWN 50 LATER	WARD I				
	-	FAND ACCURATE STATEME	NT OF DO	SITION ESS		58 UPWAR		LI.OCATIO	N		
% OF TIME		coordinates the Activity Tl						ental Co	enter		
	and provides direct them	py to individuals. Serves as	iciapy pri decional	ed lead wor	ker in la	wer lev	el sta	ff and n	rovides		
	midence and training to	direct care staff assigned to	various	phases of th	e activil	v therar	or ord	eram:	10.100		
	guidance and training to	of the Interdisciplinary (II	)) Teom	Prenares an	d maint	ains reco	ords a	nd reno	rts		
	Conducts activity theren	y training programs; attend	e nad anti	velv partici	nates in	trainino	Det	ermines	the		
	continues and sumplies	needs of the Activity Thera	nu nroors	m Resnons	ihilities	involve	exte	nded we	rk		
	baues and assignments to	o different shifts. Utilizes m	hy brogre	nn. respons	n ebille	with ind	ividu	ale who	are deaf		
*		Junicient Sints. Ottizes in	tanuai coi	innumeatio	1 201113	WITH HIM	1 7 100	uis wiio	me dom		
	and/or hard of hearing.										
	SPECIFICALLY:										
20%	1. Coordinates the Activ	vity Therapy program for th	e Mabley	Developme	ental Ce	nter; an	d pro	vides di	rect		
	therapy to individuals; p	rovides guidance and traini	ng to dire	ct care staff	assigne	ed to var	ious <sub>l</sub>	ohases c	f the		
	activity therapy program	i, as well as community stat	ff, in prov	iding activi	ty thera	py progi	ams a	and reco	ording		
	information regarding pr	rogram implementation. Pro	ovides co	nsultation or	i techni	ques, pr	ocedu	ires, pro	grams		
	and training devices. Co	ordinates the Special Olym	pies Prog	ram for the	center;	prepares	mon	thly acti	ivity		
	calendars for special eve							_	-		
	_								_		
20%	2. Participates as a mem	ber of the Interdisciplinary	(ID) Tea	m, makes d	etailed a	malysis	and e	valuatio	on of		
	assigned individuals ne	eds and their responses to the	reatment.	Gatners, or	ganizes	ano pre	sems _::		omnauon La:		
	to the team. Prepares and	d receives recommendation	s regardii	ig treatment	ior ass	ignea in	aivia	uais on	ine unii.		
•		received into the individua				IOF assi	inea i	inaiviau	iais.		
	Assists other team mem	bers in developing plans for	r assigned	l individuals	i.,						
15%	3. Provides individual a	nd group activity therapy p	rograms (	hat include	respons	ibilities	invol	ving ex	tended		
	work hours and assignm	ents to different shifts. Pro-	vides indi	vidual and	group ac	ctivity th	erapy	progra	ms;		
	records data regarding e	ach individuals` behavior a	nd accept	ance of the	activity	. Prepar	es and	l mainta	ins		
	records data regarding each individuals' behavior and acceptance of the activity. Prepares and maintains records and reports to document activity therapy programs and the monthly progress of assigned individual						viduals.				
	Physically restrains combative individuals.										
T		4 4 4 4 4 4		·	:		,idaa	dana	o and		
15%	4. Serves as designated lead worker to lower level staff; assigns and reviews work; provides guidance and training to assigned staff; advises immediate supervisor regarding performance of staff.						e anu				
DIRECTOR OF CMS SIGNATURE   IMME TAX SUPERMISOR SIGNATURE   AGENCY HEAD SIGNATURE   DATE					<b>⊅</b> ∳ΤΕ						
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16. (CONTINUE	U/						
% OF TIME		ACCURATE STATEMENT OF POSITION ESSENT	FIAL FUNCTIONS (Continued)				
10%							
1070	5. Utilizes manual communication skills with individuals who are deaf and/or hard of hearing.						
5%	6. Conducts activity therapy training programs for employees, volunteers and other agencies; presents inservice training to employees in various subjects such as Aggression Management, Non-Violent Crisis Intervention, Leisure Time Training and contributes to other training programs. Coordinates sign language training.						
5%	7. Attends and actively participates in training.						
5%	8. Determines the equipment and supplies needs of the Activity Therapy program and requisitions such. Prepares work orders.						
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.						
17. POSITION	N TITLE AND NUMBER OF IMA	MEDIATE SUPERVISOR (Responsible for ass	igning and reviewing work, preparing.				
conducting	g and signing performance evalu	uations; effectively recommending and imposi	ing disciplinary action and adjusting grievances				
for the inci	umbent of this position.)						
			WORKING TITLE (IF ANY)				
30 . 175 1		0.70.010.00.01					
Meniai Heai	th Administrator I 26811-1	U-/3-010-00 <del>-</del> 01					
18. CHECK TH	HE APPROPRIATE BOX IF THI	S POSITION IS A:					
SUPER	RVISOR OR ILEAD W	VORKER					
NOTE: S	upervisory or lead worker res	ponsibilities <u>must</u> be described in a detaile	ed duty statement(s) with a				
tiı	me percentage(s) allotted.	position made by described in a detain	su dory statement(s) with a				
If a box w	as checked above, list position I	title, position number, and number of subordin	ate incumbents or authorized funded				
headcoun	t:						
	Position Title	Position Number	No. of Incumbents or Funded Vacancies				
Mental Healt	h Technician IV	27015-10-73-010-00-20	No. of incumberus of Funded vacancies				
THEIREM FICER	i resimictan i r	27013-10-73-010-00-20	1				
***************************************							
		·					
			-				
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.							
CAN NO L	ONGER DE GOED.						

Requires a bachelor's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy including successful completion of approved internship, fieldwork or practicum, preferably including certification by the National Therapeutic Recreation Society or the National Association for Music Therapy, supplemented by two years of professional experience as an Activity Therapist OR requires a master's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy and one year of professional experience as an Activity Therapist. Requires ability to carry out physical restraint of individuals. Requires the ability to communicate through manual communication at a colloquial skill level.

Illinois DEPARTMENT OF CENTRAL MANACEMENT CREVICES

## POSITION DESCRIPTION 964

MANAGEMENT SERVICES				—-			T	_
POSITION TITLE	WORKING TITLE (IF ANY)		BILI COD		POSITION T OPTION CO		2. POSITION NUMBER	_
xisting					<u> </u>	_	00173-10-73-110-10-22	<u> </u>
New/Rev ACTIVITY THERAPIST 3			20				<u> </u>	—
3. AGENCY	4. BURBAU/DIVISION	5 . B	XMT ODE	6.WOR COUNT		8.AU	DIT 9.0PPICE USB	
Existing								
New/Revised DHS /	MABLEY DEVELOPMENTAL CENTER	0		052	N	R		
10. SECTION	11, UNIT :	1		MA021	TION CODE ESTABLISH EXEMPT CO		<u>BFFRCTIVE DATE</u> 10-16- BG	98
New/Rev RESIDENTIAL SERVICES  14. WORK LOCATION	ACTIVITY THERAPY		[] [X]	MC024 MC029	POS NO. C	HG		
14. WORK LOCATION  Existing	15.BARGAINING/TERM CODE RUTAN E	X	[X] MCO26 CLARIFY [] MCO27 ADDITIONAL/IDENTICAL CHG [] MCO28 WORK COUNTY CHG [] MDO21 ABOLISH				HG	
New/Revised DIXON	RC62	$\dashv$	() []	MC149 MC150	DOWNWARD LATERAL F UPWARD RE	(BALL	OCATION	
		L						

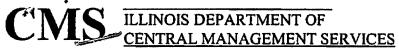
## 16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS

Under general supervision of the Residential Services Administrator, coordinates the facility's Activity Therapy program and conducts direct therapy to recipients; acts as lead worker to lower level Activity Therapist and provides direction and training to Mental Health Technicians assigned to various phases of the activity therapy program; participates as a member of the Interdisciplinary (ID) Team representing Activity Therapy and provides input into recipients' individual treatment programs. Those functions requiring interaction with recipients regularly involve using manual communication. Responsibilities involve extended work hours and assignments to different shifts.

## § OF TIME DESCRIPTION OF DUTIES AND RESPONSIBILITIES

- 1. Coordinates therapeutic activity programs designed to meet the developmental needs of the Center's recipients; directs and trains Mental Health Technician staff assigned to various phases of the activity therapy programs on the program area, as well as community staff, in providing activity therapy programs and recording information regarding the program's implementation. Provides consultation on techniques, procedures, programs and training devices. Coordinates Special Olympics Program for the Center, prepares monthly activity calendars for special events.
- 2. Using sign language with recipients who require such, implements activity therapy programs; records data regarding each recipient's behavior and acceptance of the activity. Prepares and maintains records and reports to document activity therapy programs and the monthly progress of assigned recipients. Physically restrains combative recipients.
- 3. Directs and trains lower level Activity Therapist; reviews the work and gives input into evaluation of lower level Activity Therapist and assists with Activity Therapist's on-the-job training.
- 4. Serves as a member of the ID Team participating in recipient reviews; presents evaluation of performance and progress of recipients and makes recommendations for changes or alternatives to the program plan. Provides consultative services and supports for individuals who reside in community or other State-operated Facility settings, in conjunction with the ID Team, the Community Placement/Transition Section, and/or in conjunction with the Network; such consultative services and supports include consultation, training, or technical assistance at any time.

Director of CMS Signature	
Michael Shararfine mentauly a Mulle CMS-104 (Rev 10/94) IL 401-0794	Howard a. Peter I nes
CMS-104 (Rev 10/94) IL 401-0794	POSTED_JC 12-11



1. POSITION TIT	TLE	WORKING	WORKING TITLE (IF ANY)  BILINGUAL POSITION TITLE 2. POSITION NUMBER							
Existing Position		7		CODE	OPTION COCE		2-10-12-			r
New/Revised Position						_				
Administrativ	e Assistant II			29	SS		00502-10-00-000-00-29			
3. AGENCY Existing Position			EAU/ DIVISION			5. EXMT CODE	8. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
	•		tant Secretary-Cl	hicago						
New/Revised Position Department of	f Human Services	Secre	tary's Office - C	hicago		0	016	N	R	
10. SECTION		11. UN	IT .			12. TRAN	SACTION	1:	3. EFFECTIV	E DATE
Existing Position						·		4	/1/19	
New/Revised Pos Administratio							21 ESTAB 22 EXEM		E CHANGE	
14. WORK LOCA	TION	15. BAI	RGAINING/TERM C	ODE	Rutan Exempt		24 POSIT 26 CLARI		MBER CHA	NGE
Existing Position							27 ADDIT 28 WORK			
New/Revised Position							21 ABOLI 49 DOWN	SH		
Cook County		CF02			N	MC1	50 LATER 58 UPWA	AL REA	LLOCATIO	ON
% OF TIME	16. COMPLETE CURRE					SENTIAL	FUNCTI	ONS		
	Under supervision of	the Secretary,	Department of	Human So	ervices, pe	rtorms a	variety	of adr	ninistra	iive
	support functions, mo	st of which at	re controversiai a	and sensit	ive in natu improve th	re. Cool	ration fl	comin	numcan oth writ	ten and
	oral, to staff within th	e Denartment	Represents the	e Secretai	rv with oth	er depart	ment su	pport	staff in	ton and
	communication with	he public. Se	erves as the Secre	etary's de	signee in c	ommuni	cating w	ith va	rious	
	administrative person	nel, other stat	e agencies, feder	ral offices	, legislato	rs, and th	e Gover	nor's	Office;	
	coordinates legislativ	e review, and	prepares finalize	ed respon	ses for legi	slative ii	nquiries	for th	e Office	<b>).</b>
	Communicates in Spa	mish with ind	ividuals who do	not speak	or read E	nglish.				
	SPECIFICALLY:								,	
25%	Reviews and correct proble Secretary, Se	tive support fi prioritizes iss ems. Coordin cretary's Offi ommunicates i	the Secretary of unctions, most o ues as they rise t ates the preparat ce, Office Divisi ssues on behalf of	f which a to the Section of res ton Mana	re controve retary's les ponses to gers, profes	ersial and vel; takes correspos ssional s	I sensitive independence value of the sense	ve in a ndent with th the A	nature. action the Assis	so stant
20%	2. Coordinates the day-to-day activities of the Office. Independently maintains daily activity schedule for the Secretary. Schedules appointments with staff members, including Office Managers, the Assistant Secretary, Associate Secretary, personnel from other state agencies, and the public. Prepares briefing papers for the for various meetings. Conducts research on special initiatives undertaken by the Secretary which have a direct impact on the credibility of agency operations, personnel and structure; researches files for appropriate materials which will assist the Secretary in functioning on a daily basis. Monitors and tracks staff assignments for progress and completion in a timely manner. Prepares information and materials needed for meetings and/or conferences outside the office.									
	MS SIGNATURE	IMMEDIATE SU	PENVISOR SIGNA	TURE A	GENCY HEA	ID SIGNAT	TURE //C	الر	4/8/	ATE 19
CMS-104 (Rev. 10	26 (94)-IL 401-0794	ADI	₹ 0 8 2019				7	19	1 BL	Alan
Nav	4-9-19	AFF	, n n sois	)			X	IJĸ	LO	ivand

16. (CONTINUE	D)	ACCUPATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)						
% OF TIME 20%	3. Provides administrated scheduling of meet divisions, including Council. Prepares	ative support for the DHS Inter-Div ings and communications with stakes the Interagency Council on Home	vision Project Manager, including the teholder groups that involve multiple DHS elessness and the Illinois Opioid Advisory ming briefs and communications to support inter-						
15%	4. Performs liaison work for the Secretary and Office operating sections. Confers with Office Managers and Division Managers, Executive Staff at the Secretary's request as to the interpretation and installation of programs, policies, and procedures. Meets with and interviews staff to ascertain necessary information; prepares reports with recommendations for policy changes or development. Resolves issues and responds to inquiries from staff regarding procedures, policy, work rules, etc. Researches and/or resolves critical problems in communication, assignments, or organization. Makes commitments on behalf of the Secretary. Translates Spanish/English in communication with agency staff.								
10%	5. Reviews both federal and state legislation relative to programs assigned to the Secretary; researches and gathers information and data concerning legislative inquiries regarding and/or impacting programs, customer services, etc.; prepares finalized responses to legislative inquiries for the Office.								
conductin	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.)								
			WORKING TITLE (IF ANY)						
Secretary									
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SUPE	RVISOR OR LEAD V Supervisory or lead worker resime percentage(s) allotted. was checked above, list position	VORKER sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a subordinate incumbents or authorized funded						
11000000		Position Number	No of Incumbants or Funded Vecessies						
N/A	Position Title	Fosition Number	No. of Incumbents or Funded Vacancies						
		:							
	4.								
PERFOR ABILITIE CAN NO	MANCE OF THE WORK OF THE SAND LICENSURE OR CERT LONGER BE USED.	IIS POSITION. NOTE: SINCE THERE IFICATION IDENTIFIED ON STANDA	ICATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"						
			pletion of four years college, preferably with						
			essional experience in a public or private						
organization. Requires the ability to communicate in Spanish at a colloquial level.									

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OSITION TITU	E	POSITION NUMBER	
dministrativ	a Againta	ant II 00502-10-00-000-00-29	
OF TIME	16. COM	MPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (C	ontinued)
5%	6.	Receives incoming telephone calls in the Office. Independently determines calls to be	returned;
		places calls for the Secretary. Talks directly to administrative personnel in other state a	igencies and
		Federal Offices, legislators, and the Governor's Office representing the wishes of the So	ecretary.
£0/	_	Performs other duties as assigned or required which are reasonably within the scope of	duties
5%	/.	enumerated above.	aattoo
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1. POSITION TITLE	. POSITION TITLE WOR		VORKING TITLE (IF ANY)  BILINGUAL CODE			ION TITLE ON CODE	2. POSITION NUMBER			
EXISTING POSITION										
NEW/REVISED POSITION					SS 00501-10-17-520-10-29					
Administrative Assistant I			29		5.		00001 10 17 020 10 20			
3. AGENCY		4. BUREAU/DIVISION			EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE	
EXISTING POSITION										
NEW/REVISED POSITION										
Department of Human Services		Office of General Couns	sel		0	016	1	R		
10. SECTION		11. UNIT				12. TRANS	ACTION		13. EFFECTIVE DATE	
EXISTING POSITION						☐ MA021 E	ESTABL	ISH	8/16/22	
						☐ MA022 E	EXEMPT	CODE	CHANGE	
NEW/REVISED POSITION						☐ MC024 F	POSITIO	N NUM	MBER CHANGE	
Division of Administrative Hearings and Rules		Bureau of Hearings								
14. WORK LOCATION		15. BARGAINING/TERM RUTAN EXEMPT			AN MPT	☐ MC027 ADDITIONAL IDENTICAL CHANGE				
EXISTING POSITION						☐ MC028 WORK COUNTY CHANGE				
					☐ MD021 ABOLISH ☐ MC149 DOWNWARD REALLOCATION					
NEW/REVISED POSITION						_			LOCATION	
Cook County		RC028 N			N	☐ MC158 UPWARD REALLOCATION				
% OF TIME 16. COMPLETE	CUI	RRENT AND ACCURATE S	STATE	MENT	OF PO	SITION ES	SENTI	AL FUI	NCTIONS	
30% 1. Acts as co	ord	inator of requests for hea	rings.							
• Co	mm	nunicates with Director of	Qualit	v Δςς	surance	and progr	ram div	vision (	staff as to the	
sta	atus	of hearings scheduled.		•						
		ws and rules on continuar	nce re	quest	s to det	ermine if	they sh	ould c	or should not be	
	ante iters	u. dispositions into databas	se rega	arding	g withdr	awn, cont	inued a	and dis	smissed	
ар	pea	s.								
	_	s hearings ready to procure			-		renres	entatio	on of customers	
	<ul> <li>Communicates with advocates when they are involved with representation of customers at these hearings and with attorneys representing any of the parties.</li> </ul>									
		ers large call volumes.	aanich	cnor	okina in	dividuale t	hat ca	nnot c	ommunicato in	
	glisl	nunicates in Spanish to Sp n.	pariisti	-spea	akii iy in	uiviuuais l	ııaı Ca	i ii iOt C	ommunicate in	

% OF TIME	16. COMPLETE CURR	ENT AND ACCURATE STATEMENT OF	POSITION ESSENTIAL FUNCTIONS							
25%	Creates, shares representatives	•	ails to Hearing Officers, clients, client							
	<ul> <li>Compose</li> </ul>	s, organizes and maintains documents es complex correspondence using Bu and procedures accordingly.	s in electronic filing systems. reau, Division and Agency programs,							
25%	developing repo		uding researching existing operations and ctor of Quality Assurance of systemic proved services and greater general							
	<ul> <li>Maintains and updates data to assist in the preparation of reports and trainings for end users on technical aspects of Bureau operations including the use of software applications/computer systems such as Crystal Reports, Microsoft Access, Oracle, MS PowerPoint, Excel, Visio and web-based applications such as GoToMeeting, team viewer.</li> </ul>									
	• VVorks w	ith case management systems/databa	ases in Visual Basic or Java.							
10%	4. Reviews, processes and maintains records of expenses incurred for hearings.									
	<ul> <li>Assists the file keeping</li> </ul>		rard paperless operations and electronic							
5%	for functional and recognition systems	related to technology coordination, m d technical issues encountered in the em, voice over protocol, call center tec otops, includes performing duties of R	chnology, scanning equipment and							
5%	6. Performs other duties enumera		rich are reasonably within the scope of							
preparing, c		· · · · · · · · · · · · · · · · · · ·	ole for assigning and reviewing work, imending and imposing disciplinary action and							
			WORKING TITLE (IF ANY)							
	vice Administrator 370		Director of Quality Assurance							
18. CHECK	THE APPROPRIATE BO	OX IF THIS POSITION IS A:								
☐ Supervis	or $\square$ Lead Worker									
percentage	NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.									
F	Position Title	Position Number	No. of Incumbents or Funded Vacancies							

#### Minimum Qualifications

- 1. Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in public or business administration.
- 2. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program.
- 3. Requires the ability to communicate in Spanish at a colloquial level.

#### Preferred Qualifications (In Order of Significance)

- 1. Three (3) years of professional experience answering large call and/or email volumes for a public or private organization.
- 2. Two (2) years of professional experience working with relational databases for a public or private organization.
- 3. Two (2) years of professional experience in case management systems and databases, such as Visual Basic or Java.
- 4. Two (2) years of professional experience utilizing presentation skills and proficient writing skills relevant to the development of training materials and technical documentation for end users.
- 5. Two (2) years of professional experience in a legal environment, working with appeals or administrative hearings.
- 6. Two (2) years of professional customer service experience.

#### 20. CONDITIONS OF EMPLOYMENT

- 1. Requires basic proficiency in software applications/computer systems such as Crystal Reports, Microsoft Access, Oracle, MS PowerPoint, Excel, Visio and web-based applications such as GoToMeeting, team viewer.
- 21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.

The Office of General Counsel is seeking to hire an administrative assistant that provides administrative support to the Director of Quality Assurance, Division of Hearings, Office of General Counsel, DHS and in such capacity, oversees and coordinates hearings with DHS program division staff. This positions reviews and rules on continuance requests; screens and prioritizes incoming communications; establishes and maintains hearing records; conducts research to analyze existing operations and recommends systemic changes that will lead to reduced operating costs, improved services and greater general efficiency.

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
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1. POSITION TITLE W		WORKING TITLE (IF ANY)	BILINGU		L POSITION TITLE OPTION CODE		2. POSITION NUMBER			
EXISTING PO	SHON									
NEW/REVISED Educator	D POSITION		20			1CC	13100-10-43-310-10-20			10-10-20
3. AGENCY		4. BUREAU/DIVISION			XMT ODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	г (	9. OFFICE USE
EXISTING PO	SITION				ODL					
NEW/REVISE	D POSITION	District A Data Hillion								
Departmer Services	nt of Human	Division of Rehabilitatio Services	n	4	4d5	069	2	R		
10. SECTION	N	11. UNIT				12. TRANS	ACTION		13. E DATE	FFECTIVE
EXISTING PO	SITION					☐ MA021 E	STABL	ISH		3/1/23
		Assistant Superintender	nt/PreK-	8		☐ MA022 E	EXEMPT	CODE	СН	ANGE
NEW/REVISE	D POSITION					☐ MC024 I	POSITIO	N NUN	/IBEF	R CHANGE
Illinois Sch	ool for the Deaf	Assistant Superintender	nt/Eleme	entary			CLARIF	Y		
14. WORK I	LOCATION	15. BARGAINING/TERM CODE	1.0.1.1.			☐ MC027 ADDITIONAL IDENTICAL CHANGE ☐ MC028 WORK COUNTY CHANGE				
EXISTING PO	SITION		☐ MD021 ABOLISH							
NEW/REVISEI	D POSITION			☐ MC149 DOWNWARI						
Jacksonvill	le, Morgan Coun	ty HR010	HR010 N			☐ MC158 UPWARD REALLOCATION				
% OF TIME	16. COMPLETE	CURRENT AND ACCURATE	STATEM	ENT O	F PO	SITION ES	SENTIA	AL FU	NCT	IONS
1. Teaches Elementary grade academic subjects including, but not limited to, science, math, reading, spelling, and social studies to students who are deaf and hard of hearing, some with secondary disabling conditions, i.e., learning disabilities, behavior disorders, intellectual disabilities, speech and language problems, visually impaired, physically challenged, and other health impairments.   Adapts methods to meet the needs of the type of students encountered.  Communicates with students, parents and staff utilizing manual communication.										
30%		eaching outlines and plans of the Deaf (ISD)'s prescribed			dy foi	r subjects	taught	follow	ing	the Illinois
10%	<ol><li>Prepares a</li></ol>	and coordinates designated and conducting of annual	student	Individ				(IEP)	whi	ch include
5%		daily attendance reports of p		and it	_, 0,	3111 31 31 100	<u>.                                    </u>			
	Keeps detailed quarterly reports on the progress and abilities of individual students, confers with parents on their child's progress in class.									

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
		<ul> <li>Maintains</li> </ul>	s discipline.					
5%	5.	Attends and part	icipates in discussions at regular tead	cher and staff meetings.				
5%	6.	6. Assists in social, recreational, or other extracurricular activities.						
5%	7. Serves as an Eligibility Review evaluator of designated students to be assessed by the Evaluation Center staff.							
	<ul> <li>Works with inter/intra departmental educators in the development and writing of objectives for student IEPs and Eligibility Reviews.</li> </ul>							
5%	<ol> <li>Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.</li> </ol>							
work, prep	aring	, conducting and		Responsible for assigning and reviewing ectively recommending and imposing osition.)				
			,	WORKING TITLE (IF ANY)				
Public Serv	vice .	Administrator 370°	15-10-43-310-00-20	Elementary Principal				
18. CHECI	K TH	E APPROPRIATI	BOX IF THIS POSITION IS A:					
□ Supervis	sor	☐ Lead Worker						
percentage	NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.							
P	ositi	on Title	Position Number	No. of Incumbents or Funded Vacancies				
	19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW							

#### Minimum Qualifications

- 1. Requires possession of a current and valid Illinois State Board of Education (ISBE)-issued Professional Educator License with a Special Education Deaf and Hard of Hearing endorsement.
- 2. Requires the ability to communicate with individuals who are deaf or hard of hearing using manual sign language at the Intermediate Plus level on the SLPI rating scale (Sign Language Proficiency Interview).

#### Preferred Qualifications (In Order of Significance)

- 1. One (1) year of professional experience communicating with and instructing deaf and hard of hearing students of varying academic and social/emotional abilities.
- 2. One (1) year of professional experience communicating and instructing deaf students with secondary disabling conditions, including physical and/or intellectual disabilities.

- 3. One (1) year of professional experience maintaining effective working relationships with professional colleagues, assigned students, and parents/families of assigned students.
- 4. One (1) year of professional experience working with behavior modification programs for students.
- 5. One (1) year of professional experience preparing written documentation related to student performance and education.
- 6. One (1) year of professional experience operating a computer, including experience with technology-based educational tools and programs.

#### 20. CONDITIONS OF EMPLOYMENT

#### 1. N/A

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

The Illinois School for the Deaf is seeking to hire an educator to perform highly specialized teaching duties at the Elementary grade level. This position applies standard and special teaching methods and techniques in instructing deaf and hard of hearing students including students who have secondary disabling conditions; develops specific methods to meet the needs of the type of student encountered; encourages the development of good habits and cooperation; and maintains discipline in the classroom.

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
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# CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

1 DOSITION TIT		ORKING TITLE (IF ANY)	BILINGUAL	POSITION TITLE	2 PAS	TION NU	MRER				
1. POSITION TIT  Existing Position	LC.	741	ORKING TITLE (IF ANT)	CODE	OPTION CODE	E 2.1 OSITION NOMBER					
New/Revised Position Electronics Te	chnician		20 MC			13360-10-43-370-40-20					
3. AGENCY	orninolari		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE	
Existing Position			Office of Rehabilitatio	n Service	es .						
New/Revised Position						_			_		
	f Human Services		Division of Rehabilitat	tion Servi	ices	0	069	N	R		
10. SECTION			11. UNIT			12. TRAN CODE	SACTION	1	3. EFFECTIV	E DATE	
Existing Position						9/1/15					
M. D. Jani Davida								Ľ			
New/Revised Position			Assistant Superintende	ent/Media	ı &		21 ESTAB				
Illinois School	for the Deaf		Curriculum Center		Rutan				E CHANGE MBER CHA		
14. WORK LOCA	TION		15. BARGAINING/TERM CO	DDE	Exempt	⊠ MC0	26 CLARII	-Y			
Existing Position									DENTICAL TY CHANG		
New/Revised Position							21 ABOLIS		REALLOCA	ATIÓN	
Jacksonville			RC014		N	☐ MC1	50 LATER	AL REA	ALLOCATIO	N	
% OF TIME	16 COMPLETE CURRE	-NT AN	D ACCURATE STATEME	NT OF PO	SITION ESS				ALLOCATIO	)N	
70 01 11112	Under the direction of	f the D	irector of Media and Cu	rriculum	, performs h	ighly sl	cilled te	chnic	al duties	in the	
7			ectronic equipment; des								
30							earing; installs, maintains and				
3.	trains staff in the use	of digi	tal, video and multi-med	lia equipi	ment for sur	surveillance, down links, and					
			tallation of new electron			lizes ac	cessible	com	municat	ion,	
	including sign langua	ge in c	ommunication with stud	lents and	staff.						
					1	1.	1	· · · · · ·		_1	
35%			al maintenance on electr							ciosea	
			vision equipment, projections staff in proper use of			other el	ectronic	uevi	ces and		
	electronic testing devi	ices, ir	ams starr in proper use t	or uns eq	uipinent.						
20%	2 Operates specialize	d vide	o and television equipm	ent: train:	s staff in the	operat	ion of v	ideo e	eauipme	nt and	
2070			eo and television equipment; trains staff in the operation of video equipment and s, and supervises the recording, editing, captioning and provision of special								
	effects on videos for s		•	<i>G</i> ,	<i>B</i> , <u>F</u>		•		•		
10%			mmendations for the pu								
	equipment for perform	nance t	testing and evaluation of	f electron	ic surveillar	nce and	projecti	on ec	luipmen	t;	
		alls and	l troubleshoots electroni	ic equipm	nent and trai	ns teacl	ners in the	he pr	oper use	of this	
	equipment.								•		
100/	4.75 1 1 1	1		: <u>-</u>	ماممدسم سمم	ahamia	d domin	na for	tha		
10%			embles specialized elected who are deaf; modified							to	
			of children who are dea		s muni-med	ia aiiu i	CICVISIO.	ıı equ	ipmem	.0	
	provide for the specia	i iiccus	of children who are dea	ar.							
10%	5. Trains and monitor	s staff	and student assistants in	ı multi-m	edia equipm	ent use	and mu	lti-m	edia and	digital	
10,0	projector operation, tr				1 1					_	
			DE GEINGI	<u> </u>							
DIRECTOR OF CMS. SIGNATURE IMMEDIATE SUPERVISOR SIGNATURE AGENCY MEAD SIGNATURE PATE					ATE						
DIRECTOR OF C	MS SIGNATURE	IMMED	IATE SUPERVISOR SIGNAT	Y   A'	JENLY MEAD	SIGNAT!	UKE			717	
( X)	121 D.( 1)	1	Du		yre		1		$\perp$ 7 $\beta$	1/15	
MS-104 RANGE	Wederlan	V (	<u> </u>	=	7 17	Poli	Lite				
V (1	116/-		•	U	•	•			$\sim$		

16 (CONTINUE	D)		
16. (CONTINUE % OF TIME		CCURATE STATEMENT OF POSITION	ESSENTIAL FLINCTIONS (Continued)
10%	6. Assists in the formulation of media, televisual and electron vendors/manufacturers to kee	of media center budget by evaluation equipment; develops and mai	ating and recommending the purchase of multi- intains contacts with various vailable; oversees the installation, distribution
5%	7. Performs other duties as as above.	signed or required which are rea	asonably within the scope of duties enumerated
conducting	I TITLE AND NUMBER OF IMMED and signing performance evaluate for the incumbent of this position	tions; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting
			WORKING TITLE (IF ANY)
	rvice Administrator 37015-10		Director of Media and Curriculum
18. CHECK IF	IE APPROPRIATE BOX IF THIS F RVISOR OR □ LEAD WOI		
	_		detailed duty statement(s) with a
tir	ne percentage(s) allotted. as checked above, list position title		subordinate incumbents or authorized funded
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A			THE STATE OF THE S
	-	· · · · · · · · · · · · · · · · · · ·	
···			
***			
PERFORM ABILITIES	MANCE OF THE WORK OF THIS I	POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
Requires kno	wledge, skill and mental develo	opment equivalent to the comple	etion of four years of high school supplemented
by two years	of technical school with course	ework in electricity and electron	ics. Experience with recording and surveillance
video, in-hou	se closed circuit television and	hookup/troubleshooting of vide	cophones preferred. Requires working
knowledge of	electronic testing equipment of	operation and application in diag	mostic and calibration procedures. Requires an
experienced a	bility to recognize and correct	electronic equipment malfuncti	ons. Prefers knowledge of specialized multi-
media equipn hard of hearing	nent including: lighting, sound, ng. Requires the ability to effect	, editing and captioning software ctively communicate via sign land	e targeted for use by students who are deaf and nguage at a colloquial skill level.

## ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES Springfield, Illinois 62706

## POSITION DESCRIPTION

CMS-104 (1/85) IL 401-0794

1. POSITION TITLE		2. POS	ITION NU	MBER		
Existing Position						
NewiRevised Position Electronics Technician II		13	-01			
3. AGENCY	4. DIVISION/BUREAU	S. EXMT CODE	8. WORK COUNTY	7. A/I AUTH.	S, AUDIT	9. OFFICE USE
Existing Position		}	į	Ì		
New/Revised Position Department of Rehab- ilitation Services	BRS- Services for Children	0	0 069 N			
10. SECTION	11. UNIT	12. TRA	NSACTION	CODE	13. EF	FECTIVE DATE
Existing Position			2-87			
New/Revised Position II. School for the Deaf  14. WORK LOCATION  Existing Position	Instructional Media Center 15. BARGAINING/TERM CODE	D MCC	CHANGE			
•			121 ABOLIS 49 DOWNY		ALLOCAT	TION
New/Revised Position	2014		50 LATERA 58 UPWAR			
Jacksonville	RC014 ATEMENT OF POSITION DUTIES AND RESPON	<u> </u>				% OF TIME
Position reallocation to Elec	tronics Technician per reclass	effec	tive 4	-1-87	7.	
DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY I	HEAD SIGNA	TURE		DATE
middl Tristan Bon P OSTIRLE	nni 🕳 🕾 🖾	Sual	u 1 A	utic	Au A	5-11-87

		·	. (e"
16. (Continued)		•	% OF TIME
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17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISO	D /Deconneible for engineing week and ambusting to	hio position)	
Instructional Media Program Supervisor	21475-41-67-500-00-01	nis position)	
18. PAYROLL TITLE & POSITION NUMBER OF EMPLOYEES IMM		ed by this positio	n)
Position Title Position number of Subordinates	<del></del>	ber of Subordina	
N/A			
Position assigned responsibility as leadworker check [] and lis			
19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERT	TIPICATES REQUIRED OTHER THAN THOSE REQUIRED BY	THE CLASS SPEC	CIFICATIONS

1. POSITION	N TITLE	WORKING TITLE (IF ANY)	BILING			ON TITLE ON CODE	2. PO	SITION	NUMBER	
EXISTING PO										
NEW/REVISED  Executive I		Debt Offset Coordinator	29		SS 13851-10-07-14			-141-11-29		
3. AGENCY		4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE	
EXISTING PO	SITION									
NEW/REVISE	POSITION									
Departmer Services	nt of Human	Office of Fiscal Service	es		0	084	2	R		
10. SECTION	N	11. UNIT				12. TRANSA CODE	ACTION		. EFFECTIVE .TE	
EXISTING PO	SITION					☐ MA021 E	STABL	ISH	6/16/22	
						☐ MA022 E			HANGE	
NEW/REVISE	POSITION					☐ MC024 F	POSITIO	N NUMB	ER CHANGE	
Bureau of 0	Collections	Field Recovery/Accour	nt Offse	et Uni	it	⊠ MC026	CLARIF	Y		
14. WORK I	LOCATION	15. BARGAINING/TERM CODE	RUTAN CHANGE				DRK COUNTY CHANGE			
EXISTING PO	SITION				☐ MD021		ABOLISH			
						☐ MC149 DOWNWARD REALLOCATION				
NEW/REVISE	POSITION	DOOCO	DO000			☐ MC150 LATERAL REALLOCATION				
Springfield	/Sangamon Cour	nty RC062	RC062 N			☐ MC158 UPWARD REALLOCATION				
% OF TIME	16. COMPLETE	CURRENT AND ACCURATE S	STATEM	IENT	OF PO	SITION ES	SENTIA	AL FUNC	CTIONS	
40%	1. Serves as	a Debt Offset Coordinator for	or the D	epar	tment o	f Human	Service	es (DHS	S).	
20%	<ul> <li>As liaison to Federal and State agencies, receives and maintains confidential referrals identified through the Federal and State Offset Programs as candidates for collection of delinquent debt through the Federal and State Government's Offset Programs.</li> <li>Provides assistance in review of selected cases to ensure all documentation substantiates intended action.</li> <li>Notifies former clients of intended actions.</li> <li>Responds verbally and in writing to inquiries and correspondence both in English and Spanish.</li> <li>Uses PC to monitor status of referrals.</li> <li>Recommends adjustments to accounts.</li> </ul>						r collection of ams. on English and			
20%	of delinque	es regulatory and statutory resent debt owed for assistance Offset Programs.	•					•		
	• Use	es Federal and State determ	ined cr	riteria	for refe	errals to d	evelop	potentia	al program.	

% OF TIME	16. COMPLETE CURR	ENT AND ACCURATE STATEMENT O	F POSITION ESSENTIAL FUNCTIONS
	approval <ul><li>Administemonitorir</li></ul>	ith staff from other agencies to prepa from administration. ers and maintains program, including ng of account status, and responding ith accounting staff to develop and m	to account inquiries.
	• VVorks w	in accounting start to develop and in	raintain records or payments.
15%	Substantiates el contacts.	igibility based upon reports from with	in the Agency and through collateral
		djustments to account information on nce with findings.	Accounts Receivable System in
	<ul> <li>Prepares</li> </ul>	_	cess assistance referrals for submittal to eAttorney General.
15%	Refers documer collection action	nted cases to the Attorney General ar	nd the State Comptroller's Office for
		Attorney General's staff and the States relevant to excess assistance det	
5%	5. Verifies accurac based.	y of the overpayment process on wh	ich the amount of excess assistance is
	<ul> <li>Reviews</li> </ul>	nends or takes corrective action as ap calculations of benefits overpaid by ormation is entered into the Accounts	the Department to ensure correct entry of
5%	6. Performs other of enumerated abo		are reasonably within the scope of duties
work, prepa	aring, conducting and	•	
Executive I	II 13852-10-07-141-10-	-01	WORKING TITLE (IF ANY)
		BOX IF THIS POSITION IS A:	
□ Supervis			
percentage	e(s) allotted. If a box wa	er responsibilities must be described as checked above, list position title, prized funded headcount.	in a detailed duty statement(s) with a time position number, and number of
Р	osition Title	Position Number	No. of Incumbents or Funded Vacancies

#### Minimum Qualifications

- 1. Requires knowledge, skill and mental development equivalent to completion of four years college with course work in business or public administration.
- 2. Requires one year of responsible administrative experience in a public or business organization, OR
  - completion of an agency approved management training program.
- 3. Requires the ability to speak and write Spanish at a colloquial skill level.

#### **Specialized Skills:**

Of the one year of administrative experience, requires one year of experience processing overpayments and maintaining accounts receivables, including experience in a public assistance eligibility system such as the Accounts Receivable System (ARS) and/or the Integrated Eligibility System (IES).

#### Preferred Qualifications (In Order of Significance)

- 1. One (1) year of professional experience communicating with clients on a high volume, daily basis regarding their overpayment accounts.
- 2. One (1) year of professional experience utilizing Microsoft Office Suite or similar word processing/spreadsheet/database software.
- 3. One (1) year of professional experience working with Federal regulations and Illinois laws, rules, and regulations with special emphasis on welfare programs such as the Supplemental Nutrition Assistance Program and the Cash Assistance Programs.
- 4. One (1) year of experience processing overpayments and maintaining accounts receivables, including experience in a public assistance eligibility system such as the Accounts Receivable System (ARS) and/or the Integrated Eligibility System (IES).
- 5. One (1) year of professional experience entering and/or verifying data, identifying overpayment periods, types of assistance being provided, and case status.
- 6. One (1) year of professional experience utilizing the principles and practices of public and business administration.

#### 20. CONDITIONS OF EMPLOYMENT

#### 1. N/A

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

The Office of Fiscal Services is seeking to hire a dynamic, organized, detail-oriented coordinator to oversee the state-wide programs for administrative offsets of debt owed the Department by clients, former clients and providers. The position researches regulatory and statutory requirements, drafts proposals for review and finalization by administrative staff; designs tracking and monitoring programs for offsets, implements finalized plans and maintains specialized collection effort on an ongoing basis; serves as liaison to Federal and State agencies to ensure accurate and timely collection through the administrative offset systems; as a Spanish speaking specialist, the coordinator receives and responds to inquiries from both Spanish and English speaking clients.

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS	IMMEDIATE SUPERVISOR	AGENCY HEAD	DATE
SIGNATURE	SIGNATURE	SIGNATURE	
anthony Pascente Bithard 8/26/22		Companya Borlando	7/13/22

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**CMS** 

### ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

1. POSITION TIT	TLE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER		
Existing Position					13852	-10-90-1	12-20-	01	
New/Revised Posi Executive II	tion	Vendor Relations Coordinator	<b>4</b> 29≉∵¤	rSS.≈≥	13852-10-90-112-20-29			0-29	
3. AGENCY		4. BUREAU/ DIVISION	•		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position									
New/Revised Posi Department of	tion of Human Services	Bureau o Family Nutrition	n		0	084	1	R	
10. SECTION		11. UNIT			12. TRAN CODE	SACTION	1:	3. EFFECTIV	E DATE
Existing Position							4	/16/20	
New/Revised Posi Office of Fan	tion nily Wellness	Bureau of Family Nutrition	on			21 ESTAB 22 EXEMP		CHANGE	
14. WORK LOCA	ATION	15. BARGAINING/TERM CODE		Rutan Exempt		24 POSITION 26 CLARII		1BER CHAI	NGE
Existing Position		13. DANGARANING TELIM GODE			□ мсо	27 ADDIT	IONAL I		
						28 WORK 21 ABOLI:		Y CHANGE	•
New/Revised Position Springfield, S	Sangamon County	RC062		N	□ мсі	49 DOWN 50 LATER 58 UPWAR	AL REA	LLOCATIO	N
% OF TIME	16. COMPLETE CURREN	T AND ACCURATE STATEME	NT OF PO	SITION ESS					
25%	for Women, Infants and activities leading to mea of new strategies for dar local agency administra the Assistant Bureau Chduties. Communicates in SPECIFICALLY:  1. Acts as Vendor Rela policies and procedures (WIC) Vendor Manager Implements WIC Vendor develops, implements and direction for research ar (banking) system, the dot tools to measure budget initiatives concerning prand other spending.	duation of policies and proce Children (WIC) Vendor Manager assurable outcomes of program to processing services, the vention. Manages the financial and the folial state of the Spanish to those individual for the Special Supplementations Coordinator, coordinate for the Special Supplementation Management Program. Manages the for Management policies worling and evaluates activities leading and development of new strate elivery system and local agerting and caseload goals and or ogram operations. Leads activities and review when the services assigns and review the supplements of the services assigns and review the services assigns and review the services assigns and review the supplements of the services assigns and review the services as a service that the services are services as a service the services as a service the services are services as a service that the services are	nagemen n goals; p ndor payers spects of ood Center ls who do es overall l Nutrition financial king in cong g to meas gies for concy admir bjectives; ivities rel	t Program. provides dir ment (bank) WIC Vend ers Program o not read o  planning, i n Program aspects of onjunction v curable outce data process histration; d identifies o ated to Ven	Developection fing) sysor Man. Travelor speak  mplemeter work with the omes or ing servelops direction dor pro-	os, imple or reseatem, the agement is in the English entation men, Infendor M Assistant f progra- vices, the manage in for im- curement	and e anage vencement provent, gra	s and evel developer systematics ordinates rmance valuation and Chile can Chie can Chie dor payr evaluate ments a ants, con	valuates opment tem and s with of of on of dren ef; rides ment tion and attracts
20%	counsels staff regarding annual goals and objecti	pervisor, assigns and review work performance; reassign ives; approves time off; adjust o and including discharge; pr	s staff to sts first le	meet day-to vel grievan	o-day op ces; eff	erating ectively	needs recon	s; establi nmends	ishes
15%.		planning implementation and rovides direction for research							
			= 17						
DIRECTOR OF (	CMS SIGNATURE IN	MEDIAȚES DE RIVINATION DE LIVE	JRE I AC	SENCY HEAD	SIGNAT	URE		D	ATE

16. (CONTINUE	D)					
% OF TIME 15%	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION REWARD WIC vendor training program to en	ESSENTIAL FUNCTIONS (Continued) issure over 2000 new and existing WIC vendors			
	are prepared to comply with Federal and State rules and regulations. Plans, schedules, and implements education for new WIC Vendors and documents Vendor attendance at training sessions. Develops training materials and course curricula; reviews, evaluates and recommends training modifications to the Assistant Bureau Chief to maintain compliance with current program rules and regulations. Monitors WIC vendors for					
	compliance with 50% rule					
10%		ocedures into Spanish for individual lyocacy groups, customers and com	Is who cannot speak or read English, in contacts munity organizations.			
5%	Vendor Management Prog	ram and completion of WIC food b	ation of cost analysis procedures in the WIC udgeting and food payment processes. ongoing activities for WIC Electronic Benefits			
5%	7. Coordinates and provides awareness of state activities with outside agencies; represents the WIC Vendor Management program at both state and national levels. Represents the Department at local and regional leve to organize and coordinate WIC Vendor Management problem solving activities. Provides recommendations and plans of action to the Department for solution implementation; conducts follow-up activities to evaluate solution impact and establish on going need assessment activities. Coordinates with the Assistant Bureau Chief to administer the WIC Food Centers Program. Travels as necessary in and out of state.					
5%	above.		asonably within the scope of duties enumerated			
conducting	N TITLE AND NUMBER OF IM g and signing performance eva umbent of this position.)	MEDIATE SUPERVISOR (Responsible luations; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances			
			WORKING TITLE (IF ANY)			
	ce Administrator 37015-10-		Assistant Chief, WIC Fiscal/Vendor Manager			
18. CHECK TI	HE APPROPRIATE BOX IF TH	IIS POSITION IS A:				
SUPE	RVISOR OR LEAD	WORKER				
ti	me percentage(s) allotted. as checked above, list position	sponsibilities <u>must</u> be described in a title, position number, and number of st	detailed duty statement(s) with a ubordinate incumbents or authorized funded			
	Position Title	Position Number	No. of Incumbents or Funded Vacancies			
Office Admi		29994-10-90-112-21-01	1			
37.700 7.701.71						
PERFORI ABILITIES	MANCE OF THE WORK OF TH	HIS POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"			
			of four years of college, preferably with			
			onsible administrative experience in a public or			
			ractices of public and business administration as			
			ng knowledge of the functions of the USDA			
			w all parties interact. Requires the ability to			
travel. Requ	ires ability to speak, read an	d write Spanish at a colloquial skill	ievei.			
	•					

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1. POSITION TITLE EXISTING POSITION	WORKING TITLE (IF ANY)	BILINGUAL CODE		TION TITLE ON CODE	2. POSITIO	ON NUMBER		
EXIOTING FOSITION								
NEW/REVISED POSITION  Executive Secretary II		20	MC	- 2	14032-10	-43-000-00-20		
3. AGENCY	4. BUREAU/DIVISION		5. EXMT	6. WORK COUNTY	7. A/I 8. AUTH AUE	9. OFFICE USE		
EXISTING POSITION			CODE	:				
NEW/REVISED POSITION  Department of Human  Services	Division of Rehabilitation	on	0	069	1 F	3		
10. SECTION	11. UNIT	·		12. TRANS	ACTION	13. EFFECTIVE DATE		
EXISTING POSITION	DECIE JUN 1	0 2021	Ĭ.	☐ MA021 ESTABLISH	· · · · · · · · · · · · · · · · · · ·	6/1/21		
NEW/REVISED POSITION	ו אטנ אין	0 2021	<u>) —                                   </u>		EXEMPT COL			
Illinois School for the Deaf	: Administration:		-	☐ MC024 POSITION NUMBER CHANGE  ☑ MC026 CLARIFY				
14. WORK LOCATION	15. BARGAINING/TERM CODE	RU1 EXE	TAN MPT	CHANGE		DDITIONAL IDENTICAL		
EXISTING POSITION		<del>.</del>	<del>.</del>	☐ MC028 V	WORK COUNTY CHANGE			
				•	DOWNWARD REALLOCATION			
NEW REVISED POSITION	RC014	:	N	☐ MC150 LATERAL REALLOCATION				
Jacksonville/Morgan County	·· · · · · · · · · · · · · · · · ·					ALLOCATION		
TIME 16. COMPLETE CI	JRRENT AND ACCURATE S				SSENTIAL F	UNCTIONS		
25% 1. Performs cor	mplex secretarial functions	for the Sup	perinte	ndent.				
mem Proof Priori mana Estat Maint	blishes tickler systems and tains Superintendent's con	r Superinte of content. utine and n provides fo fidential file	endent' non-rou ollow-u es.	s signature tine inquiri p on outsta	e. es on beha anding item	ulf of the		
	sive and varied notes of a gives notes of executive boa					es minutes of		
	oards correspondence, art processing programs.	icles, perso	onnel fo	orms, and i	monthly rep	oorts utilizing		

% OF TIME	16.	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
20%	3.	Researches, gathers information, and independently performs special projects and studies within the section, some of which are complex and sensitive in nature.
		<ul> <li>Analyzes and interprets data.</li> <li>Develops and prepares special reports.</li> <li>Assists in obtaining and coordinating information from different areas of the agency which are needed for presentations, etc., made by the Superintendent.</li> </ul>
15%	4.	Receives, opens, reads, and sorts the Superintendent's incoming mail, official letters, and other correspondence.
		<ul> <li>Prepares clearly understood routine correspondence.</li> <li>Signs Superintendent's name to correspondence, reports, requisitions, and similar papers, as authorized, in the Superintendent's absence.</li> </ul>
10%	5.	Acts as receptionist, receiving calls and callers of the Superintendent, serves as initial contact at Illinois School for the Deaf (ISD) with visitors from public and private agencies and parents.
		<ul> <li>Greets visitors and provides them with general information regarding ISD and operations.</li> <li>Makes and cancels appointments.</li> </ul>
		<ul> <li>Maintains and develops public relationships through telephone and personal contacts giving information concerning the institution, its policy, and staff procedures within the scope of established guidelines.</li> </ul>
		<ul> <li>Communicates via telephone with hearing and deaf parents via voice telephone, TTY, and videophone in relaying information from the Superintendent.</li> <li>Coordinates communication with ISD Advisory Council chairperson</li> </ul>
5%	6.	Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.
work, prepa	aring	FITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing conducting, and signing performance evaluations; effectively recommending and imposing an and adjusting grievances for the incumbent of this position.)  WORKING TITLE (IF ANY)
		of Illinois School for the Deaf
18. CHECK	(THI	E APPROPRIATE BOX IF THIS POSITION IS A:
☐ Supervi	sor	☐ Lead Worker
percentage	(s) a	sory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time llotted. If a box was checked above, list position title, position number, and number of umbents or authorized funded headcount.
P	ositio	on Title Position Number No. of Incumbents or Funded Vacancies

Position Title Position Number No. of Incumbents or Funded Vacancies

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

- Minimum Qualifications
  - 1. Requires knowledge, skill, and mental development equivalent to completion of two years of secretarial or business college and two years of secretarial experience
    - completion of high school and four years of secretarial experience.
  - 2. 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.
  - 3. Requires ability to keyboard accurately at 55 wpm.
  - 4. Requires ability to communicate through sign language at the prescribed level.

#### Knowledge, Skills, and Abilities

#### 20. CONDITIONS OF EMPLOYMENT

1.

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

Under general direction of the Superintendent, performs highly responsible complex and technical secretarial and administrative work for the Superintendent of the Illinois School for the Deaf (ISD). Keyboards a variety of materials from different formats exercising independent judgment in their development. Performs secretarial functions which are frequently of a highly sensitive nature. Functions with a wide range of discretion on implementation of policy and procedures and in resolution of many day-to-day issues. Those functions require interaction with students, employees and the public regularly involve using manual communication skills.

