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JB Pritzker, Governor

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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

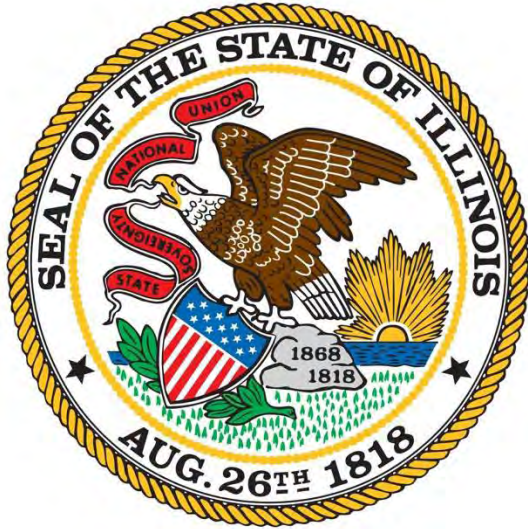
SUBJECT: **State Services Assurance Act Annual Report – Staffing Level of Bilingual Employees**

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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](mailto: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

## **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 1<sup>st</sup> 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:



JB Pritzker, Governor

Dulce M. Quintero, Secretary Designate

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

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

The [State Services Assurance Act](#)<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)**

<b>EMPLOYEE NAME</b>	<b>JOB TITLE</b>	<b>POS No.</b>	<b>B.U.</b>	<b>LANGUAGE</b>
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
ALBAIDI 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
ARBISDOUGHTY 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
ARCEO MONICA	REHAB COUN SEN	38158	RC62	Spanish
ARCOS DAVID	SOC SERV CR TR	41320	RC62	Spanish
ARELLANO CYNTHIA P	HS CASEWORKER	19785	RC62	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
ATKINSON LAURA F	M H TECHNICIAN 5	27015	RC09	Manual Communication
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



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 MARIA R	HS CASEWORKER	19785	RC62	Spanish
BOTELLO ROBERTO	M H TECHNICIAN 2	27012	RC09	Manual Communication
BOWEN BRIANA S	EDUCATOR	13100	RC63	Manual Communication
BOWMAN JULIA H	EDUCATOR	13100	RC63	Braille
BOYAS JOSE L	HS CASEWORKER	19785	RC62	Spanish

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 YOCHAVED	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 FLOREDAHL	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

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
CHAIRES 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

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	13130	RC09	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-Croatian
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

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
ELSAWY RANIA A	SOC SERV CR TR	41320		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	RC09	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 JOSSUE	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 BRENNNA	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

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 VIANNEY G	HS CASEWORKER	19785	RC62	Spanish
GARCIA-MARTINEZ MON	HS CASEWORKER	19785	RC62	Spanish
GARCIAROJAS JENNIFE	OFFICE ASSISTANT	30010	RC14	Spanish
GARNER JAMAL B	RES CARE WORKER	38277	RC09	Manual Communication
GARNETT JENNIFER K	REG NURSE 2	38132	RC23	Manual Communication
GARVER NATALIE S	EDUCATOR	13100	RC63	Manual Communication
GARZA JAMIE	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-Croatian
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

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 PSYCHOLOGIST	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	27012	RC09	Manual Communication
HUERAMO ELIZABETH	HS CASEWORKER	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