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

IDHS serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS

IMMEDIATE SUPERVISOR

**AGENCY HEAD** 

DATE

SIGNATURE

**SIGNATURE** 

**SIGNATURE** 

6/10/21

1. POSITION TITLE EXISTING POSITION	WORKING TITLE (IF ANY)	BILINGUAL CODE	L POSITION TITLE 2. PO			SITION	NUMBER		
NEW/REVISED POSITION Executive Secretary I	· ··· ·· · · · · · · · · · · · · · · ·	20		/IC2	1403	1-10-43	-200-00-20		
3. AGENCY	4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE		
EXISTING POSITION		_		i .		-			
NEW/REVISED POSITION  Department of Human  Services	Division of Rehabilitation Services	า	0	069	1	R			
10. SECTION EXISTING POSITION	11. UNIT	· · · · · · · · · · · · · · · · · · ·		12. TRANS/ CODE  MA021 ESTABLISH	•		. EFFECTIVE ATE 08/01/2021		
		, ,		☐ MA022 E	XEMPT	CODE	CHANGE		
NEW/REVISED POSITION			☐ MC024 POSITION NU				UMBER CHANGE		
Illinois School for the Deaf	Student Life	- <del> </del>	✓ MC026 CLARIFY						
14. WORK LOCATION	15. BARGAINING/TERM CODE	RU1 EXE	TAN EMPT	☐ MC027 ADDITIONAL IDENTICAL CHANGE					
EXISTING POSITION	• • • •			MC028 WORK COUNTY CHANGE					
				☐ MD021 ABOLISH ☐ MC149 DOWNWARD REALLOCATION					
NEW/REVISED POSITION				☐ MC150 L					
Jacksonville/Morgan County	RC014 N			☐ MC158 L					
% OF TIME 16. COMPLETE C	URRENT AND ACCURATE ST		T OF PC						
<ul> <li>Tranconfistud</li> <li>Com</li> <li>Ensi</li> <li>Keyt</li> <li>scho</li> <li>Regi</li> <li>Ensi</li> <li>Com</li> <li>com</li> </ul>	ecretary to the Student Life rescribes and keyboards a varidential and technical in naturent files, dorm matters, illnest piles information to send to pures forms and letters are upposed recreation intramural pol recreation activities, and sularly exercises independent ares correctness of format, gramunicates with students, parmunication.	iety of ma re, such a ss/injuries parents and dated, co schedules student wo judgmen rammar, s rents, stat	as corre , performand pied, ar s, letters ork prog t in the spelling ff, and t	spondence mance eva ing opening ad mailed. Is to parent gram vouc development, and punction	e to pa aluation g of so ts infor hers. ent of to tuation utilizing	rents, sons, etc. chool. ming the final formant.	em of after-		
	dles special projects, some o				•				
• Assi	sts in the coordination and co	ontrol of a	ctivities	and mate					
	earches, compiles, and deve		•						
<u> </u>	rdinates workflow to and fron	i manage	i S UIRC	<u>c.</u>					

% OF TIME	16.	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
		<ul> <li>Advises manager of problems that arise and carries out resolution as directed by manager.</li> </ul>
10%	3.	Schedules transportation services for off-campus school and dorm activities and extracurricular sporting events.
		<ul> <li>Ensures transportation requests are completed and approved by supervisor, and drivers are informed of schedules.</li> </ul>
		Schedules vehicles for staff and students.  Sanda abortor has saladada and has professored mailings.
		<ul> <li>Sends charter bus schedules and bus preference mailings.</li> <li>Compiles bus lists and distributes to campus areas and bus personnel.</li> </ul>
		Arranges for bus messengers to accompany students on charter buses.
		<ul> <li>Maintains updated bus and train schedules and decides for weekly home visits at parents' request.</li> </ul>
10%	4.	Responds to inquiries from dorm supervisors and child staff on student/staff related matters.  • Receives and notes information on school incidents or problem inquiries and forwards to staff.
10%	5.	Answers, screens and routes incoming calls from parents and other school staff.  • Takes messages.
		Uses TTY to communicate with deaf callers.
10%	6.	Maintains general, correspondence and computer files.
		<ul> <li>Updates central files with updated copies of medical exams.</li> <li>Updates health summaries with dates of medical exams, medical conditions, and</li> </ul>
		medications.
		<ul> <li>Maintains computer files with individual student and staff information, address lists, country lists, student insurance information, Health and Family Services (HFS)</li> </ul>
		<ul> <li>recipients, etc.</li> <li>Utilizes computer to provide dorms with lists, mailing labels, signs, banners, certificates, etc.</li> </ul>
5%	7.	Schedules multi-purpose room, and Health Center guest rooms for off-campus visitors.
		Maintains supply of forms and supplies used by the dorm.
		<ul> <li>Arranges for Parent Infant Institute conference for parents and their deaf infants.</li> <li>Meets with Division of Specialized Care for Children (DSCC) staff to coordinate</li> </ul>
		information (family participants, professional staff, participant appointments with
		professional staff; parental classes, etc.), and distributes to participants.
	- · <u>·</u>	Purchases supplies needed for school and dorm aspects of this program.
		Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.
17. POSIT	ΓΙΟΝ	TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing
		n, conducting, and signing performance evaluations; effectively recommending and imposing on and adjusting grievances for the incumbent of this position.)
		WORKING TITLE (IF ANY)
– ·		Service Administrator 40070-10-43-200-00-20 Director of Student Life
18. CH <u>E</u> C	KIH	E APPROPRIATE BOX IF THIS POSITION IS A:
□ Super	/isor	□ Lead Worker

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

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

N/A

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

#### Minimum Qualifications

- 1. Requires knowledge, skill, and mental development equivalent to completion of two years of secretarial or business college and one year of secretarial experience.
  - Requires completion of high school and three years of secretarial experience.
- 2. 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.
- 3. Requires ability to keyboard accurately at 55 wpm.
- 4. Requires the ability to communicate effectively through American sign language at the intermediate skill level.

Knowledge, Skills, and Abilities

#### 20. CONDITIONS OF EMPLOYMENT

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

Under direction, serves as secretary to the Student Life manager; performs administrative secretarial duties for the Student Life manager. Transcribes and keyboards a variety of material from various formats. Schedules transportation services. Maintains general, correspondence and computer tiles; answers, screen and routes incoming calls and uses TTY (teletype) to communicate with deaf callers. Responds to inquiries from dorm supervisors and child staff. Schedules multi-purpose room, and Health Center quest rooms for off-campus visitors. Utilizes manual communication with individuals who are deaf and/or hard of hearing

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS **SIGNATURE** 

IMMEDIATE SUPERVISOR SIGNATURE

AGENCY HEAD SIGNATURE

DATE

# CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

1. POSITION TITLE	WORKING TITLE (IF ANY)	BILINGUAL	POSITION TITE DPTION COD	E 2. POS	ITION NU	MBER		
Existing Position	(1014)	CODE	DMILONCOL					
New/Revised Position		1 20	1/0	1700	3-10-43-	500.2	0.20	<u>-</u>
Guard III		20	MC				T	9, OFFICE
3. AGENCY	4. BUREAU/ DIVISION			& EXMT CODE	6 WORK COUNTY	7, AT AUTH	BAUGIT	9. OFFICE USE
Existing Position							]	
New/Revised Position Department of Human Services	Division of Rehabilita	tion Servi	ices	0	069	1	R	
10. SECTION	11. UNIT			12 TRAI	SACTION	1	3. EFFECTI	E DATE
Existing Position							/16/202	) ()
				_		Ľ		
New/Revised Position	Support Operations/So	ecurity		□ MA	021 ESTAI 022 EXEM	BLISH	SE CHANG	=
Illinois School for the Deaf			Ruter		024 POSIT	TON NU	MBER CH	ANGE
14. WORK LOCATION Existing Position	15. BARGAINING/TERM C	ODE	Exem	Пис	026 CLAR 027 ADDI1	IONAL	IDENTICA	L CHANGE
Jacksonville				□мс	028 WORL 021 ABOL	COUN	ITY CHANG	3E
New/Revised Position				□мс	149 DOW! 150 LATE	<b>WARD</b>	REALLOCATI	ATION
Jacksonville/Morgan	RC029		N	□ мс	158 UPW/	RD RE	ALLOCATI	ON _
% OF TIME 16. COMPLETE CURRE	ENT AND ACCURATE STATEM	ENT OF PO	OSITION E	SSENTIA	FUNCT	IONS	numba	- only
No change in duties a	nd responsibilities as previous	siy stated.	Change	m Sanora	mate po	3111011	Rainoc	omy.
DIRECTOR OF CMS SIGNATURE,	IMMEDIA PER PERSON SIGN	# 10 <b>2</b>	AGENCY H	EAD SIGNA	THE .			

16. (CONTINUED)		
% OF TIME 16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION ESSEN	TIAL FUNCTIONS (Continued)
		•
·		
17. POSITION TITLE AND NUMBER OF IM	MEDIATE SUPERVISOR (Responsible for as	signing and reviewing work, preparing
conducting and signing performance eva	luations; effectively recommending and impos	ing disciplinary action and adjusting grievances
for the incumbent of this position.)	•	grand and a grand
	1MOS	VINC TITLE (IE ANY)
	WOF	KING TITLE (IF ANY)
Public Service Administrator 37015-1	0-43-500-00-20	
18. CHECK THE APPROPRIATE BOX IF TH	IS POSITION IS A:	
SUPERVISOR OR ⊠ LEAD \		
☐ SUPERVISOR OR ☑ LEAD \	WORKER	
☐ SUPERVISOR OR ☑ LEAD \		ed duty statement(s) with a
SUPERVISOR OR  LEAD \ NOTE: Supervisory or lead worker ret time percentage(s) allotted.	WORKER sponsibilities <u>must</u> be described in a detail	
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SUPERVISOR OR  LEAD \ NOTE: Supervisory or lead worker ret time percentage(s) allotted.	WORKER sponsibilities <u>must</u> be described in a detail	
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SUPERVISOR OR A LEAD \ NOTE: Supervisory or lead worker restime percentage(s) allotted. If a box was checked above, list position headcount:	WORKER  sponsibilities must be described in a detail title, position number, and number of subordin	nate incumbents or authorized funded
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SUPERVISOR OR LEAD \ NOTE: Supervisory or lead worker restime percentage(s) allotted. If a box was checked above, list position headcount:  Position Title	WORKER  sponsibilities <u>must</u> be described in a detail title, position number, and number of subordines.  Position Number	nate incumbents or authorized funded
SUPERVISOR OR LEAD \ NOTE: Supervisory or lead worker restime percentage(s) allotted. If a box was checked above, list position headcount:  Position Title	WORKER  sponsibilities <u>must</u> be described in a detail title, position number, and number of subordines.  Position Number	nate incumbents or authorized funded
SUPERVISOR OR LEAD \ NOTE: Supervisory or lead worker restime percentage(s) allotted. If a box was checked above, list position headcount:  Position Title	WORKER  sponsibilities <u>must</u> be described in a detail title, position number, and number of subordines.  Position Number	nate incumbents or authorized funded
SUPERVISOR OR LEAD NOTE: Supervisory or lead worker restime percentage(s) allotted.  If a box was checked above, list position headcount:  Position Title  Guard II	WORKER  sponsibilities <u>must</u> be described in a detail title, position number, and number of subordin Position Number  17682-10-43-500-20-01	No, of Incumbents or Funded Vacancies
SUPERVISOR OR LEAD NOTE: Supervisory or lead worker restime percentage(s) allotted. If a box was checked above, list position headcount:  Position Title  Guard II  19. SPECIALIZED KNOWLEDGES, SKILLS,	WORKER  sponsibilities must be described in a detail title, position number, and number of subordin Position Number  17682-10-43-500-20-01  ABILITIES, LICENSURE OR CERTIFICATION	No. of Incumbents or Funded Vacancies  1  No. of Incumbents or Funded Vacancies  1
SUPERVISOR OR LEAD NOTE: Supervisory or lead worker restime percentage(s) allotted. If a box was checked above, list position headcount:  Position Title  Guard II  19. SPECIALIZED KNOWLEDGES, SKILLS, PERFORMANCE OF THE WORK OF THE	WORKER  sponsibilities must be described in a detail title, position number, and number of subordin Position Number  17682-10-43-500-20-01  ABILITIES, LICENSURE OR CERTIFICATIONS POSITION. NOTE: SINCE THERE ARE N	No. of Incumbents or Funded Vacancies  I  No. of Incumbents or Funded Vacancies  I  NECESSARY FOR THE SUCCESSFUL  IOW SEVERAL OPTIONS OF SKILLS AND
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SUPERVISOR OR LEAD NOTE: Supervisory or lead worker restime percentage(s) allotted. If a box was checked above, list position headcount:  Position Title  Guard II  19. SPECIALIZED KNOWLEDGES, SKILLS, PERFORMANCE OF THE WORK OF THABILITIES AND LICENSURE OR CERTICAN NO LONGER BE USED.	PORKER  sponsibilities must be described in a detail title, position number, and number of subordin Position Number  17682-10-43-500-20-01  ABILITIES, LICENSURE OR CERTIFICATION SPOSITION. NOTE: SINCE THERE ARE INTEGRATION IDENTIFIED ON STANDARDS, T	No. of Incumbents or Funded Vacancies  I  No. of Incumbents or Funded Vacancies  I  N NECESSARY FOR THE SUCCESSFUL  IOW SEVERAL OPTIONS OF SKILLS AND  HE PHRASE "SAME AS SPECIFICATION"
SUPERVISOR OR LEAD NOTE: Supervisory or lead worker restime percentage(s) allotted. If a box was checked above, list position headcount:  Position Title  Guard II  19. SPECIALIZED KNOWLEDGES, SKILLS, PERFORMANCE OF THE WORK OF THABILITIES AND LICENSURE OR CERTICAN NO LONGER BE USED.	PORKER  sponsibilities must be described in a detail title, position number, and number of subordin Position Number  17682-10-43-500-20-01  ABILITIES, LICENSURE OR CERTIFICATION SPOSITION. NOTE: SINCE THERE ARE INTEGRATION IDENTIFIED ON STANDARDS, T	No. of Incumbents or Funded Vacancies  I  No. of Incumbents or Funded Vacancies  I  N NECESSARY FOR THE SUCCESSFUL  IOW SEVERAL OPTIONS OF SKILLS AND  HE PHRASE "SAME AS SPECIFICATION"
SUPERVISOR OR ☑ LEAD NOTE: Supervisory or lead worker restlime percentage(s) allotted. If a box was checked above, list position headcount:  Position Title Guard II  19. SPECIALIZED KNOWLEDGES, SKILLS, PERFORMANCE OF THE WORK OF THABILITIES AND LICENSURE OR CERT CAN NO LONGER BE USED.  Requires knowledge, skill and mental determinations.	Position Number  17682-10-43-500-20-01  ABILITIES, LICENSURE OR CERTIFICATION SPOSITION. NOTE: SINCE THERE ARE NUFICATION IDENTIFIED ON STANDARDS, To velopment equivalent to completion of for	No. of Incumbents or Funded Vacancies  I  No. of Incumbents or Funded Vacancies  I  N NECESSARY FOR THE SUCCESSFUL IOW SEVERAL OPTIONS OF SKILLS AND HE PHRASE "SAME AS SPECIFICATION"  ar years of high school. Requires
SUPERVISOR OR ☑ LEAD NOTE: Supervisory or lead worker restlime percentage(s) allotted. If a box was checked above, list position headcount:  Position Title  Guard II  19. SPECIALIZED KNOWLEDGES, SKILLS, PERFORMANCE OF THE WORK OF THABILITIES AND LICENSURE OR CERT CAN NO LONGER BE USED.  Requires knowledge, skill and mental decompletion of one year of safety and sect	Position Number  17682-10-43-500-20-01  ABILITIES, LICENSURE OR CERTIFICATIONS POSITION. NOTE: SINCE THERE ARE IN IFICATION IDENTIFIED ON STANDARDS, To velopment equivalent to completion of fourity experience as a watch attendant, secondarial secondarial secondaria secondari	No. of Incumbents or Funded Vacancies  I  No. of Incumbents or Funded Vacancies  I  NECESSARY FOR THE SUCCESSFUL  IOW SEVERAL OPTIONS OF SKILLS AND HE PHRASE "SAME AS SPECIFICATION"  ar years of high school. Requires  prity guard or related positions. Requires
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NOTE: Supervisory or lead worker restlime percentage(s) allotted.  If a box was checked above, list position headcount:  Position Title  Guard II  19. SPECIALIZED KNOWLEDGES, SKILLS, PERFORMANCE OF THE WORK OF THABILITIES AND LICENSURE OR CERT CAN NO LONGER BE USED.  Requires knowledge, skill and mental decompletion of one year of safety and sect extensive knowledge of facility security is and carrying out emergency response prosecurity breaches. Requires extensive knowledge.	Position number, and number of subording title, position Number 17682-10-43-500-20-01  ABILITIES, LICENSURE OR CERTIFICATION IS POSITION. NOTE: SINCE THERE ARE INTERCATION IDENTIFIED ON STANDARDS, TO velopment equivalent to completion of fourity experience as a watch attendant, seen requirements and regulations. Requires expectedures and techniques, including fire an oveledge of security enforcement regulations.	No. of Incumbents or Funded Vacancies  No. of Incumbents or Funded Vacancies  I  N NECESSARY FOR THE SUCCESSFUL IOW SEVERAL OPTIONS OF SKILLS AND HE PHRASE "SAME AS SPECIFICATION"  or years of high school. Requires writy guard or related positions. Requires strensive knowledge of leadership skills d safety control and response protocols for ons, practices and techniques. Requires
NOTE: Supervisory or lead worker retime percentage(s) allotted.  If a box was checked above, list position headcount:  Position Title  Guard II  19. SPECIALIZED KNOWLEDGES, SKILLS, PERFORMANCE OF THE WORK OF THABILITIES AND LICENSURE OR CERT CAN NO LONGER BE USED.  Requires knowledge, skill and mental decompletion of one year of safety and sect extensive knowledge of facility security in and carrying out emergency response prosecurity breaches. Requires extensive knowledges and grounds on ability to patrol buildings and grounds on	Position number, and number of subording title, position number 17682-10-43-500-20-01  ABILITIES, LICENSURE OR CERTIFICATION IS POSITION. NOTE: SINCE THERE ARE IN INCIDENTIFIED ON STANDARDS, TO Evelopment equivalent to completion of four preparations and regulations. Requires expectations and regulations. Requires expectation of security enforcement regulations foot or in patrol car to assure the proper	No. of Incumbents or Funded Vacancies  No. of Incumbents or Funded Vacancies  I  NECESSARY FOR THE SUCCESSFUL NOW SEVERAL OPTIONS OF SKILLS AND HE PHRASE "SAME AS SPECIFICATION"  Our years of high school. Requires strity guard or related positions. Requires strensive knowledge of leadership skills disafety control and response protocols for ons, practices and techniques. Requires provision of security services by Guard
NOTE: Supervisory or lead worker restline percentage(s) allotted.  If a box was checked above, list position headcount:  Position Title  Guard II  19. SPECIALIZED KNOWLEDGES, SKILLS, PERFORMANCE OF THE WORK OF THABILITIES AND LICENSURE OR CERT CAN NO LONGER BE USED.  Requires knowledge, skill and mental decompletion of one year of safety and secu extensive knowledge of facility security is and carrying out emergency response prosecurity breaches. Requires extensive knowledge of its provide guidance ability to patrol buildings and grounds on II's. Requires ability to provide guidance.	Position Number  17682-10-43-500-20-01  ABILITIES, LICENSURE OR CERTIFICATIONS POSITION. NOTE: SINCE THERE ARE IN IFICATION IDENTIFIED ON STANDARDS, To velopment equivalent to completion of fourity experience as a watch attendant, secure equirements and regulations. Requires expedience of security enforcement regulations foot or in patrol car to assure the proper eand direction to lower level staff in the center of the sta	No. of Incumbents or Funded Vacancies  No. of Incumbents or Funded Vacancies  I  NECESSARY FOR THE SUCCESSFUL IOW SEVERAL OPTIONS OF SKILLS AND HE PHRASE "SAME AS SPECIFICATION"  or years of high school. Requires crity guard or related positions. Requires crity control and response protocols for ons, practices and techniques. Requires corovision of security services by Guard conforcement of security regulations and
NOTE: Supervisory or lead worker restline percentage(s) allotted. If a box was checked above, list position headcount:  Position Title  Guard II  19. SPECIALIZED KNOWLEDGES, SKILLS, PERFORMANCE OF THE WORK OF THABILITIES AND LICENSURE OR CERT. CAN NO LONGER BE USED.  Requires knowledge, skill and mental decompletion of one year of safety and sect extensive knowledge of facility security in and carrying out emergency response prosecurity breaches. Requires extensive knowledge of its interesting to patrol buildings and grounds on II's. Requires ability to provide guidance requirements. Requires the ability to reco	Position Number  17682-10-43-500-20-01  ABILITIES, LICENSURE OR CERTIFICATION SPOSITION. NOTE: SINCE THERE ARE IN IFICATION IDENTIFIED ON STANDARDS, To velopment equivalent to completion of fourity experience as a watch attendant, seen requirements and regulations. Requires encedures and techniques, including fire an abundance of security enforcement regulation foot or in patrol car to assure the proper eand direction to lower level staff in the cognize and direct the security response to	No. of Incumbents or Funded Vacancies  No. of Incumbents or Funded Vacancies  I  I  No. of Incumbents or Funded Vacancies  I  I  No. of Incumbents or Funded Vacancies  I  I  I  I  I  I  I  I  I  I  I  I  I
NOTE: Supervisory or lead worker restline percentage(s) allotted. If a box was checked above, list position headcount:  Position Title  Guard II  19. SPECIALIZED KNOWLEDGES, SKILLS, PERFORMANCE OF THE WORK OF THABILITIES AND LICENSURE OR CERT CAN NO LONGER BE USED.  Requires knowledge, skill and mental decompletion of one year of safety and secuextensive knowledge of facility security and carrying out emergency response prosecurity breaches. Requires extensive knowledge of safety and secue ability to patrol buildings and grounds on II's. Requires ability to provide guidance requirements. Requires the ability to receability to instruct others through security	Position Number  17682-10-43-500-20-01  ABILITIES, LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, To velopment equivalent to completion of fourity experience as a watch attendant, seen requirements and regulations. Requires expected and direction to lower level staff in the cognize and direct the security response to training and development. Requires the approach of the cognize and development.	No. of Incumbents or Funded Vacancies  No. of Incumbents or Funded Vacancies  I  N NECESSARY FOR THE SUCCESSFUL IOW SEVERAL OPTIONS OF SKILLS AND HE PHRASE "SAME AS SPECIFICATION"  or years of high school. Requires urity guard or related positions. Requires stensive knowledge of leadership skills d safety control and response protocols for ons, practices and techniques. Requires provision of security services by Guard inforcement of security regulations and emergency and safety hazards. Requires ability to implement written procedures
NOTE: Supervisory or lead worker restline percentage(s) allotted. If a box was checked above, list position headcount:  Position Title  Guard II  19. SPECIALIZED KNOWLEDGES, SKILLS, PERFORMANCE OF THE WORK OF THABILITIES AND LICENSURE OR CERT CAN NO LONGER BE USED.  Requires knowledge, skill and mental decompletion of one year of safety and secuextensive knowledge of facility security and carrying out emergency response prosecurity breaches. Requires extensive knowledge of safety and secue ability to patrol buildings and grounds on II's. Requires ability to provide guidance requirements. Requires the ability to receability to instruct others through security	Position Number  17682-10-43-500-20-01  ABILITIES, LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, To velopment equivalent to completion of fourity experience as a watch attendant, seen requirements and regulations. Requires expected and direction to lower level staff in the cognize and direct the security response to training and development. Requires the approach of the cognize and development.	No. of Incumbents or Funded Vacancies  No. of Incumbents or Funded Vacancies  I  I  No. of Incumbents or Funded Vacancies  I  I  No. of Incumbents or Funded Vacancies  I  I  I  I  I  I  I  I  I  I  I  I  I

1. POSITION	N TITLE	W	ORKING TITLE (IF ANY)    BILINGUAL   POSITION TITLE OPTION CODE   2. POSITION NU					NUMBER		
EXISTING PO										
NEW/REVISEI Habilitation Coordinato	Program	Di	alified Intellectual abilities Professional DP) 20 M		MC	17960	)-10-73	3-063-30-20		
3. AGENCY			4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING PO	SITION					CODL				
NEW/REVISE	D POSITION									
Departmer Services	nt of Human		Division of Developmen Disabilities	ıtal		0	052	2	R	
10. SECTIO	N		11. UNIT				12. TRANS	ACTION		B. EFFECTIVE ATE
EXISTING PO	SITION						☐ MA021	ESTABL		12/1/2022
							☐ MA022 I	EXEMPT	CODE	CHANGE
NEW/REVISE	D POSITION						☐ MC024	POSITIO	N NUME	BER CHANGE
Mabley De Center	evelopmental		Active Treatment Service	ces			⊠ MC026	S CLARIFY		
14. WORK I	LOCATION		15. BARGAINING/TERM CODE	15. BARGAINING/TERM RUTAN			☐ MC027 ADDITIONAL IDENTICAL CHANGE			
EXISTING PO	SITION						☐ MC028 WORK COUNTY CHANGE			
								1 ABOLISH 9 DOWNWARD REALLOCATION		
NEW/REVISEI	D POSITION						☐ MC149			
Dixon/Lee	County		RC062				☐ MC158			
% OF TIME		CUI	RRENT AND ACCURATE S	STATE						
30%			professional Interdisciplin	nary T	eam	(IDT) le	ader for a	ın assiç	ned sh	ift in an
	assigned h				!	!:	-11-			
			Is to chair all IDT meeting is team activities in the de	•	_			assess	sment a	and
			nentation of individual ser							
			the team to resolution of			U	•		e plan a	are addressed.
			ors each aspect of the pla				•		ara	
			ews records and documentation to ensure professional and para- essional/direct care staff are completing required documentation as directed.					lirected.		
25%	<ol><li>Provides g</li></ol>	guida	ance and direction to dire	ect car	e staf	ff to ens	sure timely			
		-	ementation is occurring pacts regular meetings with					CCLIAC 4	and fin	dinge
			rning progress toward atta							
			les input to management			rning th	e perform	ance o	f direct	care staff.
15%	• Mc	nito	ssessment of individual pors, reviews and evaluate	s prog	ram o		assess ind	dividual	progre	ess toward
	l me	etir	ng service plan goals and	objec	tives.					

% OF TIME	16. COMPLETE CURR	ENT AND ACCURATE STATEMENT OF	POSITION ESSENTIAL FUNCTIONS				
	<ul><li>Reports f</li><li>Makes re</li><li>Provides</li></ul>	progress of individuals served as to r indings to team members. commendations as to changes in pro- direct implementation to determine a	ogramming. ppropriate programming efforts and				
15%		role-modeling to assess appropriate p	r life, communicates with each one on an				
1070	as needed basis		ille, communicates with each one on an				
	priorities and Works with in and purchas	ng personal items.	e outcome of the team process.  ancial needs, including budgeting efforts				
		riews and personal observation, initia gress including plan reviews, and/or c					
		selines, assessments and evaluations					
		ams and schedules as mandated by sividuals who are deaf and/or hard of l					
	•	strains individuals as necessary to pr	•				
10%	<ul> <li>Provides in-squalify staff</li> </ul>						
		entation training for new employees.					
		going and continued training for direc g needs for individuals served.	et care staff and other staff in specific				
	. •	service sign off sheets and other doc	umentation needed for training.				
		rtification in assigned training areas.	the sales are after the state of the sales are				
	Receives tra     held outside		attends meeting/training which may be				
	<ul> <li>In performar</li> </ul>	ce of job duties works after business					
5%	<ol><li>Performs other of duties enumerat</li></ol>		are reasonably within the scope of the				
preparing, c			ble for assigning and reviewing work, mmending and imposing disciplinary action				
·	•		WORKING TITLE (IF ANY)				
	vice Administrator	37015-10-73-060-00-22					
18. CHECK	THE APPROPRIATE BO	OX IF THIS POSITION IS A:					
☐ Supervis							
percentage	(s) allotted. If a box w	er responsibilities <u>must</u> be described in as checked above, list position title, prized funded headcount.	n a detailed duty statement(s) with a time osition number, and number of				
F	osition Title	Position Number	No. of Incumbents or Funded Vacancies				
N/A							

#### Minimum Qualifications

- 1. Requires a bachelor's degree in human services professional field (e.g., sociology, special education, rehabilitation counseling, psychology).
- 2. A doctor of medicine or osteopathy or a registered nurse will also meet required education and training requirements.
- 3. Additionally requires one year of experience working directly with persons with intellectual or other developmental disabilities in addition to the education and training stated above.
- 4. Requires the ability to communicate in sign language at a novice skill level.

\*This class is included as an Upward Mobility Program credential title.

#### Preferred Qualifications (In Order of Significance)

1. N/A

#### 20. CONDITIONS OF EMPLOYMENT

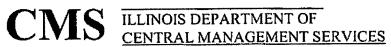
- Appointees are required to have successfully completed a department training program designed specifically for the Qualified Intellectual Disabilities Professional before the completion of her/his probationary period.
- 2. Requires the ability to travel.
- 3. Requires the ability to work after business hours, weekends, and holidays.
- 4. Requires the ability to utilize office equipment, including personal computers.
- 5. Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.

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

The Division of Developmental Disabilities is seeking to hire a Habilitation Program Coordinator for the Mabley Developmental Center located in Dixon, Illinois to serve as the professional Interdisciplinary Team (IDT) leader for an assigned shift in an assigned home. Chairs team meetings, directs and monitors the development of the individual service plans and behavior intervention plans, provides guidance in the resolution of conflicts as part of the team process and when guiding direct care staff in providing programming with individuals, monitors, follows-up and ensures program implementation is occurring per individual need. Directs data assessment of individual programs to measure progress, including providing direct implementation to determine appropriate programming efforts and ongoing role-modeling to assess appropriate programming, provides ongoing training to direct care staff for implementation of programming efforts, utilizes manual communication skills with individuals who are deaf and/or hard of hearing. Travels in the performance of duties.

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
arthory Pascente by Jayne Bothard		College Di Home	12/27/22
1/3/23			



1. POSITION TIT	LE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSIT	ON TITLE	2. POS	TION NUI	MBER	************	
Existing Position				1				······································		The state of the s
N /D \ 150				<b></b>		·*************************************			He-1000000000000000000000000000000000000	
New/Revised Positi	eech Adv. Specialist		20	M	ICA		-10-43-3		3-20	
3. AGENCY		4. BUREAU/ DIVISION	1			5. EXMT CODE	8. WORK COUNTY	7. A/I AUTH	8 AUDIT	9. OFFICE USE
Existing Position										
New/Revised Positi	ion.						0.50			
	f Human Services	Division of Rehabilitat	Division of Rehabilitation Services			0	069	N	R	
10. SECTION		11. UNIT				12. TRAN	SACTION	13	3 EFFECTIV	E DATE
Existing Position								6	/16/18	
New/Revised Positi		Evaluation Center					21 ESTAB			
Illinois Schoo	I for the Deat				Rutan		22 EXEMI 24 POSITI			NGE
14. WORK LOCA	TION	15. BARGAINING/TERM CO	DDE		Exempt		26 CLARII 27 ADDIT		DENTICAL	CHANGE
Existing Position						☐ MC0	28 WORK	COUNT		
New Revised Position			****	***************************************		☐ MCI	21 ABOLI 49 DOWN	WARD I		
Jacksonville		RC063			N		50 LATER 58 UPWAI			
% OF TIME	16. COMPLETE CURREN	IT AND ACCURATE STATEME	NT OF P	OSITIO	ON ESS	ENTIAL	FUNCTI	ONS		
	Under general direction	n, oversees the audiological a	nd relate	ed pro	grams	for the	Illinois	School	ol for the	e Deaf
	(ISD), the Illinois Scho	ol for the Visually Impaired	and the	SIX CO	unty ar	ea of th	e Four I	Kivers	s Specia	l mond
	Education District, in a	ccordance with the MOU be tho are deaf and hard of hear	ween re	our Ki	vers an	u Dris Jogical	, Funci acceser	nents'	s an aus orderis	ranccu 1a
	clinician for students w	ng audiological equipment at	ng, pen ad lieten	ina es	is audic	nogica: renairi:	no nersc	nems, nal h	earing d	levices.
*	ac directed by families:	serving as a resource for inf	ormatio	n on a	udiolo:	rical ne	eds. pro	gramı	ming an	d
	managing specialized r	programs for deaf and hard of	hearing	stude	ents as	directed	l. Uses s	sign la	inguage	in daily
	activities.	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		,				•		-
10000000000000000000000000000000000000										
ACCOUNTY OF THE PROPERTY OF TH	SPECIFICALLY:									
20%			r .1		1	1315	-:- C-b-	. a.l. 6a.	u tha Da	n F
	1. Plans and develops t	he audiological programming	g for the	schoo	ol units	al IIIIn Pivare 9	ois Scho Special	on to:	r ine De ition Di	aı etrict in
	(ISD), the Illinois Scho	ool for the Visually Impaired emorandum of Understandin	~ (MOH) a	mu ur N kati	veen Fo	ar Riv	ere and i	DHS	Coordi	nates the
	accordance with the M	cal and related programs prov	g (MOO vided to	indivi	iduals: :	analyze	s denari	ment	al data a	and
	prepares reports for ad	ministration pertaining to hea	ring, sp	eech a	and lan	guage s	ervices:	evalu	iates the	service
	and makes recommend	ations to administration base	d on the	se eva	luation	s: revie	ws and	revise	es audio	logy
	department related poli	icies and procedures; monitor	rs qualit	y assu	ırance i	ndicato	rs.			
	•									
20%	2. Using sign language	, functions as an advanced cl	inical au	oloibu	gist, sp	ecializi	ng in pr	ovidi	ng servi	ces for
	students aged 2 throug	h 21 years who are deaf, hard	l of hear	ing o	r may h	ave add	litional	disabi	lities. C	Conducts
	testing of pure tone, sp	eech reception thresholds, sp	eech de	tectio	n thresh	ıolds, v	ord rec	ogniti	on, OA	E,
		exams and hearing aid fittir		iding	real ear	measu	rements	, earm	iold filt	ings and
	other testing as determ	ined by professional standard	is.							
150/	1 Camies as a member	of Individualized Education	Plan (IF	P) tes	ıms and	Eligib	ility Rev	view t	eams, p	roviding
15%	information on auditor	y functioning, needed amplif	ication :	and su	ggestio	ns for	enhanci	ng the	use of	audition
	in varied situations, inc	cluding the classroom environ	nment. S	Serves	as a m	ember	on multi	discip	olinary (	eams to
	evaluate students from	outside of ISD who come to	the sch	ool fo	r specia	lized e	valuatio	ns. R	efers stu	idents
	and families to service	s such as Cochlear Implant to	eams or	medic	al servi	ces as	appropr	iate.	ann-t-amm	**************************************
DIRECTOR OF	MS SIGNATURE I	MMEDIATE SUPERVISOR SIGNAT	rure	AGEN	CY HEAD	SIGNIN	TURE/			DATE
1 1.	MULTO							$\overline{}$	6/1	4/18
QMS(104 (Ref). 10	194) IL 401-0794 (21)	JUN 1 4 2018			T,	*	<del>17</del> (	Mus	MAR	ctrand

16. (CONTINUE)			
% OF TIME		ACCURATE STATEMENT OF POSITION	
15%	distributing audiological su materials needed for hearin audiological testing equipm	pplies for each school unit, assuring aids readily available within the	nent for the school and for ordering and ing school buildings have the maintenance budget spending. Updates, maintains and tracks sroom use and for large group assemblies. Works
15%	Preschool Children who are programs, organizes and so inquiries or questions; servi Vision Consultant for schee	e Deaf and Hard of Hearing, attend hedules events and assists families es as liaison with the Illinois Scho	ISD, including the Institute for Parents of ds planning meetings, recruits presenters for s or others in attendance at these events with oll for the Visually Impaired, working with the D and assuring that appropriate students attend the tation to the clinic.
10%		ing parone portugation and numbers	into to the enne.
	student amplification and w maintenance of student amp professional organizations,	vorks with the school-unit speech- plification. Provides educational pr university and college students, so	families regarding the care and maintenance of language pathologists regarding the repair and rograms on topic related to audiology for chool groups and community organizations as and graduate students assigned for internships in
5%	enumerated above.	•	asonably within the scope of the duties
conducting	ITITLE AND NUMBER OF IMM	uations; effectively recommending and	for assigning and reviewing work, preparing, d imposing disciplinary action and adjusting
			WORKING TITLE (IF ANY)
Public Service	e Administrator 37015-1	0-43-360-00-20	
18. CHECK TH	IE APPROPRIATE BOX IF THI		
SUPER		/ORKER ponsibilities <u>must</u> be described in a	a detailed duty etgtomont/o) with a
tir	me percentage(s) allotted. as checked above, list position to		subordinate incumbents or authorized funded
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A			
		· · · · · · · · · · · · · · · · · · ·	
PERFORM ABILITIES	MANCE OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	ICATION NECESSARY FOR THE SUCCESSFUL E ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
Requires pos	session of a master's degree	in speech-language pathology or a	audiology from an approved program. Requires a
license to pra Regulation. Recertification, completion of	ctice speech-language patho Requires three years of clinic Continuing Educational Uni	logy or audiology from the Illinois al experience in advanced clinical ts (CEU's) or advanced clinical co in communication disorders, spec	s Department of Financial and Professional setting demonstrated by evidence of pursework with a specialized population or ech-language pathology or audiology. Requires
			- 18 Maria 1939

1. POSITION TITLE	WORKING TITLE (IF ANY)	BILINGUAL CODE		ION TITLE ON CODE	2. PO	SITION N	NUMBER	
EXISTING POSITION			;		4000	2 40 70		
NEW/REVISED POSITION					18262	2-10-72-	210-00-21	
Hearing and Speech Technician II		20	:	MC	1826	2-10-72-	060-00-11	
3. AGENCY	4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE	
EXISTING POSITION			i i	† ; ;				
NEW/REVISED POSITION  Department of Human  Services	Division of Developme Disabilities	ental	0	. 016	2	R		
10. SECTION	11. UNIT		·	12. TRANS	ACTION	13. DA	EFFECTIVE TE	
EXISTING POSITION				☐ MA021 ESTABLISH	4		11/16/2021	
Ludeman Developmental Center				☐ MA022 E	XEMPT	CODE C	HANGE	
NEW/REVISED POSITION	·				POSITIC	N NUMBI	ER CHANGE	
Ludeman Center	Clinical and Behaviora	I Services			CLARIF	Y		
14. WORK LOCATION	15. BARGAINING/TERM CODE	15. BARGAINING/TERM RUTAN □ M			☐ MC027 ADDITIONAL IDENTICAL CHANGE☐ MC028 WORK COUNTY CHANGE			
EXISTING POSITION				☐ MD021 ABOLISH				
Park Forest				☐ MC149 [	OOWNW	ARD REA	LLOCATION	
NEW/REVISED POSITION	RC028		N	☐ MC150 L	ATERA	L REALLO	OCATION	
Park Forest/Cook County	I NOUZO		IN	☐ MC158 U	JPWARI	REALLO	CATION	
% OF TIME 16. COMPLETE C	CURRENT AND ACCURATE	STATEMEN	IT OF PO	OSITION E	SSENT	IAL FUN	CTIONS	
	peech, Language and Hear							
	ducts routine communication Hearing and Speech Specia		progran	ns under ti	ne dire	ction and	d guidance of	
1 .	sts in the planning and des		ommun	ication trai	nina pr	oarams		
• Sign	is for individuals who are d	eaf and/or	hard-of-	hearing.		_		
speech, lan	evelopment and utilization guage and hearing therapy	<i>'</i> ,			•		rrying out	
	hearing and speech specia tion devices.	llist in the d	levelopr	ment and p	orepara	ition of		
	schedules and conducts cli Clinical and Behavioral Se		ng and	speech as	sessm	ents and	therapy	
10% 5. Prepares ar	nd presents the Annual Spe		anguag	e Assessn	nent Re	eview re	port for the	
	<ul><li>ividual Services Plan meeting.</li><li>Participates in the Individual Services Plan meetings including communicating</li></ul>						,	
; • Part	ervices Plan meeting.	ervices Plai		ngs includi	ng con	nmunica		

% OF TIME  16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
5%	5% 7. Attends and actively participates in mandatory training.						
5%	8. Performs other of duties enumerated		which are reasonably within the scope of the				
			sponsible for assigning and reviewing work,				
	conducting and signing po prievances for the incumbe		recommending and imposing disciplinary action and				
,		· · · · · · · · · · · · · · · · · · ·	WORKING TITLE (IF ANY)				
	ıblic Service Administra		1 Assistant Clinical Director				
18. CHEC	K THE APPROPRIATE BO	DX IF THIS POSITION IS A:					
☐ Superv	isor    Lead Worker						
percentag	je(s) allotted. If a box w		cribed in a detailed duty statement(s) with a time title, position number, and number of				
1	Position Title	Position Number	No. of Incumbents or Funded Vacancies				
N/A							
SUCCESS OPTIONS	FUL PERFORMANCE OF OF SKILLS AND ABILITIE	THE WORK OF THIS POSITION	OR CERTIFICATION NECESSARY FOR THE N. NOTE: SINCE THERE ARE NOW SEVERAL FICATION IDENTIFIED ON STANDARDS, THE				
1. R w 2. R	rith courses in social sci lequires ability to comm e, Skills, and Abilities	Il and mental development equence, psychology and education unicate in sign language at a contract of the cont					
20. COND	ITIONS OF EMPLOYMEN	IT					
1. N/.	A						
		NG STATEMENT: Information in to onsibilities of the position.	his statement is <u>NOT</u> intended to be all-				
Developm the Hearing assists in clinical he Language progress in	nental Center. Conducting and Speech Specialing the development and paring and speech assessment Review renotes, and data collection	s routine communication training st; assists in development and reparation of communication d assments and therapy services; aport for the individual Services	ing programs and services at Ludeman ing programs under the direction and guidance of utilization of program materials and techniques; evices; organizes, schedules and conducts prepares and presents the Annual Speech and Plan meeting; maintains routine records, participates in mandatory training. Utilizes				

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

Kindness.		
DIRECTOR OF CMS SIGNATURE SIGNATURE SIGNATURE	AGENCY HEAD SIGNATURE	DATE
Saul Indias Land	Conly B. Hon	11/10/21
	IS	

1. POSITION	N TITLE	W	PRKING TITLE (IF ANY)  BILINGUAL POSITION CODE OPTION CODE			2. POSITION NUMBER					
EXISTING PO											
NEW/REVISEI							00	4000	2 40 44	250.04.20	
Human Re Representa				29			SS 19692		692-10-11-250-21-29		
3. AGENCY			4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE	
EXISTING PO	SITION										
NEW/REVISEI	D POSITION										
Departmer Services	nt of Human		Office of Human Resou	ırces		0	016	2	R		
10. SECTIO	N		11. UNIT				12. TRANS CODE	ACTION		3. EFFECTIVE ATE	
EXISTING PO	SITION						☐ MA021	ESTABL	ISH	10/16/2022	
Selection	Recruitment and						☐ MA022 I	EXEMPT	CODE	CHANGE	
NEW/REVISEI							☐ MC024	POSITIO	NUM N	BER CHANGE	
Bureau of I Hiring	Recruitment and		Upstate Recruitment				MC026 CLARIFY				
14. WORK I	LOCATION		15. BARGAINING/TERM CODE		RUT/ EXE		☐ MC027 CHANGE				
EXISTING PO	SITION						☐ MD021			CHANGE	
							_			EALLOCATION	
NEW/REVISEI	D POSITION		RC062			N	☐ MC150	LATERA	L REAL	LOCATION	
	ook County		KC002			IN	☐ MC158	UPWAR	D REAL	LOCATION	
% OF TIME	16. COMPLETE	CUI	RRENT AND ACCURATE S	STATE	MENT	OF PC	SITION ES	SSENTI	AL FUN	ICTIONS	
40%	• Co	ndu	ne integration of recruitments research and execute	es on	curre	•		-		to build	
	<ul><li>Uti job par</li></ul>	lizes boartne	es of talent for critical hir s a variety of proven taler ards, industry-specific blo ring with trusted profession	nt plat ogs/dis onal n	forms scussi etwor	ion boa ks, esta	rds, resea ablishing a	rch, co	old/dire	ct sourcing,	
	• En	gag	es/universities and other les in potential candidates				•	nd build	d pipeli	nes to draw	
		tabli	ishes and maintains effec								
	• Re	ach	agencies, other states, an nes out to previous candid				-	_			
	• En	nails	and/or re-apply. s and calls prospective ca				individual	s who s	show ir	nterest in	
			Department of Human S res recruitment materials				nalish prop	notina l	DHS a	s an "employer	
			ice".	ar Op	ai ii3i i	and Li	ignori pron	Tourig I	טווכ	o an omployer	

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul> <li>Tracks all recruitment activities and submits weekly and quarterly recruitment reports.</li> <li>Networks and interfaces with a multitude of entities and participates in training programs to effectuate more successful recruitment of qualified candidates.</li> <li>Travels extensively in the performance of job duties.</li> </ul>
35%	<ol><li>Assists in preparation and conducting of workshops and training programs for the potential candidates and hard to recruit titles in IDHS.</li></ol>
	<ul> <li>Prepares materials for statewide presentations at workshops and job fairs.</li> </ul>
	<ul> <li>Discusses job opportunities within IDHS and explains the Central Management Services (CMS) grading/application system to interested parties.</li> </ul>
	<ul> <li>Provides direction and one-on-one counseling to potential employees and applicants.</li> </ul>
10%	3. Assists supervisor on the integration of recruitment activities and projects with the hiring and selection process for the Department.
	<ul> <li>Searches, monitors and evaluates program operations.</li> </ul>
	<ul> <li>Provides advice and recommendations to management specific to human resources administrative activities linked to recruitment and selection.</li> </ul>
10%	4. Translates functions/procedures into Spanish for individuals who cannot speak or read English, in contacts with the general public and community organizations.
5%	5. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated above.

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

		WORKING TITLE (IF AINT)
Public Service Administrator	37015-10-11-250-20-29	
18. CHECK THE APPROPRIATE BOX	IF THIS POSITION IS A:	
☐ Supervisor ☐ Lead Worker		
NOTE: Supervisory or lead worker r	esponsibilities must be described i	n a detailed duty statement(s) with a time

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

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

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

#### Minimum Qualifications

- 1. 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.
- 2. Requires the ability to speak, read, and write Spanish at a colloquial skill level.

#### Preferred Qualifications (In Order of Significance)

1. Two (2) years of professional experience as a Recruiter for a public or private organization

- 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.
  - 2. Two (2) years of professional experience driving social medial platforms wit proven sourcing/recruiting experience and skills, including conducting research, creating search strings, networking, cold-calling and utilizing a variety of internet sourcing tools.
  - 3. One (1) year of professional interviewing experience, including scoring and ranking candidates and recommending the highest-ranked candidate for a public or private organization.
  - 4. Two (2) years of professional experience working with Comprehensive Employment Plan or similar rules and regulations for a public or private organization.
  - 5. Two (2) years of professional experience exercising a strong commitment to service orientation, sense of urgency, follow-up and responsiveness and high-level of personal integrity, maintaining confidentiality and handling sensitive information with professionalism.
  - 6. Two (2) years of professional experience exercising strong organization skills, meeting deadlines with strong attention to detail and the ability to utilize critical thinking skills while multi-tasking multiple, conflicting priorities and projects in a fast-paced environment.
  - 7. Two (2) years of experience tracking operational activities with basic proficiency in Microsoft Excel and data management.
  - 8. Two (2) years of professional experience communicating in Spanish and English in oral and written form with both internal and external stakeholders for a public or private organization.

#### 20. CONDITIONS OF EMPLOYMENT

- 1. Requires the ability to travel.
- 2. Requires possession of a valid driver's license.
- 21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.

The Office of Human Resources is seeking to hire a Human Resources Representative to assist with the integration of recruitment and hiring activities and projects. Establishes and maintains effective working relationships and public relations with private and public organizations in order to recruit and interview potential candidates for the Department. Travels in the performance of duties. Communicates in Spanish to those individuals who do not read or speak English.

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
arthory Pascente		Con a graya so have	11/3/22

11/7/22

Existing Position									
New/Revised Position	ources Specialist		29 SS			3-10-11-	250-2	21-29	
3. AGENCY	varces obecigist	4. BUREAU/ DIVISION		<u>L</u>	5. EXM?	L B. WORK	7. A/I	8 AUDIT	8.0
Existing Position					CODE	COUNTY	HTUA	- August	<u> </u>
New/Revised Positio		Office of Human Reso	NII FORC		0	016	1	R	
Department	of Human Services	11. UNIT	Juices			ISACTION	] <u>'</u>   11	3. EFFECTIV	/E DA
Existing Position					CODE		+,	344.44.0	
At- On to the	• • •						Ľ	3/1/19	
New/Revised Problem Bureau of Re	ecruitment and Selection	Upstate Recruitment				121 ESTAE 122 EXEMI		SE CHANGI	<b>F</b>
14. WORK LOC	ATION	15. BARGAINING/TERM C	ODE .	Rutan Exempl	☐ MC	24 POSIT	ION NU		
Existing Position			<del></del>		☐ MC	27 ADDIT	IONAL I		
New/Revised Positio	5					21 ABOLE	SH		
Chicago, Co	•	RC062		N	☐ MC1	49 DOWN 50 LATER 58 UPWA	IAL REA	ALLOCATIO	NC
% OF TIME		NT AND ACCURATE STATEME			ENTIAL	FUNCTI	ONS		
		n, serves as the Upstate Recr							
		nent process for requisitions,							
		n specific to CMS's Electroni							vise
		xecutive staff and personnel							
		ins effective working relation ort-term and long-term goals							
		ance of duties. Utilizes Span							
	for the agency.	ance of duties. Offizes spail	ion sheav	me avriig in	o community in recruitment entor				
	SPECIFICALLY:								
25%	operations. Into Makes recomm meetings with process. Atten courses of actions.	pretation of Personnel and deterprets and applies CMS polinendations on policies and primanagers and staff in all areads meetings on behalf of the on. Conducts special studies bureau committees and work	icies and ocedures is of the I Bureau C and overs	procedures for use or o Department Thief and co	and adr f benefi in respo mmits t	ninistrat t to the l onse to the he Bure	ive di Burea he Re au to	irectives uu. Con- cruitme specific	i. duci nt
25%	2. Plans, organizes, evaluates, executes and assists in the management process for EELS; performs liaison duties including developing and maintaining on-going communications with various CMS entities, the Governor's Office, DHS management staff and personnel officers within the Department. Establishes and maintains effective working relationships with other agencies, especially CMS, DHS Division, various state agencies and private citizens seeking state employments. Utilizes Spanish speaking skills to communicate with the private and public organizations.								
20%	in term of the in regulations; observed techniques.	ective bargaining agreement is neerviewing and selection protains information for develop	ogram. Ex ment of j	xplains the p	provisio	ns of sta	ate an	d federa	
DIRECTOR OF	CMS SIGNATURE	MMEDIATE SUPERVISOR SIGNAT SEP 2 <b>5 2019</b>	URE AC	SENCY HEAD	SIGNATI	URE		D/D/	ATE,

16. (CONTINUE % OF TIME	D)	IDI ETE CUIDDENIT AND	ACCUPATE STATEMENT OF POSITION	VESSENTIAL ELINCTIONS (Continued)			
15%							
10%	5. Conducts interview, selection and hiring coordination activities for the Bureau, as-needed, travels to various sites. Conducts these activities for all DHS offices; applies CMS and DHS rules and procedures to eligible lists, notifies candidates to invite them to interview and schedule interview appointments. As a certified Rutan interviewer, utilizes standardized hiring criteria and questionnaires to interview candidates for positions within the assigned geographical area; scores and ranks candidates; reviews all hiring unit bid records in order to coordinate the interview process; recommends the highest ranking candidates for employment.						
5%	6. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated above.						
conductin	g and sig	AND NUMBER OF IMN ning performance eval incumbent of this posit	luations; effectively recommending an	e for assigning and reviewing work, preparing, ad imposing disciplinary action and adjusting			
3				WORKING TITLE (IF ANY)			
Public Service	ce Admi	nistrator 37015-10	-11-250-20-29				
		OPRIATE BOX IF THI					
			•				
SUPE	RVISOR	OR LEAD V	VORKER				
			sponsibilities <u>must</u> be described in	a detailed duty statement(s) with a			
	as check	entage(s) allotted. ed above, list position	title, position number, and number of	subordinate incumbents or authorized funded			
	Positio	n Title	Position Number	No. of Incumbents or Funded Vacancies			
	, ositio	T TRIG	1 03.80111103.501				
		<del></del>					
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 kn	owledge	, skill and mental de	velopment equivalent to completion	on of four years of college and two years of			
professional human resources experience. Prefers certification as a Rutan interviewer. Requires ability to travel. Requires							
possession of a valid driver's license. Requires ability to use computer systems including Microsoft Access and Excel.							
Requires the ability to communicate effectively in Spanish at a colloquial level.							
Specialized Skills:							
Of the two years of professional human resources experience, requires two years of experience working with the Rutan							
				he completion of hiring paperwork.			
ı			•	•			

1. POSITION	N TITLE	WOI	RKING TITLE (IF ANY)	BILING	-		ITION TITLE 2. POSITION NUMBER					
EXISTING PO	SITION											
NEW/REVISE	D POSITION											
Human Se Casework		Cas	sework Manager	29		,	SS	19788	3-10-9	1-1	33-12-29	
3. AGENCY			4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	-	9. OFFICE USE	
EXISTING PO	SITION											
NEW/REVISE	D POSITION											
Departmer Services	nt of Human		Family & Community \$	Service	es	0	016	1	R			
10. SECTIO	N		11. UNIT				12. TRANS	ACTION		13. E Dat	EFFECTIVE E	
EXISTING PO	SITION						☐ MA021 ESTABLISH	1			2/1/23	
NEW/DE//OF	D DOOLTION						☐ MA022	EXEMP <sup>-</sup>	T CODE	E CH	HANGE	
NEW/REVISE										ИВЕ	R CHANGE	
Region 1 N	North		Administration								TIO A L OLLANDE	
14. WORK I	LOCATION		15. BARGAINING/TERM CODE		RUT	AN EMPT		7 ADDITIONAL IDENTICAL CHANGE 8 WORK COUNTY CHANGE				
EXISTING PO	SITION						☐ MD021 ABOLISH					
NEW/DEV/OF	D DOOITION						☐ MC149 DOWNWARD REALLOCATION					
NEW/REVISE			RC062			N	☐ MC150 LATERAL REALLOCATION					
% OF	Office/Cook Coun	ty					☐ MC158 UPWARD REALLOCATION					
71ME			RENT AND ACCURATE									
	No change only.	in du	uties or responsibilities	as pre	vious	sly desc	cribed, cha	ange in	suboi	rdin	ate staff	
work, prep	aring, conducting	, and	IBER IMMEDIATE SU I signing performance grievances for the incu	evalua	ions;	; effecti	ively recor					
D 1 11 0		070	45 40 04 400 40 04				WORKIN				•	
			15-10-91-133-10-01	FIGNUE			Asst Loca	al Offic	e Adn	าเทเ	strator	
18. CHECI	K THE APPROPI	RIAT	E BOX IF THIS POSIT	HON IS	5 A:							
☑ Supervisor ☐ Lead Worker												
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.												
P	Position Title		Position Nu	mber		N	o. of Incur	nbents	or Fu	nde	ed Vacancies	
Human Se	rvices Casework	er	19785-10-91-133-11-	91-133-11-01 Varies								

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Human Services Caseworker	19785-10-91-133-11-29	Varies
Public Aid Eligibility Assistant	35825-10-91-133-12-01	Varies
Human Services Caseworker	19785-10-91-133-11-03	Varies
Public Aid Eligibility Assistant	35825-10-91-133-12-29	Varies
Human Services Caseworker	19785-10-91-133-11-32	Varies

#### Minimum Qualifications

- 1. Requires knowledge, skill, and mental development equivalent to completion of four years college with courses in social science or business.
- 2. Requires two years professional supervisory experience in a public welfare agency.
  - Three years professional experience in welfare, teaching, public health, or other public services. OR
  - Completion of an agency-sponsored management internship program.
- 3. Requires ability to speak, read and write Spanish at a colloquial skill level.

#### 20. CONDITIONS OF EMPLOYMENT

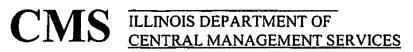
1. N/A

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

The Division of Family & Community Services is seeking to hire an energetic and detail-oriented manager to supervise staff in the Northern Family and Community Resource Center Office. The position supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance. The Division helps Illinois residents by connecting them with many programs and services. Through our programs, services and prevention efforts, the Division improves the health and well-being of individuals and promotes self-sufficiency and integrity of families of Illinois.

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
Rauendelayahn by Junus Shard		Congraya Beraus	2/14/23



1. POSITION TIT	TLE .	W	ORKING TITLE (IF ANY)	BILINGUAL	POSITION OPTION C	TITLE	2. POS	ITION NU	MBER		
Existing Position				CODE	- OFFIGNE	CCCE				<del></del>	***************************************
New/Revised Position		<del> </del>				_					
	ces Caseworker		29 SS				19785	25-29			
3. AGENCY			4. BUREAU/ DIVISION				5. EXMT CODE	6. WORK COUNTY	7 A/I AUTH	8 AUDIT	9 OFFICE USE
Existing Position											
New/Revised Position			Family & Community	Services	······································		0	010	Y	R	
10. SECTION	f Human Services		11. UNIT				-	SACT(ON	<u> </u>	3. EFFECTI	L VE DATE
Existing Position							CODE				
									(	07-01-1	8
New/Revised Po	sition		Casa Managament				CT NAO	21 ESTAE	n ich	h., H	
Region 3			Case Management				☐ MC0	22 EXEM	PT COE		
14. WORK LOCA	ATION		15. BARGAINING/TERM CO	ODE		rempt	Ø MC0	24 POSIT 26 CLARI	FY		
Existing Position								27 ADDIT 28 WORK			L CHANGE
							☐ MD0	21 ABOLI	SH		
New/Revised Position Champaign C	Office, Champaign Cou	ntv	RC062			N	☐ MC1	49 DOWN 50 LATER	AL RE	ALLOCATI	ON
% OF TIME	• •	_	I ND ACCURATE STATEME	NT OF PC	SITION	ESSE		58 UPWA		ALLOCATI	NO
76 OF THAIL			rofessional casework ac							vices av	ailable
			man Services (DHS) as v								
			ibility criteria and requir								
			es eligibility. Discusses								
	the clients' skills and	evalua	ates their ability to obtai	n and reta	ain emp	oloyme	ent; m	akes app	ropri	iate refe	rrals to
			services or local private								
			tion, responds to electroi								
			s functions outlined belo								
	j.	tional t	pasis. Communicates in	Spanish	to those	indiv	riduals	who do	not	read or	speak
	English.										
	SPECIFICALLY:										
30%	1 Pagaiyas and assi	ete one	tomers to provide public	accietano	re cervi	ഗല വേ	oilahl	a throug	h DH	IS proor	ams to
30%	1		y and accurately. Explai								
			ectices to applicants for								<b>'</b> '
			c assistance providers, of								gencies.
			mer and determines init								
	assistance; applies ru	les in o	determining assistance le	evels and	providi	ing ser	vices;	compu	les m	onthly g	grants
			Assistance Program (SI						curac	ey.	
	Communicates with	custom	ers and other DHS staff	in both v	erbal ar	nd wri	tten fo	rm.			
		•									c
30 %			ince caseload by perform								
			igibility for Temporary								
	1		care and medical expense			_	-				
	1		grams; reviews medical b s; prepares and submits i						_	-	
	1 * *		eligible for a medical ca								,01510115,
	1		assesses changes for im	•							s in
	_		under issuances of benef	•					-		
	TANF clients to need	ied soc	cial services.		•						
DIRECTOR OF CMS SIGNATURE IMMEDIATE SUPERVISOR SIGNATURE AGENCY HEAD SIGNATURE					DATE						
1:11	1 John		AUG 2 \$ 2018			>	n	0	,	IXU	7/18
CMS-104 (Rev. 10	∠o )/94) II∑401-0794	L	LUID			1	7	17 (	W.	14 1/2	(17)
Man	194) IL 401-0794					v	0	up Y	734	puc	xthou
	9-17-18								į	1	

16. (CONTINUE	<b>ED</b> )								
% OF TIME	The second companies of the se	CCURATE STATEMENT OF POSITION ESSENT	IAL FUNCTIONS (Continued)						
9 OF TIME 15%	3. Serves as part of a public and supports as well as achie Completes case documentation computer systems. Participated Office and the division invoservices and the availability referrals for clients to receive care issues, transportation in those issues; provides coach and maintains current case if	e assistance delivery network to verify cli- eving welfare-to-work goals and other W ion, responds to electronic correspondence ates in discussions with other professional olving individual needs and receives recor- tor other temporary or long term support we training and assistance in work prepare	ents are receiving appropriate services elfare Reform goals and DHS initiatives. The end makes entries into automated at staff in the local office, the Regional mmendations regarding public assistance programs; identifies and arranges edness, interviewing techniques, child adding authorization of services to address achieving employment goals. Prepares						
10%	<ul> <li>applicant data changes.</li> <li>4. Meets with clients to discuss goals and activity requirements; develops comprehensive assessment of goals and objectives; applies problem-solving techniques to assist in achieving self-sufficiency goals. Identifies potential risks to self-sufficiency; makes referrals to appropriate service areas. Provides coordination of multiple services reflecting connection and interaction with community providers; evaluates client's ability to obtain and retain meaningful employment; refers to employers with potential job opportunities.</li> </ul>								
10%	5. Translates functions/pro with the general public, adv	cedures into Spanish for individuals who vocacy groups, customers and community	cannot speak or read English, in contacts organizations.						
5%	enumerated above.	requested or assigned which are reasona							
conducti	ON TITLE AND NUMBER OF IMM	NEDIATE SUPERVISOR (Responsible for assuations; effectively recommending and imposion.)	igning and reviewing work, preparing, ing disciplinary action and adjusting						
			WORKING TITLE (IF ANY)						
Human Ser (90-51)	vices Casework Manager 197	788-10-93-019-20-51 (20-52) (20-54)							
, ,	THE APPROPRIATE BOX IF THIS	S POSITION IS A:							
	PERVISOR OR LEAD W								
	time percentage(s) allotted. was checked above, list position	sponsibilities must be described in a detail title, position number, and number of subording	nate incumbents or authorized funded						
	Position Title	Position Number	No. of Incumbents or Funded Vacancies						
N/A									
<b></b>									
			AN NEGEGGADY COD THE CHARGES						
PERFO ABILITI CAN NO	RMANCE OF THE WORK OF TH IES AND LICENSURE OR CERTI O LONGER BE USED.	, ABILITIES, LICENSURE OR CERTIFICATION IS POSITION. NOTE: SINCE THERE ARE NOTICATION IDENTIFIED ON STANDARDS, T	NOW SEVERAL OPTIONS OF SKILLS AND HE PHRASE "SAME AS SPECIFICATION"						
Requires a year of pro agency-spo requirement read and w	Bachelor's degree in psychologiessional casework or crisis in consored training program. Quants of this classification waived trite Spanish at a colloquial ski	ntervention experience in a social service alifying state employees in the Upward M d by successful completion of a qualifyin ill level.	Iobility Program shall have the stated g examination. Requires ability to speak,						
Requires a personal co	bility to operate commonly usomputer. Requires the ability (	ed manual and automated office equipme to communicate effectively in verbal and	ent including copier, fax machine and written form.						

1-1.11



# CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

1. POSITION TIT	LE	WORKING TITLE (IF ANY)	WORKING TITLE (IF ANY)  BILINGUAL POSITION TITLE CODE OPTION CODE				2. POSITION NUMBER				
Existing Position											
New/Revised Position			20 MCC				390-1	0-20			
Information S  3. AGENCY	ystems Analyst I	4. BUREAU/ DIVISION			5. EXMT				9. OFFICE USE		
Existing Position		4. BONEAU BIVIOLON			CODE	COUNTY	HTUA		USE		
				<del></del>		<u> </u>	ļ	ļ			
New/Revised Position  Denartment of	f Human Services	Division of Rehabilit	ation Serv	ices	0	069	N	R			
10. SECTION	3 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	11. UNIT			12. TRAN CODE	SACTION	1:	B. EFFECTIV	E DATE		
Existing Position		Assistant Superintender Center/Computer Service		Curriculu				11-01	-12		
New/Revised Position Illinois Schoo	l for the Deaf	Assistant Superintend Services		uter		21 ESTAB 22 EXEMP		E CHANGE			
14. WORK LOCA	TION	15. BARGAINING/TERM C	CODE	Rutar Exem	Pt 🛮 🖾 MCC	24 POSITI 26 CLARII	-Y				
Existing Position					☐ MC0	27 ADDITS 28 WORK	COUN				
New/Revised Position					пот	21 ABOLI: 49 DOWN	WARD				
Jacksonville		RC063		N		50 LATER 58 UPWA					
% OF TIME	16. COMPLETE CURRI	ENT AND ACCURATE STATEME	ENT OF PC	SITION E	SSENTIAL	FUNCTI	SNC				
	Under direction, orga	nizes plans, executes controls	s and evalu	ates the	omputeri	zed high	-tech	progran	n, and		
	serves as the school-v	vide computer services coord	inator at th	e Illinois	School fo	r the De	af. P	lans, or	ganızes,		
	provides training and	implements the various facet	s of this pr	ogram in	cluding ve	ocationa	l com	puter			
	development needs, e	ducational research, school d	atabase au	tomation	outreach	, office a	utom	ation,			
		nd database management and	l monitorin	ig. Utiliz	es manual	commu	nicati	on skill	s with		
	individuals who are d	eaf and/or hard-of-hearing.									
									į		
	SPECIFICALLY:										
250/		ls and objectives for selection	nurahaca	and imp	ementatio	n of cor	nnute	r hardw	are and		
25%	1. Organizes the goal	is and objectives for selection lans and guidelines for comp	i, pui chase iitar acciet	ed instru	etion voc	ntional d	nputo evelo	nments.	uro urio		
	software. Develops p	h, school data base developm	ente admi	nistration	datahase	and out	reach	pinoino,			
	computerized researc	n, school data base developin	ents, adm	11131141101	database	, and out	.i caoi	••			
20%	2 Penrecents ISD in	outreach projects with public	e schools v	vhen reau	ested by t	he supei	inten	dent. S	erves as		
2076	ligison between ISD	DHS, and MIS. Aligns progr	ram operat	ions on a	n inter-age	ency bas	is. Pı	ovides '	"hot-		
	line" telephone assist		uni operar			,					
	inic telephone assist	ance to users.			•						
15%	3 Manages and mon	itors campus wide local acces	ss network	(LAN) a	nd e-mail	systems	. Mai	intains			
1570	naperwork for staff a	nd student LAN, e-mail and I	nternet acc	ess. Col	lects and	submits	forms	to MIS	for		
	Internet access. Pren	ares MIS request forms, follo	ws up and	trouble s	hoots requ	iests. M	ainta	ins EDF			
	equipment database.	Oversees movement and trac	king of eq	uipment.	Utilizes s	ign lang	uage	in daily			
	performance of duties			1		_					
10%	4. Serves as the scho	ol-wide computer services co	ordinator;	impleme	nts policy	for the	total a	dminist	rative		
	process of the computerized programs at the Illinois School for the Deaf. Serves as resource cons					consulta	int to				
	superintendent and so	nd school staff in the development of goals and objectives, formats, and databases.									
	_										
10%	<ol><li>Plans and controls</li></ol>	the fiscal aspects of the prog	ram includ	ling e-rat	e. Detern	nines lon	g ran	ge goals	<b>,</b>		
	prepares and analyzes budget; prepares budget justifications; administers program budget. Program budget.			et. Pr	ovides						
	technical assistance a	nd suppor 即便缺 [ [ ] [ ]									
		W (ED (A TO A) (SED (4) (SED (	, 13       ·	CENICY III	AD SIGNAT	TIPE			ATE		
DIRECTOR OF	MS SIGNATURE	IMMEDIATE SUPERVISOR SIGNA	17 }110 ~	elelle	DAS.	Della	, n	1, _			
Marga	21	/ / / ' ' '	بع الصّلر	Contract of			s KN		510		
	-1-4 P. U. K-D#K/11/1/	7				- 6	- \	•			

16. (CONTINUE	D)								
% OF TIME	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)						
5%									
570	6. Implements management studies of program evaluation; adjusts goals and/or operating processes/procedures as warranted.								
	processes/procedures as warranted.								
5%	7. Provides training to student	dents and staff on specific elements	s of each program. Supervises student workers						
	as well as school staff in ir	nplementation of the computer pro-	gram objectives.						
			•						
5%	8 Confers with manageme	ent in program development and in	tegration of the program function. Makes						
370	•		· · · · · · · · · · · · · · · · · · ·						
	recommendations for resol	ution of administrative problems a	nd program improvements.						
5%	9. Performs other duties as	s assigned or required which are rea	asonably within the scope of the duties						
	enumerated above.	•	•						
			•						
i									
17 POSITION	TITLE AND AU IMPED OF IMA	AEDIATE CURERVISOR (Peanersible	for assigning and reviewing work, preparing,						
conduction	and signing performance available	VIEDIATE SUPERVISOR (Responsible	for assigning and reviewing work, preparing, I imposing disciplinary action and adjusting						
	s for the incumbent of this posit		imposing disciplinary action and adjusting						
gnevances	s tot the incumbent of this positi	non,)							
		-	WORKING TITLE (IF ANY)						
O 1 10 - 1-11 -	. Clausta Adat ta a doc	070 10 42 200 00 00							
Senior Public	Service Administrator 40	0/0-10 <b>-</b> 43-300 <b>-</b> 00-20	Assistant Superintendent						
18. CHECK TH	IE APPROPRIATE BOX IF THI	IS POSITION IS A							
	,	0 / 00///0///0 / 1.							
☐ SUPER	RVISOR OR LEAD V	VORKER							
_									
NOTE: S	upervisory or lead worker res	sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a						
	ne percentage(s) allotted.	<u> </u>							
		title, position number, and number of s	subordinate incumbents or authorized funded						
headcoun		,							
	Position Title	Position Number	No. of Incumbents or Funded Vacancies						
N/A									
·									
	· · · · · · · · · · · · · · · · · · ·		· <del>-</del>						
		<u> </u>	<del></del>						
<u></u>									
10 SPECIALI	ZED KNOWI EDGES SKILLS	ABILITIES LICENSLIDE OF CEPTIES	CATION NECESSARY FOR THE SUCCESSFUL						
DEREORA	MANCE OF THE MORK OF TH	IS DOSITION NOTE, SINCE THERE	ARE NOW SEVERAL OPTIONS OF SKILLS AND						
			RDS, THE PHRASE "SAME AS SPECIFICATION"						
	ONGER BE USED.	I IOATION IDENTIFIED ON STANDAR	NDS, THE PHRASE SAME AS SPECIFICATION						
		1	0 11 11						
Requires kno	wiedge, skill and mental de	velopment equivalent to four years	of college with course work in computer science						
or directly re	lated fields; prefers two year	rs of professional information syste	ems experience in a microcomputer environment,						
composed of	a network or a group of star	ndalone microcomputers, such as in	astalling microcomputers hardware or software.						
composed of a network or a group of standalone microcomputers, such as installing microcomputers hardware or software, performing multiple application package programming, serving as a resource to a group concerning hardware of multiple									
application package software problems or training persons in the use of software. Requires the ability to communicate in									
sign language at the appropriate level.									
		·							

Same the second of the second

1. POSITION TITLE EXISTING POSITION	WORKING TITLE (IF ANY)	BILINGUAL CODE		TION TITLE ON CODE	2. POSI	ITION 1	NUMBER
NEW/REVISED POSITION		•		<u> </u>		<del></del>	······································
Information Systems Analyst II	राक्षेत्र - « रावेत्त्र क तत्त्रक स्वतः ए ए स्थानकावस्त्रास्त्राचीतासकः ५५ देखे त केवेतर सार्वेदेवेदाकावस्त्रक -	20	by the company	<b>VCC</b>	21166-	10-43	-390-10-20
3. AGENCY	4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY		B. AUDIT	9. OFFICE USE
EXISTING POSITION							
NEW/REVISED POSITION	Divinion of Dobobilitat	ian		<del> </del> -	:		1
Department of Human Services	Division of Rehabilitat Services	ion	0	069	1	R	1
10. SECTION	11. UNIT		arabana managa	12. TRANS	ACTION	13. DA	EFFECTIVE T
EXISTING POSITION	T A Parameter C			☐ MA021 ESTABLISH			05/01/2021
				☐ MA022 E	EXEMPT (	ODE C	HANGE
NEW/REVISED POSITION  Illinois School for the Deaf	Assistant Superintend Services	ent/Compu	iter	<ul><li>☐ MC024 F</li><li>☑ MC026 €</li></ul>		NUMBI	ER CHANGE
14. WORK LOCATION	15. BARGAINING/TERN		TAN MPT	☐ MC027 ADDITIONAL IDENTICAL CHANGE ☐ MC028 WORK COUNTY CHANGE			
EXISTING POSITION				☐ MC028 V		UNIY	CHANGE
Jacksonville		•				RD RE	ALLOCATION
NEW/REVISED POSITION	<u>\$</u>		***************************************	☐ MC150 L			
Jacksonville/Morgan County	RC063		N :	☐ MC158 U			
%/ ∩E	RENT AND ACCURATE	STATEMEN	T OF P	OSITION E	SSENTIA	L FUN	CTIONS
20% 1. Performs comp School for the I • Conduct • Assists • Provide • Provide develop • Uses m staff that hearing	its and coordinates in-de- in interfacing managem in ISD management with its ISD staff and students in its interment, evaluation, budge anual communication for at regularly involve trans impaired.	epth technicent needs on reports are with a higher eting, and in those fundaments.	cal reso with inf nd stud h level mplema actions	earch and formation to the content of the character of the character of the content of the conte	systems echnolog al assista grant pr nteractio	analy: gy. ance ir rojects n with	sis.  the  students and
<ul><li>Assigns</li><li>Provide</li></ul>	gnated lead worker. s and reviews work. s guidance and training s immediate supervisor r	_			aff.		
20% 3. Monitors the IS  Monitor  Monitor  Monitor	D computer systems ar s the campus wide netw s the tracking of EDP ed as software effectivenes	nd in-house vork, e-mail quipment a	databa syster	ases. n and new		t syste	m.

% OF TIME	16.	COMPLETE CURR	ENT AND ACCURATE STA	EMENT OF POSIT	ION ESSENTIAL FUNCTIONS
10%	<b>4.</b>	<ul> <li>Reviews selection</li> <li>Monitors</li> <li>Provides comple students, some of Monitors</li> </ul>	, purchase, and implemen the ordering and installation x, technical, and analytica of which are deaf or hearing the development and mai	recommendation ation. In process of EDF Information technique impaired. Intended to the content of the content	s of new hardware and software Pequipment. Phology support to staff and
10%	5.	Develops and m	aintains a broad knowledg		technology equipment and
5%	6.	Attends formal a	ted and used at the ISD.  Indicate informal training session of the information of the in		education and development.
5%	7.	Serves as liaisor  Participat	with Department of Innoversity in task groups with imp	ation & Technolog lementation respo	'
5%	8.	Assists in the pla		chnology training	orogram at the ISD for IT staff as
5%	9.		uties as assigned or requi		sonably within the scope of duties
work, prep	aring	, conducting, and		ations; effectively nt of this position.	ole for assigning and reviewing recommending and imposing )  DRKING TITLE (IF ANY)
			or 40070-10-43-300-00-20	CONTROL CONTROL COME IN MALE COME IN THE RESIDENCE OF THE PARTY OF THE	sistant Superintendent
18. CHECI	K TH	E APPROPRIATE	BOX IF THIS POSITION	IS A:	ann-marafolium hinosyn radinnir happang i misri
□ Supervi	isor	⊠ Lead Worker			
percentage	e(s) a	allotted. If a box wa	r responsibilities <u>must</u> be as checked above, list pos ized funded headcount.		ailed duty statement(s) with a time number, and number of
J	<sup>2</sup> osit	on Title	Position Number	r No. o	f Incumbents or Funded Vacancies
Information	ı Sei	vices Specialist I	21161-10-43-390-10-20	Multip	le
THE SUCCESEVERAL STANDAR	OESS OPT DS,	SFUL PERFORMA TONS OF SKILLS THE PHRASE "SA	NCE OF THE WORK OF	THIS POSITION. ENSURE OR CEI	ERTIFICATION NECESSARY FOR NOTE: SINCE THERE ARE NOW RTIFICATION IDENTIFIED ON IR BE USED.
, in	equir com	es knowledge, skil	rectly related fields, supple		r years of college with course work years of professional experience in

2. Requires extensive knowledge of hardware and software and procedures to provide assigned technical

Position # 21166-10-43-390-10-20

Knowledge, Skills, and Abilities

a related Information Technology field.

2. Requires the ability to communicate in sign language at a colloquial level.

1. Requires extensive knowledge of IT concepts and principles.

and analytical services.

- 3. Requires the ability to analyze data logically and exercise judgement in defining, evaluating, and solving difficult administrative, organizational, technical, and operational problems where solutions may be of a precedent-establishing nature.
- 4. Requires developed oral and written communication skills.

#### 20. CONDITIONS OF EMPLOYMENT

1. N/A

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

Under administrative direction, performs complex professional and advisory information technology functions at the Illinois School for the Deaf. Serves as designated lead worker to lower level staff; monitors the ISD computer systems and in-house databases. Serves as liaison with Department of Innovation & Technology (DoIT). Uses manual communication for those functions requiring interaction with students and staff that regularly involve translating and/or interpreting for students who are deaf or hearing impaired.

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

IDHS serves families in need all across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS

IMMEDIATE SUPERVISOR

AGENCY HEAD SIGNATURE

DATE

**SIGNATURE** 

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SIGNATURE

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4/27/21

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1. POSITION TITI	E	WORKING TITLE (IF ANY)  BILINGUAL POSITION TITLE CODE OPTION CODE			E 2. POS	2. POSITION NUMBER			
Existing Position	· · · · · · · · · · · · · · · · · · ·		COUR	CO SON COL	-				
			<b>_</b>						
New/Revised Positi	ity Investigator II		29	SSA	21732	-10-14-	400-1	5-29	
3. AGENCY	ity nivestigator II	4. BUREAU/ DIVISION	J	1	5. EXMT	6. WORK	7 A/I	8 AUDIT	9, OFFICE USE
Existing Position					COOE	O 016 Y R  12 TRANSACTION 13 EF  CODE 7/1/  MA021 ESTABLISH  MC022 EXEMPT CODE CHE MC024 POSITION NUMBE MC026 CLARIFY  MC027 ADDITIONAL IDEN MC028 WORK COUNTY CO MC19 DOWNWARD REA MC150 LATERAL REALLO MC158 UPWARD REALLO SENTIAL FUNCTIONS Consible, sensitive and coming abuse, neglect, fin solities; compiles and analestigations by preparing dings. Utilizes Spanish sh as their primary languages of abuse, neglect, financing prehensive and accurate the rely upon Spanish as the rely upon Spanish		335	
New/Revised Positi		Office of Inspector Ge	neral		0	016	Y	R	
Department of 10, SECTION	f Human Services	11. UNIT				SACTION	L.   13	. EFFECTIV	E DATE
Existing Position					CODE				
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New/Revised Positi	ion	Carlo Carrata Parita			<b>7</b>	T MANUEL FOR A STATE OF THE STA			
Bureau of Inve	estigations	Cook County Region				22 EXEMI	T CODE		
14. WORK LOCA	TION	15. BARGAINING/TERM CO	ODE	Ruta Exem				IBER CHAI	NGE
Existing Position					□ MC0	27 ADDIT	IONAL I		
						21 ABOLI	SH		
New/Revised Position		RC062		l N	5. EXATT 6. WORK 7 AT 8 AUC CODE COUNTY AUTH 8 AUC COUNTY AUTH 8 AUC COUNTY AUTH 8 AUC CODE 12. TRANSACTION 13. EFFE CODE 7/1/1    MA021 ESTABLISH   MC022 EXEMPT CODE CHAIN   MC024 POSITION NUMBER OF MC026 CLARIEY   MC026 CLARIEY   MC027 ADDITIONAL IDENTION   MC027 ADDITIONAL IDENTION   MC028 WORK COUNTY CHAIN MC028				
Hines					☐ MCI	58 UPWAI	RD REAL		
% OF TIME								Lonfid	ential
	Under direction of the	investigations Leam Leader,	facts	s nigniy fo	sponsible	, schsill	vc all( riect	i comid financia	ciniai 1
	investigative duties. G	athers and analyzes relevant	racis and	c with die	ahilities a	rase, neg	and:	analyze	u s facts
	exploitation, death, sen	-aglest each under investig	ration: co	s willi uis mnieter i	aviiilics, ( avecticativ	one hy n	renari	na reno	o lacio rte
	pertaining to abuse and	neglect cases under investig	de conclu	inpictes i	indinge I	Itilizes	Snani	ng repo ch eneal	ring
	summarizing investigat	investigations with persons	us conciu who rely	nuou gas i Oi eiiviei	nich ae th	ounzes eir nrim	arv lai	он арсан Полняае	6
	Travels in the performa		who iciy	apon apa	insii ge iil	on brun	ur y 1611	guugu.	
	rraveis in the performa	mee or aades.							
	SPECIFICALLY:								
	tra arwan kwa kadada a .								
40%	1. Travels to conduct of	onfidential, sensitive and co	mplex in	vestigatio	ns concer	ning rep	orts o	f abuse,	•
, ,	neglect, financial explo	itation, death, serious injurie	es; gather	s data an	l evidence	, condu	cts int	erviews	<b>,</b>
	receives reports and an	alyzes relevant evidence con	cerning a	illegation	s of abuse	, neglect	i, fina	ncial	
	exploitation, death or s	erious injuries; ensures that of	case repo	rts are co	mprehensi	ve and	accura	ite. Util	lizes
	Spanish speaking skills	in the conduct of investigati	ions with	persons	vho rely u	pon Spa	nish a	as their	primary
	language. Travels in po								
	-								
30%	2. Prepares written inv	estigative reports upon the c	ompletio	n of the i	rvestigativ	e proce	ss con	sisting	of a
	summary of actions tak	en, findings, preservation of	evidence	e and reco	mmendati	on for s	ervice	e plan re	eferral
	and/or case closure. Co	pordinates and obtains assist	ance fron	n local la	w enforcei	nent aut	horiti	es wher	е
	necessary.								
						•	•.		.•
15%				estigation	; ensures	he secu	nty of	all per	unent
	information gathered d	uring the investigatory proce	ess.						
^		• •• •	1						
5%	4. Recommends revision	ons in investigatory procedu	res and p	ractices.					
DIRECTOROS	MS SIGNATURE II	MMEDIATE SUPERVISOR SIGNAT	TURE 1	GENCY H	AD SIGNA	TORE		T , C	ATE
DIRECTOR OF C	Will State III	THE THE PART WATER OF THE PROPERTY OF THE PROP	· - · · ·   ′			$\mathcal{J}$		r	10
المسال	26	-			de	<b>6</b>	. or	$\Pi A_{i}^{*}$	418-
CMS-104 (Rey. 10.	/9p) IL 401-0794	JUL 2 4 2018				7 📈	Uh	11/2	War

16. (CONTINUE				
% OF TIME		ACCURATE STATEMENT OF POSITION		· · · · · · · · · · · · · · · · · · ·
5%	•	ness and gives testimony in crimina	ıl and admi	nistrative hearings related to the
	conducting of or results of	the investigation.		
	-	<del>-</del>		
5%	6 Parforms other duties of	annismed or required which are re-	oconobly u	rithin the scope of those enumerated
٥/ د	}	assigned of required wither are rea	asonably w	mini the scope of those endinerated
	above.			
		•		
				•
		EDIATE SUPERVISOR (Responsible		
		uations; effectively recommending and	l imposing d	lisciplinary action and adjusting
grievance	s for the incumbent of this posit	ion.)		
			WORKING	STITLE (IF ANY)
Dublia Cami	ce Administrator 37015-10-1	4 400 10 01	Investica	tions Toom London
Laplic Set Att	ce Administrator 5/015-10-1	4-400-10-01	nivestiga	tions Team Leader
18. CHECK TI	HE APPROPRIATE BOX IF THI	S POSITION IS A:		
			•	
SUPE	RVISOR OR 🗌 LEAD V	VORKER		
		ponsibilities must be described in a	detailed d	uty statement(s) with a
	me percentage(s) allotted.			
If a box w	as checked above, list position	title, position number, and number of s	ubordinate	incumbents or authorized funded
headcour	ıt:			
	Position Title	Donition Number		No. of Incompanies of Conded Managing
	POSITION LINE	Position Number		No. of Incumbents or Funded Vacancies
	-			
**************************************				
19. SPECIAL	IZED KNOWLEDGES, SKILLS,	ABILITIES, LICENSURE OR CERTIFI	ICATION NE	CESSARY FOR THE SUCCESSFUL
PERFOR	MANCE OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	<b>ARE NOW</b>	SEVERAL OPTIONS OF SKILLS AND
		FICATION IDENTIFIED ON STANDA	RDS, THE P	HRASE "SAME AS SPECIFICATION"
CAN NO	LONGER BE USED.			_
Requires kno	wledge, skill and mental dev	velopment equivalent to completion	n of two ve	ars of college, with coursework in
		,,		

Requires knowledge, skill and mental development equivalent to completion of two years of college, with coursework in law, government, liberal arts, history or business or public administration, plus four years professional experience in law enforcement investigatory work or related field; OR requires knowledge, skill and mental development equivalent to completion of four years college, with major coursework in law, government, liberal arts, history or business or public administration, plus two years professional experience in law enforcement investigatory work or a related field; OR requires knowledge, skill and mental development equivalent to completion of a master's degree, with major course work in law, government, liberal arts, history or business or public administration plus one year professional experience in law enforcement investigatory work or a related field; OR requires completion of the F.B.I. National Academy of comparable law enforcement schooling, plus two years of professional experience in law enforcement investigatory work of a related field. Requires the ability to communicate in Spanish at a colloquial level. Requires ability to travel.

1. POSITION	N TITLE	WORKING TITLE (IF ANY)	BILINGU CODE		ON CODE	2. PO	SITION	NUMBER
EXISTING PO	SITION							
NEW/REVISED	Practical Nurse II		20		MC	2255	2 10 72	3-401-11-22
3. AGENCY	Tactical Nuise II	4. BUREAU/DIVISION	20	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING PO	SITION	Mental Health and Developmental Service	 S	3052				
NEW/REVISE	D POSITION							
Departmen Services	nt of Human	Division of Developmer Disabilities	ntal	0	052	2	R	
10. SECTION		11. UNIT			12. TRANS CODE	ACTION		B. EFFECTIVE ATE
EXISTING PO	SITION				☐ MA021	ESTABL	ISH	12/1/2022
					☐ MA022 I	EXEMPT	CODE	CHANGE
NEW/REVISE	POSITION				☐ MC024	POSITIO	N NUME	BER CHANGE
Mabley De Center	velopmental	Residential Homes/Ass	igned Sh	nifts	⊠ MC026	CLARIF	Y	
14. WORK L	LOCATION	15. BARGAINING/TERM CODE		UTAN XEMPT	☐ MC027 CHANGE ☐ MC028			
EXISTING PO	SITION				☐ MD021			CHANGE
								ALLOCATION
NEW/REVISE	O POSITION				☐ MC149	_		
Dixon/Lee	County	RC009		N	☐ MC158			
% OF TIME		CURRENT AND ACCURATE S					AL FUN	CTIONS
40%	<ul> <li>Gath</li> <li>Impl</li> <li>Comindiv</li> <li>Tran</li> <li>Adm</li> <li>Mon</li> <li>Impl</li> <li>Carc</li> <li>Physical</li> </ul>	variety of skilled practical represents information for utilization ements nursing care planton municates with registered riduals are met.  Inscribes and acts on physical inisters medication and treditors, documents, and reposements emergency medical diopulmonary Resuscitation sically restrains individuals	on in the nurse an ian's ord atments. Its changed and be as neces	developn  d physici  lers.  ges as was  havioral in  and restra	nent of the an to ensur arranted. ntervention ints	nursinç re healt as, inclu	h/nursi	ng services for
35%	2. Serves as a	member of the treatment	team.			•		
		ticipates in overall individua				ما مصما ہ	-1-ff	
		ntains the safety and secur Itinually observes individual	•					tic intervention
		prevent adverse behavior.	Donavio	or to lucill	ny uno nec	G 101 111	crapeu	
	<ul> <li>Atte</li> </ul>	Inds treatment team meeting responses to treatment.	ngs to sha	are inform	nation cond	erning	individ	ual behaviors
	ailu	responses to treatment.						

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF F	OSITION ESSENTIAL FUNCTIONS
	<ul> <li>With the assistance of professional treatment te guidance and counseling to individuals directed acceptable responses and behavior.</li> </ul>	
10%	<ol><li>Using sign language with individuals, engages individual promotes their general habilitation.</li></ol>	ls in milieu therapy situations which
	<ul> <li>Directs and trains individuals in hygiene and livineds.</li> </ul>	ng skills to meet their personal care
	<ul> <li>Provides direction and training in simple recreat</li> </ul>	ional programs.
	<ul> <li>Conducts established psycho-social activities are</li> </ul>	nd leisure programs.
	<ul> <li>Records observations, interactions, and other record.</li> </ul>	elevant data in individual's clinical
	<ul> <li>Arbitrates disputes or differences between indiv</li> </ul>	iduals.
	<ul> <li>Makes recommendations for changes in proced</li> </ul>	ures to prevent further occurrences.
	<ul> <li>In performance of job duties works after busines</li> </ul>	s hours, weekends and holidays.
10%	4. Maintains clean, organized, and safe living areas.	
	Maintains medications, medical supplies and equal to the supplies are supplied to the supplies and equal to the supplies and equal to the supplies and equal to the supplies are supplied to the supplies and equal to the supplies are supplied to the supplies and equal to the supplies are supplied to the supplies are supplied to the supplies and equal to the supplies are supplied to the supplies are supplies are supplied to the supplies are supplied to t	uipment for availability and security.
	<ul> <li>Reports hazardous and dangerous situations.</li> </ul>	C
	Advises supervisor of need for supplies and equ	•
	Reviews files to endure active records are organ  Travels is a seferm are a field this.	ized and complete.
5%	<ul><li>Travels in performance of job duties.</li><li>5. Performs other duties as required or assigned which are</li></ul>	researchly within the seems of the
	duties enumerated above.	
preparing, c	N TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible onducting and signing performance evaluations; effectively recomm evances for the incumbent of this position.)	
		WORKING TITLE (IF ANY)
Public Serv	rice Administrator 37015-10-73-100-00-01	Director of Nursing
18. CHECK	THE APPROPRIATE BOX IF THIS POSITION IS A:	
☐ Supervis	or   Lead Worker	
percentage	pervisory or lead worker responsibilities <u>must</u> be described in a c(s) allotted. If a box was checked above, list position title, pose incumbents or authorized funded headcount.	` '

Position Title Position Number No. of Incumbents or Funded Vacancies

N/A

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSLIPE, OR CERTIFICATION, NECESSARY FOR THE

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

#### Minimum Qualifications

- 1. Requires Illinois license as a practical nurse.
- 2. Requires one year of practical nursing experience.
- 3. Requires the ability to communicate in sign language at a novice skill level.

<sup>\*</sup>This class is included as an Upward Mobility Program credential title.

#### 20. CONDITIONS OF EMPLOYMENT

- 1. Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.
- 2. Requires the ability to obtain and maintain Cardiopulmonary Resuscitation (CPR) certificate.
- 3. Requires the ability to work after business hours, weekends and holidays.
- 4. Requires the ability to travel.
- 5. Requires ability to apply simple nursing techniques as delegated by physicians or RN.
- 6. Requires ability to provide guidance and leadership to other nursing personnel and promote effective individual interactions.
- 7. Requires the ability to communicate clearly both verbally and in written form.

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

The Division of Developmental Disabilities is seeking to hire a Licensed Practical Nurse II for the Mabley Developmental Center located in Dixon, Illinois to perform a variety of skilled practical nursing functions for individuals. Serves as a member of the treatment team. Engages individuals in milieu therapy situations which promotes their general habilitation. Utilizes manual communication skills with individuals who are deaf and/or hard of hearing.

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
arthory Pascente Bytand		Contra D. Hom	12/7/22
12/14/22			

1. POSITION	N TITLE	WORKING TITLE (IF ANY)	BILINGU	-		ON TITLE ON CODE	2. PO	SITION I	NUMBER
EXISTING PO	SITION								
NEW/REVISEI					_				
Mental Hea	alth Technician I		20		5.	ЛС			-060-00-22
3. AGENCY		4. BUREAU/DIVISION			EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING PO	SITION								
NEW/REVISE	D POSITION	Division of Developme	ntal						
Departmer Services	nt of Human	Disabilities	mai		0	052	2	R	
10. SECTIO	N	11. UNIT				12. TRANSA CODE	ACTION		. EFFECTIVE ATE
EXISTING PO	SITION					☐ MA021 ESTABLISH	1		1/16/2023
						☐ MA022 E	EXEMPT	CODEC	HANGE
NEW/REVISEI	DPOSITION					☐ MC024 I	POSITIO	N NUMB	ER CHANGE
Mabley De	velopmental Cen	ter Residential Services/D	Direct Ca	are			CLARIF	Y	
14. WORK I	LOCATION	15. BARGAINING/TERM CODE		RUTA EXEN	ADT				NTICAL CHANGE
EXISTING PO	SITION	OODL		LXLI		☐ MC028 \			CHANGE
						☐ MD021 /			ALLOCATION
NEW/REVISEI	D POSITION					☐ MC149 I			
Dixon/Lee	County	RC009		N		☐ MC158 I			
% OF TIME	16. COMPLETE	CURRENT AND ACCURATE	STATEM	ENT	OF PC	SITION ES	SSENTI	AL FUN	CTIONS
35%	individuals on an assig • Pa • Pu: • Do rec • En: per • Util	raining in and participates in by participating and/or more unit on an assigned shrticipates in the heavy lifting shes wheelchairs and esconduments progress in an indicords.  Sures for compliance with Ille forming duties.  Itizes manual communication illes at the Mabley Development by participation of the participation of	nitoring the hift.  If and can the individual's linois Define the transfer of the high mental in the high me	oathir rrying iduals activ epartr nslate Cent	ng, dre g of inc s to an ve trea ment c e and c ter.	essing, toil dividuals. d from liv tment plan of Public F communic	eting, f ing unin n or oth Health r	eeding ts. ner desi equirem	and hair care gnated nents when als, staff, and
25%	_	juidance from higher level s · individuals.	taff in th	ne ob	servin	g and repo	orting o	of the co	ondition and
		individuals. cuments routing data on inc	dividuals	;_					
		arts progress report records		•					
	• Pa	rticipates with the implement eds of individuals.		f hab	oilitation	n plans ar	nd doci	uments	progress and
		ysically restrains individuals	as nec	essar	ry to pi	revent inju	ıry to ir	ndividua	l or others.

% OF TIME	16. COMPLETE CURP	ENT AND ACCURATE STATEMENT OF	POSITION ESSENTIAL FUNCTIONS
15%	and making bed	ls.	mopping, cleaning spills, wiping tables
	linens.		hes in wardrobes and folding clothes and
		ns area in a safe, clean, and orderly co compliance with Illinois Department of	
		ing duties.	or rubile rrealitirequirements when
10%		g in and assists higher level technicia	
	trips to the zoo	, , , , , , , , , , , , , , , , , , , ,	ning pool, bowling alley, skating arena and
	In perfor	mance of job duties, works after busir	
5%	specimens for la		es (TDR's, BP, weights, collects
		and assists with injury care.	
		physical changes to nursing supervise	or. le individual's active treatment plan or
		signated records.	e ilidividual's active treatifient plan of
5%		service training for the Mental Health	Technician II position.
			equired by federal, state and facility rules
	and reg		
5%		in performance of job duties.	are reasonably within the scope of those
	duties enumerat		are reasonably within the scope of those
			esponsible for assigning and reviewing
			ectively recommending and imposing
discipiinary	action and adjusting	grievances for the incumbent of this p	WORKING TITLE (IF ANY)
Residentia	Services Supervisor	38280-10-73-060-10-22	(11)
	Services Supervisor		
18. CHEC	K THE APPROPRIAT	E BOX IF THIS POSITION IS A:	
□ Supervi	isor □ Lead Worker		
			in a detailed duty statement(s) with a time
		as checked above, list position title, prized funded headcount.	osition number, and number of
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A			

#### Minimum Qualifications

- 1. Requires knowledge, skill, and mental development equivalent to completion of high school.
- 2. Requires successful completion of a comprehensive training program at the Mental Health Technical Trainee level.

3. Requires the ability to communicate with individuals who are hearing impaired using manual sign language at a novice skill level.

#### 20. CONDITIONS OF EMPLOYMENT

- 1. Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.
- 2. Requires the ability to perform heavy lifting, carrying, and pushing.
- 3. Requires the ability to work after business hours, weekends, and holidays.
- 4. Requires ability to provide basic personal and nursing care services for individuals with intellectual or developmental disabilities.
- 5. Requires ability to participate in routine programs of care, treatment, and habilitation.
- 6. Requires the ability to utilize office equipment, including personal computers.
- 7. Requires the ability to travel.

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

The Division of Developmental Disabilities is seeking to hire a Mental Health Technician I for the Mabley Developmental Center located in Dixon, Illinois to receive training in and participates in the implementing of personal care services for individuals by participating and/or monitoring bathing, dressing, toileting, feeding and hair care on an assigned unit on an assigned shift. Participates in heavy lifting, heavy carrying and pushing of wheelchairs. Participates in the implementing of individuals' habilitation plans. Ensures compliance with Illinois Department of Public Health requirements when performing duties. Utilizes manual communication to translate and communicate to patients, staff and families at the Mabley Developmental Center.

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
Rauen Belaughn by Suyn Bishard 2/2/23		Contra Di Hom	1/26/23

1. POSITION	N TITLE	WORKING TITLE (IF ANY)	BILINGU CODE		ITION TITLE FION CODE	2. PO	SITION	NUMBER
EXISTING PO	SITION	,						
NEW/REVISE	) POSITION							
	alth Technician 2		20		МС	270	)12-10-	73-060-00-22
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE		7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING PO	SITION			CODI				
NEW/REVISE	D POSITION	Division of Developn	nental		050			
Departmer	nt of Human Services	·		0	052	2	R	
10. SECTIO	N	11. UNIT			12. TRANS	ACTION		ATE
EXISTING PO	SITION				☐ MA021 ESTABLISI			7/1/2022
					□ MA0221		CODE (	 CHANGE
NEW/REVISE	POSITION				-			BER CHANGE
Mabley De	velopmental Center	Residential Services	s/Direct C	Care	⊠ MC026	CLARIF	Y	
14. WORK I	_OCATION	15. BARGAINING/TER		RUTAN				NTICAL CHANGE
EXISTING PO		CODE		EXEMPT	☐ MC028			CHANGE
LAIGTINGTO	OFFICIA				☐ MD021			ALLOCATION
NEW/REVISE	D POSITION				☐ MC149			
Dixon/Lee	County	RC009		N	☐ MC158			
% OF TIME	16. COMPLETE CUR	RENT AND ACCURATE	STATEMI	ENT OF	POSITION E	SSENT	IAL FUN	ICTIONS
20%		s in a living or work are						
		vith intellectual disabilitie es and/or monitors perse		•	•		•	
	toileting	, feeding and dressing.						-
		es individuals how to ca abits regarding cleanling						
		ages individuals to be a				mamic	,io, iddii	iary, cto.
20%		tivates, and encourages					1 1114 41	
	-	pates in the implementa havior intervention plans		stablishe	d treatment	and ha	abilitatio	n programs
		es individuals and repo		behavior	data.			
		ents care, treatment an	d progre	ss in an	individual's	active	treatme	ent plan or other
		ated records. ally restrains individuals	as nece	ssarv to	prevent iniu	ırv to ir	ndividua	l or others.
20%	3. Carries out a p	ortion of activity therapy	y prograr	ns by tea	aching and	engagii		
	-	tional, vocational, recre ts with individuals in ind					in the i	ndividual's
		ement of social and inte		•				
	encour	aging individuals.						

% OF ΠME	16.	COMPLETE CURRE	ENT AND ACCURATE S	TATEMENT OF P	OSITION ESSENTIAL FUNCTIONS	
		<ul> <li>Utilizes m all aspect</li> </ul>	s of daily functions.	with individuals v	who are deaf and/or hard of heari	
10%	4.	situations, i.e., ve techniques.	erbal or physically agg	essive behavior	pport and monitors potential crisi applying redirection or blocking	
		<ul> <li>Provides</li> </ul>	individual during crisis treatment to individual its such on treatment s	s as ordered by t	• •	duals
					s hours, weekends and holidays.	
10%	5.	Attends and com facility and progra	pletes mandated train ammatic areas.	ng for the Depart	tment of Human Services (DHS),	, the
		Health Te	chnicians.	·	Public Health requirements when	
<b>50</b> /		performin		anational 45 '0'	an au athan anns at the annual of	
5%	6.	<ul> <li>Escorts in</li> </ul>	is to vocational and re idividuals off campust lifting individuals out o	or shopping, app		
5%	7.		a safe, clean, and ord		oriano.	
		housekee equipmer	ping activities, assists	in maintaining cl	ects individuals in general othing and unit supplies and	
5%	8.	•			el Mental Health Technician.	
		<ul> <li>Assigns s</li> </ul>	staff to meet day-to-da and reviews completion	y operational nee		ts,
					duties such as the implementatio r the programmatic unit.	n of
5%	9.		uties as assigned or re		e reasonably within the scope of t	the
vork, prep	aring	, conducting, and		valuations; effect	onsible for assigning and reviewi tively recommending and imposin ition.)	
					WORKING TITLE (IF A	(YN
		vices Supervisor	38280-10-73-060-10			
		vices Supervisor	38280-10-73-060-10			
o. UHEU	N I II	E APPROPRIATE	BOX IF THIS POSITION	JIN IO A.		
☐ Superv	isor	☐ Lead Worker				
IOTE: O	norvi	cory or load works	r rooponoibilition must	ha dacarihad in a	a detailed duty statement(s) with	a tin

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

#### Minimum Qualifications

- 1. Requires knowledge, skill, and mental development equivalent to completion of high school.
- 2. Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment, or habilitation of individuals with mental illness or developmental disabilities.
- 3. Requires the ability to communicate in sign language at a novice level.

#### 20. CONDITIONS OF EMPLOYMENT

- 1. Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.
- 2. Requires the ability to work after business hours, weekends and holidays.
- 3. Requires the ability to provide required personal and nursing services and procedures and techniques geared toward treatment, development, and habilitation.
- 4. Requires ability to participate in routine programs of care, treatment and habilitation.
- 21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.

The Division of Developmental Disabilities is seeking to hire a Mental Health Technician 2 for the Mabley Developmental Center located in Dixon, Illinois to perform duties in a living or work area for the care, treatment or habilitation and development of individuals with intellectual disabilities in a designated living area on an assigned shift. Provides and/or monitors personal care services for individuals such as bathing, toileting, feeding and dressing. Carries out a portion of activity therapy programs by teaching and engaging individuals in planned educational, vocational, recreational and social activities. Participates and provides support in the on-the-job training of less experienced Mental Health Technicians. Functions as shift charge in the absence of higher-level Mental Health Technicians. Ensures compliance with Illinois Department of Public Health requirements when performing duties. Utilizes manual communication with individuals who are deaf and/or hard of hearing in all aspects of daily functions.