HUTSON NELSIE	HUM SRV CSWK MAN	19788	RC62	Spanish
IBARRA ANDREA E	SOC SERV CR TR	41320	RC62	Spanish
IBARRA LUISA	HS CASEWORKER	19785	RC62	Spanish
IBARRA MARIA F	HUM SRV CSWK MAN	19788	RC62	Spanish
IDRIS NOUR A	HUM SRV CSWK MAN	19788	RC62	Arabic
IGARTUA MARIVEL	HS CASEWORKER	19785	RC62	Spanish
ILLAN TANIA	HS CASEWORKER	19785	RC62	Spanish
IRIZARRY NILDA L	HS CASEWORKER	19785	RC62	Spanish
ISUNZA URIEL	HS 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 CASEWORKER	19785	RC62	Spanish
JACOME JASMINE C	HS CASEWORKER	19785	RC62	Spanish
JADEJA RANJITSINH K	HS CASEWORKER	19785	RC62	Hindi
JAILE CARLOS M	RHB CASE COORD I	38141	RC14	Spanish
JAIMES LORRAINE M	RHB CASE CRD II	38142	RC14	Spanish
JARA GABRIEL	HS CASEWORKER	19785	RC62	Spanish
JARAMILLO EDGAR A	RHB CASE COORD I	38141	RC14	Spanish
JASIAK EWA A	HS CASEWORKER	19785	RC62	Polish
JASLOWSKI CAROLINA	PA ELIG ASST	35825	RC28	Spanish
JESENKO STEPHEN J	HS CASEWORKER	19785	RC62	Spanish
JIMENEZ ADRIANA A	HS CASEWORKER	19785	RC62	Spanish
JIMENEZ ANA C	HS CASEWORKER	19785	RC62	Spanish
JIMENEZ ANTONIO	HS CASEWORKER	19785	RC62	Spanish
JIMENEZ BETSAVE	HS CASEWORKER	19785	RC62	Spanish
JIMENEZ CATHERINE	PA ELIG ASST	35825	RC28	Spanish
JIMENEZ KATHERINE	PUB SERV ADM	37015	RC63	Spanish
JIMENEZ KRYZTAL Y	HS CASEWORKER	19785	RC62	Spanish
JIMENEZ NANCY N	SOC SERV CR TR	41320	RC62	Spanish
JIMENEZ TANIA	HS CASEWORKER	19785	RC62	Spanish
JIMENEZESPARZA TANI	HS CASEWORKER	19785	RC62	Spanish
JIMOH ADEBAYO L	HAB PROG COORD	17960	RC62	Manual Communication
JOHNSON KANDY A	HS CASEWORKER	19785	RC62	Spanish
JOHNSON KENDRA D	M H TECHNICIAN 2	27012	RC09	Manual Communication
JOHNSON LORAIN K	M H TECHNICIAN 2	27012	RC09	Manual Communication
JOHNSON MATTHEW K	PUB SERV ADM	37015	RC63	Spanish
JOHNSONWALLS DESA	ADM ASSISTANT 1	501	RC28	Manual Communication
JONES BRITTANY	REG NURSE 2	38132	RC23	Manual Communication
JONES CHRISTOPHER M	M H TECHNICIAN 2	27012	RC09	Manual Communication
JUAREZ JACQUELINE	SOC SERV CR TR	41320	RC62	Spanish
JUMPER RENEE L	EDUCATOR	13100	RC63	Manual Communication
JUMPER TAMI L	OFFICE ASSOCIATE	30015	RC14	Manual Communication
KAPROULIASZEPED JOA	HS CASEWORKER	19785	RC62	Spanish
KARKOUT AMJAD	SOC SERV CR TR	41320	RC62	Arabic
KARLSSON JEAN P	REG NURSE 1	38131	RC23	Manual Communication
KENNEDY LACI L	EXEC SECRETARY 2	14032	RC14	Manual Communication
KENNEY JAMES	M H TECHNICIAN 2	27012	RC09	Manual Communication

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

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
LUNA CLAUDIA I	HS CASEWORKER	19785	RC62	Spanish
LUTTRELL JOANNA M	RES CARE WORKER	38277	RC09	Manual Communication
MACHUCA PEDRO R	EXECUTIVE 1	13851	RC62	Spanish
MACIAS RICARDO G	HS CASEWORKER	19785	RC62	Spanish
MACIELMARTINEZ CECI	VOL SERV COORD 3	48483	RC62	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
MARIANOPERAZ 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
MARSICO DEBRA S	SEN PUB SERV ADM	40070	BBBR5	Manual Communication
MARTIN MARTIN J	EDUCATOR	13100	RC63	Manual Communication
MARTINEZ AMANDA	HS CASEWORKER	19785	RC62	Spanish
MARTINEZ CATHY P	HS CASEWORKER	19785	RC62	Spanish
MARTINEZ DALIA B	HS CASEWORKER	19785	RC62	Spanish
MARTINEZ DELYRIS	ADM ASSISTANT 2	502	RC28	Spanish
MARTINEZ ERICA	HS CASEWORKER	19785	RC62	Spanish
MARTINEZ ERICK	REHAB COUN SEN	38158	RC62	Spanish
MARTINEZ FABIOLA	HS CASEWORKER	19785	RC62	Spanish
MARTINEZ GABRIELA E	HS CASEWORKER	19785	RC62	Spanish
MARTINEZ GLORIZEN	SEC THER AIDE 1	39901	RC09	Spanish
MARTINEZ GUADALUPE	HS CASEWORKER	19785	RC62	Spanish
MARTINEZ JANET	SOC SERV CR TR	41320	RC62	Spanish
MARTINEZ JASMIN	HS CASEWORKER	19785	RC62	Spanish
MARTINEZ JOCELYN	HS CASEWORKER	19785	RC62	Spanish
MARTINEZ JUANITA	HUM SRV CSWK MAN	19788	RC62	Spanish
MARTINEZ LESLIE	HS CASEWORKER	19785	RC62	Spanish
MARTINEZ LETICIA	HS CASEWORKER	19785	RC62	Spanish
MARTINEZ LUIS A	HS CASEWORKER	19785	RC62	Spanish
MARTINEZ MARI C	HS CASEWORKER	19785	RC62	Spanish
MARTINEZ MARIA E	HS CASEWORKER	19785	RC62	Spanish
MARTINEZ MARIA L	HS CASEWORKER	19785	RC62	Spanish
MARTINEZ ROSA M	HS CASEWORKER	19785	RC62	Spanish

MARTINEZ SARA M	HS CASEWORKER	19785	RC62	Spanish
MARTINEZ VANESSA	HS CASEWORKER	19785	RC62	Spanish
MARTINEZ-MONDRAGON	EXECUTIVE 2	13852	RC62	Spanish
MARTINEZZUNIGA EDGA	SEC THER AIDE TR	39905	RC09	Spanish
MARWAH ANDREA C	STAFF DEV SPEC 1	41771	RC62	Manual Communication
MASANGKAY DAN J	M H TECHNICIAN 2	27012	RC09	Manual Communication
MASFERRERSCIOLLA JA	HS CASEWORKER	19785	RC62	Spanish
MASTACHE MIRIAM	HS CASEWORKER	19785	RC62	Spanish
MASTERMAN STEPHANIE	M H TECHNICIAN 2	27012	RC09	Manual Communication
MATA ALBERT L	HS CASEWORKER	19785	RC62	Spanish
MATA ZENaida	PA ELIG ASST	35825	RC28	Spanish
MATHEW JINOY	HS CASEWORKER	19785	RC62	Spanish
MATHIS ELIZABETH	REG NURSE 2	38132	RC23	Manual Communication
MATTOS VANESSA	PUB SERV ADM	37015	RC63	Spanish
MAURICIO SAMANTHA	HS CASEWORKER	19785	RC62	Spanish
MAUS ANGELIKA	M H TECHNICIAN 2	27012	RC09	Manual Communication
MAYES ELIZABETH D	M H TECHNICIAN 1	27011	RC09	Manual Communication
MAYORGA MAYRA	HS CASEWORKER	19785	RC62	Spanish
MAZIQUE ADRIENNE C.	REHAB COUN SEN	38158	RC62	Manual Communication
MCCLLELLAN REBECCA S	LIC PRACT NRS 2	23552	RC28	Manual Communication
MCCORMACK AMY S	OFFICE COORD	30025	RC14	Manual Communication
MCCORMACK GLEN A	SUP SVC LEAD	44225	RC09	Manual Communication
MCCOY LUCAS J	M H TECHNICIAN 2	27012	RC09	Manual Communication
MCDOWELL KATARZYNA	HS CASEWORKER	19785	RC62	Polish
MCELREA SHANE A	RES CARE WORKER	38277	RC09	Manual Communication
MCGUIRE JENNIFER	M H TECHNICIAN 2	27012	RC09	Manual Communication
MCGUIRE JUSTIN T	M H TECHNICIAN 2	27012	RC09	Manual Communication
MCLEAN JEIRESETH A	HUM SRV CSWK MAN	19788	RC62	Spanish
MEDINA JESSIE E	HUM SRV CSWK MAN	19788	RC62	Spanish
MEDINA MILAGROS	RHB CASE CRD II	38142	RC14	Spanish
MEDINA WANDA A	OFFICE ASSOCIATE	30015	RC14	Spanish
MEDRANO LAURA A	STAFF DEV SPEC 1	41771	RC62	Spanish
MEDRANO YEIMI	HS CASEWORKER	19785	RC62	Spanish
MEI XINQIA	HS CASEWORKER	19785	RC62	Chinese
MEISINGER JULIE B	HS CASEWORKER	19785	RC62	Spanish
MEJIA LILIANA R	SOC SERV CR TR	41320	RC62	Spanish
MEJIA LINETTE	HS CASEWORKER	19785	RC62	Spanish
MELLENDEZ MAYRA L	HUM SRV CSWK MAN	19788	RC62	Spanish
MELGOZA RUBY Y	HS CASEWORKER	19785	RC62	Spanish
MENA MONICA	PA ELIG ASST	35825	RC28	Spanish
MENA-SANCHEZ PAOLA	PA ELIG ASST	35825	RC28	Spanish
MENDEZ ALEJANDRA L	REHAB COUN	38145	RC62	Spanish
MENDEZ DAVID	HS CASEWORKER	19785	RC62	Spanish
MENDEZ MARIA	HS CASEWORKER	19785	RC62	Spanish
MENDOZA ALMA	HS CASEWORKER	19785	RC62	Spanish
MENDOZA BIANCA	SOC SERV CR TR	41320	RC62	Spanish
MENDOZA MARIA E	HS CASEWORKER	19785	RC62	Spanish