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
arthory Pascente		Collegaya Borlando	8/3/22
aggarghe 150 w		LS	

9/25/22

1. POSITION	N TITLE	WORKING TITLE (IF ANY)	BILINGU CODE			ON TITLE ON CODE	2. POSITION NUMBER			
EXISTING PO	SITION	,								
NEW/REVISED	) POSITION			_						
	alth Technician III		20		ľ	мС	27013	3-10-	73-(	060-00-22
3. AGENCY		4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUD		9. OFFICE USE
EXISTING PO	SITION				CODE					
NEW/REVISED	POSITION									
Departmen Services	t of Human	Division of Developme Disabilities	ental		0	052	2	R		
10. SECTION	N	11. UNIT				12. TRANS	ACTION		13. DA	EFFECTIVE TE
EXISTING PO	SITION					☐ MA021 ESTABLISH	1	11/16/2022		
						☐ MA022 E	EXEMPT	COD	E CI	HANGE
NEW/REVISED						☐ MC024 POSITION NUMBER CHANGE				
Mabley De	velopmental	Residential Services/Direct Care								
			15. BARGAINING/TERM RUTAN		AN	☐ MC027 ADDITIONAL IDENTICAL CHANGE				
14. WORK LOCATION		CODE EXEMPT		MPT	☐ MC028 WORK COUNTY CHANGE					
EXISTING POSITION					☐ MD021		ABOLISH	Н		
					☐ MC149 DO		NAMOC	/ARD	REA	LLOCATION
NEW/REVISE						LATERAL REALLOCATION				
Dixon/Lee	County	RC009		1	N ☐ MC158 UPWARD RE			D REA	LLC	CATION
% OF TIME	16. COMPLETE CU	JRRENT AND ACCURATE S	STATEMI	ENT	OF PC	DSITION ES	SSENTI	AL F	UNC	CTIONS
25%		lief shift charge to lower-le	evel Mer	ntal l	Health	Technicia	ns for	a des	sign	ated living
	area and shi	t. des guidance and training	to accio	nad	Letaff					
		ses immediate supervisor i				ance of sta	aff.			
		lief shift charge, reassigns						lay o	pera	ational needs.
<ul> <li>Assigns and monitors staff to ensure staffing levels are m</li> </ul>							_			
	•	ision, visual observation, same room observation, hospital sitter service, tments etc.								
	• •	es daily reports.								
	• Ensu	res that staff performs the	es that staff performs their duties and responsibilities in compliance with Illinois							
	•	rtment of Public Health re y policies and procedures.	•	ents,	Depar	tment of F	Human	Serv	rice:	s (DHS) and
20%		sical support with persona		servi	ces to	individuals	 S.			
		ts and encourages individ						in da	ily li	iving
		hes and performs basic pe	ersonal o	care	tasks.					
	<ul> <li>Assists with ambulation and other basic physical techniques.</li> </ul>									

% OF	40 COMPLETE OURDENIT AND ACCURATE OTATEMENT OF ROCKTON FORENITAL FUNCTIONS					
TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
	<ul> <li>Ensures individuals are well groomed including having hair combed, nails trimmed, shaved, good oral hygiene and having clean clothing in good repair and fit.</li> <li>Documents each individual's progress following the training program on the data recording sheet.</li> <li>Utilizes sign language to communicate with individuals who are deaf and/or hard of hearing.</li> <li>Physically restrains individuals as necessary to prevent injury to individual or others.</li> </ul>					
15%	<ul> <li>Verifies individual's safety and protection through monitoring and supervision.</li> <li>Monitors and directs individuals during activities on the programmatic unit and</li> </ul>					
	throughout the center's buildings.  • Escorts individuals on and off center grounds.					
	<ul> <li>In performance of job duties, works after business hours, weekends and holidays.</li> </ul>					
15%	4. Serves as designated lead worker.					
	Assigns and reviews work.					
	Provides guidance and training to assigned staff.  Advises improvides a propriate					
	<ul> <li>Advises immediate supervisor regarding performance of staff.</li> </ul>					
15%	% 5. Monitors and reviews the completion of staff monitoring sheets, data collection reports,					
	progress notes etc.					
	<ul> <li>Provides guidance to subordinate staff in the daily course of duties such as the implementation of treatment programs, schedules and activities for the programmatic unit.</li> </ul>					
5%	<ul> <li>6. Directs individuals in the maintenance of a clean, safe and secure environment.</li> <li>Performs limited housekeeping functions including spot mopping, emptying trash and cleaning areas following accidents.</li> <li>Monitors and reports breaches of security and the need for building repair or replacement of supplies and equipment.</li> </ul>					
<b>50</b> /	Travels in performance of job duties.					
5%	7. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.					
work, prep	TON TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing paring, conducting and signing performance evaluations; effectively recommending and imposing a action and adjusting grievances for the incumbent of this position.)					
	WORKING TITLE (IF ANY)					
Residential Services Supervisor 38280-10-73-060-10-22						
Residential Services Supervisor 38280-10-73-060-10-01  18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:						
□ Supervi						
<u> </u>						
percentage	pervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time e(s) allotted. If a box was checked above, list position title, position number, and number of e incumbents or authorized funded headcount.					

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Mental Health Technician 2	27012-10-73-060-00-21	Multiple
Mental Health Technician 2	27012-10-73-060-00-22	Multiple
Mental Health Technician 1	27011-10-73-060-00-21	Multiple
Mental Health Technician 1	27011-10-73-060-00-22	Multiple

## Minimum Qualifications

- 1. Requires knowledge, skill, and mental development equivalent to completion of high school.
- 2. Requires successful completion of an approved training program and one year experience in or applicable to the care, treatment and habilitation of individuals with intellectual or developmental disabilities.
- 3. Requires the ability to communicate with individuals who are deaf and/or hard of hearing using manual communication at a novice skill level.

## 20. CONDITIONS OF EMPLOYMENT

- 1. Requires ability to physically restrain individuals as necessary to prevent injury to individual or others.
- 2. Requires the ability to work after business hours, weekends and holidays.
- 3. Requires the ability to travel.
- 21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.

The Division of Developmental Disabilities is seeking to hire a Mental Health Technician III for the Mabley Developmental Center located in Dixon, Illinois to serves as lead worker and relief shift charge to lower-level Mental Health Technicians for a designated living area and shift. Provides physical support with personal care services to individuals. Conducts individual and group programs. Verifies individual's safety through monitoring and supervision. Teaches and directs individuals in the maintenance of a clean, safe and secure environment. Ensures for compliance with Illinois Department of Public Health requirements when performing duties. Utilizes manual communication in performance of duties with individuals who are deaf and/or hard of hearing.

## 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
anthony Pascente Bithard		College Bi Home	12/3/22
12/7/22			

LS

1. POSITION	N TITLE	W	ORKING TITLE (IF ANY)		GUAL DE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		NUMBER	
EXISTING PO											
Mental Hea	POSITION alth Technician			20			МС	27015-10-73-060-00-22			
3. AGENCY			4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE	
EXISTING PO	SITION										
NEW/REVISEI Departmer Services	POSITION nt of Human		Division of Developmen Disabilities	ıtal		0	052	1	R		
10. SECTIO	N		11. UNIT				12. TRANS	ACTION		. EFFECTIVE .TE	
EXISTING PO	SITION						☐ MA021 I	ESTABL		7/1/2022	
							☐ MA022 E	EXEMPT	CODEC	HANGE	
NEW/REVISE							☐ MC024 POSITION NUMBER CHANGE				
Mabley Developmental Center			Residential Services – Thurber Late-MH				⊠ MC026 CLARIFY				
14. WORK LOCATION			15. BARGAINING/TERM RUTAN EXEMPT			☐ MC027 ADDITIONAL IDENTICAL CHANGE ☐ MC028 WORK COUNTY CHANGE					
EXISTING PO	SITION						☐ MD021 ABOLISH				
NEW/REVISEI	) POSITION						☐ MC149 DOWNWARD REALLOCATION				
			RC009		N MC150 LATERAL REALLOCATION						
Dixon/Lee % OF							MC158 UPWARD REALLOCATION				
TIME			RRENT AND ACCURATE S								
30%	Serves as residential		aprofessional in the coor	dinatio	on of	progran	n impleme	entation	on an a	assigned	
			ments group and individua	al beh	avior	modific	ation and	develo	pmental	programs.	
			s baseline, shaping and e					_			
	<ul> <li>Evaluates individual progress, reporting data to professional program staff for monthly and annual reviews.</li> </ul>						for monthly				
	<ul> <li>Delegates and participates in the completion of basic home setting responsibilities on</li> </ul>						sibilities on				
the unit.							e Per				
	<ul> <li>Direct care responsibilities involve extended work hours and assignments to different shifts, after business hours, weekends and holidays.</li> </ul>						to different				
	• In	perf	ormance of job duties lifts	s and	carrie	es mode	erate loads				
15%											
	• R	eco	rds progress into the clinic					ved.			
400/			oletes adaptive behavior a					an al / =	bord -/	hoovis -	
10%	3. Utilizes manual communication skills with individuals who are deaf and/or hard of hearing.										

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS						
10%	<ol> <li>As a paraprofessional member of the interdisciplinary team, participates in diagnostic and evaluation staffing.</li> </ol>						
		s team with individual behavioral data	, response to programming and				
10%		and assists lower-level technicians in	n the development and implementation of				
		immediate program related difficultie	es which may occur on the late shift.				
	<ul> <li>Refers of Coordin</li> </ul>	complex programs to the shift supervisator.	sor and/or the Habilitation Program				
		es in potential crisis situations such a or physically aggressive behavior.	s, but not limited to, suicide attempts and				
		s controls as necessary to ensure indi					
100/			to prevent injury to the individual or others.				
10%		al safety and protection through monit	es on the unit and throughout the center's				
	buildings	•	es on the unit and throughout the center's				
		ndividuals on and off the center grour					
		behavioral problems to the Residentia					
	•	individual.	taff and always monitors the whereabouts				
10%	7. Participates in training to gain and/or maintain skills needed for care and habilitation of						
	individuals and to remain knowledgeable of accrediting agency standards and new concepts in						
	clinical and heal  • Provides	កោទsues. s guidance in developing programmati	c skills and techniques to lower level				
	technicia		o skillo dila teoriffiques to lower level				
		immediate program related difficulties	s and refers complex problems to the				
E0/	Educator.						
5%	8. Performs other of duties enumerated		are reasonably within the scope of the				
17. POSITIO	N TITLE AND NUMBER	R IMMEDIATE SUPERVISOR (Responsible of commance evaluations; effectively recommendations)	ole for assigning and reviewing work, nmending and imposing disciplinary action and				
adjusting gri	evances for the incumber	ent of this position.)	VALORIZANO TITLE (IE ANIX)				
Montal Had	olth Administrator I	26911 10 72 060 00 22	WORKING TITLE (IF ANY)				
	Appropriate POX IF THE POSITION IS A						
16. CHECK	18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:						
☐ Supervisor ☐ Lead Worker							
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of							
subordinate	e(s) allotted. If a box w e incumbents or autho	as checked above, list position title, prized funded headcount.	osition number, and number of				
F	Position Title	Position Number	No. of Incumbents or Funded Vacancies				
N/A							

## Minimum Qualifications

- Requires knowledge, skill and mental development equivalent to (1) two years college and successful completion of an approved training program.
  - (2) Completion of high school and one year paraprofessional experience in, or applicable to the care, treatment and habilitation of individuals with mental illness or developmental disabilities and successful completion of an approved training program.
- 2. Requires the ability to communicate utilizing manual communication skills at a novice skill level.

## 20. CONDITIONS OF EMPLOYMENT

- 1. Requires the ability to physical restrain individuals as necessary to prevent injury to the individual or others.
- 2. Requires the ability to lift and carry moderate loads up to 50 pounds.
- 3. Requires the ability to work after business hours, weekends and holidays.
- 4. Requires verbal and written skills, mental ability to analyze assess and use good judgement.
- 5. Requires the ability to write and observe staff and individuals and provide personal care services for individuals.

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

The Division of Developmental Disabilities is seeking to hire a Mental Health Technician V for the Mabley Developmental Center to serve as paraprofessional in the coordination of program implementation on an assigned residential unit. Participates with and assists lower-level technicians in the development and implementation of individualized programs. Delegates and participates in the completion of basic home setting responsibilities on the unit. Direct care responsibilities involve extended work hours and assignments to different shifts. Utilities manual communication skills with individuals who are deaf and/or hard of hearing.

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
arthory Pascente Bitard 8/3/22		Conleg payri Borhanno	7/10/22



## **POSITION DESCRIPTION**

1. POSITION	TITLE	WORKING TITLE (IF ANY)	CODE	OPTION CODE	2. POS	TION NU	MBER		· · · · · · · · · · · · · · · · · · ·
Existing Position					27015-10-73-512-			12-5	0-22
New/Revised Posit Mental Hea	ith Technician 5		20		2	7015-1	0-73-5	520-1	2-22
3. AGENCY	nor roomnoun o	4. BUREAU/DIVISION	1 20	<u> </u>	5. EXMT	6. WORK COUNTY	7. ANH	8. AUDIT	9. OFFICE USE
Existing Position							1/		
New/Revised Pos	thon				<del></del>	<u> </u>	<b></b> -Y		
	nt of Human Services	Mental Health and Developmental Disabilitie	s Servic	es	0	052	N	Ŗ	
10. SECTION	V	11. UNIT			12.TR	ANSACT	ION COD	E 13.	EFFECTIVE DATE
Existing Position					_			/2 F	2-1-01
New/Revised Pos Mabley Dev	ition elopmental Center	Residential Services - 1	Thurber				EMPT COL		
14. WORK L	OCATION	15. BARGAINING/TERM		EXEIXAN-	X M	C026 CL	ARIFY DITIONAL ID		
Existing Position				-	☐ M	C028 W	ORK COUN	ITY CHA	WGE
New/Revised Pos	itlon		<del></del>	+	⊣R ‰	C149 DC C150 LA	OWNWARD REALLOCATION ATERAL REALLOCATION		
Dixon		RC-9			<b>□</b> м	C158 UF	WARD RE		
% OF TIME	16. COMPLETE, CURRENT AND AC Under direct supervision of the								
30%	modification and developmental programs; utilizes baseline, shaping and evaluating procedures; evaluates recipient progress; through reporting of data to professional program staff for monthly and annual reviews; uses manual sign language with recipients who require such.								
10%	3. Using sign language with recipients who require such, provides daily living skills training to recipients, participates in the completion of daily home responsibilities e. g., preparing food, housekeeping, laundry, clothing care; Teaches recipients how to perform daily living activities to foster development and independence;								
10%	staffing; provides team with recipient behavioral data, response to programming, and recommends alternatives.								
DIRECTOR		MMEDIATE SUPERVISOR SIGN		AG	ENCY HE	AD SIGN	ATURE	Q s	SPATE,
Much	al Stewart int	Bureau of P	erson	nel   🛭	ind	a ke	nee L	Sak	9/10/01
CMS-104 (	Rev. 10/94) IL 401-0794	CED 1.9	2004			,	DOSTED	FT	4:10

SEP 1 2 2001

16. (CONTIN	UED)	• • • • • • • • • • • • • • • • • • • •
% OF TIME		
10%	6. Using manual sign language with recipients as necessary, escorts revarious activities within and outside the facility; assists in their superviactivities; observes behavior of recipients in activities and reports behavior or Habilitation Program Coordinator and other professional recipient at all times	ision while they participate in such avioral problems to Residential Services
10%	7. Receives training to gain and/or maintain skills needed for care an knowledgeable of accrediting agency standards and new concepts in cli in developing programmatic skills and techniques to lower level techniques immediate program-related difficulties which may occur on the problems to the Educator.	inical and health issues. Provides guidance cians assigned to the Adult Day Training;
5%	8. Performs other duties as required or assigned which are reasonably above.	y within the scope of the duties enumerated
17. POSIT condu grieva	FION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for cting and signing performance evaluations; effectively recommending and improces for the incumbent of this position).	assigning and reviewing work, preparing, posing disciplinary action and adjusting
		WORKING TITLE (IF ANY)
Residentia	1 Services Supervisor 3 <b>2</b> 280-10-73-520-00-22	Shift Supervisor
	K THE APPROPRIATE BOX IF THIS POSITION IS A:  SUPERVISOR OR LEAD WORKER  NOTE: Supervisory or lead worker responsibilities must be described in a c with a time percentage(s) allotted.  C was checked above, list position title, position number, and number of subor	
Mental Mental	Position Title Position Number  Health Tech 3 27013-10-78-520-12-22  Health Tech 1 27011-10-73-520-12-22  Health Tech Traines 1 27021-10-73-520-12-22  Health Tech Traines 1 27021-10-73-520-12-22  Health Tech Traines 1 27021-10-73-520-12-22	No. of Incumbents or Funded Vacancies  3 (Vacant) (Vacant)
PERF AND	ORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDAR OF CAN NO LONGER BE USED.	E NOW SEVERAL OPTIONS OF SKILLS
hand and language a knowledge comprehens	and ability to carry out physical restraint procedures-ability to lift and carried descrity; ability to walk and run, communicate orally and in writing a colloquial skill level. Ability to work overtime and a shift different to, skill and mental development equivalent to, (1) two years collective training program at the Mental Health Technician Trainee II lee in, or applicable to the care, treatment and habilitation of permital disabilities and successful completion of an approved training	ing; ability to communicate in sign han normal assignment. Requires either ge and successful completion of a level, or (2) one year paraprofessional

1. POSITION	N TITI F	WORKING TITLE (IF ANY)	BILINGU		POSITIONTITLE		2. POSITION NUMBER			
EXISTING PO		WORKING TITLE (II /IIVI)	CODE	E OP	TION CODE	2. I COMON NOWBER				
NEW/REVISE					SS2	30010	0-10-9	1-401-80-29		
Office Assi	stant		29	5.						
3. AGENCY		4. BUREAU/DIVISION		EXMT CODE		7. A/I AUTH	8. AUDIT	9. OFFICE USE		
EXISTING PO	SITION									
NEW/REVISE	POSITION									
Departmer Services	nt of Human	Family & Community S	Services	0	016	2	R			
10. SECTION	N	11. UNIT			12. TRANS	ACTION		3. EFFECTIVE ATE		
EXISTING PO	SITION				☐ MA021			8/1/22		
					ESTABLISH					
NEW/REVISE	POSITION				☐ MA022 E					
						☐ MC024 POSITION NUMBER CHANGE				
Region 1 N	iorin		Clerical			MC026 CLARIFY				
14. WORK I	LOCATION	15. BARGAINING/TERM CODE	1101111			☐ MC027 ADDITIONAL IDENTICAL CHANGE☐ MC028 WORK COUNTY CHANGE				
EXISTING POSITION					☐ MD021 ABOLISH					
						☐ MC149 DOWNWARD REALLOCATION				
NEW/REVISE		RC014	RC014 N		☐ MC150 I	_ATERA	L REAL	LOCATION		
	ice/Cook County				☐ MC158 I	☐ MC158 UPWARD REALLOCATION				
% OF TIME	16. COMPLETE (	CURRENT AND ACCURATE	STATEM	ENT OF I	POSITION E	SSENT	AL FU	NCTIONS		
25%	correspond	nd distributes mail, manual lence from customers and a								
	reports.		- <b>f</b> 4:	:t- D	-t-C	4	م م رام			
		ans and uploads customer ir ons.	normatio	on into D	ataCap sys	tem an	a/or ne	etwork scanning		
	•	sists with preparation and pr	ocessin	g of outg	oing mail.					
		pares case records for transsions and storage.	sfer to o	ther Fam	ily and Con	nmunity	y Servi	ces (FCS)		
15%		ral client information in the I	Integrate	ed Eligibil	ity System	(IES) s	ystem.	•		
		pares and maintains compl		•	ized record	ls and r	eports			
	Matches verifications to pending paperwork.									
	<ul> <li>Operates such common office equipment as personal computer, copy/scan/fax machines and postage machine.</li> </ul>					can/fax				
<ul> <li>Updates the computerized clients file, i.e., client characteristics and client activity.</li> </ul>					nt activity.					
Enters employment and confidential materials including staff performance evaluation					•					
10%	· ·	, prepares, or proofreads a		-	-					
		yboards unit meeting minute		-	-		-			
<ul> <li>Keyboards a variety of routine forms, form letters, cards, and records.</li> <li>Proofreads copy for both clarity and accuracy of content.</li> </ul>										

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF	POSITION ESSENTIAL FUNCTIONS						
	<ul><li>Edits for grammatical and spelling errors.</li><li>Compiles weekly and monthly reports.</li></ul>							
10%	4. Serves as receptionist.							
	managers.	<ul> <li>Directs callers to staff, refers sensitive/complex/technical matters and policy concerns to managers.</li> </ul>						
	Gives routine information concerning agency por	· ·						
	<ul> <li>Takes and distributes messages and directs vis</li> </ul>	· · ·						
	Responds to inquires of a non-technical nature     Warter the front deals greating and directing and							
	<ul> <li>Works the front desk greeting and directing cus</li> <li>Accepts verifications and applications from cus</li> </ul>	· · · · ·						
	forms requested by customers utilizing Integrate correspondence.							
	<ul> <li>Maintains lobby and confirms that forms and pa</li> </ul>	mphlets are current and available.						
10%	5. Provides clerical office support.							
	<ul> <li>Issues new or replacement Link cards to custor</li> </ul>							
	<ul> <li>Maintains records of card numbers issued or vo</li> </ul>							
	transactions to communicate activation of card contractor.	to Electronic Benefit Transfer (EBT)						
10%	6. Serves as timekeeper for staff.							
1070	o. Corvos de limerospor for elem.							
	<ul> <li>Checks daily attendance records and inputs tim</li> </ul>	e on terminal.						
	Completes payroll correction forms.							
	<ul> <li>Monitors the submission of staff leave of absen-</li> </ul>	ce requests.						
	<ul> <li>Records and balances staff available benefit tin</li> </ul>							
	<ul> <li>Reconciles time records with computer generat</li> </ul>	ed reports.						
10%	7. Translates functions/procedures into Spanish for individe English, in contacts with the general public, advocacy							
	organizations.							
5%	7. Maintains files, office supplies, and forms.							
	<ul> <li>Maintains Department of Human Services (DHS)</li> </ul>							
<b>50</b> /	Maintains/reports unit attendance and maintains							
5%	<ol> <li>Performs other duties as required or assigned which are duties enumerated above.</li> </ol>	e reasonably within the scope of the						
	dulles endinerated above.							
17. POSITIO	N TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible	e for assigning and reviewing work,						
	onducting and signing performance evaluations; effectively recommevances for the incumbent of this position.)							
_	WORKING TITLE (IF ANY)							
	Executive I 13851-10-91-401-80-01 Office Manager							
18. CHECK	THE APPROPRIATE BOX IF THIS POSITION IS A:							
☐ Supervis	or							

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

## Minimum Qualifications

- 1. Requires knowledge, skill, and mental development equivalent to completion of high school.
- 2. Requires one year of related office experience.
- 3. Requires the ability to speak, read, and write Spanish at a colloquial skill level.
- 4. Requires the ability to keyboard accurately at 35 wpm.

## 20. CONDITIONS OF EMPLOYMENT

1. N/A

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

The Division of Family & Community Services is seeking to hire a friendly, personable speaking voice who loves helping others to work as an Office Assistant at the Ogden Family and Community Resource Center. As an Office Assistant, you will typically be the first-person customers speak with, so you will have a great responsibility of providing clients with a productive experience. The Division helps Illinois residents by connecting them with many programs and services. Through our programs, services and prevention efforts, the Division improves the health and well-being of individuals and promotes self-sufficiency and integrity of families of Illinois.

## 22. ABOUT THE AGENCY/BUREAU/PROGRAM

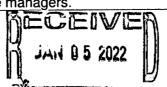
The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
arthory Pascente Bythard 8/22/22		College B. Hom	8/17/22

ΑM

						,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	**************************************				
1. POSITION	NTITLE	WORKING TITLE (IF ANY)	BILINGUAL CODE		ON CODE			NUMBER			
EXISTING POS	SITION										
NEW/REVISED	POSITION							040.00			
Office Asso	ciate		29	5.	SS2	3001	30015-10-91-813-80-29				
3. AGENCY		4. BUREAU/DIVISION	4. BUREAU/DIVISION			7. A/I AUTH	8. AUDIT	9. OFFICE USE			
EXISTING POS	SITION										
NEW/REVISED	POSITION										
Departmen Services	t of Human	Family & Community S	Family & Community Services			1	R				
10. SECTIO	N	11. UNIT	11. UNIT			ACTION		. EFFECTIVE ATE			
EXISTING POS	SITION		COI					12/16/2021			
					☐ MA022 I	EXEMPT	CODE	CODE CHANGE			
NEW/REVISED					☐ MC024 POSITION NUMBER CHANGE						
Region 1 S	outh	Clerical					MC026 CLARIFY				
14. WORK L	OCATION	15. BARGAINING/TERM CODE	CVCMDT			☐ MC027 ADDITIONAL IDENTICAL CHANGE☐ MC028 WORK COUNTY CHANGE					
EXISTING POS	SITION				☐ MD021	ABOLISH					
					☐ MC149 DOWNWARD REALLOCATION						
NEW/REVISE		DC014		N	☐ MC150	LATERA	L REALL	OCATION			
Calumet Pa Cook Cour		RC014		IN	☐ MC158 UPWARD REALLOCATION						
% OF TIME	16. COMPLETE C	CURRENT AND ACCURATE	STATEMEN	IT OF P	OSITION E	SSENT	IAL FUN	ICTIONS			
25%		or proofreads a wide varie									
		pares complex memos, inc ofreads keyboarded copy						ology.			
		ts for grammatical and spe			accuracy	01 00111	Ont.				
	• Cor	npiles weekly and monthly	reports.		***************************************						
20%	2. Keyboards	and maintains complex, hi	ghly specia	ilized re	ecords and	reports	S.				
	• Rev	iews and verifies claims ar	nd applicati	ons fro	m various	contact	s.				
	<ul> <li>Scans and uploads customer information into Datacap system.</li> </ul>							-0)			
<ul> <li>Enters general information and updates in Integrated Eligibility System (IES).</li> <li>Provides information concerning available services.</li> </ul>						=8).					
The state of the s		ifies and process and proc				s.					
15%		elephone calls, determines					######################################				
15/0		•									
	• Dire	cts callers to appropriated	staff, refer	s sensi	tive/comple	ex/tech	nical ma	atters and			
policy concerns to appropriate managers.											

Position # 30015-10-91-813-80-29



% OF TIME	16. COMPLETE CURR	ENT AND ACCURATE STATEMENT OF P	OSITION ESSENTIAL FUNCTIONS					
	Gives rou	tine information concerning agency pol	icy and procedures.					
		d distributes messages and directs visit	•					
	<ul> <li>Respond</li> </ul>	s to inquiries of a non-technical nature i	inquiries of a non-technical nature in person and by phone.					
10%		nd organizes customer appeals files.  tains and organizes records, reports and documents pertinent to hearing.						
		and organizes records, reports and do and organizes supervisor's administrat	•					
		ns and confidential personnel files.	ive lies containing penormance					
		and organizes Family Community Res	ource Center (FCRC) invoices and					
	other adm	ninistrative records.	, ,					
10%			uals who cannot speak or read English,					
100/			stomers and community organizations.					
10%		<ul> <li>6. Provides clerical office support.</li> <li>Serves as back-up timekeeper in the timekeeper's absence.</li> </ul>						
		and maintains time and attendance rec						
		s and maintains timekeeping filing syste	•					
5%		stributes mail, manual releases and me						
		es outgoing mail.						
		es computer reports.						
	<ul> <li>Updates</li> </ul>	Supervisor's records, manuals, etc.						
5%	8. Performs other of	uties as required or assigned which are	e reasonably within the scope of the					
	duties enumerate	ed above.						
17 POSITIO	NI TITLE AND NUMBER	IMMEDIATE SUPERVISOR (Responsible	for assigning and reviewing work					
			ending and imposing disciplinary action and					
	evances for the incumbe							
	······································		WORKING TITLE (IF ANY)					
	13851-10-91-813-80-		Office Manager					
18. CHECK	THE APPROPRIATE BO	OX IF THIS POSITION IS A:						
☐ Supervis	sor   Lead Worker							
NOTE: Sup	pervisory or lead worke	r responsibilities <u>must</u> be described in	a detailed duty statement(s) with a time					
		as checked above, list position title, pos	ition number, and number of					
Subordinali	e incumbents or author	rized funded headcount.						
F	Position Title	Position Number	No. of Incumbents or Funded Vacancies					
N/A								
		SKILLS, ABILITIES, LICENSURE OR CER						
SUCCESSE	FUL PERFORMANCE OF	THE WORK OF THIS POSITION, NOTE:	SINCE THERE ARE NOW SEVERAL					
	OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.							
	Minimum Qualifications							
1. Requires knowledge, skill and mental development equivalent to completion of high school.								

- 2. Requires two years of office experience.
- 3. Requires ability to keyboard accurately at the rate of 45wpm.
- 4. Requires the ability to speak, read and write Spanish at a colloquial level.

## Knowledge, Skills, and Abilities

- 1. Requires extensive knowledge of composition, grammar, spelling and punctuation.
- 2. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance.
- 3. Requires extensive knowledge of composition, grammar and punctuation.
- 4. Requires extensive knowledge of office practices, procedures and programs.

#### 20. CONDITIONS OF EMPLOYMENT

1.

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

Under direction, performs a variety of complex specialized clerical support duties of the financial unit in support of the Family Community Resource Center daily operations. Keyboards, receives, and files documents. Processes records and performs general office support functions involving FCRC processes and/or methods requiring application of agency policies and procedures. Also, determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes, or procedures. Communicates in Spanish to those individuals who do not read or speak English.

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

DIRECTOR OF CMS SIGNATURE SIGNATURE	AGENCY HEAD SIGNATURE	DATE
Savel Jordin Law	Conlegan Bothern	1/5/22
	AM	



# - CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

## POSITION DESCRIPTION

				T BU INCOMA	POSITIÓN T	777.6 1 0 000	IT(Ob) bill	MDCO.					
1. POSITION TIT	LE	W	ORKING TITLE (IF ANY)	BILINGUAL	OPTION CO	00E 2. POS	UN NOITE	MBEK					
Existing Position				1									
New/Revised Position Office Coordi	nator		· ·	29	SS2	3002	5-10-91-	229-0	0-29				
3. AGENCY			4. BUREAU/ DIVISION			5, EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE			
Existing Position			Human Capital Develo	pment									
New/Revised Position Department of	f Human Services		Family & Community Services				016	N	R				
10. SECTION	<u> </u>		11. UNIT			12. TRAN	12. TRANSACTION 13. EFFECTIVE						
Existing Position			· .			JOSE	06-01-13						
New/Revised Position				<del></del>									
Region 1 Nort	ħ	Administration				☐ MA021 ESTABLISH ☐ MC022 EXEMPT CODE CHANGE							
14. WORK LOCA			15. BARGAINING/TERM C	ODE	Rut Exe		24 POSITI		MBER CHA	NGE !			
Existing Position	HON		13. BARGAINING/TERM C	<u> </u>		□ MC	27 ADDIT	ONAL II					
							28 WORK 21 ABOLIS		Y CHANG	-			
New/Revised Position			RC014		7		49 DOWN 50 LATER						
	n Office, Cook County			NE OF DO	. L	`` пис	58 UPWA	RD REA					
% OF TIME			D ACCURATE STATEME						one for t	he			
	Under direction, perio	orms pa	araprofessional and tech in the West Suburban L	inical sec	retariai i	and office :	support i st Esmili	. R. C	ommun	itv			
	Local Office Adminis	trator	variety of office manag	ocal Ollic	d suppo	rt functions	n ranni Types	y oc C	iety of 1	forms			
	form letters pards and	is ma Legge	ds. Performs functions	requiring	u suppo: interact	tion with re	cinients	a vai /client	te which	1			
			g for Spanish speaking:			tion with it	cipients	CHOIL	is wind:	•			
-	regularly involves trai	usiaini	g for opamism speaking	mar vidua.	13.								
	SPECIFICALLY:												
30%	1 Serves as secretary	to the	Local Office Administ	rator of th	ne West	Suburban l	Local Of	fice.	Type's	letters.			
	reports, memoranda a	nd dire	ectives to staff, regional	office pe	rsonnel.	other ager	cies and	the c	ommun	ity.			
	Proofreads material w	hich c	ontains technical and m	edical ter	ms for c	content, cor	npliance	with	policies	, ·			
			rates a personal compu										
	forms, develops form	letters	and glossaries and esta	blishes co	des for	recall purp	oses.						
25%	2 Derforms a variety	of adn	ninistrative staff suppor	t function	er contd	linates vari	ons adm	inistra	itive sta	ff			
2570			cal offices and other age										
			lients, vendors, public/p										
			assistance; explains pro										
			lic; coordinates offices										
			repares summary repor										
	memoranda.	-	•										
1.50/					•	, ,,		- 37					
15%	3. Maintains files of	corresp	ondence, statistical rep	orts, men	noranda	and medica	il inquiri	es; X	eroxes (	opies			
	of all inquiries receive	ed and	routes to proper person	s; maintai	ins conti	roi on respo	mses iro	to Co	ntes, o	.ypes ffice			
			s; maintains controls on are received from supe										
	tickler exetems to mor	epons	ompletion of administra	ivisory ar. tive activ	ities inc	ilistiative si Hudina ner	arr. ivra formanci	e eval	s a vaire nations	for the			
	office staff; types all			tive activ.	11103, 1110	ordanig per		o o rai		101 1110			
	office starr, types and	<b>JU11011</b>											
10%	4. Receives and direc	ts visit	ors for Local Office Ad	lministrat	or or oth	her staff, so	reens te	ephor	ne calls	for			
			answers questions; mal				s for sup	ervisc	r, main	tains			
		, and we	महांगीमार्मिल्ड and पेट्रावह	s of rout	ine matt	ers.	UDE						
DIRECTOR OF C	MS SIGNATURE	IMMED	ATE SUPERVISOR SIGNAT	URE A	GENCY H	EAD SIGNAT	OME	e,	الأرار ا	ATE			
- Colle	12	1111	JUN 2 4 2013	11	in all		مراملات ا	7	167	$\Gamma I' \mid$			

16. (CONTINUE	D)				
% OF TIME	16. COMPLETE CURRENT AND ACCU	RATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)		
5%		eases/memoranda and updat	es assistance programs manuals, maintains and		
5%	6. Follows oral and written instruequipment to obtain data and con	-	and complex tasks, accesses automatic office utstanding activities.		
5%	7. Translates functions/procedure	es into Spanish for clients w	ho cannot speak or read English.		
5%	8. Performs other duties as assig enumerated above.	ned or required which are re	asonably within the scope of the duties		
conducting	I TITLE AND NUMBER OF IMMEDIAT and signing performance evaluations for the incumbent of this position.)	E SUPERVISOR (Responsible s; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting		
			WORKING TITLE (IF ANY)		
Public Service	e Administrator 37015-10-91-229	9-00-29	Local Office Administrator		
18. CHECK T	IE APPROPRIATE BOX IF THIS POS	ITION IS A:			
☐ SUPE	RVISOR OR LEAD WORKE	ER .			
ti			detailed duty statement(s) with a subordinate incumbents or authorized funded		
	Position Title	Position Number	No. of Incumbents or Funded Vacancies	<del></del>	
N/A					
				_	
				_	
				_	
PERFORM ABILITIES	MANCE OF THE WORK OF THIS POS	SITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"		
			secretarial/business college or completion of	_	
high school a	nd two years related office experie	ence or two years independe	nt business experience; requires extensive		
knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation and basic mathematics; requires the ability to follow oral and written instructions. Requires ability to type					
	on and basic mathematics; require 30 wpm. Requires ability to comr			3	
accuratory at	ov upina requires donny to com	minute effectively in Spain	ion at the contoquial teres.		

# CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

## POSITION DESCRIPTION

1. POSITION TITI	LE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITI	DN TITLE	2. POSI	TION NUI	MBER		
Existing Position					N.					
New/Revised Positi	an	-		-						
	cialist Option D		25	R	18	32224-10-79-160-12-25				
3. AGENCY		4. BUREAU/ DIVISION				5 EXMT CODE	6 WORK COUNTY	7 A/I AUTH	7 TIQUA 8	e OFFICE USE
Existing Position										}
New/Revised Positi	on						016	Y	R	•
	Human Services	Division of Mental Heal	tlı			5				
10. SECTION		11. UNIT		12. TRANSACTION 13 EFFECTIVE DATE CODE						
Existing Position							8/1/19			
New/Revised Positi	ion									
Chicago-Read	Mental Health Center	Medical Services – MOI	<u>)</u>			☐ MC0	21 ESTAB 22 EXEMP	T CODE		
14. WORK LOCA	TION	15. BARGAINING/TERM COD	E		Rutan Exempt		24 POSITIO 26 CLARII		IBER CHA	NGE:
Existing Position				27 ADDIT						
Chicago						☐ MD0	21 ABOLIS	SH		
New Revised Pesition Chicago, Cool	k County	N	☐ MC1	49 DOWN 50 LATER 58 UPWAI	AL REA	LLOCATIO	N			
% OF TIME	16. COMPLETE CURRENT A	ND ACCURATE STATEMEN	IT OF PO	SITIC	N ESS				CCCATIO	
· · · · · · · · · · · · · · · · · · ·	Under general direction, as								nge of	
	psychiatric/medical assessr									and
	treats patients on an assign	ed shift. Serves as a meml	er of th	e trea	itment i	team. A	nswers	calls:	for	
	emergencies. Performs and	writes psychiatric evalua	tions, E	valuai	tes, pre	pares a	nd atten	ds co	urt testii	mony.
	Communicates in Russian	to those individuals who d	lo not re	ad or	speak	English	1.			
	SPECIFICALLY:									
	or boarterabbr.									
30%	1. As a non-administrative	Illinois licensed Physician	ı, provid	des a	full ran	ge of p	sychiatr	ic/me	dical	
	assessments and treatments	to patients. As a primary	physici	an sp	ecializi	ing in P	sychiatr	y, pro	vides	
	comprehensive psychiatric									
	diagnosis and treats patient									
	patient as well as providing									
	therapy. Performs and writ	es psychiatric evaluations	and wri	ites pi	rogram	notes.	racilitat	es an	a provid	ies mant of
	guidance in the developme patients; evaluates to ensur	ni of treatment plans that	represer	n a co	madori ices pro	anve ap	proacu by the tr	estme	us ucan enitesm	mee!
	state and professional stand							cami	in team	meet
	state and professional state	ands, Evaluates, prepares	una uni	onas (	our (c	.5	,.			
30%	2. Makes periodic and dire	ct evaluation of patient's	general :	and p	sychiat	ric pro	gress an	d resp	onse to	
	treatment and documents s	ame in the medical record	, writes	physi	ician's	orders;	initiates	and	revises	
	prescribed medications and							errals	s. Answ	ers calls
	for emergencies, restraints.	, seclusions, injuries and r	nedicati	on fo	r curre	nt patie	nts.			
15%	3. Serves as a member of the	he treatment team and a tr	eatment	team	leader	coord	inates th	e dev	relonme	nt of
1370	patient treatment plans i.e.									
	recommendations.	, 10:1011 4114 47414411011 51	h		,		- C - F			
10%	4. Translates functions/pro	cedures into Russian for p	atients	and/o	r their	familie	s who ca	annot	speak o	r read
	English, including reading	_		ty-wi	de basi	S.				
		RECEIVE			- 1. 1 tm = -	S COLUMN	inor		7	NATE /
DIRECTOR OF C	MS SIGNATURE IMME	DIATE SUPERVISOR SIGNATI		~GEN(	,ı ⊓EAL	SIGNAT	IURE ~	× ~		

16. (CONTINUE							
% OF TIME 13. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued) 5% 4. Participates actively on medical staff committees, attends monthly medical staff meetings, all Department							
	of Human Services (DHS)		Center mandatory training and participates in all				
5%	5. Provides psychiatric gu	idance to non-psychiatric physician	ns, other clinicians and nursing staff.				
5%	6. Performs other duties a exumerated above.	s required or assigned which are re	asonably within the scope of the duties				
No. of the last of	accommon to the control of the contr						
A STATE OF THE STA							
			,				
conduct n	N TITLE AND NUMBER OF IM g and signing performance eva es for the incumbent of this pos	aluations; effectively recommending an	e for assigning and reviewing work, preparing, and imposing disciplinary action and adjusting				
			WORKING TITLE (IF ANY)				
Medical Ada	ministrator 1, Option D 26	401-10-79-160-10-01	Associate Medical Director				
18. CHECK T	HE APPROPRIATE BOX IF TH	IIS POSITION IS A:					
□ SUPE	RV SOR OR LEAD	WORKER					
NOTE: S	iup≘rvisory or lead worker re	sponsibilities <u>must</u> be described in	a detailed duty statement(s) with a				
ti	me percentage(s) allotted.	·	•				
headcour		rule, position number, and number or	subordinate incumbents or authorized funded				
	Position Title	Position Number	No. of incumbents or Funded Vacancies				
N/A							
	Mar.						
	N						
PERFOR ABILITIE	MANCE OF THE WORK OF THE SAND LICENSURE OR CERT	HIS POSITION. NOTE: SINCE THERE	FICATION NECESSARY FOR THE SUCCESSFUL E ARE NOW SEVERAL OPTIONS OF SKILLS AND ARDS, THE PHRASE "SAME AS SPECIFICATION"				
	LONGER BE USED.						
	te Russian at a colloquial sk		fication in psychiatry. Requires ability to speak,				

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## **POSITION DESCRIPTION**

	•						_	•	
1. POSITION	TITLE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSI	TION NU	MBER		
Existing Position									
<del></del>	· .								
New/Revised Position			١٠٠	DAT		20004	10.70.1	CO 10	. 25
Physician S 3. AGENCY	Specialist, Option D	4. BUREAU/DIVISION	25	RN	5. EXMT CODE	6. WORK	10-79-1	OU- L∠ R. AUDIT	9. OFFICE USE
Existing Position	<del></del>	4. BUREAU/DIVISION			CODE	COUNTY	AUTH.	IK NODIT	7. OTTEB 000
New/Revised Positi		Division of Mental H	ealth		5	016	Y	R	ļ.
	nt of Human Services		Cartin						EFFECTIVE DATE
10. SECTION		11. UNIT			12.1K.	ANSACTI	ON CODE	, 13.	7-1-09
Existing Position								-	9-1-08
New/Revised Positi	ead Mental Health Center	Medical Services -	MOD			☐ MA021 ESTABLISH ☐ MC022 EXEMPT CODE CHANGE			
14, WORK LOC		15. BARGAINING/TERM	-	ENERA	<del></del> □ Б	C024 PO	SITION NO ARIFY		
Existing Position	-				_   □ M	C027 AD	DITIONAL II DRK COUN		
					M	D021 AB	OLISH WNWARD		
New/Revised Positi	on	RC063		N	<b>□</b> M	C150 LA	TERAL RE WARD REA	ALLOCA	TION
Chicago				<u> </u>		C158 UP	WARD REA	LLOCA	- ION
% OF TIME	16. COMPLETE, CURRENT AND A	CCURATE STATEMENT OF POS	SITION ESS	ENTIAL FU	NCTIONS				
30%   30%   30%   15%	diagnostic tests; diagnoses and develops treatment plans; provides emergency psychiatric and medical services to all inpatients of the facility when working evening, night and weekend shifts. Personally speaks to referring physicians and agencies to obtain relevant clinical data.  2. Conducts and writes medical and psychiatric evaluations, orders medications and other treatments, makes decisions regarding discharge and referral of applicants, notes and signs restraint orders. Evaluates recipients for discharge and assists in developing discharge plans.  3. Provides psychiatric and medical leadership for clinical and non-clinical personnel.								
5%	with the general public, adve 5. Provides medical and psy weekend shifts.						ening, r	iight a	ind
5%	6. Participates in medical st Mental Health Center manda	aff committees and staff ratory training. Participate	neetings. s in cont	Participa inuing me	ites in a dical ed	ll DHS lucation	and Chi activiti	cago-l es.	Read
5%	7. Performs other duties as enumerated above.	required or assigned which	h are reas	sonably w	ithin the	e scope	of the d	uties	
	1.1.	CENTRAL MGMT SERVICE BURFAU OF PERSONNEL					:-		
	SECMS SIGNATURE	OCT 2 7 2008	GNATURE	AG ()	DUUL	H. A	ature 10um	01	0,723,08
CMS-104 (1	Rev. 10/94) 1L 401-0794	TECHNICAL SERVICE	res	,	Ω	•		M	M)

16. (CONTINUED)	
% OF TIME	<del></del>
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17 DOCUTION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigni	ng and reviewing work preparing conducting and
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning performance evaluations; effectively recommending and imposing disciplinary action as	nd adjusting grievances for the incumbent of this
position).	
	WORKING TITLE (IF ANY)
Medical Administrator I, Option D 26401-10-79-160-10-01	Associate Medical 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	luty statement(s) with a time
percentage(s) allotted.	
	<del></del>
If a box was checked above, list position title, position number, and number of subordinate in	cumbents or authorized funded head count:
If a box was checked above, list position title, position number, and number of subordinate in	
If a box was checked above, list position title, position number, and number of subordinate in  Position Title  Position Number	No. of Incumbents or Funded Vacancies
	No. of Incumbents or
Position Title Position Number  19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION	No. of Incumbents or Funded Vacancies  No. of Incumbents or Funded Vacancies
Position Title Position Number  19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NO	No. of Incumbents or Funded Vacancies  No. of Incumbents or Funded Vacancies
Position Title Position Number  19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOTE: ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, TO STANDARDS.	No. of Incumbents or Funded Vacancies  No. of Incumbents or Funded Vacancies
Position Title  Position Number  Position Number  Position Number  Position Number  Position Number  Performance of the Work of this position. Note: since there are noted abilities and licensure or certification identified on standards, the cannolonger be used.	No. of Incumbents or Funded Vacancies  N NECESSARY FOR THE SUCCESSFUL OW SEVERAL OPTIONS OF SKILLS AND THE PHRASE "SAME AS SPECIFICATION"
Position Title  Position Number  19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOTE ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, TO CAN NO LONGER BE USED.  Requires an Illinois license to practice medicine and American Board Certification.	No. of Incumbents or Funded Vacancies  N NECESSARY FOR THE SUCCESSFUL OW SEVERAL OPTIONS OF SKILLS AND THE PHRASE "SAME AS SPECIFICATION"
Position Title  Position Number  Position Number  Position Number  Position Number  Position Number  Performance of the Work of this position. Note: since there are noted abilities and licensure or certification identified on standards, the cannolonger be used.	No. of Incumbents or Funded Vacancies  N NECESSARY FOR THE SUCCESSFUL OW SEVERAL OPTIONS OF SKILLS AND THE PHRASE "SAME AS SPECIFICATION"
Position Title  Position Number  19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOTE ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, TO CAN NO LONGER BE USED.  Requires an Illinois license to practice medicine and American Board Certification.	No. of Incumbents or Funded Vacancies  N NECESSARY FOR THE SUCCESSFUL OW SEVERAL OPTIONS OF SKILLS AND THE PHRASE "SAME AS SPECIFICATION"
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Position Title  Position Number  19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOTE ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, TO CAN NO LONGER BE USED.  Requires an Illinois license to practice medicine and American Board Certification.	No. of Incumbents or Funded Vacancies  N NECESSARY FOR THE SUCCESSFUL OW SEVERAL OPTIONS OF SKILLS AND THE PHRASE "SAME AS SPECIFICATION"
Position Title  Position Number  19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOTE ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, TO CAN NO LONGER BE USED.  Requires an Illinois license to practice medicine and American Board Certification.	No. of Incumbents or Funded Vacancies  No. of Incumbents or Funded Vacancies
Position Title  Position Number  19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOTE ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, TO CAN NO LONGER BE USED.  Requires an Illinois license to practice medicine and American Board Certification.	No. of Incumbents or Funded Vacancies  No. of Incumbents or Funded Vacancies
Position Title  Position Number  19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOTE ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, TO CAN NO LONGER BE USED.  Requires an Illinois license to practice medicine and American Board Certification.	No. of Incumbents or Funded Vacancies  N NECESSARY FOR THE SUCCESSFUL OW SEVERAL OPTIONS OF SKILLS AND THE PHRASE "SAME AS SPECIFICATION"

1. POSITION	N TITLE	W	ORKING TITLE (IF ANY)  BILINGUAL POSITION TITLE OPTION CODE 2. POSITION NUMBER					IUMBER			
EXISTING PO	SITION										
NEW/REVISE	POSITION										
Psychologi	st I		T.				ИС	35611-10-73-061-13-22		061-13-22	
3. AGENCY			4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUD	IT	9. OFFICE USE	
EXISTING PO	SITION										
NEW/REVISE	D POSITION		Division of Dovolonmental								
Departmen Services	t of Human		Division of Developmental Disabilities			0	052	2 F			
10. SECTION			11. UNIT				12. TRANS	ACTION		13. DA	EFFECTIVE TE
EXISTING PO	SITION						☐ MA021	ESTABL	ISH		12/1/2022
NEW/DEV/OF	2 POOITION						☐ MA022 I				
NEW/REVISE							☐ MC024	POSITION NUMBER CHANGE			
Mabley De Center	velopmental		Psychology Services				⊠ MC026	CLARIFY			
14. WORK LOCATION						☐ MC027 ADDITIONAL IDENTICAL CHANGE					
EXISTING PO	CITION						☐ MC028 WORK COUNTY CHANGE				
EXISTING PO	SITION						☐ MD021 ABOLISH				
NEW/REVISE	) POSITION						☐ MC149 DOWNWARD REALLOCATION				
Dixon/Lee			DCCC				☐ MC150 LATERAL REALLOCATION				
% OF	•		RC063			<u> </u>	☐ MC158 UPWARD REALLOCATION				
TIME			RRENT AND ACCURATE S								
30%			fessional psychological se ructing staff on implemen								
	of individu		•	ilalion	or pro	Jyranis	anu uala	COIIECII	ori ai	iu i	nterpretation
		•	ucts and interprets psycho	ologica	al test	ing and	assessm	ents.			
			its test/assessment docur	ments	and p	orogress	s notes to	Lead F	Psych	nolo	gist for
			n and consultation.  les information for the ind  les information for	ividua	le dia	anosis					
			les crises intervention to i			9110313.					
			cally restrains individuals								
25%			nember of the Interdiscipl	•		s by co	nveying ir	ndividu	al pro	gre	ess
			the Team for assigned ir mmends the design and r			hilitatio	n nlane ar	nd heh:	avior	inte	arvention
			ams.	CVICW	OI IIC	ioiiitatioi	n plans ai	ia benie	avioi	II ICC	or v Crition
	• Mo	onit	ors compliance with certif	ficatio	n and	accred	itation sta	ndards	in th	ер	rovision of
20%			ological services.	h indiv	idual	e provid	dae cours	edina 4	trains	dir	act care staff
<ol> <li>Implements behavior programming with individuals, provides counseling, trains direct care standard in the provision of behavior programs.</li> </ol>					COL CALE SIAIT						

% OF TIME	16.	COMPLETE CURR	RENT AND ACCURATE STATE	MENT OF P	POSITION ESSENTIAL FUNCTIONS		
	<ul> <li>Utilizes behavior analysis and modification for developing BIP.</li> <li>Audits the provision of behavior programs in accord with established programs.</li> <li>Participates on the Behavior Intervention Committee (BIC) and presents relevant information and recommendations related to BIP's.</li> <li>Travels in performance of job duties.</li> </ul>						
10%							
10%	5.						
5%	6.			d which are	e reasonably within the scope of the		
preparing, o	condu	cting and signing p			for assigning and reviewing work, ending and imposing disciplinary action and		
					WORKING TITLE (IF ANY)		
Public Ser	vice.	Administrator	37015-10-73-060-00-22		Clinical Director		
18. CHECK	THE	APPROPRIATE B	OX IF THIS POSITION IS A:				
☐ Supervis	sor	☐ Lead Worker					
NOTE: Su	NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time						

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

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

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

## Minimum Qualifications

- Requires a master's degree in psychology from a recognized college or university supplemented by two years' professional experience in psychology or satisfactory completion of the psychologist associate program.
- 2. Requires ability to communicate through manual communication at a novice skill level. \*This class is included as an Upward Mobility Program credential title.

## 20. CONDITIONS OF EMPLOYMENT

- 1. Requires visual acuity and hearing levels to conduct counseling sessions and evaluations.
- 2. Requires ability to write clear and cohesive summaries of counseling sessions.
- 3. Requires physical ability to access various work sites throughout the Center and to attend meetings and confer with individuals and other professional staff.
- 4. Requires ability to work after business hours, weekends, and holidays.
- 5. Requires ability to physically restrain individuals as necessary to prevent injury to individual or others.
- 6. Requires ability to utilize office equipment, including personal computers.
- 7. Requires ability to travel.
- 21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.

The Division of Developmental Disabilities is seeking to hire a Psychologist I for the Mabley Developmental Center located in Dixon, Illinois to perform professional psychological services to individuals including assessment program planning, instructing staff on implementation of programs and data collection and interpretation of individual progress. Serves as a member of the Interdisciplinary Treatment Team. Utilizes behavior analysis and modification for developing Behavior Intervention Programs (BIP). Utilizes manual communication skills with individuals who are deaf and hard of hearing in the performance of daily duties.