MENDOZA MARIA G	HS CASEWORKER	19785	RC62	Spanish
MENDOZA NANCY	HS CASEWORKER	19785	RC62	Spanish
MENDOZA NANCY 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-Croatian
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	RC09	Manual Communication
MOON JUYEON	HS CASEWORKER	19785	RC62	Korean

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

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

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
PELAYO BARBOSA 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	19785	RC62	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

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
RANGEL MARTHA Y	HS CASEWORKER	19785	RC62	Spanish
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
RIOSOTO 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	35825	RC28	Spanish
RIVERA HILDA R	HS CASEWORKER	19785	RC62	Spanish
RIVERA LOURDES M	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

RODRIGUEZ EUNICE	RHB CASE CRD II	38142	RC14	Spanish
RODRIGUEZ GRISELIS	HS CASEWORKER	19785	RC62	Spanish
RODRIGUEZ IRMA L	M H TECHNICIAN 3	27013	RC09	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 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 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
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 XOCHILT V	HS CASEWORKER	19785	RC62	Spanish
ROLDAN-KLADO GLORIA	SEN PUB SERV ADM	40070	BBBR5	Spanish
ROMAN ANTONIA A	RES CARE WORKER	38277	RC09	Manual Communication
ROMAN BLANCA E	HS CASEWORKER	19785	RC62	Spanish
ROMAN FATIMA C	SWITCHBRD OPR I	44411	RC14	Spanish
ROMAN JACKELINE A	PA ELIG ASST	35825	RC28	Spanish
ROMAN JESSICA	REHAB COUN SEN	38158	RC62	Spanish
ROMAN MARIEN	SOC SERV CR TR	41320	RC62	Spanish
ROMAN VICKY	HS CASEWORKER	19785	RC62	Spanish
ROMERO ALFREDO	HS CASEWORKER	19785	RC62	Spanish
ROMERO AMY	SOC SERV CR TR	41320	RC62	Spanish
ROMERO CARLOS E	EXECUTIVE 1	13851	RC62	Spanish
ROMERO JAMIE I	HS CASEWORKER	19785	RC62	Spanish
ROMERO-BERUMEN NORA	HS CASEWORKER	19785	RC62	Spanish
RONNETT MARGARETE A	CLINICAL PSYCHOL	8250	RC63	Spanish
ROSADO ANA K	HS CASEWORKER	19785	RC62	Spanish
ROSALES JUAN	REHAB COUN	38145	RC62	Spanish
ROSALES-MUNOZ ALYSS	HS CASEWORKER	19785	RC62	Spanish
ROSARIO MARGARO	SEN PUB SERV ADM	40070	BBBR5	Spanish
ROSARIO MARIBEL	HS CASEWORKER	19785	RC62	Spanish
ROSILES MARGARITA	HS CASEWORKER	19785	RC62	Spanish
ROSILLO-KREZEL PAME	EXECUTIVE 1	13851	RC62	Spanish
ROY SARA F	EDUCATOR	13100	RC63	Braille
RUBALCAVA NIDIA M	HUM SRV CSWK MAN	19788	RC62	Spanish
RUBIO JESUS M	REHAB COUN SEN	38158	RC62	Spanish
RUBIO VANESSA C	HS CASEWORKER	19785	RC62	Spanish
RUIZ AARON A	RHB CASE CRD II	38142	RC14	Spanish
RUIZ EDELINA M	REHAB COUN SEN	38158	RC62	Spanish

RUIZ ELOINA	HS CASEWORKER	19785	RC62	Spanish
RUIZ JACQUELINE	LIC PRACT NRS 2	23552	RC28	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
SAAVEDRA NANCY	PA ELIG ASST	35825	RC28	Spanish
SABIN ANNA A	EXECUTIVE 2	13852	RC62	Spanish
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
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
SALDIVAR YELITZA AN	OFFICE COORD	30025	RC14	Spanish
SALGADO ANAELY	PA ELIG ASST	35825	RC28	Spanish
SALGADO DEISY	REHAB COUN SEN	38158	RC62	Manual Communication
SALGADO JESSICA	SOC SERV CR TR	41320	RC62	Spanish
SALGADO YARELY	HS CASEWORKER	19785	RC62	Spanish
SALINAS ELVA	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
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 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 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 MELISSA M	SOC SERV CR TR	41320	RC62	Spanish



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

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	RC09	Manual Communication
TAPIA KARINA	SOC SERV CR TR	41320	RC62	Spanish
TAPIA LESLIE A	HS CASEWORKER	19785	RC62	Spanish
TAYLOR MARCIE L	EDUCATOR	13100	RC63	Manual Communication
TEJEDA ROSALINDA	HS CASEWORKER	19785	RC62	Spanish
TELLEZ ELIZABETH	HS CASEWORKER	19785	RC62	Spanish
TEMBLADOR ANA A	HS CASEWORKER	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	Spanish
TOWNSEND ELI	M H TECHNICIAN 3	27013	RC09	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
VEGA ESTELA	HS CASEWORKER	19785	RC62	Spanish
VEGA ISRAEL	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 PATRICIA A	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	HS CASEWORKER	19785	RC62	Spanish
VOITH DIANA M	REHAB COUN	38145	RC62	Spanish
WADE ERIN J	CLINICAL PSYCHOL	8250	RC63	Manual Communication
WAGNER BRADLEY W	REG NURSE 1	38131	RC23	Manual Communication
WALLACE TAMMY L	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>1</sup> [State Services Assurance Act](#), 5 ILCS 382/3-1 *et seq.*

<sup>2</sup> *Id.*, at §§3-5, 3-10.

<sup>3</sup> *Id.*, at §3-5.

<sup>4</sup> *Id.*



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
						00115-10-43-250-17-20				
New/Revised Position										
Account Technician I				20	MC	00115-10-43-220-87-20				
3. AGENCY			4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A1 AUTH.	8. AUDIT	9. OFFICE USE
Existing Position										
New/Revised Position										
Department of Human Services			Division of Rehabilitation Services			0	069	N	R	
10. SECTION				11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								2/01/08		
New/Revised Position										
Illinois School for the Deaf				K-8/Dietary						
14. WORK LOCATION				15. BARGAINING/TERM		EXEMPT				
Existing Position										
New/Revised Position										
Jacksonville				RC014		N				
% OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	<p>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.</p> <p>SPECIFICALLY:</p> <p>25% 1. Performs technical accounting work in maintaining, analyzing and reconciling accounting records for the Federal Meal Subsidy Program at ISD. Establishes journals, automated logs and required documentation on the number of ISD students participating in this program. Performs a daily meal count of students. Utilizing an automated log, enters participant information on a daily basis.</p> <p>20% 2. Prepares commodity inventory by numbering requisitions from all departments. Prepares weekly reports related to inventory, maintains the scanner ie; uploading and charging.</p> <p>15% 3. Tracks payroll costs for ISD dietary staff related to the subsidy program. Computes costs related to the time spent on subsidy meal preparation, clean up, activities, work hours, and overtime. Utilizes sign language in daily performance of duties.</p> <p>15% 4. Prepares annual budgetary and statistical reports related to the program in compliance with ISBE and federal reporting procedures. Balances accounts and journals with ISBE and federal records; reconciles.</p> <p>10% 5. Assists Dietary Manager in such duties as timekeeping, physical inventory and reports related to Dietary Management.</p> <p>10% 6. Maintains daily attendance logs and prepares monthly claims for reimbursement from ISBE. Posts and balances journal entries, reimbursement and monthly personnel</p> <p>5% 7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
									DATE	