## 22. ABOUT THE AGENCY/BUREAU/PROGRAM

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
arthory Pascente by Jayne Birtard		Congraini Servano	12/19/22
12/23/22			



# CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

## POSITION DESCRIPTION

1. POSITION TIT	LE	WORKING TITL	E (IF ANY)	BILINGUAL CODE	POSITION TITL OPTION CODE	2. POS	UN NOITI	MBER		
Existing Position		. 112 411								
New/Revised Position Public Aid El	igibility Assistant			29	SS	35825	5-10-92-0	097-0	0-29	
3. AGENCY	igiointy 115515tain	4. BUREAU/	DIVISION	1		5. EXMT CODE	6, WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position		· · · · · · · · · · · · · · · · · · ·				CODE	071	AUIM		USE
New/Revised Position									_	
	f Human Services	Family an	d Community	y Service	es	0	089	2	R	
10. SECTION		11. UNIT				12. TRAN CODE	SACTION	1	3. EFFECTIV	E DATE
Existing Position								1	2/16/20	)
New/Revised Position		T . 1				<b>-</b>				
Region 2		Intake					21 ESTAB 22 EXEMP		E CHANGE	Ē
14. WORK LOCA	TION	15 BARGAII	NING/TERM CC	DDF	Rutan Exemp		24 POSIT		MBER CHA	ANGE
Existing Position		10. 5/ 1/ (2/ 11)	111101121111100		<u> </u>	☐ MCC	27 ADDIT	ONAL	IDENTICAL	. CHANGE
						⊠ MC0	28 WORK 21 ABOLI	COUN SH	TY CHANG	:Ε .
New/Revised Position		RC028			N		49 DOWN 50 LATER			
	ffice, Stephenson Coun	ity į				I ☐ MC1	58 UPWA	RD REA		
% OF TIME	16. COMPLETE CURRE									
	No change in duties o	r responsibilities a	is previously	describe	u, change	in work (	county of	my.		
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					BY:		<del></del>	-		
DIRECTOR OF C	MS SIGNATURE	IMMEDIATE SUPERV	/ISOR SIGNATI	JRE A	GENCY HEA	D SIGNAT	URE		D.	ATE
	1.0.				PANA	CL B	HU	27	12/	22/20
	fanul force					as Jayre	DUT TO	<b>¥</b> 19	12/.	LEJEU

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16. (CONTINUED)	
% OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, prepari	ıg,
conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting	grievances
for the incumbent of this position.)	
WORKING TITLE (IF ANY)	
Human Services Casework Manager 19788-10-92-097-00-01 Local Office Administrator	
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:	
10. ONE SKYTTE ALL HOLTHANDE BOX II THIOT CONTOX IO X.	
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 funde	d
headcount:	
Position Title Position Number No. of Incumbents or Funded	√acancies
N/A	
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCE	
PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKI	
ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICAN NO LONGER BE USED.	JATION
Requires knowledge, skill and mental development equivalent to completion of high school and requires one year	of alamiaal
	оя степсат
supportive experience in the Department of Human Services or equivalent training and experience. Requires abili	
supportive experience in the Department of Human Services or equivalent training and experience. Requires abili	
supportive experience in the Department of Human Services or equivalent training and experience. Requires abili	

1. POSITION TITLE W			ORKING TITLE (IF ANY)	BILING			ION TITLE ON CODE	2. PO	SITION	I NU	MBER	
EXISTING POS	SITION											
NEW/REVISED POSITION												
	nvestigator		29			SS		35870-10-97-888-21-29				
3. AGENCY			4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9	). OFFICE USE	
EXISTING POS	SITION											
NEW/REVISED	POSITION											
Departmen Services	t of Human		Family and Community	/ Servi	ces	0	016	2	R			
10. SECTIO	N		11. UNIT				12. TRANS	ACTION		3. EI ATE	FFECTIVE	
EXISTING POS	SITION						☐ MA021 ESTABLISH	1			10/1/21	
							☐ MA022 E	XEMPT	CODE	CHA	NGE	
NEW/REVISED				□ MC02					MC024 POSITION NUMBER CHANGE			
Statewide F Administrat	Program Initiative or	<b>,</b>	SNAP Fraud Unit				☑ MC026 CLARIFY					
14. WORK L	OCATION					ΓΑΝ EMPT	☐ MC027 ADDITIONAL IDENTICAL CHANGE☐ MC028 WORK COUNTY CHANGE					
EXISTING POS	SITION						☐ MD021 ABOLISH ☐ MC149 DOWNWARD REALLOCATION					
NEW/REVISED	POSITION						☐ MC150 LATERAL REALLOCATION					
Chicago/Co	ook County		RC062			N	☐ MC158 UPWARD REALLOCATION					
% OF TIME	16. COMPLETE (	CUF	RRENT AND ACCURATE	STATE	MEN <sup>-</sup>	T OF PO	DSITION ES	SSENTI	AL FU	NCT	TONS	
	No change	in c	duties or responsibilities	as pre	vious	sly des	cribed, cha	ange in	super	visc	r only.	

work, preparing, conducting and	BER IMMEDIATE SUPERVISOR (Re signing performance evaluations; effe grievances for the incumbent of this p	
		WORKING TITLE (IF ANY)
Public Service Administrator 370	15-10-97-888-21-30	
18. CHECK THE APPROPRIATE	BOX IF THIS POSITION IS A:	
☐ Supervisor ☐ Lead Worker		
	as checked above, list position title, p	n a detailed duty statement(s) with a time osition number, and number of
Position Title	Position Number	No. of Incumbents or Funded Vacancies
THE SUCCESSFUL PERFORMA SEVERAL OPTIONS OF SKILLS	ANCE OF THE WORK OF THIS POS	OR CERTIFICATION NECESSARY FOR ITION. NOTE: SINCE THERE ARE NOW OR CERTIFICATION IDENTIFIED ON LONGER BE USED.
Minimum Qualifications		
Or <sup>·</sup>		prcement, criminal justice or related fields.
field, and four years of excriminal investigations, li	xperience in investigative work such a	orker's compensation investigations, etc.,

## Knowledge, Skills, and Abilities

1.

## 20. CONDITIONS OF EMPLOYMENT

- 1. Requires ability to travel statewide to conduct investigations.
- 2. Requires possession of a valid driver's license and must have a personal vehicle available at his/her disposal.
- 3. Must not have been convicted of a felony or Class A misdemeanor.

3. Requires ability to speak, read and write in Spanish at a colloquial skill level.

- 4. Requires the ability to work a flexible work schedule
- 21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.

Under direction, conducts complex thorough overt and covert field investigations; conducts field visits in order to interview and obtain statements from various parties, including but not limited to clients, former clients, vendors, providers, neighbors, employers, relatives, etc.; coordinates and participates in cooperative investigative and/or prosecutorial efforts with State's Attorneys and other federal and state law enforcement agencies; provides guidance and/or assistance to investigative staff in trainee status; testifies in civil and criminal proceedings; travels statewide to conduct investigations. Communicates in Spanish to those individuals who do not read or speak English.

## 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
Sand tode by Make Daws		Mary B. Hym	10/6/21
10/20/2021		by payri Bernauls	

AM

1. POSITIO		WORKING TITLE (IF ANY)	BILINGUAL CODE		TION TITLE ION CODE	2. PO	SITION 1	NUMBER
				!		35892	2-10-97-	-561-14-29
NEW/REVISE PA Quality Reviewer		·	29	- <b>4</b> -	SS			-561-20-29
3. AGENCY	The second secon	4. BUREAU/DIVISION		5. EXMT	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING PO	SITION	radial Alba Edizonto describe es es este catal for the militar databat	- Tel ballock Hollecher III and	CODE	and the same of th			1
NEW/REVISE		Family and Community	Carriaga		016	2	R	· · · · · · · · · · · · · · · · · · ·
Services	nt of Human	Family and Community	Services	0	BOOK BARANSA MARANSA AND AND AND AND AND AND AND AND AND AN			NAMES OF TAX I SHARE WELL OF THE SAME SHARE OF THESE SAME SHARE
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EXISTING PO	SITION				☐ MA021 ESTABLISH	4	j	3/16/21
		Quality Assurance			☐ MA022 B	EXEMPT	CODE C	HANGE
NEW/REVISE	SNAP Integrity	Cook County Quality C Unit	ontrol Rev	iew	MC024 F  ☑ MC026 €			ER CHANGE
14. WORK	LOCATION	15. BARGAINING/TERM CODE		TAN EMPT	☐ MC027 A			NTICAL CHANGE
EXISTING PO	SÌTIOÑ	A. A. V. Sain C. C. Communication and converse all products. (Mathematical Mathematical Mathematical Mathematical Conference on the Conference of Conference on Conference	. white - a manufacture of the control of the contr	te men mentil 100 100 100 100 100 100 100 100 100 10	☐ MD021 A	ABOLISH	1	
NEW/REVISE	DOCUTION TO THE TOTAL				☐ MC149 [	OWNW	ARD REA	ALLOCATION
NEWARENISE	Coox	RC062		N	☐ MC150 L ☐ MC158 L			
% OF TIME	16. COMPLETE (	CURRENT AND ACCURATE S	STATEMEN	T OF P	OSITION ES	SSENTI	AL FUN	CTIONS
25%	assigned go regulations manageme • Trav	omprehensive, detailed, ana eographical location to deter, and DHS procedures designt, and to reduce expenditurels statewide to DHS Famil ormance of duties, including	rmine com gned to impres and av y and Con	pliance prove proid qua nmunity	with Fede rogram acality control	ral SN/ cess ar errors	AP regu nd opera	lations, State ations
20%	2. Conducts in	nterviews with public assista	nce recipie	ents, re	sponsible	relative	S.	
	: prov	tes collateral contacts, investided by public assistance retacts local office staff.		d verifi	es informat	ion and	d/or stat	ements
20%		arrative reports on case revi the Bureau and/or U.S. De		of Agric	ulture.		_	ograms for
for an account of the contract	<u> </u>					<b>///</b>  =		

	% OF TIME	16.	COMPLETE CURF	RENT AND ACC	CURATE STATE	MENT O	F POSITION ESSENTIAL F	UNCTIONS
*			<ul> <li>Reviews prone ca</li> </ul>		tify characteris	tics for th	ne purpose of developing	profiles of error-
	10%	4.					viduals who cannot read, , customers and commun	
1	10%	5.	Reviews, studie	s and applies I	ederal and S	tate polic	ies, procedures and regul blic assistance programs	ations, as well
	10%	6.					osed procedures, method permanent implementation	
	5%	7.	Performs other of duties enumerated	•	red or assigne	d which	are reasonably within the	scope of the
							sponsible for assigning a	
							ectively recommending an	d imposing
	aiscipiinary	acti	on and adjusting	grievances for	rue incrimpeu	t or this p	WORKING TITLE (IF	'ANY)
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•			□ Lead Worker		Security of the security of th	***************************************	· · · · · · · · · · · · · · · · · · ·	<del>.</del>
	percentage	(s) a		as checked ab	ove, list positi		in a detailed duty stateme position number, and num	
1000	P	ositio	on Title	Pos	ition Number		No. of Incumbents or Fu	unded Vacancies
	./ A.com <del>www.200</del> 0				2' 10 1 C Shows would'the	1.30 Blots student streets	**************************************	Control Contro
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			es knowledge, ski work in one of the			quivalent	t to completion of four yea	irs of college with
			es two years of pr			ework or	related area.	
	3. Re	quire	es the ability to sp	eak, read and	write Spanish	at a coll	oquial skill level.	
ĺ			lls, and Abilities					
							ssistance Program.	ND.
į			s extensive knowl				d programs including SNA ocedures.	<b>υ</b> .
			s extensive knowl					
:							e with established criteria	l.

- 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.
  - 6. Requires ability to present and prepare clear, concise and accurate reports using Microsoft Office Suites and to interpret review findings and agency policies effectively in writing. Requires ability to establish and maintain satisfactory working relationships with other staff and the general public. Requires the ability to travel statewide, including overnight stays. Requires a valid Illinois driver's license.
  - 7. Requires ability to establish and maintain satisfactory working relationships with other staff and the general public.

#### 20. CONDITIONS OF EMPLOYMENT

- 1. Requires the ability to travel statewide, including overnight stays.
- 2. Requires a valid Illinois driver's license.

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

Under direction, performs comprehensive, detailed, analytical and investigative case record reviews on State and Federal assistance cases for the Bureau. Conducts case reviews within an assigned geographical location, for compliance with Federal Supplemental Nutrition Assistance Program (SNAP) regulations, State regulations and Department of Human Services (DHS) rules, policies and procedures. Conducts interviews with public assistance recipients, responsible relatives and staff to verify information. Travels statewide in the performance of duties, including overnight stays. Communicates in Spanish to those individuals who do not read, write or speak English.

## 22. ABOUT THE AGENCY/BUREAU/PROGRAM

IDHS' serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS

IMMEDIATE SUPERVISOR

AGENCY HEAD

DATE

**SIGNATURE** 

**SIGNATURE** 

**SIGNATURE** 

4/12/21

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mD 4-19-2021

1. POSITION	N TITLE	WORKING	TITLE (IF ANY)	BILING			ION TITLE ON CODE	2. PO	SITION 1	NUMBER
EXISTING PO	SITION									
NEW/REVISED Public Service Administration	/ice	Assistant Administra	Local Office ator	29			SS6	3701	5-10-91-	401-10-29
3. AGENCY		4. BUR	EAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING PO	SITION									
NEW/REVISE	POSITION									
Departmen Services	t of Human	Family	& Community S	ervice	S	0	016	1	R	
10. SECTION	N	11. UN	П				12. TRANS	ACTION	13. DA	EFFECTIVE TE
EXISTING PO	SITION						☐ MA021 I	ESTABL		01/16/23
							☐ MA022 E	EXEMPT	CODEC	HANGE
NEW/REVISE	D POSITION						☐ MC024 I	POSITIO	N NUMB	ER CHANGE
Region 1 N	lorth	Admin	Administration				MC026 CLARIFY			
14. WORK L	LOCATION	15. BAI CODE	15. BARGAINING/TERM RUTA		MPT	☐ MC027 ADDITIONAL IDENTICAL CHANGE ☐ MC028 WORK COUNTY CHANGE				
EXISTING PO	SITION						☐ MD021 ABOLISH			
							☐ MC149 DOWNWARD REALLOCATION			
NEW/REVISE	POSITION	0.000	0000				☐ MC150 LATERAL REALLOCATION			
Ogden Off	ice/Cook County	/ GB063	GB063 N				☐ MC158 UPWARD REALLOCATION			
% OF TIME	16. COMPLETE	CURRENT /	AND ACCURATE S	STATE	MENT	OF PO	SITION ES	SENTI	AL FUNC	CTIONS
			duties or responsibilities as previously described, change in supervisor only.  BER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work,							
preparing, c		ning perform	ance evaluations;							
							WORKIN			
Public Serv	vice Administrato	or 37015-10	-91-401-00-01				Family & Center Ac			esource
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:										
⊠ Supervisor □ Lead Worker										
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) percentage(s) allotted. If a box was checked above, list position title, position number, and number o subordinate incumbents or authorized funded headcount.										
	Position Title		Position N	Numbe	r	1	No. of Incu	mbents	or Funde	ed Vacancies
Human Se	rvices Casework	Manager	19788-10-91-40	1-15-2	29	1				

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Human Services Casework Manager	19788-10-91-401-21-29	1
Human Services Casework Manager	19788-10-91-401-22-29	1
Human Services Casework Manager	19788-10-91-401-23-01	1

## Minimum Qualifications

- 1. Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in a social or human services field.
- 2. Requires prior experience equivalent to three years progressively responsible administrative experience in a health or human services organization.
- 3. Requires ability to speak, read and write Spanish at a colloquial skill level.

## Preferred Qualifications (In Order of Significance)

1. N/A

## 20. CONDITIONS OF EMPLOYMENT

1. N/A

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

Under administrative direction, performs highly responsible administrative duties as assistant to the Local Office Administrator; supervises subordinate supervisory staff engaged in Income Maintenance, Intake and/or professional operations. Serves as liaison to other State and Local government agencies; provides leadership and administrative direction to other administrative staff. Communicates in Spanish to those individuals who do not read or speak English.

## 22. ABOUT THE AGENCY/BUREAU/PROGRAM

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
Rawen Belaughn 2/3/23		College B. Hom	1/30/23

## **POSITION DESCRIPTION**

Division of Rehabilitation Services   Division of Reference   Division of Rehabilitation Services   Division of Rehabilitation Services   Division of Rehabilitation Services   Division of Rehabilitation Services   Division No Change   Division of Rehabilitation Services   Division No Change   Division No Ch						_					
Secretation   Worker I   20 MC   38001-10-43-220-52-20	I. POSITION	TITLE	WORKING TITLE (IF ANY)	BILINGUAL CODE	OPTION TITLE	2. POSITION NUMBER					
Recreation Worker I  3 AGENCY  4. BUREAU/DIVISION  5. BORK  6. NORTH AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS  1. Under general supervision, coordinates a comprehensive recreation program for student residing in the junior high, as well as older students to include a survive of base activities, outdoor experiences and activities, off-campus experiences and activities, and co-ed activities to enhance the after-school hours.  35%  1. Develops a comprehensive recreation program for student residing in the junior high, as well as older students to include a survive of base arts and crafts activities, outdoor experiences and activities, off-campus experiences and activities, off-campus experiences and activities, and co-ed activities to enhance the after-school hours.  35%  1. Develops a comprehensive recreation supplies for arts and crafts program. Orders food items for the Junior High Teen Center for evening social activities to enhance the after-school hours.  35%  1. Develops a comprehensive recreation supplies for arts and crafts program. Orders food items for the Junior High Teen Center snack bar, maintains financial records of monies taken in through sale of food items and the user of video games.  10%  3. SPECIFICALLY:  4. MORE IDEA TO SPECIFICAL SPE							38001-10-43-220-52-20				
AGENCY   4. BUREAUDIVISION   Page   AGENCY   AUDIT				20 146		2001 10 42 210 82 20					
Department of Human Services  Division of Rehabilitation Services  0 069 Y R    Department of Human Services   Division of Rehabilitation Services   Division of Recreation   Divisio			4 BUREAU/DIVISION			5. EXMT					
Department of Human Services    Division of Rehabilitation Services   Division of Rehabilitation Services   Division of Rehabilitation Services   Division of Rehabilitation Services   Division of Rehabilitation Services   Division of Rehabilitation   Division of Rehabilitation   Division of Research   Division of Recreation   Division of Recrea			4. BORENO/DIVIDION			CODE	COSNII	AUTH.		1	
Department of Human Services    Division of Rehabilitation Services   Division of Rehabilitation Services   Division of Rehabilitation Services   Division of Rehabilitation Services   Division of Rehabilitation Services   Division of Rehabilitation   Division of Rehabilitation   Division of Research   Division of Recreation   Division of Recrea							ļ				
Section   Student Life / K-8 Dorm / Recreation   Student Life / High School Student   Student Recreation   Student			Division of Rehabilitat	Division of Rehabilitation Services		0	069	Y	R		
Student Life / K-8 Dorm / Recreation   Student Life / High School Dorm / Recreation   Student School Sc				<u>,                                     </u>			<u> </u>	<u> </u>	13	. EFFECTIVE DATE	
Student Life / High School Dorm/   Recreation   Recreat							12.7Adi.vo/te7fe/v co22				
Illinois School for the Deaf   Recreation	Existing ( conton		Student Bite / R & B	Student Elle / K-6 Dolli / Recreation						11/16/09	
15. BARGAINING/TERM   CALABIFY   MC027   MC0	New/Revised Posit Illinois Sc	tion thool for the Deaf	Student Life / High S Recreation	Student Life / High School Dorm/ Recreation							
NewReducted Position   NewReducted Position   RC062   N   MODEL   MO		OCATION	15. BARGAINING/TERM	15. BARGAINING/TERM 副協格		<b> </b> M	IC026 CL	ARIFY			
Now   Maintains a clean and safe recreation activities schedule through the recreation department. Ensures activity schedules are followed and activities are undertaken with regard to the health and safety of the students.    Now   Now   Maintains a lean and safe recreation activity center.   Maintains all recreation equipment repair.   Maintains all recreation programs.   Maintains all recreation programs all programs.   Maintains all recreation programs.   Maintains all recreation programs.   Maintains all recreation programs.   Maintains all programs.   Ma	Existing Position						C028 WC	28 WORK COUNTY CHANGE			
Jacksonville	New/Revised Posit	tion .					C149 DO	WNWARD			
Under general supervision, coordinates a comprehensive recreation program for junior high school students the Illinois School for the Deaf. Utilizes sign language in daily performance of duties.  SPECIFICALLY:  1. Develops a comprehensive recreation program for student residing in the junior high, as well as older students to include a survey of basic arts and crafts activities, outdoor experiences and activities, off-campus experiences and activities, and co-ed activities for the development of social skills. Maintains a Junior High Teen Center for evening social activities to enhance the after-school hours.  2. Prepares requisitions and orders recreations supplies for arts and crafts program. Orders food items for the Junior High Teen Center snack bar; maintains financial records of monies taken in through sale of food item and the use of video games.  3. Supervises and schedules college workers assigned to assist with the recreation programs. Assists co-workers in supervising activities schedule through the recreation department. Ensures activity schedules are followed and activities are undertaken with regard to the health and safety of the students.  4. Maintains a clean and safe recreation activity center. Maintains all recreation equipment assigned to the Junior High Teen Center; ensures equipment is in working order; arranges for equipment repair. Makes recommendations for purchases of new or replacement equipment.  5. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.	Jacksonville			_		. [□ м					
the Illinois School for the Deaf. Utilizes sign language in daily performance of duties.  SPECIFICALLY:  1. Develops a comprehensive recreation program for student residing in the junior high, as well as older students to include a survey of basic arts and crafts activities, outdoor experiences and activities, off-campus experiences and activities, and co-ed activities for the development of social skills. Maintains a Junior High Teen Center for evening social activities to enhance the after-school hours.  2. Prepares requisitions and orders recreations supplies for arts and crafts program. Orders food items for the Junior High Teen Center snack bar; maintains financial records of monies taken in through sale of food item and the use of video games.  3. Supervises and schedules college workers assigned to assist with the recreation programs. Assists co-workers in supervising activities schedule through the recreation department. Ensures activity schedules are followed and activities are undertaken with regard to the health and safety of the students.  4. Maintains a clean and safe recreation activity center. Maintains all recreation equipment assigned to the Junior High Teen Center; ensures equipment is in working order; arranges for equipment repair. Makes recommendations for purchases of new or replacement equipment.  5. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.	% OF TIME										
Director of the production of	35% 10% 10%	the Illinois School for the Deaf. Utilizes sign language in daily performance of duties.  SPECIFICALLY:  1. Develops a comprehensive recreation program for student residing in the junior high, as well as older students to include a survey of basic arts and crafts activities, outdoor experiences and activities, off-campus experiences and activities, and co-ed activities for the development of social skills. Maintains a Junior High Teen Center for evening social activities to enhance the after-school hours.  2. Prepares requisitions and orders recreations supplies for arts and crafts program. Orders food items for the Junior High Teen Center snack bar; maintains financial records of monies taken in through sale of food items and the use of video games.  3. Supervises and schedules college workers assigned to assist with the recreation programs. Assists co-workers in supervising activities schedule through the recreation department. Ensures activity schedules are followed and activities are undertaken with regard to the health and safety of the students.  4. Maintains a clean and safe recreation activity center. Maintains all recreation equipment assigned to the Junior High Teen Center; ensures equipment is in working order; arranges for equipment repair. Makes recommendations for purchases of new or replacement equipment.  5. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated									
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TECHNICAL STRUCES POSTED 11-10-09

16. (CONTINUED)							
% OF TIME							
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<ol> <li>POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning signing performance evaluations; effectively recommending and imposing disciplinary action an position).</li> </ol>	g and reviewing work, preparing, conducting and dadjusting grievances for the incumbent of this						
	WORKING TITLE (IF ANY)						
Residential Services Supervisor 38280-10-43-210-80-20							
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:							
SUPERVISOR OR LEAD WORKER							
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed depercentage(s) allotted.	uty statement(s) with a time						
If a box was checked above, list position title, position number, and number of subordinate inc	umbents or authorized funded head count:						
in a box was cheeked above, list position title, position number, and number of subordinate me							
Position Title Position Number	No. of Incumbents or Funded Vacancies						
·							
<del></del>							
19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NO ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE CAN NO LONGER BE USED.	W SEVERAL OPTIONS OF SKILLS AND						
Requires knowledge, skill and mental development equivalent to completion of four years college, with a bachelor's							
degree in recreation, group work or recreational therapy. Requires the ability to communicate effectively in sign							
language.							
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1. POSITION TITLE	WORKING TITLE (IF ANY)	BILINGUAL CODE		POSITION TITLE OPTION CODE		2. POSITION NUMBER			
EXISTING POSITION									
NEW/REVISED POSITION						0040440040400400			
Registered Nurse I		29	<u> </u>	SS	38131-10-81-210-21-89		-210-21-09		
3. AGENCY	4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE		
EXISTING POSITION									
NEW/REVISED POSITION									
Department of Human Services	Division of Mental Heal	Division of Mental Health		045	2	R			
10. SECTION	11. UNIT	11. UNIT		12. TRANSACTION 13. EFFECT CODE DATE					
EXISTING POSITION				☐ MA021 ESTABLISH 12/16/2021					
				☐ MA022 EXEMPT CODE CHANGE					
NEW/REVISED POSITION				☐ MC024 POSITION NUMBER CHANGE					
Elgin Mental Health Center	Forensic Treatment Pro	Forensic Treatment Program		MC026 CLARIFY					
14. WORK LOCATION	15. BARGAINING/TERM CODE			☐ MC027 ADDITIONAL IDENTICAL CHANGE ☐ MC028 WORK COUNTY CHANGE					
EXISTING POSITION				☐ MD021 ABOLISH					
				☐ MC149 DOWNWARD REALLOCATION					
NEW/REVISED POSITION	RC023	BC023		☐ MC150 LATERAL REALLOCATION					
Elgin/Kane County				N					
IIME	CURRENT AND ACCURATE								
25% 1. Utilizing th	e nursing process, provides	profession	nal nursi	ng care to	menta	ılly ill pa	tients on a		
living unit.	ans and provides the develo	nment and	l deliver	v of nursir	na care	for patie	ents receivina		
	alth care services.	prinerit and	deliver	y or maron	ig oaio	ioi pau	5111 <b>5</b> 1 5 5 5 1 1 1 1 1		
<ul> <li>Completes nursing assessments/reassessments.</li> </ul>									
Identifies health care problems and develops outcome strategies based upon nursing  diagnosis									
diagnosis.  As a member of the interdisciplinary treatment team assists in the development and									
clinical delivery of prescribed therapy by staff.									
<ul> <li>Monitors and documents in a prescribed manner therapeutic effects of medications.</li> <li>Completes clinical nursing records to provide required documentation of nursing care.</li> </ul>									
<ul> <li>Conducts and clinically directs staff in patient teaching and discharge planning.</li> </ul>									
<ul> <li>Meets with patients, family, significant others, etc., to discuss various aspects of the patient's medical history, treatment plan and progress.</li> </ul>									
pa • Pr	tient's medical history, treat ovides training to patient ar	tment plan nd/or family	and pro	gress. apeutic ar	nd livina	skills r	eeded for		
Su	successful transition into the community.								

% OF IME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
20%	<ul> <li>2. Provides guidance to lower level staff for adherence to treatment plans and compliance with applicable operational policies and procedures, current professional standards of psychiatric mental health patient care.</li> <li>Makes frequent rounds to review status, safety of patients and the environment of the unit and to review nursing care provided by staff.</li> <li>Shares information with oncoming nursing staff.</li> <li>Reviews ongoing nursing documentation to verify timely and accurate completion of assessments/reassessments, care planning, intervention and evaluation.</li> <li>Serves on-call as assigned including after business hours, weekends and holidays on a rotation basis.</li> </ul>
15%	<ul> <li>3. Performs a variety of nursing care functions including preparing and administering medication, laboratory specimens, preparing patients for specialized diagnostic testing, providing Basic Life Support (BLS).</li> <li>Sets up, operates and monitors special equipment such as Automated External Defibrillator (AED), oxygen administration equipment, Ambu-bag resuscitation equipment and all aspects of the emergency cart, including Electrocardiogram (EKG) monitoring.</li> <li>Lifts up to 50 pounds unassisted in the performance of job duties.</li> </ul>
10%	<ul> <li>4. Consults with physicians and other professional staff regarding patient treatment and care.</li> <li>Shares information with oncoming nursing staff.</li> </ul>
10%	<ul> <li>5. Monitors the use of appropriate techniques to ensure a safe, secure therapeutic and sanitary environment of care and general performance of duties.</li> <li>Through direct observation and interactions with staff and patients, promotes the use of therapeutic verbal and non-verbal communication in the treatment milieu.</li> <li>Directs, monitors and participates in the implementation of prescribed interventions, e.g., special observation, verbal redirection and other de-escalation techniques such as seclusion and restraint.</li> <li>Verifies planned therapeutic patient activities/groups occur, providing clinical direction to staff regarding their participation in milieu activities.</li> <li>Physically restrains patients as medically necessary to prevent injury to the patient or others.</li> </ul>
10%	6. Translates functions/procedures into Spanish for individuals who cannot speak or read English in contacts with the public, advocacy groups, customers and community organizations.
5%	<ul> <li>7. Completes mandatory nursing training requirements and continuing education workshops and seminars to maintain professional competency.</li> <li>Assesses competence levels and training needs of lower level staff.</li> <li>Provides prescribed training orientation and on-the-job training for new personnel.</li> <li>Refers identified training needs to Clinical Nurse Manager.</li> </ul>
5%	Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER preparing, conducting and signing per adjusting grievances for the incumber	R IMMEDIATE SUPERVISOR (Responsible of this position.)	ble for assigning and reviewing work, mending and imposing disciplinary action and WORKING TITLE (IF ANY)
210-20-88, 37015-10-81-210-30-	37015-10-81-210-10-88, 37015-10-81 88, 37015-10-81-210-40-88, 37015- 10-60-88, 37015-10-81-210-70-88, 10-81-210-90-88	
18. CHECK THE APPROPRIATE BO	OX IF THIS POSITION IS A:	
☐ Supervisor ☐ Lead Worker		
percentage(s) allotted. If a box w subordinate incumbents or autho	as checked above, list position title, p rized funded headcount.	
Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A	   SKILLS, ABILITIES, LICENSURE OR CE	
SUCCESSFUL PERFORMANCE OF	F THE WORK OF THIS POSITION. NOT ES AND LICENSURE OR CERTIFICATION	E: SINCE THERE ARE NOW SEVERAL
degree in nursing or a bag. 2. Requires licensure as a 3. This class is included as	achelor's degree in nursing. Registered Nurse in the State of Illino an Upward Mobility Program credent	ial title.
Preferred Qualifications (In Orde 1. One (1) year of experience		oral and written form medical and health
One (1) year of experience     based on physician orders a	e providing professional nursing care and the specific needs of the individua	, including medication administration, I.
cabinets/carts for the unit in	e maintaining security, cleanliness ar accordance with standards and guide e working with an Interdisciplinary Te	elines.
professionals. 5. One (1) year of experience 6. One (1) year of experience Health and other State/Fede 7. Ability to interact with resi	ce with set-up, application, use and ca be ensuring compliance with facility, do eral regulations in a healthcare setting dents and co-workers in a manner tha	re of specialized medical equipment. epartment, Illinois Department of Public l. at fosters respect and ongoing team
8. proficiency in th	e use of office equipment, including p	ersonal computers and basic loupster skills

- 1. Requires the ability to work after business hours, weekends and holidays on a rotation basis.
- 2. Requires the ability to serve on an on-call basis.
- 3. Requires the ability to left up to 50 pounds unassisted.
- 5. Requires ability to acquire and maintain Cardiopulmonary Resuscitation (CPR) certificate.

6. Requires the ability to travel.

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

The Division of Mental Health is seeking to hire an independent, highly organized, and detail-oriented Licensed Registered Nurse for the Elgin Mental Health Center located Elgin, Illinois. This position will be responsible for performing direct nursing care for people with mental illness. The successful candidate shall demonstrate good oral and written communication skills, be a self-starter, and be able to carry out nursing assignments pursuant to the direction of medical personnel. Communicates in Spanish to those individuals who do not read or speak English.

### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
Jarul Jorley & Ciplew	Congrana Birtains	12/21/21

LS

- 1. Requires the ability to work after business hours, weekends and holidays on a rotation basis.
- 2. Requires the ability to serve on an on-call basis.
- 3. Requires the ability to left up to 50 pounds unassisted.
- . 4. Requires ability to acquire and maintain Cardiopulmonary Resuscitation (CPR) certificate.
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DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
Janul Jorly & Coplew		Contagnin bolano	12/21/21

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DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
Jarel Jorley & Cople		Conlegio Strans	12/21/21

1. POSITION TITLE	WORKING TITLE (IF ANY)	BILINGUAL CODE		POSITION TITLE OPTION CODE 2. POSITION NUME		NUMBER	
EXISTING POSITION							
NEW/REVISED POSITION							
Registered Nurse II	Program Nurse	20	5.	MC		2-10-73-	-402-10-22
3. AGENCY	4. BUREAU/DIVISION		EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION							
NEW/REVISED POSITION							
Department of Human Services	Division of Developme Disabilities	ntal	5	052	2	R	
10. SECTION	11. UNIT			12. TRANS CODE	ACTION		. EFFECTIVE .TE
EXISTING POSITION				☐ MA021	ESTABL	ISH	12/1/2022
				☐ MA022 I	EXEMPT	CODEC	HANGE
NEW/REVISED POSITION				☐ MC024	POSITIO	N NUMB	ER CHANGE
Mabley Developmental Center	Assigned Shifts			☑ MC026 CLARIFY			
14. WORK LOCATION	15. BARGAINING/TERM CODE			☐ MC027 ADDITIONAL IDENTICAL CHANGE			
EXISTING POSITION				☐ MC028 WORK COUNTY CHANGE ☐ MD021 ABOLISH			CHANGE
				☐ MC149 DOWNWARD REALLOCATION			
NEW/REVISED POSITION				☐ MC150	_		
Dixon/Lee County	RC023						
0/ OF	CURRENT AND ACCURATE	STATEMEN	T OF PC	SITION ES	SSENTIA	AL FUNC	CTIONS
30%  1. Under dire  Co  Re phy Pro with  Mo Adi Pro (CF  Imp oth  Mo Co me Co Ens	<ul> <li>Coordinates medical and nursing care for individuals on assigned shifts.</li> <li>Reviews daily program medical reports and determines medical problems needing physician review.</li> <li>Provides information to physician and assists physician with rounds using sign language with individuals who are deaf and/or hard of hearing.</li> <li>Monitors vital signs and physical conditions and reactions to treatment.</li> <li>Administers medication to individuals served.</li> <li>Provides emergency treatment including administering Cardiopulmonary Resuscitation (CPR) and manual resuscitation.</li> <li>Implements emergency procedures including applying restraints and/or implementing other restrictive/intrusive procedures.</li> <li>Monitors individual vital signs during provision of services.</li> <li>Completes unit rounds to observe individuals' current condition, including reaction to medications.</li> <li>Completes nursing assessment and reassessment.</li> </ul>						

6 OF IME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	Coordinates and schedules medical appointments.
	Travels in performance of job duties.
20%	2. Participates as a member of the unit's ID Team.
	<ul> <li>Provides reports for annual and monthly reviews and special staffing.</li> </ul>
	<ul> <li>Participates with other ID Team members in development of habilitation plans for</li> </ul>
	individuals on the program.
15%	3. Serves as designated lead worker.
	<ul> <li>Assigns and reviews work.</li> </ul>
	<ul> <li>Provides guidance and training to assigned staff.</li> </ul>
	<ul> <li>Advises immediate supervisor regarding performance of staff.</li> </ul>
10%	<ol> <li>Coordinates facility-wide clinics for individuals as well as supplies for the Center in the absence of the regular assigned staff member.</li> </ol>
	<ul> <li>Coordinates individual's medical care with hospitals and acts as liaison providing follow up for routine lab appointments, hospital admissions, etc.</li> </ul>
	<ul> <li>Provides coverage in the absence of the other program nurse.</li> </ul>
	Physically restrains combative individuals.
	<ul> <li>Monitors completion of tasks, makes rounds, completes quality assurance checks,</li> </ul>
	ensures staff coverage, assigns breaks/lunches and signs off on nursing assessments.
	<ul> <li>Rounds paperwork and paperwork related to medical drills.</li> </ul>
	Serves on-call as assigned.
	<ul> <li>Lifts and carries items weighing up to 50 pounds unassisted.</li> </ul>
	<ul> <li>Provides guidance and instruction to staff in appropriate infection control utilizing</li> </ul>
	isolation procedures which includes but are not limited to, frequent hand washing,
	masking, gowning, food and elimination precautions, proper usage, cleaning and
	storage of resident equipment.
	Physically restrains individuals as necessary to prevent injury to individual or others.
5%	<ol><li>Prepares and maintains records and/or reports needed to adequately document nursing care plans.</li></ol>
	<ul> <li>Records daily or monthly progress of assigned individuals.</li> </ul>
	<ul> <li>Obtains a medical history of individuals upon admission.</li> </ul>
5%	6. Conducts in-service training sessions for the center nursing staff.
	<ul> <li>Receives on-going in-service training and continuing education.</li> </ul>
5%	7. Serves as Center-Wide medical/nursing resource during the absence of other professional
	nursing personnel on the assigned shift.
	<ul> <li>To prevent the transmission of communicable diseases, assists in completing fit testing</li> </ul>
	procedures for all employees within the center, including medical assessment,
	completing and maintaining fit testing paperwork and fit testing surveillance forms.
	Serves as Center relief RN as needed.
<b>E</b> 0/	In performance of job duties, works after business hours, weekends and holidays.
5%	8. Serves as chair of the Pharmacy and Therapeutic Committee and serves on other facility committees.
	Develops and maintains the Pharmacy and Therapeutic Manual in accordance with AC     and Intermediate Care Facility for Individuals with Mental Retardation (ICE/MR)
	and Intermediate Care Facility for Individuals with Mental Retardation (ICF/MR) Standards.
5%	9. Performs other duties as assigned or required which are reasonably within the scope of the
<b>J</b> /0	duties enumerated above.

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

WORKING TITLE (IF ANY)

Public Service Administrator 37015-10-73-100-00-01 Director of Nursing

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

☐ Supervisor ☐ Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Registered Nurse 1	38131-10-73-401-10-21	Multiple
Registered Nurse 1	38131-10-73-401-10-22	Multiple
Licensed Practical Nurse 2	23552-10-73-401-11-21	Multiple
Licensed Practical Nurse 2	23552-10-73-401-11-22	Multiple
Licensed Practical Nurse 1	23551-10-73-402-00-01	Multiple

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

### Minimum Qualifications

- Requires (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience. OR
  - (b) a bachelor's degree in nursing and one year of professional nursing experience.
  - (c) a master's degree in nursing.
- 2. Requires licensure as a Registered Nurse in the State of Illinois.
- 3. Requires the ability to communicate in sign language at a novice skill level.

### 20. CONDITIONS OF EMPLOYMENT

- 1. Requires ability to acquire and maintain Cardiopulmonary Resuscitation (CPR) certification.
- 2. Requires the ability to obtain the Certification of Infection Prevention and Control (CIC) within two years in accordance with the Gubernatorial Disaster Proclamation issued 03/09/2020, Executive Order 2020-10 and the Department of Human Services operational efforts to meet urgent public health conditions.
- 3. Requires the ability to work after business hours, weekends and holidays on a rotation basis.
- 4. Requires the ability to travel.
- 5. Requires the ability to serve on an on-call basis.
- 6. Requires the ability to lift up to 50 pounds unassisted.
- 7. Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.
- 8. Requires basic proficiency in the use of office equipment, including computers.

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

The Division of Developmental Disabilities is seeking to hire an energetic licensed Registered Nurse to serve as Program Nurse for the Mabley Developmental Center located in Dixon Illinois. The incumbent will coordinate medical and nursing care for individuals on assigned shift, reviewing daily program medical reports and determining medical problems needing physician review. Utilizes manual communication skills with individuals who are deaf and/or hard of hearing. Provides information to physician and assists physician with rounds using sign language with individuals who are deaf and/or hard of hearing. The Mabley Developmental Center serves a broad spectrum of individuals with behavioral and medical needs.

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DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
anthony Pascente by Jayne Bothard		College Bitter	12/7/22
12/14/22			

LS

1. POSITION		ORKING TITLE (IF ANY)	BILINGUAL CODE		TION TITLE ON CODE	2. PO:	SITION N	NUMBER
NEW/REVISED POSITION  Rehabilitation Case  Coordinator I		The state of the s	· 29		SS	38141	I-10-48-	115-10-09
3. AGENCY EXISTING POSITION		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
NEW/REVISED	POSITION It of Human	Division of Rehabilitati	on	0	016	2	R	
Services 10. SECTIO	N	Services 11. UNIT			12. TRANS	ACTION	13. DA	EFFECTIVE TE
EXISTING POS	SITION		CAY 04	3051	V□ MA021 ESTABLISH VII MA022 E		CODE C	4/1/21
NEW/REVISED Bureau of I	POSITION Field Services	Region 1/North	HAY UT		U	POSITIO	N NUMBI	ER CHANGE
14. WORK LOCATION		15. BARGAINING/TERM CODE		UTAN KEMPT ☐ MC027 ADDITIONAL IDENTICAL CHANGE ☐ MC028 WORK COUNTY CHANGE				
EXISTING POS Milwaukee	Ave	. h urin materials	Si L	☐ MD021 ABOLISH ☐ MC149 DOWNWARD REALLOCA				
. ,	Position Park/Cook County	RC014		N				
% OF TIME	16. COMPLETE CUI	RRENT AND ACCURATE	STATEMEN	IT OF P	OSITION E	SSENTI	AL FUN	CTIONS
<ul> <li>1. Works with counselor(s) and the case management system to determine daily priority of customer service delivery.</li> <li>Communicates daily via phone, email and/or in person with vocational rehabilitation program customers, community rehab programs, external vendors and contract hole employers, providers, and a myriad of other community partners and service provid</li> <li>Establishes rapport with customers and employs empathy, compassion, and consideration while servicing customer needs maintains frequent contact with the customer throughout the case to monitor the proper delivery of services to ensure the health, safety, and wellbeing of the vocational rehabilitation customer.</li> <li>Reports any concerns and related issues to the counselor for guidance as required.</li> <li>Participates in new employee training for coordinators as well as other training prov</li> <li>Translates functions/procedures into Spanish for individuals who cannot speak or re English, in contacts with the general public, advocacy groups, customers and community organizations.</li> </ul>							abilitation ntract holders, ice providers. Ind with the ensure the required. Ining provided. peak or read and	
25%	<ul> <li>Meets with counselor(s) routinely to review case management activities and problems encountered.</li> <li>Opens new cases.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
por la constante de la constan	<ul> <li>Reviews case files for completeness ensuring that all documents requiring signatures are included and fully executed as per policy.</li> <li>Prepares appropriate paperwork and/or works through the case management system for provision of services as required based on counselor guidance.</li> <li>Monitors details of service plan and delivery, case movement and case status to determine when actions need to be taken to progress the case forward in a timely manner as per policy.</li> <li>Ensures all vouchers are paid timely.</li> <li>Maintains the required paper case file organization.</li> <li>Checks the case file for completeness and ensures that the required documents are in the case file so that actions/services are not delayed or interrupted.</li> <li>Ensures that all documents requiring counselor/customer signatures have been duly executed by all parties.</li> </ul>
20%	<ul> <li>3. Assists applicants, program participants, family members/guardians/care givers, vendors and referring agencies with understanding program rules, policies, eligibility criteria and various other aspects of the vocational rehabilitation program.</li> <li>Provides customers and providers with all appropriate application documents, reviews the documents and if necessary, assists them to complete.</li> <li>Answers inquiries from customers and others regarding services available, application process, service arrangements, eligibility requirements, payment processing and other procedures.</li> <li>Refers to a counselor as warranted.</li> <li>Documents all activities and contacts specific to each customer into the case management system.</li> </ul>
20%	<ul> <li>4. Triages and prioritizes incoming mail, email, phone calls, voicemail, and drop-in customers.</li> <li>May assist as needed with office telephone coverage and office reception duties.</li> <li>Schedules appointments with customers and vendors for both self and counselor.</li> <li>Reschedules as necessary.</li> <li>Maintains the proper supply and packaging of most current forms including those forms required to be completed by the customer as well as any additional resources and appeal processes.</li> <li>Secures all related documents as per DHS Confidentiality Policy &amp; HIPAA Compliance laws.</li> <li>May be responsible for office timekeeping duties.</li> </ul>
5%	<ul> <li>5. Meets with Vocational Rehabilitation Program staff within the office and/or office supervisor to plan and/or discuss general casework activities.</li> <li>Consults with more senior staff for guidance and instructions in handling particularly sensitive issues or acute customer related problems occurring within the realm of casework responsibility, exceptionally difficult service delivery/processing issues.</li> <li>May assist counselor with travel approval process, and all related paperwork as requested.</li> <li>Participates in all office staff meetings with co-workers and supervisor.</li> </ul>

% OF TIME				NT OF POSITION ESSENTIAL FUNCT				
5%	6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.							
preparing,	conducting ar	nd signing pe		ponsible for assigning and reviewing wo	ry action and			
Public Ser	vice Admini	strator 3701	5-10-48-115-00-01	WORKING TITLE (IF ANY	)			
			X IF THIS POSITION IS A:					
☐ Supervi	sor 🗆 Lea	ad Worker						
percentag	e(s) allotted.	. If a box wa		ibed in a detailed duty statement(s) itle, position number, and number of				
	Position Title		Position Number	No. of Incumbents or Funded	Vacancies			
innuuruun								
10 CDECI	I IZEN KNOV	MI EDOES (	SVIII 6 ABILITIES LICENSIDE/	OR CERTIFICATION NECESSARY FO	o tue			
SUCCESS OPTIONS	FUL PERFOR OF SKILLS A	RMANCE OF ND ABILITIE	THE WORK OF THIS POSITION.	. NOTE: SINCE THERE ARE NOW SEY CATION IDENTIFIED ON STANDARDS	/ERAL			
Minimum ( 1. Re 2. Re 3. Qu speci requir	Qualification quires know quires at lea alifying state ic proficienc ements for t	s ledge, skill a st one year e employees by tests and this class.	and mental development equiva of clerical related experience, v s, in the employee Upward Mob	alent to completion of four years of he which must include keyboarding. Which Program, may complete combin certificate of proficiency in lieu of the quial skill level.	ations of			
1. Re 2. Re 3. Re	quires ability quires ability	to work wit to commur to establish	th a computer. nicate effectively orally and in w h and maintain satisfactory worl unity programs, and other staff.	riting. king relationships with customers, s	ervice			

- 1. Requires ability to travel for training.

3.

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

Under direct supervision, receives case management instruction necessary for the coordination of customer case records and documents in a field office pertaining to the timely service delivery activities in the Bureau of Field Services/Vocational Rehabilitation Program; performs keyboarding and other routine clerical tasks and activities essential to securing and maintaining sensitive case files, records and documentation (both electronic and hardcopy), and facilitating the purchase and delivery of services, in accordance with federal, state and agency rules, regulations, policies and procedures, and current operating practices; works with the agency's case management system, monitors customer case status and prepares annotated reports for counselor; interacts daily with internal and external customers in person, phone and/or email. Receives instruction and training in developing knowledge and skills necessary in the provision of services to individuals with disabilities through the Vocational Rehabilitation Program. Receives training on the Division's case management system, rules, policy and procedures. Participates in and attends in-service training activities. Communicates in Spanish to those individuals who do not read or speak English.

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DIRECTOR OF CMS SIGNATURE

IMMEDIATE SUPERVISOR

AGENCY HEAD SIGNATURE

DATE

**SIGNATURE** 

5/4/21



1. POSITION T	ITLE	WORKING TITLE (IF ANY)	BILINGUAL	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER			
Existing Position		, , , , , , , , , , , , , , , , , , ,	CODE	OPTION CODE						
New/Revised Po	sition				<u> </u>					
Rehabilitation	on Case Coordinator II		29	SS	38142-10-48-108-10-6			.0-69		
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE	
Existing Position										
New/Revised Po		Division of Rehabilitation	n		0	016	2	R		
Department 10. SECTION	of Human Services				Į			3. EFFECTIV	(E DATE	
CODE				3. Eri E0110	- COATE					
Existing Position							1	2/16/20	0	
New/Revised Pos		Region 1-Home Service	A.C.			21 ESTAB	1 1911			
Bureau of Fi	eld Services	Region 1-110the Servic		· I Dutan	∐ мсо	22 EXEMP	T CODE		NGE	
14. WORK LOC	ATION	15. BARGAINING/TERM CO	DE	Rutan Exempt	☐ MC0	24 POSITH 26 CLARII	Υ			
Existing Position						27 ADDIT 28 WORK				
New/Revised Position						21 ABOLI: 49 DOWN		REOCATIO	N	
South Pulasl	ci/Cook County	RC014		N	☐ MC1	50 LATER 58 UPWAR	AL REO	CATION		
% OF TIME		NT AND ACCURATE STATEME			ENTIAL	FUNCTI	ONS		· · · · · ·	
		endently performs case service								
		on and data pertinent to service							ı of	
		ervices Program; coordinates								
		ices based on the individual s								
	purchase and delivery of	of services in accordance with	State, F	ederal, and a	Agency	rules, re	egulat	ions, po	olicies,	
	detailed procedures and	l current operating practices;	monitors	agency's ca	ase man	agemen	t syste	em, mor	nitors	
	customer case status. C	ompiles and prepares case rel	ated repo	orts and prep	oares au	res authorizations for services and				
	pays vouchers; interact	s daily with internal and exter	nal custo	omers in per	son, ph	one and	or en			
	keyboarding and other	clerical tasks and activities es	ical tasks and activities essential to securing and maintaining sensitive case files, a (both electronic and hardcopy). Participates in agency in-service trainings. les. Communicates in Spanish to those individuals who do not read or speak							
	records and documenta	tion (both electronic and hard								
	Travels for training pur	poses. Communicates in Spa								
	English.									
	SPECIFICY:									
250	1 1.1	d d.li			J	.44 4	J - 4			
25%		tors details of service delivery nsure phases of the customer'								
		person with program custome								
	1 * *	organizations, medical provid								
		ablishes rapport with custome								
		eeds. Encourages customers								
		between the customer and pro		•	_	_		-		
with customers who are having issues; refers to counselor as warranted. Assists through the systems, processes and procedures. Assists individual service provid										
	the delivery of services, and reports concerns related to the customer's care									
			her and the service provider to monitor the proper delivery of services to ensure being of the home services customer. Reports any concerns and related issues to							
	1	nce. Translates functions/pro		-					•	
DIRECTOR OF	CMS SIGNATURE!	h the general public, advocac MMEDIATE SUPERVISOR SIGNATI		GENCY HEAD			orga		IS. ATE	
DIRECTOR OF	CMS SIGNATURE	-	A	·— ",	4		2			
	0/94) 11, 401-0794 JAD SLA 1/1/1			College	Baire	Bota	Ø19	12/	/23/20	
MS-104 (Rev. 1	0/94) IL 401-0794	C.C	2320	AM,	-			-		
1.2021	STADSUA 1/01/2	1 , 520								
ι`		i i								

16. (CONTINUE	D)								
% OF TIME	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION I	ESSENTIAL FUNCTIONS (Continued)						
20%	2. Collects, reviews and processes in-home care provider time sheets bi-monthly, verifies the reported workdates and enters data timely into the electronic payment system and approves for payment. Collects, reviews and processes vendor bills that are submitted monthly; verifies the accuracy of billing, reconciles any errors, and keys that information into the payment system to create a voucher for payment. Monitors timely payments and maintains the records of these payments according to policy. Assists with training lower level coordinators in electronic payment process and home service delivery.								
	3. Processes incoming referrals for the Home Services Program that are provided in person, by phone, or online. Triages and prioritizes incoming referrals per policy, documenting requested services, medical diagnosis, functional impact of disabling condition, and current home case status. Reviews and notes potential eligibility or ineligibility based on required program qualifications. Processes incoming mail, emails, phone calls and voicemail, while also serving those customers and providers that come into the office. Schedules appointments for counselors to meet with applicants and customers in their residence or through virtual means to conduct initial assessments and annual redeterminations. Answers inquiries from customers, individual providers, community agencies, and/or the public; provides information concerning agency procedures, rules and regulations, functions, services available, application process, service arrangements, eligibility requirements, payment processing and other procedures; refers to counselor as warranted. Keys case notes of activities specific to each customer into the case management system.								
for the incumbent of this position.)									
	WORKING TITLE (IF ANY)								
Public Servic	Public Service Administrator 37015-10-48-108-00-01								
18. CHECK TH	IE APPROPRIATE BOX IF THI	S POSITION IS A:							
SUPER	RVISOR OR LEAD W	/ORKER							
tir	ne percentage(s) otted. as checked above, list position t	ponsibilities <u>must</u> be described in a itle, position number, and number of su	detailed duty statement(s) with a  ubordinate incumbents or authorized funded  No. of Incumbents or Funded Vacancies						
	1 OSHOTI THE	1 OSIBOR NUMBER	140. Of mountainers of 1 unded 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.									
		elopment equivalent to the comple	tion of four years of high school.						
			tion Case Coordinator I. Requires ability to						
			dictating equipment and personal computer						
			ory and in writing. Requires ability to establish						
			ce agents, medical specialists and other staff.						
			k, read and write in Spanish at a colloquial skill						
evel.									