53  
Tracy Lopez  
04/16/08

POSTED 1/22/08 NM

me

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER		
EXISTING POSITION						00116-10-43-400-12-20		
NEW/REVISED POSITION					MC	00116-10-43-140-12-20		
Account Technician II				20				
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		Division of Rehabilitation Services		0	069	1	R	
Department of Human Services								
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				MA021 ESTABLISH		6/1/21		
NEW/REVISED POSITION		Business Office		<div style="border: 2px solid black; padding: 5px; transform: rotate(-5deg); display: inline-block;"> <b>RECEIVED</b>  <b>JUN 03 2021</b>            BY: _____         </div>		<input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY		
Illinois School for the Deaf/Illinois School for the Visually Impaired		Personnel						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT	<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
EXISTING POSITION								
NEW/REVISED POSITION		RC014		N				
Jacksonville/Morgan								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
20%	1. Serves as primary timekeeper for both ISVI/ISD schools. <ul style="list-style-type: none"> <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%	<p>2. Independently performs technical accounting work requiring knowledge and understanding of the agency's payroll, timekeeping, and insurance programs for ISD/ISVI.</p> <ul style="list-style-type: none"> <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> <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> <li>• Provides FMLA hours to Personnel Director in timely manner.</li> </ul>
15%	<p>3. Explains the operations of timekeeping and payroll procedures at ISD/ISVI with new employees.</p> <ul style="list-style-type: none"> <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%	<p>4. Independently prepares and completes each school's Teacher Retirement Report at fiscal yearend.</p> <ul style="list-style-type: none"> <li>• Submits the report for verification to the Teachers Retirement System (TRS).</li> <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%	<p>5. Receives and processes court orders, subpoenas, tax levies and garnishments from circuit clerks.</p>



<b>% OF TIME</b>	<p><b>16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Calculates and processes the appropriate deductions to be withheld from employee's salary.</li> <li>• Maintains a tracking system to ensure compliance with time frames specified on the summons.</li> <li>• Gathers information and prepares calculations or reports on back wage claims and supplemental payrolls in compliance with Central Management Services' rules/regulations and bargaining unit agreements.</li> <li>• Manually calculates FICA, retirement and State and Federal Taxes, Insurance, and miscellaneous voluntary deductions.</li> </ul>
10%	6. Utilizes manual communication to communicate with staff and employees who are deaf and/or hard of hearing daily.
5%	7. Responds to correspondence and technical inquiries. <ul style="list-style-type: none"> <li>• Prepares special reports as needed, and advises the supervisor concerning potential problem areas.</li> </ul>
5%	8. 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.)**

	<b>WORKING TITLE (IF ANY)</b>
Human Resource Specialist 19693-10-43-100-00-20	Personnel Director

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

Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

**19. SPECIALIZED 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 college.
  2. Requires one year of technical accounting experience  
OR  
four years of related clerical bookkeeping experience.
  3. Requires to ability to communicate through manual communication at a colloquial skill level.

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.

Knowledge, Skills, and Abilities

1.

20. CONDITIONS OF EMPLOYMENT

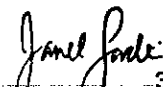
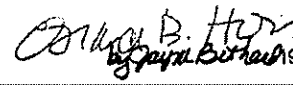
1.