		POSITION DESCRIPTION
POSITION TIT	LE	POSITION NUMBER
Dahahilitation	a Case Coordinator II	38142-10-48-108-10-69
% OF TIME		ENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
15%	4. Independently sets up services based on counseld movement, and case status to determine when action timely manner as per policy. Checks the case file are in the case file so that actions/services are not dorganization and ensures that documents requiring by the participating parties. Processes individual as an individual provider for the Home Services Processes the status with the customer and the	or guidance, monitors details of service delivery, case ons need to be taken to progress the case forward in a for completeness and ensures that the required documents lelayed or interrupted. Maintains the case file counselor/customer signatures have been duly executed pplication packets for providers who are applying to serve ogram customer. Monitors the approval process and
10%	the process of authorizing services.  5. Explains the Home Service Program to program organizations. Assists applicants, program participar referring agencies with understanding program rule home services programs. Provides customers and programs and assists them to complete. Maintain including those forms required to be completed by become a service provider. Secures related documents	a applications, case providers, vendors and community ants, family members/guardians/caregivers, vendors and as, policies, eligibility criteria and other aspects of the providers with application documents, reviews the s the proper supply and packaging of most current forms the customer and those for the individual applying to
5%	discuss general casework activities; consults with n particularly sensitive issues or acute customer relat- responsibility, exceptionally difficult service delive travel approval process, and related paperwork. Pa	or upon request. Travels to conduct and/or participate in
5%	7. Performs other duties as assigned or required what above.	hich are reasonably within the scope of duties enumerated



# CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

4. DOCITION TIT	OSITION TITLE WORKING TITLE (IF ANY)  BILINGUAL POSITION TITLE 2. POSITION NUMBER						<del></del>	····		
1. POSITION TIT			Trans Tree (ii 7iiv)	CODE	OPTION CODE	ION CODE				<u> </u>
		<u> </u>			_	<del> </del>				
New/Revised Position Rehabilitation Counselor Senior				29	SSH	38158	-10-48-	113-1	0-69	
3. AGENCY	Counstier Counci	<del>' "  </del>	4. BUREAU/ DIVISION		<u> </u>	5. EXMT CODE	6. WORK COUNTY	7, A/I AUTH	8.AUDIT	9, OFFICE USE
Existing Position		-								
New/Revised Position						<del> </del>	016	17	<u> </u>	
	f Human Services		Division of Rehabilita	tion Servi	ces	0	016	Y	R	
10. SECTION			11. UNIT		,	12. TRAN	SACTION	13	B. EFFECTIV	E DATE
Existing Position								0	2-01-14	ļ
New/Revised Position	14 5	<del></del>	Region 1/Home Servi							
Bureau of Fie	la Services		Region 1/11onic Bervi		Rutan	∫ □ мсо	22 EXEMP 24 POSIT	T COD		
14. WORK LOCA	ATION		15. BARGAINING/TERM C	ODE	Exempt	<u></u> ⊠ мс0	26 CLARII	FY		
Existing Position						☐ MC0	27 ADDITI 28 WORK	COUNT		
New/Revised Position							21 ABOLI: 49 DOWN		REALLOC	ATION
Arlington Hei	ahte		RC062		N	☐ MC1	50 LATER 58 UPWA	AL REA	LLOCATIO	N
% OF TIME	16. COMPLETE CURR	ENT AND	ACCURATE STATEM	ENT OF PO	OSITION ES	SENTIAL	FUNCT	IONS	LECONTINE	
	Under direction, provi	ides prof	essional counseling a	nd service	coordination	n to an a	ssigned	caselo	oad, und	ler the
	Persons with Disabilit	ties (PW	D) Waiver, Brain Inju	ıry (BI) W	aiver, or Al	DS Wa	iver case	s, of	persons	at the
	risk of nursing home	nlacemer	nt Interviews applica	nts in his/h	er home en	vironme	nt and a	ssesse	s eligib	ility and
	suitability for services	e through	the Division's Home	Services I	Program thr	ough a f	horough	revie	w of me	edical.
	social and psychologic	s unougi	Diana for and author	izac camia	es in adhere	mce witl	the cas	e mar	agemer	nt
	social and psychologic	cai data.	Plans for and author	Maintain	a soutout	th austo	mara: E	nters (	agemei	ntaine
	system and applicable	e state ar	id rederal regulations.	Maniam	s contact wi	in custo	411015, L.		anu mar	, tha
	documentation of case	e activity	and case notes on ea	ch custome	er. Serves a	s consul	tant to ti	rainee	s aurmg	the
	trainee period and low	ver level	counselors on comple	x and sens	itive cases.	Conduc	ets resea	rch ar	id prepa	ires
	initial groundwork for	r new co	mmunity relationships	and speci	al initiatives	s within	the assig	gned d	listrict.	Serves
	as office supervisor in	n the abs	ence of the supervisor	; serves as	office man	ager. C	oordinat	es act	ivities o	f a
	caseload of services o	of individ	bsence of the supervisor; serves as office manager. Coordinates activities of a viduals who rely on Spanish as their primary language. Communicates in Spanish							
	to those individuals w	ho do no	ot read or speak Englis	sh. Travel	s in the perf	ormanc	e of duti	es.		
	SPECIFICALLY:									
20%	1. Travels to the indi-	ividual's	home to interview app	olicants to	determine ri	isk of nu	rsing ho	me pl	acemen	t and
2070	eligibility for DRS Ho	ome Sers	vices Program and to 1	ohysically	enter and vi	sually a	ssess the	home	e enviro	nment
	for suitability and pla	nning of	service Interviews a	policants f	or medical	psychol	ogical, s	ocial	and fina	ncial
	data. Evaluates the he	omo entr	ironment family dyna	mice and s	unport syst	ems A	ssesses t	he nee	ed for se	ervices
	data. Evaluates the ne	ome env	nominem, rammy uyna	main in hi	support syst s/ber bome	Comm	unicates	in Sn	anich w	ith
	to allow the individua			шаш ш ш	s/ner nome.	Commi	umcates	шэр	amsn w	1(11
	customers who do not	t read or	speak English.							
2007	2 D 1	1		on of comi	nec on each	nercon	eligible	for se	rvices	
20%	2. Develops and impl	iements v	with the customer a pr	an or servi	home and a	ut of inc	titutione	inch	dina inc	lividual
	Authorizes services no	ecessary	to maintain the custor	ner m me		ut Of His	-ations	morrah	alagiaal	ijviduai I
	providers, homemaker	r agencie	s, visiting nurses, etc.	Arranges	for medica	ı examı	lations,	psych	ological	l £
evaluations, and other assessment tools to determine the extent of the disabilimedical records, psychologists and other medical care providers to gather needical care providers and gather needical care pro				onity. (	onsults	with ]	pnysicia	ms lor		
	medical records, psyc	hologists	s and other medical ca	re provide	rs to gather	necessa	ry eligib	ility a	na case	
	documentation materi	ial.								
			IIII MAD A	<u> </u>						
			THE 0 2 50	4   1111		i a.a	<i></i>	<i>22</i>		ATC
DIRECTOR OF C	MS SIGNATURE A	IMMEDIA	TE SUPERVISOR SIGNAT	TURE!!! A	GENCYAF	SKINAT	35.000	199	i P	ATE

16. (CONTINUE								
% OF TIME	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION						
15%	3. Conducts follow-up on-site visits and annual redetermination assessment with customers to monitor services							
	provided by DRS and outside vendors. Provides counseling and guidance to the customer and family members							
	in adapting to the disability.							
	, ,							
15%	4. Establishes and updates the case management system, case files, case notes and proper documentation of all							
13/0			rogress reports, authorizations and written reports					
		ments on an customers. Frepares p	rogress reports, authorizations and written reports					
	on each customer.							
10%			oublic and private agencies and community					
	_		nt. Assists in developing resources, provides					
	guidance to customers in a	equisition of individual providers, as	nd training for individual providers.					
10%	6. Serves as a consultant to	o trainees as they progress through	the training program and to lower level					
	1	7.2	responsibility for unique and critical cases from					
	_		ation and on-the-job training to trainees. Serves					
			fice manager in offices where supervisors are not					
		gned in their absence. Serves as on	nce manager in offices where supervisors are not					
	headquartered.							
17 POSITION	NI TITLE AND NILIMBED OF IM	MEDIATE SUBSEIVISOR (Responsible	e for assigning and reviewing work, preparing,					
			e for assigning and reviewing work, preparing, d imposing disciplinary action and adjusting					
	s for the incumbent of this posi		u imposing disciplinary action and adjusting					
3,,,,,,,,,			AMORKING TITLE (IE ANIX)					
			WORKING TITLE (IF ANY)					
Public Service	e Administrator 37015-10-4	48-113-00-01						
18 CHECK TI	HE APPROPRIATE BOX IF TH	US DOSITION IS A:						
10. CHECK II	IE AFFROFRIATE BOX IF TH	iis FOSITION IS A.						
☐ SUPEI	RVISOR OR LEAD	WORKER						
_	_							
NOTE: S	upervisory or lead worker re	sponsibilities <u>must</u> be described in	a detailed duty statement(s) with a					
	me percentage(s) allotted.							
		title, position number, and number of	subordinate incumbents or authorized funded					
headcoun	t:							
	Position Title	Position Number	No. of Incumbents or Funded Vacancies					
N/A								
	*							
19. SPECIAL	ZED KNOWLEDGES, SKILLS	ABILITIES LICENSURE OR CERTIE	ICATION NECESSARY FOR THE SUCCESSFUL					
			E ARE NOW SEVERAL OPTIONS OF SKILLS AND					
			RDS, THE PHRASE "SAME AS SPECIFICATION"					
	ONGER BE USED.							
		from a college or university progra	m accredited by the Council On Rehabilitation					
	Education (CORE); or, a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation							
	administration, clinical psychology, counseling psychology, deaf education, special education, social work, sociology,							
gerontology, nursing, or a closely related field. Requires three years of professional experience in rehab counseling such as								
	eould be gained from the completion of an agency-sponsored training program-or in a closely related field. One year of such							
			y to speak, read and write Spanish fluently at a					
Leolloguial alsi	Il level Doggiros chility to t	rough						

colloquial skill level. Requires ability to travel.

POSITION TITE		POSITION NUMBER
	Counselor Senior	38158-10-48-113-10-69
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT	NT OF POSITION ESSENTIAL FUNCTIONS (Continued)
5%	7. Conducts research and prepares initial groundwork within the district and area. Represents the agency wi living and organizations serving the public and person	for new community relationships and special initiatives th facilities, consumer groups, centers for independent s with disabilities.
5%	8. Performs other duties as assigned or required which above.	h are reasonably within the scope of duties enumerated
	·	
	1112 (S. la	

1. POSITION	N TITLE	W	ORKING TITLE (IF ANY)	BILIN	GUAL DE		ON TITLE ON CODE	2. PO	SITION	NUMBER	
EXISTING PO	SITION										
NEW/REVISE	) POSITION										
	on Counselor										
Trainee			ı	2	9		SH	38159	38159-10-49-109-10-69		
3. AGENCY			4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE	
EXISTING PO	SITION					0002					
NEW/REVISE	D POSITION										
Departmen Services	t of Human		Division of Rehabilitation Services	n		0	045	2 R			
10. SECTION	N		11. UNIT				12. TRANS	ACTION		. EFFECTIVE ATE	
EXISTING PO	SITION						☐ MA021	ESTABL		10/16/22	
	Field Services						☐ MA022 I	EXEMPT	CODE	CHANGE	
NEW/REVISE							☐ MC024	POSITIO	N NUMB	BER CHANGE	
	Customer and Field Services		Region 2/Home Service	es			⊠ MC026	CLARIF	Y		
·			15. BARGAINING/TERM RUTAN			ΛNI	☐ MC027 ADDITIONAL IDENTICAL				
14. WORK L	LOCATION		CODE EXEMPT			MPT	CHANGE  ☐ MC028 ¹	WORK C	COUNTY	CHANGE	
EXISTING PO	SITION						☐ MD021	ABOLISI	1		
Elgin							☐ MC149	DOWNW	/ARD RE	ALLOCATION	
NEW/REVISE							☐ MC150 LATERAL REALLOCATION				
Elgin/ Kane	e County		RC062 N			N	☐ MC158 UPWARD REALLOCATION				
% OF TIME	16. COMPLETE	CUI	RRENT AND ACCURATE S	STATE	MENT	OF PO	SITION ES	SENTI	AL FUNC	CTIONS	
25%			the-job training by assisting								
			conduct initial interviews ssessing the home environ								
	medical, p	syc	chological, and vocational	asses	smer	nts, and					
			s in the Division's Home Stally assumes responsibilit			•	casalaad				
			nunicates in Spanish to th	•				ead or	speak E	Enalish.	
			s in the performance of d								
25%			ecomes proficient in utiliz	_				•	•		
			ishes and updates record ans development of assig				ports on a	activitie	s relate	d to casework	
25%	<ol><li>Attends ar</li></ol>	nd p	participates in staff meeting	igs, co	onfere	ences, v					
			discipline of rehabilitation Is specific counselor train								
	cas	sew	ork procedure, administra	ative, 1	federa	al and s	tate rules,	policie	es and p	rocedures.	
20%	<ol><li>Studies ar disabilities</li></ol>	4. Studies and analyzes techniques applicable to the guidance and counseling of persons with									

% OF TIME	16. COMPLETE CURR	ENT AND ACCURATE STATEMENT OF	POSITION ESSENTIAL FUNCTIONS						
		s and practices interviewing and coun							
5%	<ol><li>Performs other of duties enumerat</li></ol>		are reasonably within the scope of the						
			esponsible for assigning and reviewing						
	work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)								
			WORKING TITLE (IF ANY)						
Public Ser	vice Administrator 3	7015-10-49-109-00-01							
18. CHEC	K THE APPROPRIATI	E BOX IF THIS POSITION IS A:							
□ Supervi	sor    Lead Worker								
			n a detailed duty statement(s) with a time						
		as checked above, list position title, p	osition number, and number of						
subordinate	e incumbents or autho	rized funded headcount.							
F	Position Title Position Number No. of Incumbents or Funded Vacancies								
N/A		1 Golden Paulicol	Tro. or mountained in andou vacanoide						
	ALIZED KNOWLEDG	ES, SKILLS, ABILITIES, LICENSURE	OR CERTIFICATION NECESSARY FOR						
			ITION. NOTE: SINCE THERE ARE NOW						
		S AND ABILITIES AND LICENSURE AME AS SPECIFICATION" CAN NO	OR CERTIFICATION IDENTIFIED ON LONGER BE USED.						
	Qualifications								
	equires possession of a ouncil On Rehabilitation	a Master's Degree from a college or u n Education (CORE).	niversity program accredited by the						
O		,							
			ehabilitation counseling, rehabilitation						
			af education, special education, social						
W	ork, sociology, geronio	logy, nursing or a closely related field	•						
2. Re	equires ability to speak	, read and write Spanish at a colloqui	al skill level.						
*T	*This class is included as an Upward Mobility Program credential title.								
	ITIONS OF EMPLOYI								
		to individual's home to interview appli	cants to determine eligibility for DRS						
	ome Services Program								
		cally enter and visually assess the hor	ne environment for suitability						
an	d planning of services								

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

The Division of Rehabilitation Services is seeking to hire a self-motivated, knowledgeable, ambitious, detail-oriented Rehabilitation Counselor Trainee for the Bureau of Customer and Community Field Services in Elgin. Under general supervision receives on-the-job training by assisting in a program of case finding, travels to participate in home visits to conduct initial interviews to determine program eligibility by physically entering and visually assessing the home environment for suitability and planning of services, arranging medical, psychological, and vocational assessments, and arranging for rehabilitation services for customers in the Division's Home Services Program. Studies and becomes proficient in utilizing the Division's case management system. Attends and participates in staff meetings, conferences, workshops and in-service training related to the discipline of rehabilitation counseling and the home services program. Studies and analyzes techniques applicable to the guidance and counseling of persons with disabilities.

### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
anthony Pascente Bytard	e	Contra B. Hon	11/8/22
300	44/40/00	AM	

11/16/22



# CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

1. POSITION TITE	Ē	WORKING TITLE (IF ANY) BILINGUAL POSITION TITLE 2. POSITION NUMBER										
Existing Position				1				VALUE   1-				
New/Revised Position		***************************************	······································	<del></del>								
	Counselor Trainee			29	SSH		-10-49-	109-1	0-69			
3. AGENCY			4. BUREAU/ DIVISION			5 EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8 AUDIT	9 OFFICE USE		
Existing Position												
New/Revised Position						+						
	Human Services		Division of Rehabilita	tion Serv	ices	0	045	Y	R			
10. SECTION			11, UNIT			12. TRAN	SACTION	13	EFFECTIV	E DATE		
Existing Position							5/16/17					
						]	3/10/17					
New/Revised Position						٦,	☐ MA021 ESTABLISH					
Bureau of Fiel	d Services		Region 2/Home Service	ces			22 EXEMP		E CHANG	<b>■</b>		
	T-0.1		15. BARGAINING/TERM C	ODE .	Rulan Exemp		24 POSIT		MBER CHA	NGE		
14. WORK LOCA Existing Position	ION		13. BANGAINING/ IERNI O	<u> </u>		I MC	27 ADDIT	IONAL I				
•							28 WORK 21 ABOLI		TY CHANG	E		
New/Revised Position	<del></del>		N				49 DOWN	WARD	REALLOC	ATION		
Elgin			RC062		N	☐ MC1	50 LATER	RD REA	LLOCATION	N NC		
% OF TIME	16. COMPLETE CURRE	NT AN	D ACCURATE STATEME	NT OF PC	SITION ES	SENTIAL	FUNCTI	ONS				
	Under direct supervis	ion, fo	r a period not to exceed	twelve n	nonths, rec	eives for	mal and	infor	mal trai	ning in		
	the principles, technic	ues, p	rocedures and policies r	elated to	assisting [	ersons w	ith disa	bilitie	s under	the		
	Persons with Disability	ties (P	WD) Waiver, Brain Inju	ıry (BI) V	Vaiver, or	AIDS W	aiver wh	o rely	on Spa	nnish as		
	their primary languag	e to liv	e independently in the	communi	ty and/or t	heir own	place of	resid	lence w	ith		
	needed supports esser	itial to	maintaining an indeper	ident life:	style. Con	municate	s in Spa	ınısh t	o those			
	individuals who do no	ot read	or speak English. Trav	els in the	performa	nce of du	ties to ir	idivid	ual's no	ome to		
	interview applicants t	o deter	mine risk of nursing ho	me place	ment and	eligibility	for DK	SHO	ne Serv	ices		
		nters a	and visually assesses the	e home er	ivironmen	tor suita	ibility ar	id pla	nning o	I		
	service.											
	SPECIFICALLY:									1		
				af	aaaa findi	u nodia	inatina i	n hon	na vicite	for the		
25%	1. Receives on-the-jo	b trair	ing by assisting in a pro I interviews to determin	ogram or	case mun m elicibili	ig, partic	cically e	nterir	io and s	ienally		
	purpose of conducting	z inilia	nent for suitability and	ie prograi alanaina	of carrica	y vy puy arranair	a medic	al ne	veboloo	rical and		
	assessing the nome er	IVITORI	arranging for rehabilita	pianing tion con/	ices for cu	ciomers i	n the Di	ivicia	s's Hon	ie .		
	vocational assessmen	is, and	y assumes responsibilit	u for a fi	ll dietrict :	stonicia i racelnadi	Comm	unical	es in St	nanish		
	Services Program. G	raquali	not read or speak Engli	gh Team	ole in the r	erformat	connis nce of di	ullica. Ities	.03 111 0]	/4		
	to those individuals w	'IIO UU	not read of speak Engit	911. I 144.	cia in nie į	ver rorrinar	ice or ac	411001		1		
750/	2 Ctudios and bosom	AC 250	ficient in utilizing the E	livicion's	case man	agement	system:	establ	ishes ar	nd l		
25%	2. Studies and become	ompile	es reports on all activities	e related	to casewo	rk and n	an deve	lonme	ent of as	signed		
	customers.	ompin	es reports on an activity	23 1014100	to case ii	u p		P				
	Customers.									Į.		
25%	2 Attends and partic	inates	in staff meetings, confe	rences w	orkshons	and in-se	rvice tra	ining	related	to the		
2376	dissipling of rehabilit	ipaics	m statt incomigs, come	services	ntotram;	attends s	necific (	couns	elor trai	nings		
discipline of rehabilitation counseling and the home services progra and studies the counselor modules to learn casework procedure, adm				ire admin	istrative.	federal	and st	ate rule	s.			
	policies and procedur	odules to leath ensembl	procedi	,					<i>'</i>			
	poneies and processi	ÇS.										
4. Studies and analyzes techniques applicable to the guidance and counseling of persons with disal					n disabi	lities.						
20% 4. Studies and analyzes tec Observes and practices inte			viewing and counseling	technio	ies.	·		_				
DIRECTOR	MS SIONATORE	IMMED	NATE SUPERVISOR SIGNAT	TURE A	GENCY HE	AD SIGNA	FURE		, ,	DATE		
77.70	174/ Etalo					$\bigcirc$	./_		14/2	4/15		
10	ay Josephi		MAY 2 5 2017		w	12	<del>a ( )</del>	nA	HAK.			
CMS-104 (Rev. 10/	94 <b>XIV.</b> 401-0794		<u>.</u>			/ 1	7 /	$\simeq$ $^{N}$		timo		

Co continue	P.P.S.		
16. (CONTINUE % OF TIME		D ACCURATE STATEMENT OF POSITION	ESCENTIAL SUNICTIONS (CARLADA)
5%	5 Performs other duties a	s assigned or required which are re	asonably within the scope of the duties
370	enumerated above.	s assigned of required witten are re	asonably whimi the scope of the duties
	Chamerated above.		
	eu.		
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17. POSITIO	N TITLE AND NUMBER OF IM	MEDIATE SUPERVISOR (Responsible	for assigning and reviewing work, preparing,
conductin	g and signing performance eva	luations: effectively recommending and	imposing disciplinary action and adjusting
grievance	s for the incumbent of this posit	tion.)	
			WORKING TITLE (IF ANY)
Public Servi	ce Administrator 37015-1	0-49-109-00-01	
18. CHECK T	HE APPROPRIATE BOX IF TH	IS POSITION IS A:	i.
		•	
SUPE	RVISOR OR LEAD V	VORKER	
NOIE: S	iupervisory or lead worker res ime percentage(s) allotted.	sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
If a box w	ime percentage(s) anotteu. vas checked above list nosition	title position number and number of	subordinate incumbents or authorized funded
headcour	1t:	and, position number, and number of	supplication in cultiparts of authorized fullded
		-	
*****	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A			
	V 444444		
<u> </u>			
		***************************************	
19. SPECIAL	IZED KNOWLEDGES, SKILLS	, ABILITIES, LICENSURE OR CERTIF	ICATION NECESSARY FOR THE SUCCESSFUL
PERFOR	MANCE OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	ARE NOW SEVERAL OPTIONS OF SKILLS AND
ABILITIE	S AND LICENSURE OR CERT	IFICATION IDENTIFIED ON STANDAI	RDS, THE PHRASE "SAME AS SPECIFICATION"
	LONGER BE USED.		
Requires pos	ssession of a Master's Degre	e from a college or university prog	ram accredited by the Council On Rehabilitation
Education (C	CORE); or, a Master's Degre	e from an accredited college or uni	versity in rehabilitation counseling,
rehabilitation	n administration, clinical psy	chology, counseling psychology, d	eaf education, special education, social work,
sociology, go	erontology, nursing, or a clos	sely related field. Requires ability	to speak, read and write Spanish at a colloquial
skill level. F	Requires ability to travel to in	ndividual's home to interview anni	icants to determine eligibility for DRS Home
Services Pro	gram; physically enters and	visually assesses the home environ	ment for suitability and planning of services.
	G Land and any answers session		ment for surdonity and planning of services.
700000			
3			

1. POSITION	I TITLE	WORKING TITLE (IF ANY)	BILING	-		ON TITLE ON CODE	2. POSITION NUMBER			
EXISTING POS	SITION									
NEW/REVISED	) POSITION									
	on Workshop									
Instructor I	on workshop		20			ИС	38192-10-73-063-30-22			
3. AGENCY					5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE	
EXISTING PO	SITION									
NEW/REVISED	POSITION									
Departmen Services	t of Human	Division of Developmer Disabilities	ntal		0	052	2	R		
10. SECTION	N	11. UNIT				12. TRANSA	ACTION	13. DA	EFFECTIVE TE	
EXISTING POS	SITION					☐ MA021 E	STABL	ISH	11/16/2022	
						☐ MA022 E	EXEMPT	CODE C	HANGE	
NEW/REVISED						☐ MC024 POSITION NUMBER CHANGE				
Mabley De	velopmental	Vocational/Training Department				☑ MC026 CLARIFY				
			15. BARGAINING/TERM RUTAN		NI I	☐ MC027	ADDITIC	NAL IDEN	NTICAL	
14. WORK L	OCATION	CODE		EXEM	/IP I	CHANGE  ☐ MC028 \	NORK C	OUNTY C	CHANGE	
EXISTING POS	SITION					☐ MD020 A			)	
						☐ MC149 DOWNWARD REALLOCATION				
NEW/REVISED	POSITION					☐ MC150 LATERAL REALLOCATION				
Dixon/Lee	County	RC009		١	N	☐ MC158 UPWARD REALLOCATION			CATION	
% OF TIME	16. COMPLETE	CURRENT AND ACCURATE	STATEM	IENT	OF PO	SITION ES	SENTI	AL FUNC	TIONS	
30%	1. Performs	luties of a direct service cap rk behaviors to individuals i	pacity by	y tea	ching p	hases of a	a trade	occupat	tion and	
	-	vides instruction in various		-	-		-	udes pro	per work	
	me	thods, attitudes, habits, safe								
		techniques.	امسم دم	01100	n i o r					
		ers special behavioral probl sically restrains individuals		•		event iniui	v to in	dividual	or others	
20%		planning lessons in various					y (0 iii	arriadar	01 011010.	
		tructs individuals involved in			ining p	rograms ir	n work	related:	social	
		navior and work-related self	•		ale how	to resolve	confli	cts and	minimize	
	<ul> <li>Such activities include instructing individuals how to resolve conflicts and minimize negative behaviors, to develop competencies needed for employment in a variety of occupations such as a craft artist or horticulture worker.</li> </ul>									
		mpletes assessments unde					staff.			
	• Pr	ovides work tasks, prevocat	tional op	portu				, group a	activities	
	within the center and outside the center.									

% OF TIME	16. COMPLETE CURR	ENT AND ACCURATE STATEMENT OF	POSITION ESSENTIAL FUNCTIONS				
	<ul> <li>Works with residents following the schedule determined by the Interdisciplinary Team, in the location that meets the resident's needs.</li> <li>Travels in performance of job duties.</li> </ul>						
15%			andards and delivery of services are met.				
1070	-	s learning patterns.	and and and activery of solvious are mot.				
		s information on progress.					
		classroom and on-the-job training in a	accordance with curriculum				
10%		ce and instruction on a daily basis utilized					
1070		are deaf and/or hard of hearing.	zing mandar communication of the				
5%		als on basic operation and proper use	of equipment.				
	<ul> <li>Maintains</li> </ul>	s and operates equipment, including, b s, and paper laminators.	• •				
		equipment or schedules repair for work	kehon equipment				
	-	· ·	kup or delivery of workshop materials for				
	working r		rup of delivery of workshop materials for				
	•	mance of job duties works after busine	ess hours, weekends and holidays				
5%		orts daily training data for individual at					
3,0	•	ents information in individual records as	•				
5%		vely participates in training.					
		in-service training and continuing educ	cation for professional growth and				
	developr		James Ter Presentation growth and				
5%	8. Assists in selecti	ng and obtaining supplies necessary f	for the vocational/educational program				
		aintaining inventory.					
5%	Performs other of duties enumerate	duties as required or assigned which a ed above.	re reasonably within the scope of the				
17. POSITIC	N TITLE AND NUMBER	IMMEDIATE SUPERVISOR (Responsible	le for assigning and reviewing work.				
preparing, c		erformance evaluations; effectively recomm	mending and imposing disciplinary action and				
_ aajaag g:			WORKING TITLE (IF ANY)				
Mental Hea	alth Administrator I	26811-10-73-063-30-22					
18 CHECK	THE APPROPRIATE BO	OX IF THIS POSITION IS A:					
	☐ Supervisor ☐ Lead Worker						
			a detailed duty statement(s) with a time				
		as checked above, list position title, po	sition number, and number of				
subordinate	subordinate incumbents or authorized funded headcount.						
F	Position Title	Position Number	No. of Incumbents or Funded Vacancies				
N/A							
		SKILLS, ABILITIES, LICENSURE OR CEI					
		THE WORK OF THIS POSITION. NOTE:					
		S AND LICENSURE OR CERTIFICATION N" CAN NO LONGER BE USED.	N IDENTIFIED ON STANDARDS, THE				
FIIIVAGE 3	AWIL AS SEEDIFICATIO	OAN NO LONGLY DE USED.					
Minimum C	Qualifications						

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.

- 1. Requires knowledge, skill and mental development equivalent to the completion of four years of high school.
- 2. Requires one year experience in a rehabilitation workshop or related field.
- 3. Requires the ability to communicate utilizing manual communication at a novice skill level.

### Preferred Qualifications (In Order of Significance)

- 1. One (1) year of professional experience in a rehabilitation workshop in a private or public organization.
- 2. One (1) year of professional experience instructing individuals in proper work attitudes, habits and work-related social skills.
- 3. One (1) year of professional experience monitoring work performance to ensure that quality standards and delivery of services are met.
- 4. One (1) year of professional experience documenting information in records.
- 5. One (1) year of professional experience teaching elementary workshop tasks to clients.
- 6. One (1) year of experience communicating effectively both orally and in writing.

### 20. CONDITIONS OF EMPLOYMENT

- 1. Requires the ability to physically restrain individual as necessary to prevent injury to individual or others.
- 2. Requires the ability to work after business hours, weekends and holidays.
- 3. Requires ability to travel.
- 21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.

The Division of Developmental Disabilities is seeking to hire a Rehabilitation Workshop Instructor I for the Mabley Developmental Center located in Dixon, Illinois to perform duties of a direct service capacity by teaching phases of a trade/occupation and general work behaviors to individuals in workshop operations setting. Instructs individuals in proper work attitudes, habits and work-related social skills. Plans work tasks, observes and evaluates learning patterns and work performance of individuals. Travels in performance of job duties. Utilizes manual communication skills on a daily basis with individuals who are deaf and/or hard of hearing.

### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
arthory Pascente Bytard		Conlagain schaus	11/22/22

12/6/22

1. POSITION	N TITLE	WORKING TITLE (IF ANY)  BILINGUA CODE					ION TITLE ON CODE	2. POSITION NUMBER			
EXISTING PO	SITION										
NEW/REVISEI	D POSITION										
Rehabilitati Instructor I	on Workshop I			20			МС	38193-10-73-063-30-22			
3. AGENCY		4. BUREAU/DIV	/ISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE	
EXISTING PO	SITION										
NEW/REVISEI	POSITION	Division of De	welonmen	ntal							
Departmer Services	nt of Human	Disabilities	velopinel	ııaı		0	052	1	R		
10. SECTIO	N	11. UNIT					12. TRANS.	ACTION		. EFFECTIVE ATE	
EXISTING PO	SITION						☐ MA021 E	STABL	ISH	9/16/2022	
							☐ MA022 E	EXEMPT	CODEC	CHANGE	
NEW/REVISEI	D POSITION						☐ MC024 F	POSITIO	n numb	ER CHANGE	
Mabley De Center	velopmental	\/acational/Tre	Va sational/Training Danaster and				☑ MC026 CLARIFY				
Center			Vocational/Training Department				☐ MC027 ADDITIONAL IDENTICAL				
14. WORK I	_OCATION	15. BARGAININ CODE			RUTA	AN MPT	CHANGE				
EXISTING PO	SITION		2.2				☐ MC028 WORK COUNTY CHANGE				
EXIOTING	0111011						☐ MD021 ABOLISH ☐ MC149 DOWNWARD REALLOCATION				
NEW/REVISEI	D POSITION						☐ MC150 LATERAL REALLOCATION				
Dixon/Lee	County	RC009	RC009 N		N	☐ MC158 UPWARD REALLOCATION					
% OF TIME		CURRENT AND AC	CURATE S	STATE	MENT						
20%	1. Performs	herapeutic interac	tion with,	and th	ne trai	ning an	d supervis	sion of	individu	als in a	
		training workshop	•		_						
		ovides instruction i ethods, attitudes, a			appro	ved cur	ricula, wh	ich incl	udes pr	oper work	
		aches individual w			roups	of indiv	idual worl	kers ind	dustrial	production,	
	sa	ety practices, mat	erial hand								
20%		designated lead v									
<ul> <li>Assigns and reviews work.</li> <li>Provides guidance and training to assigned staff.</li> </ul>											
		vises immediate s	•		_		ance of sta	aff.			
15%	3. Assists in	planning lessons i	n various	state a	appro	ved cur	ricula and	instruc			
	involved ir skills.	the day training p	rograms i	n worl	k-rela	ited soc	ial behavi	or and	work-re	elated self-help	
		ch activities includ	e instructi	ng ind	lividua	als how	to resolve	e confli	cts and	minimize	
	ne	gative behaviors, t	o develop	comp	etend	cies nee	eded for e				
occupations such as a craft artist or horticulture worker.											

ME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul> <li>Physically restrains individuals as necessary to prevent injury to individual or others.</li> <li>Completes assessments using approved vocational assessment material.</li> <li>Provides work tasks, prevocational opportunities, leisure activities, group activities within the Center and outside the center.</li> <li>Work with residents following the schedule determined by the Interdisciplinary Team, i the location that meets the residents needs</li> </ul>
100/	Travels in performance of job duties.  A Dravides guidenes and instruction on a deity basis utilizing manual communication skills for
10%	<ol> <li>Provides guidance and instruction on a daily basis utilizing manual communication skills for center staff and individuals who are deaf and/or hard of hearing.</li> </ol>
10%	<ul> <li>5. Evaluates individual work performance by observation of learning and working patterns, economy of motion, adherence to production procedures, and quality of work.</li> <li>Participates in team meetings to discuss. individual progress, as needed.</li> <li>Recommends procedures to improve individual work and therapeutic progress.</li> <li>Assists in development and implementation of simulated production procedures.</li> <li>Assists in the adaptation of work tasks for each individual.</li> <li>In performance of job duties works after business hours, weekends and holidays.</li> </ul>
5%	<ul> <li>6. Compiles, records, and reports daily training data for individuals, attendance, and production.</li> <li>Documents information in individual records as required.</li> <li>Prepares and submits data summaries for interdisciplinary team meetings.</li> <li>Participates in Interdisciplinary Team meetings to discuss individual progress.</li> <li>Makes recommendations to improve individual work and therapeutic progress.</li> </ul>
5%	<ul> <li>7. Instructs individuals and mental health technicians on basic operation and proper use of equipment.</li> <li>Maintains and operates equipment, including, but not limited to, balers, paper shredders, and paper laminators.</li> <li>Repairs equipment or schedules repair for workshop equipment.</li> <li>Assists with material handling, storage and pickup or delivery of workshop materials f working residents.</li> <li>Provides guidance and direction to supporting mental health technicians.</li> </ul>
5%	<ul> <li>8. Maintains inventory of vocational supplies and equipment.</li> <li>Submits requisitions to supervisor for required materials and equipment to ensure provision of vocational training as identified in the individual service plan.</li> <li>Maintains clean and safe working environment for individuals.</li> </ul>
5%	<ul> <li>9. Attends and actively participates in training.</li> <li>Attends in-service training and continuing education for professional growth and development.</li> <li>Trains new and existing staff in vocational techniques including, but not limited to, the basic use of equipment, maintenance of safe working conditions and best practice for vocational training.</li> </ul>
5%	Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

WORKING TITLE (IF ANY)

Mental Health Administrator I 26811-10-73-063-30-22

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies					
Rehab Workshop Instructor I	38192-10-73-063-30-22	Multiple					
Rehab Workshop Instructor I	38192-10-73-063-30-01	Multiple					

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

### Minimum Qualifications

- Requires knowledge, skill and mental development equivalent to the completion of two years of college with courses in rehabilitation, psychology, sociology or related field. OR
  - Four years high school and two years' experience in a rehabilitation workshop or related field.
- 2. Requires ability to communicate utilizing manual communication at a novice skill level.

### Preferred Qualifications (In Order of Significance)

1. N/A

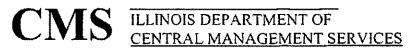
### 20. CONDITIONS OF EMPLOYMENT

- 1. Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.
- 2. Requires the ability to work after business hours, weekends and holidays.
- 3. Requires the ability to travel.
- 21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is  $\underline{NOT}$  intended to be all-encompassing or to address all responsibilities of the position.

The Division of Developmental Disabilities is seeking to hire a Rehabilitation Workshop Instructor II for the Mabley Developmental Center located in Dixon, Illinois to perform therapeutic interaction with, and the training and supervision of individuals in a vocational training workshop operation setting. Instructs individuals in proper work attitudes, habits and work-related social skills; observes and evaluates learning patterns and work performance of individuals. Provides guidance and direction to supporting mental health technicians. Serves as designated lead worker. Travels in performance of job duties. Utilizes manual communication skills on a daily basis with individuals who deaf and/or hard of hearing.

### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.



1. POSITION TITE	£	WORKING TITLE (IF ANY)	ELINGUA. CODE	FOSTION TO OPTION CO	TLE 2. POSI	TION NUI	MBER		
Existing Position									
New/Revised Position	on		<u> </u>						
Reimbursemer	· · · · · · · · · · · · · · · · · · ·					-10-73-0		0-21	
3. AGENCY		4. BUREAU/ DIVISION			9 EXMT CODE	6 WORK COUNTY	7 A/I AUTH	8 AUDIT	9 OFFICE USE
Existing Position								ļ	
New/Revised Positi	on	Division of Daysland	antal Dic	abilities	0	052	1	R	
	Human Services	Division of Developm		antities	12 TRANS		1 12	EFFECTIV	E DATE
10. SECTION		11. UNIT			CODE	30011014	``	- EFFECTIV	LONIL
Existing Position							1	0/16/19	9
New/Revised Positi	on	Fiscal Support Service	es – Busir	ness					
Mabley Devel	opmental Center	Administration/Recip		unting		21 ESTABI 22 EXEMP		CHANGE	
14. WORK LOCA	TION	15. BARGAINING/TERM C	ODE	Ruta Exer		14 POSITIO 26 CLARIF		IBER CHAI	NGE
Extaining Position						27 ADDITI 28 WORK			
Dixon					🔲 мро:	21 ABOLIS	SH		
Dixon, Lee Co	ounty	RC062		l N	√   🗖 MCI:	19 DOWN'S	AL REA	LLOCATIO	N
% OF TIME	•	NT AND ACCURATE STATEME	NT OF PO	SITION E		SS UPWAR FUNCTION		LLOCATIO	N
		sion, performs investigations						iduals,	their
	estates and their legally	y responsible relatives; serve	s as Medi	icare part	t B Coordir	iator; re	views	and ap	proves
	account adjustments; p	repares correspondence used	l to exped	lite the co	ollection of	funds;	serve	s as a lia	ison
		probate and civil cases; reco		and, afte	r approval,	implem	ents p	policy, r	nethod,
	and procedure revision	s as a result of section staff s	studies.						
	SPECIFICALLY:								
30%	1 Performs investigat	ions relating to financial resp	noneibilit	v of indix	viduals the	ir estate	s and	their le	eally
٥٠٥٥	responsible relatives.	Prepares correspondence to	collect fu	nds. Eva	aluates the	financia	l posi	tion of	67
	individuals and/or thei	r estates and their legally res	ponsible :	relatives	to determin	ie an eq	uitabl	le sched	ule of
	charges for care and tr	eatment of individuals; confe	ers with s	upervisor	r and/or cer	tral off	ice co	ncemin	g
	difficult or complex an	nd possible precedent-setting	cases.						
20%	2 Samuela Madienro	Part B Coordinator; reviews	comecno	ndanca :	roulee corr	eboode	nce to	s craff f	``t"
2076		B claims; maintains individu							
	Medicare B claims.	,			o units persi			r	
15%	3. Reviews and appro-	ves account adjustments; app	roves or	disappro	ves docume	ents of r	elativ	es clain	ning
		nent charges; advises staff re			e of money	in unus	ual si	tuations	and to
	explain policy, proced	ures and statutes governing r	eimburse	ment.					
15%	A Proposed letters cul	opoenas, memorandums and	legal doc	uments u	sed to evne	dite the	colle	etion of	finds.
1370	reviews correspondent	ce and the documented result	s from co	nference	s with relat	ives, co	nserv	ators, a	itomevs.
		legislators, federal and state				,		<b>,</b>	,
	• •				•				
		<b></b>	_						
DIRECTOR OF C	   SIGNATURE	IMMEDIATE STEP RVISOR SIGNA	TURE I	AGENCY H	IEAD SIGNAT	URE		, .	DATE
mel	lode	OCT 2 3 2019	- · · · · · · · · · · · · · · · · · · ·		, <u> </u>	- [].	•	Inh	oha
cus at the f	39	VC1 4 3 2013		DIA	CO BO	X17	27	710	711
CIVIO (INF.) (MEY.)	<i>アサストヒサインスイサ</i> ムゥ \	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	_			SXIII	1110	INH	MANA

16. (CONTINUE % OF TIME							
	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)  5. Serves as a liaison with officials handling probate and civil cases involving departmental accounts:						
10%	5. Serves as a liaison with officials handling probate and civil cases involving departmental accounts; testifies or provides testimony and materials supporting reimbursement charges.						
5%	6. Recommends and, after approval, implements policy, method, and procedure revisions as a result of						
507	section staff studies.						
5%		s assigned or required which are re	asonably within the scope of duties enumerated				
	above.						
			•				
17. POSITION	N TITLE AND NUMBER OF IM	MEDIATE SUPERVISOR (Responsible	for assigning and reviewing work, preparing,				
conducting	g and signing performance eva s for the incumbent of this posi	luations; effectively recommending and	d imposing disciplinary action and adjusting				
	······································		WORKING TITLE (IF ANY)				
Public Service	ee Administrator 37015-1	0-73-050-00-21	Director of Fiscal Support Services				
18. CHECK TH	HE APPROPRIATE BOX IF TH	IS POSITION IS A:	J				
SUPE	RVISOR OR LEAD	WORKER					
NOTE: C	emandaan oo laad wadee		data the data and the control of the				
NOTE: S	upervisory or lead worker re: me percentage(s) allotted.	sponsibilities <u>must</u> be described in a	i detailed duty statement(s) with a				
		title, position number, and number of s	subordinate incumbents or authorized funded				
headcoun							
	Position Title	Position Number	No. of Incumbents or Funded Vacancies				
N/A							
			***************************************				
			**************************************				
19. SPECIALI	ZED KNOWLEDGES, SKILLS	, ABILITIES, LICENSURE OR CERTIFI	ICATION NECESSARY FOR THE SUCCESSFUL				
PERFORM	MANCE OF THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	ARE NOW SEVERAL OPTIONS OF SKILLS AND				
	S AND LICENSURE OR CERT LONGER BE USED.	IFICATION IDENTIFIED ON STANDAI	RDS, THE PHRASE "SAME AS SPECIFICATION"				
Requires kno	wledge, skill and mental de	velopment equivalent to completion	n of four years college with courses in				
accounting, e	economics or business admir	nistration, preferably including cou	rses in insurance, estate and probate law.				
Requires one year of work experience in the reimbursement field. Requires extensive knowledge of various reimbursement							
forms utilized by the facility. Requires extensive knowledge of the statutes and departmental policies, rules and regulations							
as they relate to the reimbursement of monies to the State for the care and treatment of patients. Requires extensive							
knowledge of mathematical calculations relevant to reimbursement funding. Requires ability to analyze records, accounts,							

forms and legal documents to ascertain financial condition, completeness, accuracy and sufficiency in compliance with

State laws and departmental rules and regulations.

والمستعدد والمستعدد	LE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER					
Existing Position							-					
New/Revised Positi Reimbursemet						38199-10-73-053-20-21						
3. AGENCY Existing Position	770. V. 2. V.	4. BUREAU/ DIVISION	2,000,000		5 EXA.FT CODE	6 WORK COUNTY	7 A/I ALJTH	8 AUDIT	9 OFFICE USE			
Externs common				-								
New/Revised Positi		Division of Developme	ental Dis	shilities	0	052	N	R	-			
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30%	revisions as a result of SPECIFICALLY:  1. Investigates, evaluations	ates, determines and reviews	the financ	cial liability	of indi	viduals,	their	estates				
20%	supervisor and/or central calculates the reimburs.  2. Serves as Medicare	e relatives, in order to schedual office concerning difficult ement rate for individuals.  Part B Coordinator; reviews claims; maintains individuals.	or compl	ex and pos-	sible pre utes con	ecedent- responde	settin	g cases; o staff i	for			
	exemption from treatme	ves account adjustments; appent charges; advises staff regares and statutes governing re	arding ac	ceptance of								
	reviews correspondence	poenas, memorandums and le e and the documented results egislators, federal and state ar	from con	iferences w	ith relat							
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		fter approval, implements pol	licy, meth	nod, and pro	ocedure	revision	is as a	result (	of			
	section staff studies.	MEDIATE SUPERVISOR SIGNATU	ine to	GENCY HEAD	CICKIAT	IDC			ATE			

16. (CONTINUE	וט		
% OF TIME	16. COMPLETE CURRENT AND		ON ESSENTIAL FUNCTIONS (Continued)
5%	7. Performs other duties as	s assigned or required which are	reasonably within the scope of duties enumerated
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conductin	a and signing performance eva	Justions: effectively recommending	and imposing disciplinary action and adjusting
grievance	s for the incumbent of this posi	lion.)	
\/			WORKING TITLE (IF ANY)
INSA	37015-10-73-	-05D-02-21	
Business Me	inager 05815-10-73-050-00	21-	Dir. Escal + Supt Serverco
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# CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

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3. AGENCY  4. BUREAU DIVISION  5. BOOK SCHOOL  Non-Reversed Resease  Division of Rehabilitation Services  0 0 69 2 R  10. SECTION  11. UNIT  12. TRANSACTION  13. TRANSACTION  13. TRANSACTION  14. WORK LOCATION  15. BARGANING/TERM CODE  14. WORK LOCATION  15. BARGANING/TERM CODE  15. BARGANING/TERM CODE  16. BARGANING/TERM CODE  17. BARGANING/TERM CODE  18. BARGANING/TERM CODE  19. MCC22 ADSTRICTANA CENTRACE CHANGE  19. MCC22 ADSTRICTANA CENTRACE  19. MCC22 ADSTRICTANA  19.		ore Worker		20 MCA				38277-10-43-220-71-20					
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Jacksonville/Morgan  RC009  N DICISE LITERAL REALLOCATION % OF TIME  16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS  Under general supervision, provides direct training and daily personal care to students at the Illinois School for the Deaf. Cares for deaf children; provides guidance, personal care and training to children develop good living skills/habits; assists professional staff in carrying out aspects of the total rehabilitation programs. Instructs children in learning recreational and occupational activities. Observes residents in all phases of daily activities; prepares written reports. Determines proper disciplinary procedures in minor situations. Escorts children to dining room, school movies, on and off-campus activities/functions. Utilizes manual communication with individuals who are deaf and/or hard of hearing on a daily basis with students, parents and staff.  SPECIFICALLY:  1. Provides direct training and daily personal care to students at the Illinois School for the Deaf. Cares for deaf children; provides guidance, personal care and training to children performing daily living skills and other activities to allow them to function independently and develop good living skills/habits. Instructs and monitors students in daily activities of personal hygiene and grooming, wake-up and bedtime routines, and leisure time activities, etc. Communicates with students, parents and staff utilizing manual communication.  20%  2. Instructs children in learning recreational and occupational activities; through daily activities, instills/teaches moral and social values and skills to develop self-identity and consideration for others.  15%  3. Assists professional staff in carrying out aspects of the total rehabilitation programs. Provides individual attention to children in conjunction with the teachers lesson plan, i.e., assists with homework and/or classroom observation.  4. Determines proper disciplinary procedures in minor situations; informs supervisor of more serious problems;									21 ABOLIS	SH			
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	6. (CONTINUED)						
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)						
10%	6. Observes residents in all phases of daily activities; prepares written reports on each student; completes individualized records, injury reports and other required documentation. Serves as a mandated reporter under the Child Abuse and Neglect Act.						
5%		7. Receives on-going in-service training from various school professionals regarding new procedures and policies, refresher courses and new developments and techniques.					
5%	8. Performs other duties as above.	s assigned or required which are rea	asonably within the scope of duties enumerated				
47 00017:01							
conducting	N TITLE AND NUMBER OF IMN g and signing performance eval s for the incumbent of this posit	luations; effectively recommending and	for assigning and reviewing work, preparing, i imposing disciplinary action and adjusting				
			WORKING TITLE (IF ANY)				
	<u> </u>	-10-43-220-70-20					
18. CHECK TI	HE APPROPRIATE BOX IF THI	S POSITION IS A:					
☐ SUPEI	RVISOR OR LEAD V	VORKER					
		ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a				
		litle, position number, and number of s	subordinate incumbents or authorized funded				
<del></del>	Position Title	Position Number	No. of Incumbents or Funded Vacancies				
N/A	T VOIDOT FINO	i ostion (varibe)	No. of mountains of Funded Vacancies				
···········	Name (1997)						
	***************************************						
PERFORI ABILITIES CAN NO	MANCE OF THE WORK OF TH B AND LICENSURE OR CERTI LONGER BE USED.	IIS POSITION. NOTE: SINCE THERE IFICATION IDENTIFIED ON STANDAI	ICATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"				
			gree, preferably in child care, sociology or				
			sion of children as could be gained in a day care				
			training program or an additional year of the				
above experi	ence. Requires the ability to	communicate effectively in Amer	ican sign language at a colloquial skill level.				

1. POSITION	N TITLE	WORKING TITLE (IF ANY) BILINGU.			POSITION TITLE OPTION CODE 2. POSITION NUM			NUMBER	
EXISTING PO	SITION								
NEW/REVISED	) POSITION								
Residential									
Supervisor			20		N	МС	38280	)-10-73	-060-10-22
3. AGENCY		4. BUREAU/DIVISION		5. EXN COI		6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING PO	SITION								
NEW/REVISED	POSITION								
Departmen Services	t of Human	Division of Developme Disabilities	ental	(	0	052	2	R	
10. SECTION	N	11. UNIT				12. TRANS	ACTION		3. EFFECTIVE ATE
EXISTING PO	SITION					☐ MA021 ESTABLISH	 I		11/1/2022
						☐ MA022 E		CODE	CHANGE
NEW/REVISE	D POSITION					$\square$ MC024	POSITIC	NUM NUM	BER CHANGE
Mabley De	velopmental Cent	er Residential Services/[	Residential Services/Direct Care			MC026 CLARIFY			
14. WORK L	LOCATION	15. BARGAINING/TERM CODE	15. BARGAINING/TERM RU- CODE EXE		Т	<ul><li>☐ MC027 ADDITIONAL IDENTICAL CH</li><li>☐ MC028 WORK COUNTY CHANGE</li></ul>			
EXISTING PO	SITION					☐ MD021 ABOLISH ☐ MC149 DOWNWARD REALLOCATION			ALLOCATION
NEW/REVISED	D POSITION					☐ MC150 LATERAL REALLOCATION			
Dixon/Lee	County	RC062	RC062			☐ MC158 UPWARD REALLOCATION			
% OF TIME	16. COMPLETE O	CURRENT AND ACCURATE	STATEME	ENT OF	PC	OSITION ES	SSENTI	AL FUN	ICTIONS
30%		and distributes work sched	dules of di	irect ca	are	staff on a	n assig	ned un	it, on an
	assigned sh	ıııt. luates daily and projected :	staff cove	erage n	need	ds and sch	nedules	staff t	o ensure
	serv	ices are provided and rece	eived with	ıin a giv	ven	time perio	od.		
		ducts unit rounds, observe roper care.	s staff int	teractio	ons	with indivi	duals t	o ensu	re the provision
	•	rides orientation and on-the	e-job trair	ning fo	r pe	ersonnel.			
	• Inte	prets and implements poli-	cies and p	proced	lure	s for com	•		
		ermines and manages volu			dato	ry overtim	e assig	gnmen	s in
25%	accordance with established procedures.  2. Serves as a working supervisor.								
	Assigns and reviews work.								
	<ul> <li>Provides guidance and training to assigned staff, counsels staff regarding work</li> </ul>								
	<ul><li>performance.</li><li>Reassigns staff to meet day-to-day operating needs.</li></ul>								
		ssigns start to meet day-to blishes annual goals and c			iee	us.			
		oves time off.	,0011403	<b>.</b> .					

6 OF IME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	Prepares and signs performance evaluations.
10%	<ul> <li>Monitors and implements active treatment programing.</li> <li>Advises team on progress/regression of individuals.</li> <li>Recommends changes in the treatment program.</li> <li>Observes the training and teaching of independent living skills and assists during subordinate absences.</li> <li>Offers advice on establishing/modifying the day to day carrying out of treatment</li> </ul>
	<ul> <li>Utilizes sign language to communicate with individuals who are deaf and/or hard of hearing.</li> <li>Physically restrains individuals as necessary to prevent injury to individual or others.</li> </ul>
10%	<ul> <li>Aides in the implementation of physical restraints for combative individuals.</li> <li>Prepares reports and documentation relative to individual services, individual participation in activities and general operation of living areas.</li> </ul>
	<ul> <li>Ensures living areas comply with applicable standards, policies, procedures and regulations.</li> <li>Requisitions supplies and materials.</li> <li>Requests and monitors completion of maintenance services.</li> </ul>
	<ul> <li>Maintains inventory of commodity and equipment needs for given units.</li> </ul>
10%	<ul> <li>5. Participates as a member of interdisciplinary habilitation teams and facility-wide operational committees (i.e. Behavior Management, Human Rights, Executive Committee, etc.).</li> <li>Provides input as to individual service needs for residential units and individual progres including behavioral problems.</li> <li>Serves as a participating member of the facility labor-management team.</li> <li>Provides input on issues and presents the viewpoint of residential services from the region of a supervisor.</li> </ul>
10%	<ul> <li>6. Uses sign language to communicate with individuals (who are hearing impaired) while investigating unusual incidents.</li> <li>Observes physical areas and individuals involved, preserves scene, interviews staff and/or other individuals aware of the incident and evaluates the situation to determine an employee should be removed from the work area.</li> <li>Documents, interviews, summarizes and analyzes incidents and makes recommendations for follow-up action.</li> <li>Prepares closure reports for submission to Facility Director, the center's Quality Manager and Office of Inspector General outlining the results of investigations and actions taken.</li> <li>In performance of job duties, works after business hours, weekends and holidays.</li> <li>Travels in performance of job duties.</li> </ul>
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.
vork, prep	TION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing paring, conducting and signing performance evaluations; effectively recommending and imposing y action and adjusting grievances for the incumbent of this position.)
A = 4 : 1 1 1	WORKING TITLE (IF ANY)
	alth Administrator I 26811-10-73-060-00-22, 26811-10-73- , 26811-10-73-060-20-22, 26811-10-73-060-30-22

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Mental Health Technician I	27011-10-73-060-00-21	Multiple
Mental Health Technician I	27011-10-73-060-00-22	Multiple
Mental Health Technician II	27012-10-73-060-00-21	Multiple
Mental Health Technician II	27012-10-73-060-00-22	Multiple
Mental Health Technician III	27013-10-73-060-00-21	Multiple
Mental Health Technician III	27013-10-73-060-00-22	Multiple

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

### Minimum Qualifications

- Requires knowledge, skill and mental development equivalent to an Associate of Arts Degree, with course work in the health and human services field, plus two years direct care experience in a mental health/rehabilitation residential care setting.
   OR
  - Requires two years resident care supervisory experience in a mental health/rehabilitation residential care setting.
- 2. Requires the ability to communicate with individuals who are deaf and/or hard of hearing using manual sign language at a novice skill level.

## Preferred Qualifications (In Order of Significance)

- 1. Two (2) years of professional experience supervising staff.
- 2. Two (2) of professional experience assessing operational needs and delegate staff appropriately in a public or private organization.
- 3. Two (2) years of professional experience communicating effectively orally and in writing.
- 4. Two (2) years of professional experience working with individuals with physical disabilities and addressing the behaviors and problems.
- 5. One (1) year of professional experience performing quality assurance activities.
- 6. Two (2) years of experience in the guidance and training of staff.

#### 20. CONDITIONS OF EMPLOYMENT

- 1. Requires the ability to physically restrain individuals to prevent injury to individual or others.
- 2. Requires the ability to work after business hours, weekends and holidays.
- 3. Requires the ability to travel.

<sup>\*</sup>Qualifying state employees in the Upward Mobility Program shall have the state requirements of this classification waived by successful completion of specific proficiency tests and training programs.

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

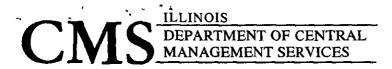
The Division of Developmental Disabilities is seeking to hire a Residential Services Supervisor for the Mabley Developmental Center located in Dixon, Illinois to complete and distribute work schedules of direct care staff on an assigned unit, on an assigned shift. Serves as working supervisor of direct care staff in the provision of facility-wide para-professional services to individuals who have developmental disabilities. Oversees direct care activities on a designated shift. Assists in the implementation of habilitation services and ensures living areas meet facility, Department of Human Services (DHS) and regulatory standards. Utilizes manual communication in the performance of duties involving direct contact with individuals who are deaf and/or hard of hearing.

## 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS	IMMEDIATE SUPERVISOR	AGENCY HEAD	DATE
SIGNATURE	SIGNATURE	SIGNATURE	
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11/16/22 LS



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	16. COMPLETE, CURRENT AND A								• •		
30%	recommendations. Prepares behavior management and/or counseling plans based upon the findings of individual psychological testing with deaf students at ISD utilizing manual communication, prospective students, and students referred for testing only by their local education agency. Psychological testing includes the following areas: intelligence, visual-motor skills, educational achievement, personality, behavior and emotional adjustment, neuropsychological screening, attitudes and interests and interpersonal communication skills.										
15%	3. Provides consultation to so counselors, teachers, and othe adjustment, behavior, and pladisciplinary Conferences and	er profe cement	essional personnel i t of individuals and	n matter groups	rs affectin of student	g the le s. Atte	earning, c ends and	develop particit	ment, oates ii	n Multi-	
15%	4. Assists with the school's annual student educational achievement testing program, including test scheduling, test administration, test scoring, reporting of results to students and staff, and analysis of results on both short-term and longitudinal bases.										
	BUREAU OF										
DIRECTOR'S	OF CMS SIGNATURE 1010	IMMEDI	NOV 2 8 2	NIZULE	- Ag	ar	A SIN	TU	da	D.65E	
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16. (CONTIN	(I (ED)		
% OF TIME I	NOEDI		
5%	5. Participates in selected externa trainer in teacher institutes and Mobile Assessment Program.	nal and internal research projects as a lother school-sponsored training prog	pproved administratively; participates as grams. Participates as a member of the
5%     5%	6. Performs other duties as requenumerated above.	ired or assigned which are reasonably	within the scope of the duties
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condu	ION TITLE AND NUMBER OF IMME cting and signing performance eval- nces for the incumbent of this posi-	DIATE SUPERVISOR (Responsible for a uations; effectively recommending and i tion).	ssigning and reviewing work, preparing, mposing disciplinary action and adjusting
<del></del>			WORKING TITLE (IF ANY)
Public Ser	vice Administrator 37015-10-43-	360-00-20	Evaluation Center Director
18. CHEC	K THE APPROPRIATE BOX IF THIS	POSITION IS A:	
	SUPERVISOR OR	J LEAD WORKER	
Ī	NOTE: Supervisory or lead works	er responsibilities <u>must</u> be described in a	detailed duty statement(s)
	with a time percentage(s) allotted		
		title, position number, and number of su	bordinate incumbents or authorized funded
head co	ount:		
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_N/A			
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		ent from the II State Roard of Education	on. Requires four years of college plus a
_	- • •	or the equivalent. Requires the ability	
	- • • • • • • • • • • • • • • • • • • •	l tests, to conduct student observations	_
		-	ability to communicate effectively with,
		arents and other professionals; one year	
evaluation	ot school-age children. Requires	s ability to communicate in sign langu	age at a colloquial level.
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	ent of Human Services	Office of Rehabilitation S	Services		0	069	N	R	[
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Jackson		RC063		<b> </b>	□ _ M	C158 UP	WARD RE		
% OF TIME	<del></del>	<del></del>							
30%	Under the direction and sup performs functions as a scholocal consultation to other school local education agencies. USPECIFICALLY:  1. Administers, scores, interecommendations. Prepares individual psychological testesting only by their local education neuropsychological screening neuropsychological screening.	pol psychologist with childr staff, parents of deaf childr Itilizes sign language in per rprets and writes diagnostic behavior management and ting with deaf students at IS lucation agency. Psychologonal achievement, personality	en who en and p formand stateme for coun ED, pros gical test ty, beha	are deaf a profession ce of dutie ents and pa seling pla spective staing includivior and e	nd hard al educ: s. sychoed ns base udents, les the f motiona	of hear ators fro lucation d upon t and stuc followin al adjust	ally-rele ally-rele the findi dents re- ig areas: ment,	provider reference of the contract of the cont	des ring f for
30%	2. Interviews students and cactivities; analyzes test find detailed written reports of it personal, behavioral, social indicated in given cases, maneuropsychological, clinical and/or other types.	collateral family members; or ings and relevant backgroun apportant findings and recontant family needs and identities referrals for specific speci	observes id record nmendat fied pro ecialist-	s students ds and, on tion to add blems. Re type exam	in struct the bas tress the eviews: inations	tured and is of the studen findings such a	d unstructed results t's educed and, was psychiated and the control of the contro	, prepa ationa hen th iatrist,	ares il, e need is
15%	3. Provides consultation to counselors, teachers, and oth adjustment, behavior, and pl disciplinary Conferences and	ner professional personnel is accement of individuals and	n matter groups	rs affecting of student	g the least. Atte	arning, onds and	levelop: particip	ment, pates in	n Multi-
15%	4. Assists with the school's scheduling, test administration both short-term and longitud	on, test scoring, reporting o							esults on
	<u> </u>			<del></del> _					
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	911					£	OSTED	mi	<u>)</u> 5.30

16. (CONTIN	(UED)							
% OF TIME			,					
5%	a trainer in teacher institutes and other school-sponsored training programs. Participates as a member of the Mobile Assessment Program.							
5%	6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.							
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		<del></del>	WORKING TITLE (IF ANY)					
Public Se	rvice Administrator 37015-10-43-360-	00-20	Evaluation Center Director					
18. CHEC	K THE APPROPRIATE BOX IF THIS POS	ITION IS A:	<del></del>					
i		WORKER						
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N/A	Position Title	Position Number	No. of Incumbents or Funded Vacancies					
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Requies	the school psychologist endorse	nent from IL, State B	gy or the equivalent. Requires the ability to					
			tests, to conduct student observations and ritten reports of findings; requires ability to					
1	cate effectively with, and to work harn							
	e in psychological evaluation of schoo		and other professionals, two years					
CAPOLICITO	payamorogical evaluation of school	<del>-</del>						
L ' ,		Requires	ability to communicate in sign language					
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1. POSITION	N TITLE	WORKING TITLE (IF ANY)	BILINGU CODE		TION TITLE ION CODE	2. POSITION NUMBER			
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Chicago-Ri Center	ead Mental Healt	h Security Department	Security Department			☑ MC026 CLARIFY			
14. WORK L	LOCATION	15. BARGAINING/TERM CODE			☐ MC027 ADDITIONAL IDENTICAL CHANGE☐ MC028 WORK COUNTY CHANGE				
EXISTING POS	SITION				☐ MD021 ABOLISH				
					☐ MC149	DOWNW	VARD F	REAL	LLOCATION
NEW/REVISE		RC029	RC029		N		CATION		
	ook County		1.0020		☐ MC158 UPWARD REALLOCATION				
% OF TIME	16. COMPLETE	CURRENT AND ACCURATE	STATEM	ENT OF F	OSITION E	SSENT	IAL FL	JNC.	TIONS
35%		variety of security duties or							
	• Par	ticipates/conducts investiga	tions int	o allegatio	ons initiate	d by pa	atients	and	d/or staff of
		glaries, vandalism, patient i ice of Inspector General (OI		and traffic	accidents	within	tne gu	ııae	lines of
	_	pares written reports of san	•						
		nitors facility property, i.e. g							
		uing visitor passes, drives st erational procedures of secu							
		ding and receiving of mess							
	con	nmunication log books and	commur	nication da	-				
20%		designated lead worker to lo	ower lev	el staff.					
	<ul> <li>Assigns and reviews work.</li> <li>provides guidance and training to assigned staff.</li> </ul>								
	-	Advises immediate supervisor regarding performance of staff.							
15%		f on ongoing security proced		• •		., secu	rity pa	rtic	ipation in fire
	safety/emergency procedures, disaster drill procedures.								

WORKING TITLE (IF ANY)

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul> <li>Trains officers on security policy and procedures and on using computer database to enter and track staff vehicle stickers, deletions, and additions for the purpose of general control of vehicles on the grounds and violators of parking/traffic rules and regulations.</li> </ul>
10%	<ul> <li>Communicates in Spanish to those individuals who do not read or speak English.</li> <li>Translates functions/procedures into Spanish for individuals who cannot speak or read English, in contacts with general public, advocacy groups, customers and community organizations.</li> </ul>
10%	5. Prepares daily summary reports of all work activities, advises oncoming shift of unusual priority instances and incidents.
5%	<ul> <li>Inputs daily summary reports.</li> <li>Inputs security data into the computerized database and participates in all Department of Human Services (DHS) and Chicago-Read Mental Health Center (CRMHC) mandatory training.</li> </ul>
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 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.)

Security Officer Chief 39875-10-79-010-00-01

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

□ Supervisor ⊠ Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Security Officer	39870-10-79-010-11-01	Multiple
Security Officer	39870-10-79-010-11-29	Multiple

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

## Minimum Qualifications

- 1. Requires knowledge, skill, and mental development equivalent to the completion of high school.
- 2. Requires one year of experience in safety and protection service or a related field.
- 3. Requires ability to speak, read and write Spanish at a colloquial skill level.

## Preferred Qualifications (In order of Significance)

1. N/A

#### 20. CONDITIONS OF EMPLOYMENT

- 1. Requires a valid driver's license.
- 2. Requires the ability to climb stairs, chase runaways and physically restrain and control individuals.
- 21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be allencompassing or to address all responsibilities of the position.

The Division of Developmental Disabilities is seeking to hire a Security Officer Sergeant for the Chicago-Read Mental Health Center located in Chicago, Illinois to perform a variety of security duties on an assigned shift. Serves as designated lead worker. Trains staff on ongoing security procedures, safety procedures. Prepares daily summary reports. Inputs daily summary reports. Communicates in Spanish to those individuals who do not or speak English.

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS	IMMEDIATE SUPERVISOR	AGENCY HEAD	DATE
SIGNATURE	SIGNATURE	SIGNATURE	
arthory Pascente		Configuration Someone	10/19/22

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10/26/22

EXISTING POSITION  Security Officer  29  SS  39870-10-82-220-10-29  3. AGENCY  4. BUREAU/DIVISION  EXISTING POSITION  NEW/REVISED POSITION  Department of Human Services  10. SECTION  11. UNIT  EXISTING POSITION  11. UNIT  EXISTING POSITION  12. TRANSACTION  13. EFFECTIVE CODE  MA021  ESTABLISH  Security - Day Shift  NEW/REVISED POSITION  NEW/REVISED POSITION  Security - Day Shift  Madden Mental Health Center  Madden Mental Health Center  Security  MC024 POSITION NUMBER CHANGE  MC024 POSITION NUMBER CHANGE			BILINGUAL	- TENSITI	ON TITLE		· · · · · · · · · · · · · · · · · · ·		
Security Officer  29 SS 39870-10-82-220-10-29  3. AGENCY 4. BUREAU/DIVISION EXISTING POSITION NEW/REVISED POSITION Department of Human Services  10. SECTION 11. UNIT CODE NEW/REVISED POSITION  11. UNIT 12. TRAINSACTION 13. EFFECTIVE CODE DATE EXISTING POSITION  14. WORK NEW/REVISED POSITION Security — Day Shift NEW/REVISED POSITION Security 14. WORK LOCATION CODE EXISTING POSITION CODE EXISTING POSITION CODE EXISTING POSITION  15. BARGAINING/TERM CODE EXISTING POSITION UNBERCRIVE EXCEPTION 13. EFFECTIVE CODE  MA022 EXEMPT CODE CHANGE EXCEPTION 14. ACCOPANCE EXISTING POSITION CODE EXISTING POSITION CODE EXISTING POSITION CODE EXISTING POSITION CODE EXISTING MA022 EXEMPT CODE EXISTING MA022 EXEMPT CODE EXISTING MA022 EXE	1. POSITION TITLE	WORKING TITLE (IF ANY)				2. POSITION NUMBER			
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Department of Human Services  10. SECTION  11. UNIT  22. TRÄNSACTION  13. EFFECTIVE CODE  DATE  MA021  Security – Day Shift  Security – Day Shift  Security  MA022 EXEMPT CODE CHANGE  MC024 POSITION NUMBER CHANGE  MC026 CLARIFY  MC027 ADDITIONAL IDENTICAL CHANGE  MC028 WORK COUNTY CHANGE  MC028 WORK COUNTY CHANGE  MC149 DOWNWARD REALLOCATION  MC149 DOWNWARD REALLOCATION  MC150 LATERAL REALLOCATION  Security  TIME  16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS  17. Performs safety property and protection services involving patients, employees, visitors, and state property within the facility on an assigned shift.  Patrols the facility by foot patrol, operating a State vehicle, operating the State-owned computers while keeping up with all updates or by monitoring the security close circuit television system.  20%  2. Assists other unit staff in restraining and controlling combative or acting out patients at the time of their admission and during their hospitalization at the facility.  Accompanies court committed patients to court appearances and other patients transferred to other facilities.  10%  3. Enforces traffic rules and regulations of the facility.  Verifies parking tickets are issued to violators who improperty park their vehicles or leave their vehicles unlocked.  Checks parking lots for unauthorized vehicles parked without Madden Mental Health parking stickers.  Checks facility buildings and grounds for unauthorized personnel, breaches of security	EXISTING POSITION			CODE	]	} ·	: !		
Services  10. SECTION 11. UNIT CODE DATE  EXISTING POSITION  Security — Day Shift  MA022 EXEMPT CODE CHANGE MA022 EXEMPT CODE CHANGE MA022 POSITION NUMBER CHANGE MC024 POSITION NUMBER CHANGE MC024 POSITION NUMBER CHANGE MC025 CLARIFY  14. WORK LOCATION 15. BARGAINING/TERM CODE  EXISTING POSITION  SEXEMPT  MC027 ADDITIONAL IDENTICAL CHANGE MC028 WORK COUNTY CHANGE MC028 WORK COUNTY CHANGE MC029  MC149 DOWNWARD REALLOCATION MC150 LATERAL REALLOCATION MC	NEW/REVISED POSITION					i		i I	
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			rounde for	unautho	rized nem	sonnel	hreach	es of security	



% OF TIME	16. COMPLETE CURRE	NT AND ACCURATE STATEMENT	T OF POSITION ESSENTIAL FUNCTIONS
10%	attempting to leav  • Assists in	e the facility without authorizatio	re and potentially combative patients who are on as stated within policies and procedures. sters, etc., which involves physical effort in ons.
10%	<ol><li>Under supervisior Inspector General</li></ol>	interviews patients and collects (OIG) investigations.	s evidence associated with the Office of
400/	Successfu     Communicates in	Ily completes OIG Basic Investig	o do not read, speak or write English.
10%	<ul> <li>Translates write Engli families ar</li> </ul>	functions/procedures into Span sh in contacts with the general p of community organizations.	hish for individuals who cannot read, speak, or bublic, advocacy groups, patients and/or their
5%	enforcement, whe	n required, during investigations	bers of the community including law and reports results relating to unusual
5%	8. Participates in CF combative patient	I (Crisis Prevention Institute) tra s and completes CBL (Compute Resuscitation (CPR) annually.	ining for the nonviolent physical control of er Based Learning) training and
5%	9. Performs other duties enumerate	ities as required or assigned wh	ich are reasonably within the scope of the
17. POSIT	ION TITLE AND NUMB	ER IMMEDIATE SUPERVISOR	(Responsible for assigning and reviewing
work, prep	paring, conducting, and s	ievances for the incumbent of the	; effectively recommending and imposing nis position.)
uiscipiiriar	y action and adjusting gi	to another the meaning of the	WORKING TITLE (IF ANY)
Security O	Officer Lt. 39876-10-82	-100-00-21	
		BOX IF THIS POSITION IS A	
, □ Superv	visor □ Lead Worker		
percentage	pervisory or lead worker e(s) allotted. If a box wa te incumbents or author	s checked above, list position tit	ped in a detailed duty statement(s) with a time le, position number, and number of
! ! <b>F</b>	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A			
19. SPEC THE SUC SEVERAL	CESSFUL PERFORMA OPTIONS OF SKILLS	NCE OF THE WORK OF THIS I	URE OR CERTIFICATION NECESSARY FOR POSITION. NOTE: SINCE THERE ARE NOW RE OR CERTIFICATION IDENTIFIED ON NO LONGER BE USED.
Minimum	Qualifications		
. 20	Sualifying state employee	es in the Upward Mobility Progra	valent to the completion of high school.  Im shall have the stated requirements of this
i cl	lassification waived by s	uccessful completion of specifie peak and write Spanish at a col	d proficiency tests and training programs.
	(equires ability to read, s ie, Skills <u>, and Abilities</u>	heav and write Shamon at a con	oquiai omi iotoi.
1. R	Requires working knowle	dge of facility security requireme	ents and regulations.
i 2 🛱	Peguires working knowle	dge of physical restraint techniq	ues to control combative patients.

1. POSITION		WORKING TITLE (IF ANY)	BILINGUAL CODE		ION TITLE ON CODE	2. POSITION NUMBER				
EXISTING POS	ITION									
NEW/REVISED	POSITION	Action and Action and the second and				arta I				
Security Th	erapy Aide 1	**************************************	29		SS	399	01-10-8	1-210-31-89		
3. AGENCY		4. BUREAU/DIVISION	WEY (WARM)	5. EXMT CODE	6. WORK COUNTY	7. A/l AUTH	8. AUDIT	9. OFFICE USE		
EXISTING POS	ITION						-			
NEW/REVISED	POSITION									
Departmen Services	t of Human	Division of Mental Hea	alth	0	045	2	R			
10. SECTIO	V	11, UNIT			12. TRANS CODE	ACTION	I 13.	EFFECTIVE TE		
EXISTING POS	SITION	September 1999 -	•••		☐ MA021 ESTABLISH	<b>-</b>		09/01/2021		
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NEW/REVISED								ER CHANGE		
Elgin Menta	al Health Services	Forensic Treatment Program  15. BARGAINING/TERM RUTAN			<ul> <li>✓ MC026 CLARIFY</li> <li>☐ MC027 ADDITIONAL IDENTICAL CHANGE</li> </ul>					
14. WORK L	OCATION	15. BARGAINING/TERM CODE		VIAN XEMPT	☐ MC028 WORK COUNTY CHANGE					
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					☐ MC149 I	DOWNWARD REALLOCATION				
NEW/REVISED	POSITION				☐ MC150 I	LATERA	L REALLO	OCATION		
Elgin/Kane	County	RC009	, <u>,</u>	······································	☐ MC158	UPWAR	D REALLO	DCATION		
% OF TIME							. 74444444 544444	· · · · · · · · · · · · · · · · · · ·		
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS  1. Performs routine tasks in dispensing therapeutic custodial care to individuals with mental illness in a forensic residential setting.  Oversees, monitors, and observes patient activities and behaviors.  Initiates therapeutic interactions with patients.  Instructs guides and monitors patients in daily living habits, self-care, hygiene, dressing, and grooming.  Directs and monitors patients in general housekeeping and laundry activities.  Provides basic psycho-social programming as directed by the treatment team.  Models and guides patients in learning socially acceptable behaviors.  Provides simple nursing care such as taking vital signs, weigh-ins, foot soaks, etc. as										
	Monito	ed by physician. ors patient intake and ou	itput.					ional cotivities		
30%	<ol><li>Monitors and and off unit pr</li></ol>	oversees patient moven	nent in dai	iy activit	ies, auring	meais	, recreat	nonai activities,		
and a second assessment of the second	<ul> <li>Using and de</li> </ul>	aggression managemer e-escalates aggressively	related p	atient be	ehavior.			and identifies		
	Escort	s patient off grounds for	patient off grounds for trips to court, medical appointments, etc.							

ME <sub>.</sub>	<ul> <li>Participates in patient management interventions that may include participating in restraint interventions that require the physical hold of a patient or managing the milieu during a crisis event.</li> <li>Performs Cardiopulmonary Resuscitation (CPR).</li> <li>Lifts up to 50 pounds, walks, stoops and bends in performance of job duties.</li> </ul>
10%	<ul> <li>3. Performs routine face checks of patients.</li> <li>Completes routine security checks of the interior of unit to ensure integrity of locks, screens, windows, vision panels, etc.</li> <li>Conducts random searches of patient rooms and units to ensure that living environmen</li> </ul>
	is kept safe and secure from contraband materials and items posing safety risks.
10%	<ul> <li>Serves as a member of the patient treatment team.</li> <li>Attends treatment planning meetings, reports and documents patient behavior and provides input in the development and implementation of treatment programs with team members.</li> </ul>
10%	<ul> <li>5. Translates functions/procedures orally and in writing into Spanish for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, patients and/or patient families and community organizations.</li> <li>Communicates in Spanish to those individuals who do not read or speak English.</li> </ul>
5%	Attends and provides input into shift meetings and staff training.     Assists with orientation to new Security Therapy Aides on the unit.     Attends and completes required and recommended training.
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.
7. POSI <sup>-</sup> ork, prej	

Public Service Administrator 37015 210-20-88, 37015-10-81-210-30-8 10-81-210-50-88, 37015-10-81-210 37015-10-81-210-80-88 & 37015-1 18. CHECK THE APPROPRIATE	8, 37015-10-81-210-40-88, 37015- 0-60-88, 37015-10-81-210-70-88, 0-81-210-90-88	
And the second s		h-Principles
☐ Supervisor ☐ Lead Worker		
	s checked above, list position title, p	in a detailed duty statement(s) with a time oosition number, and number of
Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		
THE SUCCESSFUL PERFORMAN	NCE OF THE WORK OF THIS POS	OR CERTIFICATION NECESSARY FOR SITION. NOTE: SINCE THERE ARE NOW OR CERTIFICATION IDENTIFIED ON

STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Minimum Qualifications

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.

1. Requires knowledge, skill, and mental development equivalent to completion of high school.

- 2. Requires successful completion of an approved Security Therapy Aide Training Program or equivalent experience.
- 3. Requires the ability to speak, read and write Spanish at a colloquial skill level.

## Knowledge, Skills, and Abilities

1. N/A

## 20. CONDITIONS OF EMPLOYMENT

- 1. Requires the ability to walk and stand for a significant period of time, including stooping, bending and lifting.
- 2. Requires the ability to lift up to 50 pounds.

3. Requires the ability to acquire and maintain CPR certificate.

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

Under direct supervision, performs routine tasks in dispensing therapeutic custodial care to individuals with mental illness in a forensic residential setting. Oversees, monitors, and observes patient activities and behaviors; monitors and oversees patient movement in daily activities; completes routine security checks; serves as a member of the patient treatment team; attends and provides input into shift meetings and staff training. Communicates in Spanish to those individuals who do not read or speak English.

## 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS
SIGNATURE

JANUARY

SIGNATURE

AGENCY HEAD
SIGNATURE

DATE

DATE

DATE

SIGNATURE

LS

1. POSITION	N TITLE	WORKING TITLE (IF ANY)	BILING			ION TITLE ON CODE	2. POSITION NUMBER			
EXISTING PO	SITION	,								
NEW/REVISE	D POSITION									
Security Th	nerapy Aide					SS				
Trainee			29				399	05-10	-81-410-41-89	
3. AGENCY		4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE	
EXISTING PO	SITION									
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10. SECTIO		11. UNIT				12. TRANS	ACTION		3. EFFECTIVE DATE	
EXISTING PO	SITION					☐ MA021 ESTABLISH	1		7/1/2022	
						☐ MA022 E	XEMPT	CODE	CHANGE	
NEW/REVISE	D POSITION					☐ MC024 F	POSITION NUMBER CHANGE			
Elgin Ment	al Health Services	Forensic Treatment P	rogram				CLARIFY			
14. WORK I	LOCATION	15. BARGAINING/TERM CODE		RUT EXE	TAN EMPT		ADDITIONAL IDENTICAL CHANGE WORK COUNTY CHANGE			
EXISTING PO	SITION					☐ MD021 A	ABOLISH			
						☐ MC149 [	OOWNW	ARD R	EALLOCATION	
NEW/REVISE	D POSITION					☐ MC150 L	ATERA	L REAL	LOCATION	
Elgin/Kane	County	RC009			N	☐ MC158 U	JPWARI	REAL	LOCATION	
% OF TIME	16. COMPLETE CUI	RRENT AND ACCURATE	STATEM	/ENT	C OF PO	OSITION E	SSENT	AL FU	NCTIONS	
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		ustodial care to adults in ves classroom instruction							hilitation and	
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		le with selected patients. reports for supervisory		-000	rdina ol	hangas in	nationt	o' bob	ovior or	
		nts that occur on assigne		eyai	ruing ci	langes in	palleni	s ben	avior or	
20%	<ol><li>Assists higher</li></ol>	level staff in overall pat	ient car					-		
		ves and communicates p							•	
		pates in patient manage nt interventions that requ								
		a crisis event.		Priy	oloui ile	na or a par		mana		
	<ul> <li>Perfor</li> </ul>	ms Cardiopulmonary Re			` ,					
	-	p to 50 pounds, walks, s	•			•		-		
		slates and interprets functions/procedures into Spanish for patients and/or their es on a facility-wide basis.						and/or their		

% OF TIME	16. COMPLETE CURF	ENT AND ACCURATE STATEMENT OF	POSITION ESSENTIAL FUNCTIONS					
10%	or patient therap		atients to meals, recreation areas, group sional habilitation personnel, hearings or unit staff.					
10%	<ul> <li>10%</li> <li>5. Receives training on methods used to observe and intervene in patient behavior using aggression management techniques and assists higher level staff to physically restrain patients with behavior problems.</li> <li>Physically restrains patients as necessary to prevent injury to the patient or others.</li> </ul>							
5%	6. Receives trainin	g and with guidance, administers simp	ole oral medications.					
5%		ng periodic counts of patients. s responsibility for protection of the pa	tient's safety.					
5%	facility.	to court appearances, medical appoir mance of job duties works after busine	ess hours, weekends and holidays.					
5%		duties as assigned or required which a						
preparing, c			le for assigning and reviewing work, mending and imposing disciplinary action and					
			WORKING TITLE (IF ANY)					
Public Serv	vice Administrator 3	7015-10-81-440-10-88	Associate Director of Nursing					
18. CHECK	THE APPROPRIATE B	OX IF THIS POSITION IS A:						
☐ Supervis								
percentage	NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.							
Position Title Position Number No. of Incumbents or Funded Vacancies								
N/A	N/A							
SUCCESSF OPTIONS C	UL PERFORMANCE O OF SKILLS AND ABILITIE	SKILLS, ABILITIES, LICENSURE OR CE F THE WORK OF THIS POSITION. NOTE ES AND LICENSURE OR CERTIFICATION	: SINCE THERE ARE NOW SEVERAL					

## Minimum Qualifications

- 1. Requires knowledge, skill, and mental development equivalent to completion of high school.
- 2. Requires the ability to speak, read and write Spanish at a colloquial skill level.

## 20. CONDITIONS OF EMPLOYMENT

- 1. Requires the ability to physically restrain patients as necessary to prevent injury to the patient or others.
- 2. Requires the ability to walk and stand for a significant period of time, including stooping, bending and lifting.
- 3. Requires the ability to lift up to 50 pounds.
- 4. Requires the ability to acquire and maintain Cardiopulmonary Resuscitation (CPR) certificate.
- 5. Requires the ability to work after business hours, weekends and holidays.
- 6. Requires the ability to participate in and successfully complete the Security Therapy Aide training program.
- 7. Requires the ability to protect self and others.
- 21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.

The Division of Mental Health is seeking to hire a Security Therapy Aide Trainee for the Elgin Mental Health Center located in Elgin, Illinois to receive training and on-the-job experience in providing therapeutic custodial care to adults in a secure residential care forensic unit for a period of six to twelve months. Receives on-the-job training in implementing interpersonal relationships. Assists higher level staff in overall patient care. Receives training regarding methods used to escort patients. Escorts patients to court appearances, medical appointments, and other needs outside of the facility. Receives training on methods used to observe and intervene in patient behavior. Assists in making periodic counts of patients. Communicates in Spanish to those individuals who do not read or speak English.

#### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
anthony Pascente by Jayre Bithard 8/3/22		Congrana Bornano	7/8/22

LS



1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSIT	TION TITLE ON CODE	2. POS	ITION NU	MBER		
Existing Position		-	5552	0, 1,						
New/Revised Position Senior Public Service Adr		Janager of Minority ecruitment and Relations	29	5	SS1	40070	-10-11-2	250-0	0-29	
3. AGENCY	1	4. BUREAU/ DIVISION		1		5. EXMT CODE	6, WORK COUNTY	7 A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position						0021	5554			502
New/Revised Position									-{	
Department of Human Ser	vices	Bureau of Recruitment	& Select	tion		0	016	1	R	
10. SECTION	<u> </u>	11. UNIT				12. TRAN CODE	SACTION	1	3. EFFECTIV	E DATE
Existing Position						CODE		1	1/1/21	
New/Revised Position	·									
Recruitment & Technician	Selection					☐ MC0:	21 ESTABI 22 EXEMP	T CODE		
14. WORK LOCATION		15. BARGAINING/TERM CO	DE		Rutan Exempt		24 POSITIO 26 CLARIF		MBER CHAI	NGE
Existing Position				i		☐ MC0:	27 ADDITI	ONAL I	DENTICAL Y CHANGE	
		1				☐ MD0	21 ABOLIS	SH		
New/Revised Position Chicago/Cook County		TA000			N	<ul> <li>MC1:</li> <li>MC1:</li> </ul>	50 LATER. 58 UPWAR	AL REA	REALLOCA LLOCATIO LLOCATIO	N
		AND ACCURATE STATEME								
20% 2. Represindivid	Implements por Directs the eff Ensures cooped Divisions, and the Secretary' Researches, as regarding agents the agency to the secretary and second recruit for a cancies:  Develops, exp Creates a compression of the second second second second second counseling second counseling second prize the second s	nalyzes, compiles, and pro- ncy's performance in meet in liaison relationships wi rity backgrounds, colleges or technical, medical, clini- clains and provides such or munity understanding of S hiring and interviewing perely disabled hiring option ucts, ensures participation ssions and other public out highly visible representati	of efforts e Staff, S vides data ing outre ith comm and high cal, educe ganization of the concedure of the conceduration of the concedure of the conceduration o	from School ta and each a nunity h school ons w Illinoi es, ver	all DH of super and reter and reter and and of the super and DH of	IS staff intended amendal cention goes and o ceteran o cetaran o c	of the principal including the control of the contr	erogrand of the constitutions, and permatrice the constitution of	fice, Bur Director ative Starepresent etc., to ersonnel we action s, class re option	reaus, s, and off ting for needs; and reer
state and the region in recruitment efforts.  3. Speaks on behalf of the Agency in recruitment efforts; commits the Department to specific courses of action:  Explains, interprets and fosters support for DHS programs, recruitment efforts and affirmative action programs with community organizations, religious groups, social groups, fraternal organizations, executive recruitment organizations, consumer groups, coalitions and institutions of higher education;  Communicates in Spanish to those individuals who do not read or speak English.					ative utions					
DIRECTOR OF CMS SIGNATUR	₹/.	EDIATE SUPERVISOR SIGNATI	JRE A	GENC مر	Y HEAD	SIGNAT	URE - <i>L-4</i> ~	<b>&gt;</b>	D	ATE
CMS-104 (Rev. 10/94) II 401-019	indi 30			CE	97Mg	Payri	Buta	<b>P</b> 19	1/	7/21

16. (CONTINUE							
% OF TIME							
10%	4. Serves as full-line supervisor to staff engaged in recruitment activities;						
	<ul> <li>Assigns and reviews work;</li> </ul>						
	<ul> <li>Provides guidance and training to assigned staff;</li> </ul>						
			regarding work performance;				
			f to meet day-to-day operating need	is.			
			igns performance evaluations;	,			
			nual goals and objectives;				
		<ul> <li>Approves time</li> </ul>					
	ļ	**	•				
			vei grievances; effectively recomm	ienas an	nd imposes discipline, up to and including		
		discharge;					
		<ul> <li>Determines and</li> </ul>	d recommends staffing needs.				
10%	5.	American Employment Asian-Americans employment who seek employment	t Plan Advisory Counsel; examines loyed by state government, the barr or promotional opportunities in sta	s the pre riers face ite gover	ent Plan Advisory Counsel and the Asian evalence and impact of Hispanics and ed by Hispanics and Asian-Americans rnment, and possible incentives that of Hispanics and Asian-Americans in		
10%	6.	titles requiring specific  Analyzes t and remed Coordinate Provides for	attention and recruitment efforts:	omparise g and int	s progress;		
conducting	g and		MEDIATE SUPERVISOR (Responsible uations; effectively recommending and	imposin	g disciplinary action and adjusting grievances		
				WORK	(ING TITLE (IF ANY)		
Senior Public	Ser	vice Administrator 400	70-10-11-200-00-01	Burear	u Chief		
18. CHECK TH	ΙE Α	PPROPRIATE BOX IF THI	S POSITION IS A:	1			
SUPE	RVIS	OR OR LEAD W	VORKER				
			ponsibilities <u>must</u> be described in a	detailed	d duty statement(s) with a		
		ercentage(s) allotted.	title, position number, and number of si	ubordina	ito incumbants or authorized funded		
headcoun		ieckeu above, nsi position i	inte, position number, and number of si	upordina	te incumpents of authorized funded		
neadocan							
	Pos	sition Title	Position Number		No. of Incumbents or Funded Vacancies		
Public Service	e A	dministrator	37015-10-11-250-10-01		1		
Public Service	e A	dministrator	37015-10-11-250-20-29		1		
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.							
	Minimum Qualifications						
1. Requires knowledge, skill and mental development equivalent to completion of four years college with coursework							
-		ss or public administration			,		
			ely responsible administrative expe	erience i	in a public or private organization		
					a colloquial level. (If you answer, "yes",		
		be tested for proficiency		Tour, at	a conoquial level. (ii you answer, yes,		

		POSITION DESCRIPTION
POSITION TIT	LE	POSITION NUMBER
	Service Administrator	40070-10-11-250-00-29
% OF TIME		TEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
	<ul> <li>effectiveness of the outreach effectiveness of the outreach effection is communicates with Selection is possessing the prerequisite grad vacancies;</li> <li>Serves as liaison to the Depart</li> </ul>	staff providing information on prospective candidates de, certification, license or degree for existing and anticipated
5%	(Facebook, Twitter, webpages, blogs, job b	ine recruitment initiatives including social media accounts to ards): and hard copy recruiting information and materials.
5%	8. In the absence of the Bureau Chief, assume administrative authority for operation of the	es responsibilities for the Bureau Chief with full e Bureau and all functions.
5%	9. Performs other duties as required or assigned enumerated above.	ed which are reasonably within the scope of the duties
	(professional conferences, stakeholder	remployment.  y groups to recruit for employment. enting, delivering or communicating on behalf of the agency meetings, leadership meetings, seminars). other electronic methods to recruit individuals. g statistical information. seminating printed and online materials.

1. POSITIOI	N TITLE	WORKING TITLE (IF ANY)	ORKING TITLE (IF ANY) BILINGUA				2. POSITION NUMBER			
EXISTING POS	SITION	, , , , , , , , , , , , , , , , , , ,	CODE		OPTION CODE					
			03		СН		41313-10-90-412-10-03			
NEW/REVISED										
Social Serv Planner III	vice Program		29			SS	41313	3-10-9	0-412-10-29	
3. AGENCY		4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE	
EXISTING POS	SITION									
NEW/REVISED	POSITION	Division of Family and								
Departmen Services	it of Human	Division of Family and Community Services			0	016	2	R		
10. SECTIO	N	11. UNIT				12. TRANS/	ACTION		3. EFFECTIVE DATE	
EXISTING POS	SITION					☐ MA021 ESTABLISH	1		5/1/22	
						☐ MA022 E	XEMPT	CODE	CHANGE	
NEW/REVISED	POSITION					☐ MC024 POSITION NUMBER CHANGE				
Bureau of I Refugee S	mmigrant and ervices	Contract Compliance	Contract Compliance			☑ MC026 CLARIFY				
14. WORK I	LOCATION	15. BARGAINING/TERM CODE	15. BARGAINING/TERM RUT CODE EXE			☐ MC027 ADDITIONAL IDENTICAL CHANGE☐ MC028 WORK COUNTY CHANGE				
EXISTING POS	SITION					☐ MD021 ABOLISH				
						☐ MC149 DOWNWARD REALLOCATION				
NEW/REVISED	POSITION	RC062	BC062		N	☐ MC150 L	ATERA	L REAL	LOCATION	
	ook County	110002	RC062			☐ MC158 UPWARD REALLOCATION				
% OF TIME	16. COMPLETE	CURRENT AND ACCURATE	STATEM	ENT	OF PC	OSITION ES	SSENT	IAL FU	NCTIONS	
<ul> <li>Serves as a team member, performing the more complex technical tasks in state-administered refugees and/or immigrant social service program design planning, analysis and coordination by providing the more complex inputs into the plan for the service delivery system promoting and facilitating the coordination of relevant DHS, HFS, IDPH, and other state and local human services impacting the refugee/immigrant populations.</li> <li>Plans and coordinates the social service system studies and evaluations of refugee and/or immigrant social services programs.</li> <li>Prepares the more complex program designs and scope of work for refugee and/or immigrant social services programs.</li> </ul>										
20% 2. Utilizes existing reports, evaluation tools, and benchmarks to research service areas requiring remedial action.						areas requiring				
	Makes recommendations for changes when needed and develops tasks to design and implement service program improvements.									

% OF	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
TIME	
	<ul> <li>Reports on the work of the programs.</li> <li>Develops and maintains program documentation.</li> <li>Confers with administrators on policy analysis and development, makes recommendations for revisions of policies and procedures relative to the refugee and/or immigrant social services programs.</li> </ul>
15%	<ol> <li>Through extensive research and consultation with bureau lead workers, travels to handle service provider activities including on- and off-site monitoring of refugee and/or immigrant service provider contracted agencies, preparing monitoring reports and detailing corrective actions.</li> </ol>
	<ul> <li>Defines tasks essential to implementing the refugee and/or immigrant service programs, including time frame requirements for program contracts and program reporting requirements by contractors.</li> </ul>
10%	4. Supports and works with data systems, including Salesforce and Access databases, Excel spreadsheets, and Business Objects, that collect demographic and service data to generate regular reports to federal funding sources, IDHS and any other mandated entities based on data received from social services programs.
	<ul> <li>Reviews and provides feedback on program reports provided by the service providers.</li> <li>Analyzes program proposals and program objectives to determine success or problem areas.</li> </ul>
10%	5. Assists in managing the contractual process with service providers and developing Notices of Funding Opportunity (NOFO).
	<ul> <li>Works on proposal reviews, funding recommendations, contract developments, and contract executions.</li> <li>Works with management, financial, and IT teams to support program contract execution.</li> </ul>
10%	Provides technical assistance to program service providers to ensure that refugee and/or immigrant social services programs are being implemented successfully.
	<ul> <li>Develops best practices to improve program performance.</li> <li>Oversees program activities and provides assistance.</li> <li>Assists service providers with the development of policies and procedures that can improve service efficiency and effectiveness.</li> <li>Organizes trainings and maintains training materials.</li> </ul>
10%	7. Translates functions/procedures into Spanish for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.
5%	7. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.

work, preparing, conducting and	BER IMMEDIATE SUPERVISOR (Re signing performance evaluations; effe grievances for the incumbent of this p								
		WORKING TITLE (IF ANY)							
Public Service Administrator 370	15-10-90-412-00-22								
18. CHECK THE APPROPRIATE	BOX IF THIS POSITION IS A:								
☐ Supervisor ☐ Lead Worker									
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.									
Position Title	Position Number	No. of Incumbents or Funded Vacancies							
THE SUCCESSFUL PERFORMA SEVERAL OPTIONS OF SKILLS	ANCE OF THE WORK OF THIS POS	OR CERTIFICATION NECESSARY FOR ITION. NOTE: SINCE THERE ARE NOW OR CERTIFICATION IDENTIFIED ON ONGER BE USED.							
Minimum Qualifications	AME AS SI ESII ISATISM SANTO	EGNALIT BE GOLD.							
	and mental development equivalent t	o completion of four years of college,							
2. Requires one year of prog	ressively responsible professional ex	perience in community organization,							
•	gram planning and development.								
3. Requires ability to speak,	read and write Spanish at a colloquia	SKIII level.							
SPECIALIZED SKILLS: Of and management of state or Knowledge, Skills, and Abilities		es 1-year experience in the administration							
	llyze and evaluate programs and oper								
	ze Microsoft Office Suite, (especially								
	charepoint, and the Salesforce platform	n. BCs), Contract Adjustment and Approval							
3. Requires the ability to pre-	pare Procurement Business Cases (F	BCs), Contract Adjustment and Approval							

- 3. Requires the ability to prepare Procurement Business Cases (PBCs), Contract Adjustment and Approval forms (CAAFs), contracts, contract amendments, and program payments.
- 4. Requires thorough knowledge of the immigrant and refugee community issues and state and federal grant making and grant monitoring procedures.
- 5. Requires extensive knowledge of Integrated Eligibility System (IES), Consolidated Accounting & Reporting System (CARS), the Procurement Business Case (PBC) Remedy System and the Community Services Agreement (CSA) and Grants Tracking System.
- 6. Requires extensive knowledge of Governmental Accounting Transparency Act (GATA) guidelines.

## 20. CONDITIONS OF EMPLOYMENT

- 1. Requires possession of a valid driver's license.
- 2. Requires the ability to travel.



# CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

1. POSITION TIT	LE	WORKING TITLE (IF ANY)	BILINGUAL	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER			
Existing Position				)	41314-10-90-411-10-01					
New/Revised Posit	e Program Planner IV		29	SS	41314	41314-10-90-411-10-29				
3. AGENCY		4. BUREAU/ DIVISION			5 EXMT CODE	6. WORK COUNTY	7. A/I AUTH	B.AUDIT	9. OFFICE USE	
Existing Position										
New/Revised Posit		Division of Family and	d Commu	nity	0	016	1	R		
10. SECTION	f Human Services	Services 11. UNIT			12. TRAN		110	B. EFFECTIV	E DATE	
Existing Position					CODE					
								/16/21		
New/Revised Posit Bureau of Imm	ion igrant and Refugee Services	Contract Development	t and Billi	ng	☐_MC0	21 ESTABI 22 EXEMP	T CODE			
14. WORK LOCA	ATION	15. BARGAINING/TERM C	ODE	Rutan Exempt		24 POSITIO 26 CLARIF		IBER CHAI	VGE	
Existing Position						27 ADDITI 28 WORK				
New/Revised Position					☐ MD0	21 ABOLIS 49 DOWN	SH			
Chicago/Cool	k County	RC062		N	☐ MCI	50 LATER 58 UPWAR	AL REA	LLOCATIO	N	
% OF TIME	16. COMPLETE CURRENT				ENTIAL	FUNCTI	ONS			
20%	Subject to management approval, serves as a specialized team member of the Bureau of Immigrant and Refugee Services. Conceptualizes, designs, and implements the highly technical planning, analysis, and coordination of relevant Immigrant Integration programs and Non-Profit Welcoming Center Programs and other state and local human services impacting the refugee/immigrant populations through evaluative analysis of services. Serves as liaison for the Bureau with the Immigrant Integration and Welcoming Center providers. Manages contracts with providers to ensure that the refugee program goals and objectives are met. Travels in the performance of duties. Communicates in Spanish to those individuals who do not read or speak English.  SPECIFICALLY:  1. Serves as a specialized team member of the Bureau of Immigrant and Refugee Services. Conceptualizes, designs, and implements the highly technical planning, analysis, and coordination of relevant Immigrant Integration programs and Non-Profit Welcoming Center Programs and other state and local human services									
20% 15%	Correlates inter-team planning of Immigrant Services and Refugee Services and Non-Profit Welcoming Center programs administered by the Bureau to ensure that populations are served, goals are met, and service goals do not overlap. Provides general direction, assistance, coaching, and training when needed to providers. Develops management standards and methodologies to achieve program goals. Follows and enforces Bureau and Agency policies and regulations.									
DIRECTO NO COME-104 (Rev. 10.	services for the Division of Services for the	EDIATE SUPERVISOR SIGNAT	TIRE - A	GENCY HEAD  AM	SIGNAT	URE HV	W 19	1	ATE 27/21	

16. (CONTINUE	D)									
% OF TIME	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION I	ESSENTIAL FUNCTIONS (Continued)							
10%	4. Executes actions necessary to meet annual goals and objectives. Assists in developing program plan, budget, and scope of work for refugee and/or immigrant social services programs. Monitors budgetary needs, coordinates budget preparation, and identifies areas of additional funding needs, requests and justifications for the Bureau in conjunction with Department of Human Services (DHS) Budget Office. Follows management standards and methodologies to achieve program goals. Follows company policies and regulations. Reviews financial reports submitted by providers to ensure accuracy and consistency with budget approved. Monitors and controls expenses within allotted budget.									
10%	5. Assists in data compilation, uses information to analyze and document the effectiveness of the service delivery system through Consolidated Accounting & Reporting System (CARS), the Procurement Business Case (PBC) Remedy System, and the Community Services Agreement system (CSA).									
10%	6. Develops reports, evaluation tools, and benchmarks. Reports on the work of the programs. Develops and maintains program documentation. Confers with administrators on policy analysis and development, makes recommendations for revisions of policies and procedures relative to the refugee and immigrant social services programs.									
5%	(ReHAPI), the Illinois Ref and service data to general based on data received fro feedback on program repo and ORR-5 federal reports	fugee Program Salesforce database, te regular reports to federal funding om refugee and immigrant social ser orts provided by the service provide	e Health Assessment Program in Illinois, and Business Objects, that collect demographic g sources, DHS and any other mandated entities rvices programs. Reviews and provides ers including but not limited to Trimester ORR-6 ports in SharePoint, Budgeting for Results, etc.							
conducting			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances							
			WORKING TITLE (IF ANY)							
	e Administrator 37015-10-9									
18. CHECK TH	HE APPROPRIATE BOX IF TH	IS POSITION IS A:								
SUPER	RVISOR OR LEAD V	VORKER								
tir	me percentage(s) allotted. as checked above, list position	sponsibilities must be described in a title, position number, and number of st	detailed duty statement(s) with a ubordinate incumbents or authorized funded							
	Position Title	Position Number	No. of Incumbents or Funded Vacancies							
40 ODEO!41	ZED KNOWLEDGES OKULS	ADJUITIES LIGENSURE OR CERTIFI	ICATION NECESSARY FOR THE OLICOPOSE !!							
			CATION NECESSARY FOR THE SUCCESSFUL							

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, 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 thorough knowledge of the Integrated Eligibility System (IES), ReHAPI system, the CARS, the PBC Remedy System, Salesforce database system, SharePoint, the CSA and Grants Tracking System, and Business Objects. Requires thorough knowledge of immigrant and refugee community issues and state and federal grant making and grant monitoring procedures. Requires advanced technical ability in Microsoft Office Suite (i.e. Microsoft Word, Excel, and Outlook), Adobe Acrobat Pro DC/X, and ability to learn and use a variety of software products. Requires the ability to prepare PBCs, CAAFs, contracts, contract amendments, and program payments. Requires ability to travel. Requires ability to speak, read and write Spanish at a colloquial skill level. Requires possession of a valid driver's license and requires the ability to travel.

**SPECIALIZED SKILLS**: Of the 2 years required experience, requires 1 year of experience in monitoring grantee programs and fiscal performance and providing technical assistance and 1 year of experience establishing contracts under the GATA guidelines.

# CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

4 20017:01	pr I	WODYING TITLE 45 AND	BILINGUAL	POSITI	ON TITLE !	2 808	TION NUI	MREP		
1. POSITION TITE		WORKING TITLE (IF ANY)	CODE	OPTIC	ON TITLE ON CODE	2. PUS	I I ON NUI	VIDER		
Existing Position	Į									
New/Revised Positi	on			1		41314-10-90-411-10-01		<u>በ</u> "በ1		
	Program Planner IV		<u> </u>							9. OFFICE
3. AGENCY		4. BUREAU/ DIVISION				5 EXMT CODE	6. WORK COUNTY	7. A/I AUTH	6 AUDIT	USE
Existing Position								]		
New/Revised Positi	on	Division of Family and	Commi	ınitv				<u> </u>	1_	<b>N</b>
	Human Services	Services	. Committee	J		0	016	1	R	
10. SECTION		11. UNIT				12. TRAN	SACTION	<u>' T</u> 1	3. EFFECTIV	E DATE
Existing Position	1100 T T T T T T T T T T T T T T T T T T					<u> </u>			11/1/19	
New/Revised Positi	100							L	-	
	igrant and Refugee Services	Contract Development	t and Bill	ing			21 ESTAB		E CILANGE	
				]	Rutan	☐ MC0	24 POSITI	ON NU	MBER CHA	
14. WORK LOCA  Existing Position	TION	15. BARGAINING/TERM C	ODE		Exempl		26 CLARIF 27 ADDIT		IDENTICAL	. CHANGE
EXPINE LOSHIOD				1		☐ MC0	28 WORK	COUN	TY CHANG	
New Revised Position						☐ MCI		WARD	REALLOCA	
Chicago/Cook	*	RC062			N	🗎 🖹 мсі	58 UPWAI	RD REA	ALLOCATIO ALLOCATIO	
% OF TIME	16. COMPLETE CURREN	NT AND ACCURATE STATEME	NT OF PO	OSITIO	N ESS	ENTIAL	FUNCTI	ONS	-	
	Subject to management	approval, serves as a specia	lized tear	m mei	mber o	t the Bu	reau of	lmm	igrant a	nd d
	Refugee Services. Con	ceptualizes, designs, and im	plements	the h	ighly to	echnica	l plannı	ng, a	nalysis,	and
	coordination of relevan	t Immigrant Integration prog	grams and	1 Non	-Protit	welco	ming Ce	nier.	rogram	is and
	other state and local hu	iman services impacting the	rerugee/11	mmig	rant po	puiatio	ns inrou	ម្រីប e/	vaiualIV(	. Center
	analysis of services. So	erves as liaison for the Bures ontracts with providers to en	iu Wiill ill sure that	ic imi	ringram Tingram	ntogram muchli	n goole :	u vve	hiective	s are
	met. Travels in the per		sui¢ tiiäl	are it	.rugee j	prograi	n goals i	anu U	٠٠٠٠٠٠٠٠	<i>□</i> 41₩
	met. Haveis in the per	Tormance or duties.								
	SPECIFICALLY:									
			<u>~</u> =						0	1.
20%	Serves as a specialize	zed team member of the Bure	eau of Im	migra	int and	Refuge	e Servi	ces.	Concept	ualizes,
	designs, and implemen	ts the highly technical plann	ing, analy	ysis, a	ind coo	rdinatio	on of re	evan	t Immig	rant .:
	Integration programs a	and Non-Profit Welcoming C	enter Pro	gram	s and c	other sta	ate and	local	numan s	ervices
	impacting the refugee/	immigrant populations throu	gh evalua	itive a	inalysis	s of ser	vices.			
20%	2 Company on National Co.	n tha Dungan with the Immie	rant Inter	matia-	, and U	Jalcom	ina Can	ter ni	rovidere	
2070		r the Bureau with the Immig lanning of Immigrant Servic								
	Correlates inter-team p	nanning of immigrant Service in the constitution is a service in the service in the constitution in the co	N Dilb 25:	cinsc.	ations :	cos dill Te cem	red goel	e are	met an	nig d service
	conter programs admit	nistered by the Bureau to ens rovides general direction, as	eistanne Eistanne	ւսեսի հոհու	ations or	are serv ad train	ing whe	n nee	anoi, an eded to	a 301 v 100
	goals up not overlap. P	rovides general direction, as management standards and m	aisiaiiCC, iethodolo	t seion	nuig, di n achie	iu uaiii Ve nro:	nism ov	ale F	Follows:	and
		nanagement standards and it gency policies and regulation		Gies t	o aciiit	, eo proj	5. m. B0	443, I	J	
	Cintrices Dureau and A	gency porteres and regulation	1101							
15%	3. Executes actions ne	cessary to meet annual goals	and obje	ective	s. Assi	ists in c	levelopi	ng pr	ogram p	olan,
		ork for refugee and/or immi								
	coordinates budget pre	paration, and identifies areas	- s of addit	ional	fundin	g needs	s, reques	its an	d justifi	cations
	for the Bureau in conju	unction with Department of I	Human S	ervice	s (DHS	S) Budg	get Offic	e. F	ollows	
management standards and methodologies to achieve program goals. Follows company policies and										
	regulations. Reviews financial reports submitted by providers to ensure accuracy and consistency with						rith			
		nitors and controls expenses								
	<u>L</u>	MMEDIA ESCRETA ELCA		• = =	<b>1</b> ,		1/_/	<del>, ``</del>	<del>-1</del>	2475
DIRECTOR OF	CMS SIGNATURE	IMMEDIA <b>TE-SURER</b> VIS <b>O</b> R ISI <b>GNA</b>	TURE	AGENT	47E	A GNA	ANKE /	ء س	1	DATE
İ	1	MO1/ 0 C 4016	I	-					17 [ ]	(A) (A)

16. (CONTINUE	D)		·····							
% OF TIME		ACCURATE STATEMENT OF POSITION	ESSENT	AL FUNCTIONS (Continued)						
10%	4. Assists in data compilation, uses information to analyze and document the effectiveness of the service delivery system through Consolidated Accounting & Reporting System (CARS), the Procurement Business Case (PBC) Remedy System, and the Community Services Agreement system (CSA).									
10%	5. Develops reports, evaluation tools, and benchmarks. Reports on the work of the programs. Develops and maintains program documentation. Confers with administrators on policy analysis and development, makes recommendations for revisions of policies and procedures relative to the refugee and immigrant social services programs.									
10%	(ReHAPI), the Illinois Ref and service data to general based on data received fro feedback on program repo and ORR-5 federal reports Analyzes program proposa	te regular reports to federal funding m refugee and immigrant social se rts provided by the service provides and state monthly service data rep als and program objectives to deter	, and Bug source rvices pers inclusions in mine su	usiness Objects, that collect demographic es, DHS and any other mandated entities programs. Reviews and provides ding but not limited to Trimester ORR-6 SharePoint, Budgeting for Results, etc. accesses or problem areas.						
conducting	I TITLE AND NUMBER OF IMN g and signing performance eval s for the incumbent of this positi	IEDIATE SUPERVISOR (Responsible uations; effectively recommending and ion.)	for assig I imposir	ning and reviewing work, preparing, ng disciplinary action and adjusting						
			WORK	ING TITLE (IF ANY)						
Public Service	e Administrator 37015-10-9	0-411-00-01								
18. CHECK TH	E APPROPRIATE BOX IF THI	S POSITION IS A:								
tir	upervisory or lead worker res ne percentage(s) allotted. as checked above, list position	VORKER  ponsibilities must be described in a little, position number, and number of s		•						
	Position Title	Position Number	<del></del>	No. of Incumbents or Funded Vacancies						
<del></del>										
PERFORM ABILITIES	MANCE OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	ARE NO	NECESSARY FOR THE SUCCESSFUL DW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"						

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 advanced technical ability in Microsoft Office Suite (i.e. Microsoft Word, Excel, and Outlook), Adobe Acrobat Pro DC/X, and ability to learn and use a variety of software products. Requires the ability to prepare PBCs, CAAFs, contracts, contract amendments, and program payments.

SPECIALIZED SKILLS: Of the 2 years required experience, requires 1 year of experience in monitoring grantee programs and fiscal performance and providing technical assistance and 1 year of experience establishing contracts under the GATA guidelines. Requires thorough knowledge of the Integrated Eligibility System (IES), ReHAPI system, the CARS, the PBC Remedy System, Salesforce database system, SharePoint, the CSA and Grants Tracking System, and Business Objects. Requires thorough knowledge of immigrant and refugee community issues and state and federal grant making and grant monitoring procedures. Requires possession of a valid driver's license and requires the ability to travel.

1. POSITION		WORKING TITLE (IF ANY)  BILINGL CODE					ION TITLE ON CODE	2. POSITION NUMBER			
EXISTING PO	SITION										
NEW/REVISED POSITION Social Services Career Trainee				29	SS		SS 41320		20-10-91-231-05-29		
3. AGENCY			4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE	
EXISTING PO	SITION										
NEW/REVISE	D POSITION										
Departmer Services	nt of Human		Family and Community	Servi	ces	0	016	2	R		
10. SECTIO	N		11. UNIT				12. TRANS	ACTION		. EFFECTIVE ATE	
EXISTING PO	SITION						☐ MA021 E	ESTABL		09/01/22	
							☐ MA022 E	EXEMPT	CODEC	CHANGE	
NEW/REVISE	DPOSITION						☐ MC024 POSITION NUMBER CHANGE				
Region 1 N	lorth		Case Management	⊠ MC026 CLARIFY							
14. WORK I	LOCATION		15. BARGAINING/TERM RUTAN EXEMPT				☐ MC027 ADDITIONAL IDENTICAL CHANGE ☐ MC028 WORK COUNTY CHANGE				
EXISTING PO	SITION						☐ MD021 ABOLISH				
				☐ MC149 DOWNWARD R				ALLOCATION			
NEW/REVISE	DPOSITION						☐ MC150 LATERAL REALLOCATION				
Humboldt I County	Park Office/Cool	k	RC062 N			O REALL	OCATION				
% OF TIME	16. COMPLETE	CU	RRENT AND ACCURATE S	STATE	MENT	OF PO	SITION ES	SENTI	AL FUNC	CTIONS	
30%	<ol> <li>Receives on the job training for a period of six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Temporary Assistance to Needy Families (TANF) including earned income cases, Medical Assistance No Grant (MANG) including Spenddown cases, Aid to the Aged, Blind and Disabled (AABD), Group Care, Supplemental Nutritional Assistance Program (SNAP) or other such cases</li> <li>Receives training in managing an increasing level of public assistance caseloads.</li> <li>Receives training to explain and interpret agency public assistance programs, policy and eligibility requirements.</li> <li>Assists in performing periodic redetermination or re-certification of client eligibility for the various public assistance programs.</li> <li>Receives training to determine grant amounts, identify and complete necessary referral on possible fraudulent cases.</li> <li>Receives training to compute client's income and allowable expenditure and to determine overpayment and initiate recovery action.</li> <li>Communicates with customers and other DHS staff in both verbal and written form.</li> </ol>										

% OF TIME	16. COMPLETE CURR	ENT AND ACCURATE STATEMENT OF	F POSITION ESSENTIAL FUNCTIONS						
30%	<ul> <li>Informs clients of the changes in the State's Welfare Programs, work incentive programs, child support services and encourages client participation in these programs.</li> <li>Contacts community service organizations to obtain information on the possibility of customer participation in available work and educational opportunities and refers interested customers to appropriate work incentive programs.</li> </ul>								
15%	3. Receives training TANF.  • Receives determin there is t • Receives spouse h	3. Receives training in managing earned income cases and in determining continued eligibility for TANF.							
10%		ions/procedures into Spanish for indiv public, advocacy groups, customers	viduals who cannot speak or read English, and community organizations.						
5%	<ul> <li>Receives</li> </ul>	·	ent for referral to appropriate services.  tus, calculates amount of assistance and arding their case.						
5% 5%	<ul><li>unit composition</li><li>Receives</li><li>7. Performs other of</li></ul>	and number, budget computation, S straining to perform routine clearance duties as assigned or required which	<b>5</b> ,						
work, prepa	aring, conducting and		position.)						
Public Serv	vice Administrator 370	15-10-91-231-00-29	WORKING TITLE (IF ANY) Family and Community Resource Center Administrator						
18. CHECK	KTHE APPROPRIATE	BOX IF THIS POSITION IS A:	Conto Administrator						
☐ Supervis	sor □ Lead Worker								
percentage	e(s) allotted. If a box wa	er responsibilities <u>must</u> be described as checked above, list position title, p rized funded headcount.	in a detailed duty statement(s) with a time position number, and number of						
Р	osition Title	Position Number	No. of Incumbents or Funded Vacancies						

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

## Minimum Qualifications

- 1. Requires a bachelor's degree in anthropology, psychology, sociology, social welfare, or equivalent educational attainment in a related field of the social sciences.
- 2. Requires the ability to speak, read and write Spanish at a colloquial skill level.

### 20. CONDITIONS OF EMPLOYMENT

- 1. Requires ability to understand and follow oral and written instructions.
- 2. Requires the ability to communicate effectively in verbal and written form.

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

The Division of Family & Community Services is seeking to hire an energetic and detail-oriented Social Services Career Trainee to receive on the job training for a period of six to twelve months in receiving and assisting customers seeking public assistance services available through Department of Human Services (DHS) programs in the Humboldt Park office. This position will develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Temporary Assistance to Needy Families (TANF) including earned income cases, Medical Assistance No Grant (MANG) including Spenddown cases, Aid to the Aged, Blind and Disabled (AABD), Group Care, Supplemental Nutrition Assistance Program (SNAP) or other such cases. This position also informs clients of the changes in the State's Welfare Programs, work incentive programs, child support services and encourages client participation in these programs; receives training in managing earned income cases and in determining continued eligibility for TANF; evaluates requests and identifies special needs of client for referral to appropriate services; and receives training in records and updating case status changes, such as change in address, unit composition and number, budget computation, SNAP and medical eligibility. The Division helps Illinois residents by connecting them with many programs and services. Through our programs, services and prevention efforts, the Division improves the health and well-being of individuals and promotes self-sufficiency and integrity of families of Illinois.

## 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
arthory Pascente Bitard 9/16/2	2	Conlaggain schano	9/13/22

1. POSITION		WORKING TITLE (IF ANY)  BILINGUAL CODE					ION TITLE ON CODE	2. POSITION NUMBER			
EXISTING PO	SITION										
NEW/REVISED POSITION Social Services Career Trainee				29			SS	41320	)-10-91-	-231-05-29	
3. AGENCY			4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE	
EXISTING PO	SITION										
NEW/REVISE	D POSITION										
Departmer Services	nt of Human		Family and Community	Servi	ces	0	016	2	R		
10. SECTIO	N		11. UNIT				12. TRANS	ACTION		. EFFECTIVE ATE	
EXISTING PO	SITION						☐ MA021 E	ESTABL		09/01/22	
							☐ MA022 E	EXEMPT	CODEC	CHANGE	
NEW/REVISE	DPOSITION						☐ MC024 POSITION NUMBER CHANGE				
Region 1 N	lorth		Case Management	☑ MC026 CLARIFY							
14. WORK I	LOCATION		15. BARGAINING/TERM RUTAN EXEMPT				☐ MC027 ADDITIONAL IDENTICAL CHANGE ☐ MC028 WORK COUNTY CHANGE				
EXISTING PO	SITION			_			☐ MD021 ABOLISH				
						☐ MC149 DOWNWARD REALL			ALLOCATION		
NEW/REVISE	DPOSITION						☐ MC150 LATERAL REALLOCATION				
Humboldt I Cook Cour	Park Office/ nty		RC062 N □ MC158 UPWARD REAL			O REALL	OCATION				
% OF TIME	16. COMPLETE	CU	RRENT AND ACCURATE S	STATE	MENT	OF PO	SITION ES	SENTI	AL FUNC	CTIONS	
30%	<ol> <li>Receives on the job training for a period of six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Temporary Assistance to Needy Families (TANF) including earned income cases, Medical Assistance No Grant (MANG) including Spenddown cases, Aid to the Aged, Blind and Disabled (AABD), Group Care, Supplemental Nutritional Assistance Program (SNAP) or other such cases</li> <li>Receives training in managing an increasing level of public assistance caseloads.</li> <li>Receives training to explain and interpret agency public assistance programs, policy and eligibility requirements.</li> <li>Assists in performing periodic redetermination or re-certification of client eligibility for the various public assistance programs.</li> <li>Receives training to determine grant amounts, identify and complete necessary referral on possible fraudulent cases.</li> <li>Receives training to compute client's income and allowable expenditure and to determine overpayment and initiate recovery action.</li> <li>Communicates with customers and other DHS staff in both verbal and written form.</li> </ol>										

% OF TIME	16. COMPLETE CURR	ENT AND ACCURATE STATEMENT O	F POSITION ESSENTIAL FUNCTIONS							
30%	<ul> <li>Informs clients of the changes in the State's Welfare Programs, work incentive programs, child support services and encourages client participation in these programs.</li> <li>Contacts community service organizations to obtain information on the possibility of customer participation in available work and educational opportunities and refers interested customers to appropriate work incentive programs.</li> </ul>									
15%	<ul> <li>3. Receives training in managing earned income cases and in determining continued eligibility for TANF.</li> <li>Receives training to manage MANG Spenddown cases and reviews medical bills to determine date of medical service amount and coverage of billing and to determine if there is to be continued eligibility for payment of medical services.</li> <li>Receives training to manage Group Care cases and determine if group care client or spouse has reached or exceeded the amount of assets and income allowed before being eligible for public assistance.</li> </ul>									
10%	4. Translates funct		ividuals who cannot speak or read English, and community organizations.							
5%										
5%	unit composition  • Receives	and number, budget computation, S	es to verify customer eligibility.							
5%	7. Performs other of enumerated abo	•	are reasonably within the scope of duties							
work, prepa	aring, conducting and		esponsible for assigning and reviewing ectively recommending and imposing position.)  WORKING TITLE (IF ANY)							
Public Serv	vice Administrator 370	15-10-91-231-00-29	Family and Community Resource Center Administrator							
18. CHECK	KTHE APPROPRIATE	BOX IF THIS POSITION IS A:								
☐ Supervis	sor   Lead Worker									
percentage	e(s) allotted. If a box wa	er responsibilities <u>must</u> be described as checked above, list position title, prized funded headcount.	in a detailed duty statement(s) with a time position number, and number of							
Р	osition Title	Position Number	No. of Incumbents or Funded Vacancies							

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

## Minimum Qualifications

- 1. Requires a bachelor's degree in anthropology, psychology, social welfare, or equivalent educational attainment in a related field of the social sciences.
- 2. Requires the ability to speak, read and write Spanish at a colloquial skill level.

## 20. CONDITIONS OF EMPLOYMENT

1. N/A

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

Under direct supervision, receives on the job training for a period of six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Temporary Assistance to Needy Families (TANF) including earned income cases, Medical Assistance No Grant (MANG) including Spenddown cases, Aid to the Aged, Blind and Disabled (AABD), Group Care, Supplemental Nutritional Assistance Program (SNAP) or other such cases; receives training to explain work incentive programs and to encourage client participation; receives training to assist client in resolving problems that interfere with work or educational opportunities. Communicates with customers and other Department of Human Services (DHS) staff in both verbal and written form. Performs functions requiring interaction with clients which regularly involve translating for Spanish speaking individuals.

## 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
anthony Pascente Bytard 9/12/22		College By Hon	9/6/22

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL		ON CODE	2. POSITION NUMBER			
EXISTING PO	OSITION								
NEW/REVISED POSITION Social Worker II			29		SS	41412-10-81-210-20-89			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE	
EXISTING POSITION				CODE	COCINIT	AOTT	AUDIT		
NEW/REVISI	ED POSITION					1-1	***************************************		
Department of Human Services		Division of Mental Health		0	045	2	R		
10. SECTION		11. UNIT			12. TRANS	12. TRANSACTION 13. EFFECTIVE DATE			
EXISTING POSITION					□ MA004		1/1/2022		
Adult Forensic Treatment Program					☐ MA022 EXEMPT CODE CHANGE				
NEW/REVISED POSITION  Elgin Mental Health Center		Forensic Treatment Program/Unfit to Stand Trial			☐ MC024 POSITION NUMBER CHANGE ☑ MC026 CLARIFY				
14. WORK LOCATION				TAN EMPT	☐ MC027 ADDITIONAL IDENTICAL CHANGE☐ MC028 WORK COUNTY CHANGE				
EXISTING POSITION					☐ MD021 ABOLISH ☐ MC149 DOWNWARD REALLOCATION				
NEW/REVISED POSITION					☐ MC150 LATERAL REALLOCATION				
% OF 16 COMPLETE CU		RC063 N RRENT AND ACCURATE STATEMENT OF			MC158 UPWARD REALLOCATION				
TIME 35%									
5576	<ol> <li>Administers professional social work services involving managing a caseload of patients with mental illness and other conditions.</li> <li>Interviews patients, family and significant others to obtain pertinent psycho-social data for problem identification, evaluation and development of treatment plan goals and objectives.</li> <li>Evaluates and interprets compiled assessment material to facilitate treatment planning conferences with other members of the inter-disciplinary team.</li> <li>Reviews and evaluates documentation in case file to determine course of treatment.</li> <li>Translates/communicates functions/procedures into Spanish for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.</li> </ol>								
30%	2. Determines a  • Evalu  • Revie	etermines and develops sources of information and services to facilitate patient treatment.  • Evaluates clinical problems of patients.  • Reviews and verifies social assessment information is complete and accurate.  • Updates information and presents changes at treatment team meetings.							



% OF TIME	16. COMPLETE CURR	ENT AND ACCURATE STATEMEN	IT OF POSITION ESSENTIAL FUNCTIONS
	understa services.		viders to coordinate services to promote ion in active treatment and other clinical
20%	<ul> <li>3. Develops and im treatment/psychological sessions.</li> <li>Assesses according</li> <li>Answers</li> <li>Orients a</li> <li>Motivates</li> <li>Participal restraint during a</li> </ul>	pelements treatment strategies and peducational interventions/group is responses to therapeutic session of the professional standards and Equestions and concerns about transport of treatment of the patient towards in patient management interventions that require the phycrisis event.	s, conducts patient and family counseling ons and documents the response to treatment EMHC policies. eatment and goals.
5%	<ul> <li>4. Works as a mem reviews/peer rev</li> <li>As a part treatmen</li> <li>Assists p</li> </ul>	nber of a social service team proviews. of an interdisciplinary team, ider tinterventions.	viding coverage and participates in utilization ntifies options for best practice and active ading to restraint/seclusion and utilizing
5%	<ul> <li>5. Engages with Copatients.</li> <li>Assists p Medicare</li> <li>Complete</li> <li>Develops</li> </ul>	ommunity Providers Services for atients in completing forms for fire	future placement based on the needs of nancial assistance (Medicaid, Social Security,
5%		luties as required or assigned wh	nich are reasonably within the scope of the
vork, prep	paring, conducting and	BER IMMEDIATE SUPERVISOR signing performance evaluations grievances for the incumbent of t	(Responsible for assigning and reviewing ; effectively recommending and imposing his position.)
Dublic Oc		07045 40 04 740 00 04	WORKING TITLE (IF ANY)
	vice Administrator	37015-10-81-710-20-21	Associate Director of Social Work
		BOX IF THIS POSITION IS A:	
□ Superv	risor □ Lead Worker		
percentag	e(s) allotted. If a box wa		oed in a detailed duty statement(s) with a time tle, position number, and number of
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
			Tio. of modification of a diaca vacancies

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

### Minimum Qualifications

- 1. Requires a master's degree in social work from a recognized college or university supplemented by one year of professional social work experience in the evaluation and treatment/habilitation of intellectually and developmentally disabled, or other disabled patients.
- 2. This class is included as an Upward Mobility Program credential title.
- 3. Requires the ability to speak, read and write Spanish at a colloquial skill level.

## Knowledge, Skills, and Abilities

1. Prefers licensure as a Social Worker by the Department of Professional Regulations.

### 20. CONDITIONS OF EMPLOYMENT

- 1. Requires the ability to walk and stand for a significant period of time, including stooping, bending, lifting or exerting up to 20 pounds of force occasionally.
- 21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.

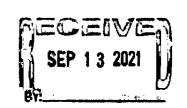
Under general supervision, administers professional social work services involving managing a caseload of patients with mental illness and other conditions; determines and develops sources of information and services to facilitate patient treatment. Interviews patients, family and significant others to obtain pertinent psychosocial data for problems identification, evaluation and development of treatment goals and objectives. Communicates in Spanish to those individuals who do not read or speak English.

## 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
Day Down 42 LC	311111	May B. Hom	3/15/22
Commence all	1/22	LS	

1. POSITION TITLE	WORKING TITLE (IF ANY)	BILINGUA CODE		TION TITLE ON CODE	2. POS	SITION N	NUMBER			
EXISTING POSITION										
NEW/REVISED POSITION							· · · · · · · · · · · · · · · · · · ·			
Social Worker II	Manager of the second of the s	29		SS	414	12-10-8	1-210-20-89			
3. AGENCY	4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE			
EXISTING POSITION	. William (Marie Copper of Agent of Controller	~ 6 00								
NEW/REVISED POSITION										
Department of Human Services	Division of Mental Hea	alth	0	045	2	R				
10. SECTION	11. UNIT	,		12. TRANS CODE	ACTION		EFFECTIVE TE			
EXISTING POSITION ELGIN MENTAL HEALTH	er e e e e e e e e e e e e e e e e e e	** sa organièrea pouveza-vo-vo-vo-vo-	The second secon	☐ MA021 ESTABLISH	-		09/01/2021			
Center				☐ MA022 E		CODE C	HANGE			
NEW/REVISED POSITION	TORRING TO THE STANDARD CONTRACTOR OF THE STANDA	10000 17000 1 2 10 10 10 10 10 10 10 10 10 10 10 10 10		☐ MC024 POSITION NUMBER CHANGE						
Adult Forensic Treatment  Program	Forensic Treatment Program/Unfit to Stand Trail			☑ MC026 CLARIFY						
14. WORK LOCATION	15. BARGAINING/TERM RUTAN EXEMPT			☐ MC027 ADDITIONAL IDENTICAL CHANGE☐ ☐ MC028 WORK COUNTY CHANGE						
EXISTING POSITION	Profession of the second of th	Translation and the state of th			☐ MD021 ABOLISH					
Elgin	NORTHWOMENTON TO A STATE WWW. STORE Additional contractions			. □ MC149 I	DOWNW	ARD REA	ALLOCATION			
NEW/REVISED POSITION				☐ MC150						
Elgin/Kane County	RC063		N	☐ MC158	<b></b>	s = -c.5s	and the same and t			
f LIME	RRENT AND ACCURATE					# SPANSON To Authorize as	Art associate			
<ul> <li>Administers professional social work services involving the application of social work principles and techniques in the evaluation, problem identification and treatment of adults manifesting complex emotional and psychosocial disorders.         <ul> <li>Manages a caseload of patients with intellectual disabilities.</li> <li>Interviews patients, family and significant others to obtain pertinent psycho-social data for problem identification, evaluation and development of treatment goals and objectives.</li> <li>Evaluates and interprets compiled assessment materials to facilitate treatment planning</li> </ul> </li> </ul>										
• Review	ences with other members and evaluates docum	ers of the nentation	muin-ais in case fi	cipiinary te ile to deter	an. mine co	ourse of	treatment.			
Transla	ates functions/procedure	es into Sp	anish fo	r individual	s who d	cannot s	speak or read			
English	n, in contacts with the grunity organizations.	eneral pul	blic, advo	ocacy grou	ıps, cus	tomers	and			
Comm	unicates in Spanish to t	those indi	viduals w	ho do not	read or	speak	English.			
	nd develops sources of tes clinical problems of		on and se	ervices to f	acilitate	patient	t treatment.			



may are respect to the second to the	ஓ
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
,	<ul> <li>Reviews social histories taken at admission to verify information is complete and accurate.</li> </ul>
	<ul> <li>Updates information and presents changes at treatment team meetings.</li> </ul>
	<ul> <li>Interacts with families and community providers to coordinate services to promote</li> </ul>
	understanding, cooperation and participation in rehabilitation services and care.
	Conducts audits and peer reviews.
20%	<ol><li>Develops and implements treatment strategies and conducts treatment/psychoeducational groups, conducts patient and family counseling sessions.</li></ol>
The control of the co	<ul> <li>Assesses responses to sessions and documents therapeutic responses according to professional standards and policies.</li> </ul>
	Answers questions and concerns about treatment and goals.
***************************************	Orients and explains the course of treatment and goals.
**************************************	<ul> <li>Motivates and encourages the patient toward achieving treatment and service goals.</li> </ul>
	<ul> <li>Participates in patient management interventions that may include participating in</li> </ul>
	restraint interventions that require the physical hold of a patient or managing the milieu
1	during a crisis event.
	<ul> <li>Stoops, bends, lifts or exerts up to 20 pounds of force in performance of job duties.</li> </ul>
5%	4. As part of a treatment team, identifies options for best practice treatment interventions in lieu of
	restraint/seclusion.
	Assists patients in identifying behavior leading to restraint/seclusion and in utilizing  helpovier modifications to avoid even treatment antique.
	behavior modifications to avoid such treatment options.
5%	<ul> <li>Gathers information from patients about treatment preferences, fears, etc.</li> <li>Evaluates community provider services for future placement based on the needs of patients.</li> </ul>
J /8	<ul> <li>Assists patients in completing forms for public aid assistance, Social Security, Medicare,</li> </ul>
	etc.
	Completes discharge summaries.
	Develops plans for follow-up services after discharge.
5%	6. Performs other duties as required or assigned which are reasonably within the scope of the
	duties enumerated above.
17. POSITI	ON TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing
	aring, conducting and signing performance evaluations; effectively recommending and imposing
	action and adjusting grievances for the incumbent of this position.)
	WORKING TITLE (IF ANY)
Public Serv	rice Administrator 37015-10-81-710-20-21 Associate Director of Social Work
18. CHECK	THE APPROPRIATE BOX IF THIS POSITION IS A:
☐ Supervi	sor 🗆 Lead Worker
NOTE: Sup	pervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time
	(s) allotted. If a box was checked above, list position title, position number, and number of
subordinate	e incumbents or authorized funded headcount.
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Р	osition Title Position Number No. of Incumbents or Funded Vacancies
N/A	Weekle Assessment of the Control of
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19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

# Minimum Qualifications

- Requires a master's degree in social work from a recognized college or university supplemented by one year of professional social work experience in the evaluation and treatment/habilitation of intellectually and developmentally disabled, or other disabled patients.
- 2. This class is included as an Upward Mobility Program credential title.
- 3. Requires the ability to speak, read and write Spanish at a colloquial skill level.

## Knowledge, Skills, and Abilities

1. Prefers licensure as a Social Worker by the Department of Professional Regulations.

# 20. CONDITIONS OF EMPLOYMENT

- 1. Requires ability to walk and stand for a significant period of time, including stooping, bending, lifting or exerting up to 20 pounds of force occasionally.
- 21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be allencompassing or to address all responsibilities of the position.

Under general supervision, administers professional social work services involving the application of social work principles and techniques in the evaluation, problem identification and treatment of adults manifesting complex emotional and psychosocial disorders. Determines and develops sources of information and services to facilitate patient treatment. Communicates in Spanish to those individuals who do not read or speak English.

# 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS IMMEDIATE SUPERVISOR AGENCY HEAD SIGNATURE SIGNATURE DATE

Out July De Control of CMS SIGNATURE 9/13/21

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# ILLINOIS DEPARTMENT OF PERSONNEL Springfield, Illinois 62706

POSITION-DESCRIPTION

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and creativity applicable to a particular work	oties, responsibilities and decision order, sup- role. The position description narrative setti der. Skills, knowledges and work experiences	ng forth	the work	role sh descrip	ould be ro	nked from the work-role.
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TO	<del></del>				· _	
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то			C028 WOF D021 AB0		ITY CHAN	GE
1601 W. Taylor, Chicago	N/A					
16- COMPLETE, CURRENT AND ACCURATE	STATEMENT OF POSITION DUTIES AND R	ESPONS	BILITIS	<u> </u>		% of Time
students (non-payroll) and low for Spanish speaking patients.	program for the adult patients wer level professional staff; p  of all lower level social work	rovide	es pri	mary	servic	es 15
families.  3. Assists the Director of the	al, group and family treatment ne Affective Disorders Clinic w	vith th	ne man	ageme	nt of	20
schizo-affective illness, and disorders.	ets outpatients suffering from serves as a basis for the stud	ly and	resea	rch o	and f these	e 10
4. Directs and administers th	ne social work services program	on th	e uni	t.		05
primary therapists for 8 East therapy and counselling to sig speak only Spanish.	for patients who speak only Spa patients who speak only Spanis mificant staff involved with 8 duate students of Social Work	h; pro East	vides patie	fami nts w	ly ho	15
universities; instructs and te treatment to first year psychi other disciplines.	aches techniques used in indiv atric residents, medical stude	idual, nts an	group d stud	p and dents	family	20
7. Supervises staff involved evaluation of prospective pati admission to the unit.	in initial evaluations, and/or ents, and selection of appropr	direc iate p	t'ini atien	tial ts for	c	10
AGENCY HEAD SIGNATURE	AGENCY BUDGETARY (OPTIONAL)	DIRE	CTOR OF	PERSO	NNEL SIG	NATURE
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8. Performs other related duties as required or assigned.

16. (Continued)



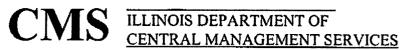
# CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

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New/Revised Position Staff Develop	ment Specialist I		20	MC	4177	1-10-43	3-010	-00-20	
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Existing Position .									
New/Revised Position	-filiman Cardon	Division of Rehabilitati	on Sei	vices	0	069	N	R	
10. SECTION	of Human Services	11. UNIT				12. TRANSACTION 13. EFFECTIVE			
Existing Position		Admission and Record	ls/Sne	cial	CODE				
		Projects Projects					[6	6-16-15 	5
New/Revised Position	ol for the Deaf	Outreach				21 ESTAB		T CUANCI	-
			_	Rutan	☐ ☑ MC	22 EXEMI 24 POSIT	ION NU		
14. WORK LOCA Existing Position	ATION	15. BARGAINING/TERM COD	<u>E</u>	Exemp		26 CLARI 27 ADDIT		DENTICAL	. CHANGE
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New/Revised Position					<b>□</b> мс1	49 DOWN	WARD		
Jacksonville		RC062		N	_	50 LATER 58 UPWA	RD REA		
% OF TIME		AND ACCURATE STATEMEN							
	Under general supervision	of the Director of Outreach	serves	as the Ou	itreach C	oordina	tor. P	lans, de	velops
	and evaluates specialized	training in American Sign La	anguag	e. Plans, o	levelops	and eva	lluates	s training	g vublic
	modules on issues associa	ated with hearing loss. Plan entities who work with stud	s, orgai	nizes and no aro don	for bard	u an ing of beari	na in l	7 Stati, p Illinois	Plane
	schools, parents and other	rentities who work with stud xecutes the annual parent c	enterer	nces nere	i ui ilalu at networ	k meetir	ng iii i	illillois. nd statei	wide
	conferences Prepares ins	structional materials, training	oniere:	ila course	outlines	and ev	aluatio	on meas	sures.
	Contelences. Trepaies in	stractional materials, training	, ourrio	aia, ooaio	· outili ioo	,			
	SPECIFICALLY:								
25%	Serves as coordinator f	or the Outreach program, pl	ans, de	evelops an	d coordin	ates trai	ining s	schedul	e.
	Plans, organizes, develops	and executes annual parei	nt confe	erences, pa	arent net	vork me	etings	s and tw	o day
		ducators, support staff, edu	cationa	l interprete	rs, parer	nts and o	other e	entities v	who
	work with children who are	deat or hard of hearing.							
25%	2. Provides training to res	dential, school and support	staff in	Crisis Pre	vention la	nterventi	ion (C	PI) and	
	residential care duties; pro	vides training in CPI and on	issues	associate	d with he	aring los	ss. Co	onducts	sign
	language and effective cor	nmunication skills training for	or ident	ified staff o	n a regu	lar and d	on-goi	ing basi	S.
	Evaluates staπ progress in	training and provides repor	ts of pr	ogress to :	school ac	111111111111111111111111111111111111111	iiois.		
25%	3. Develops the training c	urriculum for instructing prof	essiona	al and para	professi	onal stat	f in A	merican	Sign
20,70	Language and effective co	mmunication skills. Prepare	es train	ing schedu	iles, ager	ndas, ins	structi	onal ma	iterials,
	audio-visual presentations								
		o	.1 6		of trainin	a fan diff	arant	ahifta oi	f IGD
10%	4. In conjunction with the	Supervisor, arranges sched school administrators, iden	lies for	provision no frames	or training narticing	y ior uiii ente and	Henat	th of pro	aram
	stant in concert with other	School auministrators, iden	u1165 tii	ne names	, participe	anto and	icng	ii oi pio	grain.
10%	5. Updates and revises ac	jenda and training to best su	uit the n	eeds and	adapt to	the prog	ress r	made by	/
, 5 , 5	participants. Serves as lia	ison with school staff to dete	ermine	the approp	riateness	of train	ing ar	nd traini	ng
	priorities.	<b>\</b>							
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5%	6. Performs other duties a above.	s assigned or required which	ı are re	zasonabiy	vviu iii i tii6	scope	or uut	icə eliül	nerateu
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# CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

1. POSITION TITLE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION COCE	2. POSI	ITION NUI	MBER			
Existing Position									
New/Revised Position	AMERICAN AND AND AND AND AND AND AND AND AND A	20	MC	44225	-10-43-:	500-0	0-20		
Support Service Lead 3. AGENCY	4. BUREAU/ DIVISION	<u> </u>	1	5. EXMT CODE	G WORK COUNTY	7 AII AUTH	B AUDIT	9 OFFICE USE	
Existing Position									
			gayayaya dadan dada ka	<u> </u>					
New/Revised Position Department of Human Services	Division of Rehabilitat	Division of Rehabilitation Services 0 069 N R							
10. SECTION	11. UNIT			12. TRANSACTION 13. EFFECTIVE DATE					
Existing Position	<u> </u>				08/01/17				
New/Revised Position Illinois School for the Deaf	Support Operations	Support Operations    MA021 ESTABLISH   MC022 EXEMPT CODE							
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16. (CONTINUE	D)		777774
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% OF TIME	16. COMPLETE CURRENT AN	D ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
conductin	g and signing performance eva	iluations; effectively recommending and	for assigning and reviewing work, preparing, I imposing disciplinary action and adjusting
grievance	s for the incumbent of this pos	tion.)	
			WORKING TITLE (IF ANY)
	ce Administrator 37015-10-		
18. CHECK TI	HE APPROPRIATE BOX IF TH	IS POSITION IS A:	
ti	supervisory or lead worker re me percentage(s) allotted. ras checked above, list position	sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a subordinate incumbents or authorized funded
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
Support Serv		44238-10-43-500-42-01	1
Support Serv	vice Worker	44238-10-43-500-41-01	8
·			
	THE RESIDENCE OF THE PROPERTY		
<del></del>			
19. SPECIAL PERFORI	IZED KNOWLEDGES, SKILLS	ABILITIES, LICENSURE OR CERTIFI	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND
ABILITIE:	S AND LICENSURE OR CERT LONGER BE USED.	IFICATION IDENTIFIED ON STANDAR	RDS, THE PHRASE "SAME AS SPECIFICATION"
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ABILITIE: CAN NO Requires kno experience in	S AND LICENSURE OR CERT LONGER BE USED. Dwledge, skill and mental den n housekeeping in a resident	religion in the standard of th	RDS, THE PHRASE "SAME AS SPECIFICATION"  of High School supplemented by one year



1. POSITION TIT	TE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE	2. POS	ITION NU	MBER		·	
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New/Revised Position	Oncentor I		29	CC	44411	-10-91-	401-8	2-29		
Switchboard ( 3. AGENCY	Operator I	4. BUREAU/ DIVISION		22	5. EXMT CODE	6. WORK COUNTY	7 AT AUTH	8.AUDIT	9. OFFICE	
Existing Position		Div. of Family and Comm	waite Ca		CODE	COUNTY	AUTH	0.70011	USE	
New/Revised Position		Div. of Family and Comm	iunity Sei	rvices						
	f Human Services	Family & Community Ser	vices		0	016	Y	R		
10. SECTION		11. UNIT			12. TRAN CODE	SACTION	13	EFFECTI	E DATE	
Existing Position					<u> </u>			07/0	2/18	
New/Revised Position					☐ MA021 ESTABLISH					
Region 1 North	th	Clerical				21 ESTAB 22 EXEMP		E CHANGI		
14. WORK LOCA	TION	15. BARGAINING/TERM CODE Rutan Exempt					MC024 POSITION NUMBER CHANGE MC026 CLARIFY			
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	, Cook County	RC014		N	☐ MC1	50 LATER	AL REA	LLOCATIO	)N	
% OF TIME		ENT AND ACCURATE STATEMEN	VT OF PO	SITION ESS		58 UPWA FUNCTI		LLUCATI	ZN	
		and responsibilities as previous								
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				•						
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% OF TIME	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION ESSENT	TIAL FUNCTIONS (Continued)
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17. POSITIO	N TITLE AND NUMBER OF IMM	EDIATE SUPERVISOR (Responsible for ass	igning and reviewing work, preparing,
conductir	ng and signing performance evaluations for the incomment of this accept	uations; effectively recommending and impos	ing disciplinary action and adjusting
grievance	as for the incombent of this positi	wi.)	LAIODKING TITLE (IE ANIX)
			WORKING TITLE (IF ANT)
Executive I	13851-10-91-401-80-01		Office Manager
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:  SUPERVISOR OR LEAD WORKER  NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.  If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized fun headcount:			
18. CHECK I	ותב אררתטרתוא ז ב סטא זר ז חזי	G F OSITION IS A.	
SUPE	RVISOR OR LEAD W	VORKER	
			ad distrementation with a
NOTE:	Supervisory or lead worker res	ponsibilities must be described in a detail	ea auty statement(s) with a
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							44413	-10-91-	133-8	2-01 ———	
New/Revised Position Switchboard C	Operator III			29	.	35	44413	-10-91-	133-8	2-29	
3. AGENCY			4. BUREAU/ DIVISION		<u> </u>		5. EXMT CODE	6, WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position			<u>-</u>								
New/Revised Position	<u> </u>	-		Camilana	-		0	016	N	R	
	f Human Services		Family & Community Services				12. TRAN			3. EFFECTIV	E DATE
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New/Revised Position							П мао:	21 ESTAB	LISH		
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New/Revised Position			RC014			N		49 DOWN 50 LATER			
	e, Cook County			NE OF BO	NO. T. O			58 UPWA		LLOCATIO	N
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	training sessions for r performance of subor	new and	alternate operators; re . Communicates in Sp	esponds to	o and	resolve	es diffic	ult calls;	evalu	uates w	ork
	English.										
	SPECIFICALLY:										
35%	Serves as a workir staff, counsels staff re establishes annual go	egarding	rvisor; assigns and rev g work performance; re objectives; approves t	eassigns s	taff to	meet	day-to-d	day opei	ating	needs;	
30%	2. Responds to difficult log and refers clients calls and long distance	to appro	opriate case worker; ac	dvises stat	es car ff con	nnot re: cerning	solve; re g curren	eads cas t policie	sewor s rega	k assigi arding p	nment ersonal
20%	3. Orders supplies, m charges; serves as lia	naintains iison to	s record of long distand Business Services for	ce and sul phone rep	burba bair w	n calls ork and	and ve	rifies mo al inquiri	nthly es.	telepho	ne
10%	Translates function with the general public								Engl	ish, in c	ontacts
5%	5. Performs other dut enumerated above.	ties as a	assigned or required w	hich are re	eason	abiy w	ithin the	scope	of the	duties	
DIRECTOR OF C	MS SIGNATURE	IMMEDIA	ATE SUPERVISOR SIGNA	TURE   A	GENC'	Y HEAD	81GNA)	URE		P	ATE
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16. (CONTINUE	D)			
% OF TIME		ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)	
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17 POSITION	TITLE AND NUMBER OF IM	JEDIATE SUPERVISOR (Pageonsible	for assigning and reviewing work, preparing,	
conducting	and signing performance eva	lustions: offectively recommending and	I imposing disciplinary action and adjusting	
arievance	s for the incumbent of this posi	tion )	imposing disciplinary action and adjusting	
gnevance	s for the incumbent of this posi	uon.)		
			WORKING TITLE (IF ANY)	
Office Admin	istrator III 29993-10-91-1	33-82-01		
19 CHECK TI	HE APPROPRIATE BOX IF TH	IC DOCITION IC A.	<u> </u>	
IO. CHECK II	TE APPROPRIATE BOX IF TH	IS POSITION IS A:		•
M WORK	INC SUBERVISOR OR			
M WORK	ING SUPERVISOR OR	☐ LEAD WORKER		
NOTE O				
NOTE: S	upervisory or lead worker res	sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a	
	me percentage(s) allotted.			
If a box w	as checked above, list position	title, position number, and number of s	subordinate incumbents or authorized funded	
headcoun	t:			
	Decition Title	D-2-2-AL		
Overitaria a control	Position Title	Position Number	No. of Incumbents or Funded Vacancie	S
Switchboard C		44411-10-91-133-82-01	11	
Switchboard C		44411-10-91-133-82-29	1	
Switchboard C	perator I	44411-10-91-133-82-25	1	
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40 CDECIALI	ZED KNOWLEDGES SKILLS	ADJUSTICO LICENOLIDE OD CEDTIC	OATION NEOFOCABY FOR THE OLICOPORTH	
19. SPECIALI	AANOE OF THE MORK OF THE	, ABILITIES, LICENSURE OR CERTIFI	CATION NECESSARY FOR THE SUCCESSFUL	
PERFORM	MANCE OF THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	ARE NOW SEVERAL OPTIONS OF SKILLS AND	١.
ABILITIES	AND LICENSURE OR CERT	IFICATION IDENTIFIED ON STANDAL	RDS, THE PHRASE "SAME AS SPECIFICATION"	
	ONGER BE USED.			
Requires kno	wledge, skill and mental dev	elopment equivalent to the comple	tion of four years of high school. Requires two	
years experie	ence as a telephone operato	r; requires extensive knowledge of	switchboard operations; requires working	
knowledge of	supervisory techniques: red	uires the ability to train and supervi	se new operators in all phases of switchboard	
		write Spanish at a colloquial skill le		
TOTAL INCIQUIT	oo abiiity to opean, read allu	write opanish at a colloquial Skill le	vGI.	
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1. POSITION TITLE W		WORKING TITLE (IF ANY)	BILING		POSITION TITLE OPTION CODE		2. POSITION NUMBER			
EXISTING POSITION			000	_	OFFIC	SIN OODL				
NEW/REVISE	D POSITION									
VALIDIDAL SAMICAC		Volunteer Program Coordinator	9		SS		48483-10-90-337-20-29			
3. AGENCY		4. BUREAU/DIVISION	4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE	
EXISTING POS	SITION				0022					
NEW/REVISE	POSITION	Division of Family and	Division of Family and							
Departmen Services	nt of Human	Community Services	_		0	016	1	R		
10. SECTIO	N	11. UNIT	11. UNIT			12. TRANSA	ACTION		3. EFFECTIVE ATE	
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NEW/REVISE	D BOSITION					☐ MA022 EXEMPT CODE CHANGE				
	ommunity and	Ruraau of Valuntaaria	Bureau of Volunteerism and Community Services			☐ MC024 POSITION NUMBER CHANGE				
	outh Developmen					☐ MC026 CLARIFY				
14. WORK I	LOCATION	15. BARGAINING/TERM CODE	15. BARGAINING/TERM RUTAI EXEM			☐ MC027 ADDITIONAL IDENTICAL CHANGE☐ MC028 WORK COUNTY CHANGE				
EXISTING POS	SITION					☐ MD021 ABOLISH				
NEW/REVISE[	DECITION					☐ MC149 DOWNWARD REALLOCATION				
	ook County	RC062	RC062		N	MC150 LATERAL REALLOCATION				
% OF		CURRENT AND ACCURATE	PDENT AND ACCURATE STATEMENT OF E			OSITION ESSENTIAL FUNCTIONS				
TIME 25%	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
25%	<ol> <li>Serves as the Volunteer Program Coordinator and performs professional consultative and coordinative functions for the volunteerism programs in the Cook and Northern Illinois regions.</li> </ol>									
	<ul> <li>Consults and advises local governments and communities regarding the organization, development and integration of volunteer resources who meet the goals of the AmeriCorps and state volunteer programs.</li> <li>Develops and maintains policies and procedures for the efficient and effective utilization of resources for the programs that promote national service and use volunteers.</li> </ul>									
25%	25% 2. Assists in developing volunteer resources by organizing and scheduling workshops and training.									
	<ul> <li>Conducts volunteer and volunteer management training, workshops, and conferences for volunteer service programs.</li> <li>Provides articles and input into newsletters for wide distribution among volunteer agencies.</li> <li>Develops, conducts, and analyzes surveys of-volunteer resources, experiences, and recruitment.</li> </ul>									

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	Creates and provides materials for volunteers and community leaders									
15%	3. Establishes and maintains effective working relationships with community leaders in the assigned geographical area to recruit, plan and utilize community volunteer resources.									
		Develops and provides training materials for volunteers and community leaders.								
10%	4. Travels to plan and conduct special events such as Governor's Volunteer Service Awards, National Service Projects, etc. for volunteer programs.									
	<ul> <li>Coordinates and participates at volunteer fairs and special events in local communities.</li> <li>Develops and promotes publications for special events.</li> </ul>									
10%	<ol><li>Assists in development of policies, regulations, methods, and standards for volunteer services programs.</li></ol>									
	<ul> <li>Provides input and assists with the collection and reporting of data for activities planned and/or supported by Serve Illinois that will be used for evaluating achievements, goals and objectives of programs and initiatives.</li> <li>Utilizes Microsoft Suites in drafting reports, plans and presentations.</li> </ul>									
10%	6. Translates materials/procedures into Spanish for individuals who cannot speak, read, or write English, in contacts with the public, volunteers, and community organizations.									
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 IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)										
			,		WORKING TITLE (IF ANY)					
		Administrator 3701	Volunteer Program Manager							
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:										
☐ Supervisor ☐ Lead Worker										
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.										
Position Title			Position Number		No. of Incumbents or Funded Vacancies					

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

### Minimum Qualifications

- 1. Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in the social sciences.
- 2. Requires three years of professional experience in volunteer services program management, community organization or management of a social services delivery program.
- 3. Requires ability to speak, read and write Spanish at a colloquial level.

# Knowledge, Skills, and Abilities

- 1. Requires extensive knowledge of the principles and practices of event planning and management.
- 2. Requires ability to develop and execute logistic plans for training and education activities.
- 3. Requires ability to analyze problems and adopt an effective course of action.
- 4. Requires ability to review and use new and revised methods, procedures, and performance.
- 5. Requires ability to exercise judgment and discretion in developing, implementing, and interpreting departmental policies and procedures.
- 6. Requires ability to develop and maintain cooperative working relationships and work effectively as a team.
- 7. Requires strong oral and written communication and customer service skills.
- 8. Prefers training experience.
- 9. Prefers proficiency with Microsoft Office Suite, working knowledge of social media platforms and webbased data management software systems such as Constant Contact.
- 10. Prefers one year of experience in managing volunteers or implementing a national service program.
- 11. Prefers one year of experience organizing or managing workshops, large scale events or conferences.

## 20. CONDITIONS OF EMPLOYMENT

1. Requires ability to travel in and out-of-state.

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

Under general direction of the Bureau Chief, serves as the Volunteer Program Coordinator and performs professional consultative and coordinative functions for the volunteerism programs in the Cook and Northern Illinois regions. Consults and advises local governments and communities regarding the organization, development and integration of volunteer resources who meet the goals of the AmeriCorps and state volunteer programs. Assists in developing volunteer resources by organizing and scheduling workshops and training. Establishes and maintains effective working relationships with community leaders in the assigned geographical area to recruit, plan and utilize community volunteer resources. Travels to plan and conduct special events such as Governor's Volunteer Service Awards, National Service Projects, etc. for volunteer programs. Assists in development of policies, regulations, methods, and standards for volunteer services programs. Communicates in Spanish to those individuals who do not read or speak English.

### 22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.