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing 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 SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
			6/3/21

MD  
6-10-2021

ST/12/17

AM

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Activity Therapist Coordinator			20	MC	00160-10-73-010-00-20			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Developmental Disabilities		0	052	1	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE	
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		12/1/2022	
NEW/REVISED POSITION								
Mabley Developmental Center		Activity Therapy Services						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Dixon/Lee County		RC062		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
20%	1. Coordinates the Activity Therapy program for the Mabley Developmental Center. <ul style="list-style-type: none"> <li>Provides direct therapy to individuals.</li> <li>Provides guidance and training to direct care staff assigned to various phases of the activity therapy program, as well as community staff, in providing activity therapy programs and recording information regarding program implementation.</li> <li>Provides consultation on techniques, procedures, programs and training devices.</li> <li>Coordinates the Special Olympics Program for the center.</li> <li>Prepares monthly activity calendars for special events.</li> </ul>							
20%	2. Participates as a member of the Interdisciplinary (ID) Team, <ul style="list-style-type: none"> <li>Makes detailed analysis and evaluation of assigned individuals' needs and their responses to treatment.</li> <li>Gathers, organizes and presents this information to the team.</li> <li>Prepares and receives recommendations regarding treatment for assigned individuals on the unit.</li> <li>Incorporates suggestions received into the individual treatment plans developed for assigned individuals.</li> <li>Assists other team members in developing plans for assigned individuals.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
15%	3. Provides individual and group activity therapy programs that include responsibilities involving extended work hours and assignments to different shifts. <ul style="list-style-type: none"> <li>• Provides individual and group activity therapy programs.</li> <li>• Records data regarding each individuals' behavior and acceptance of the activity.</li> <li>• Prepares and maintains records and reports to document activity therapy programs and the monthly progress of assigned individuals.</li> <li>• Physically restrains individuals as necessary to prevent injury to individual or others.</li> <li>• In performance of job duties works after business hours, weekends and holidays.</li> </ul>
15%	4. Serves as designated lead worker. <ul style="list-style-type: none"> <li>• Assigns and reviews work.</li> <li>• Provides guidance and training to assigned staff.</li> <li>• Advises immediate supervisor regarding performance of staff.</li> </ul>
10%	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. <ul style="list-style-type: none"> <li>• Presents in-service training to employees in various subjects such as Aggression Management, Non-Violent Crisis Intervention, Leisure Time Training and contributes to other training programs.</li> <li>• Coordinates sign language training.</li> <li>• Travels in performance of job duties.</li> </ul>
5%	7. Attends and actively participates in training.
5%	8. Determines the equipment and supplies needs of the Activity Therapy program and requisitions such. <ul style="list-style-type: none"> <li>• Prepares work orders.</li> </ul>
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER 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                      26811-10-73-010-00-01	

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

Supervisor       Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Mental Health Technician IV	27015-10-73-010-00-20	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.

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 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 NOT 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
 12/14/22			12/7/22



1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER					
Existing Position						00160-10-73-010-00-01					
New/Revised Position				20	MC	00160-10-73-010-00-20					
3. AGENCY		4. BUREAU/ DIVISION			5 EXMT CODE	6 WORK COUNTY	7 AF AUTH	8 AUDIT	9 OFFICE USE		
Existing Position											
New/Revised Position		Division of Developmental Disabilities			0	052	1	R			
10. SECTION		11. UNIT			12 TRANSACTION CODE			13 EFFECTIVE DATE			
Existing Position								11-01-19			
New/Revised Position		Activity Therapy Services			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION						
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt							
Existing Position											
New/Revised Position		RC062		N							
Dixon, Lee County											
% OF TIME		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
		<p>Under general direction, coordinates the Activity Therapy program for the Mabley Developmental Center and provides 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.</p> <p><b>SPECIFICALLY:</b></p> <p>20% 1. Coordinates the Activity Therapy program for the Mabley Developmental Center; and provides direct therapy to individuals; provides guidance and training to direct care staff assigned to various phases of the activity therapy program, as well as community staff, in providing activity therapy programs and recording information regarding program implementation. Provides consultation on techniques, procedures, programs and training devices. Coordinates the Special Olympics Program for the center; prepares monthly activity calendars for special events.</p> <p>20% 2. Participates as a member of the Interdisciplinary (ID) Team, makes detailed analysis and evaluation of assigned individuals' needs and their responses to treatment. Gathers, organizes and presents this information to the team. Prepares and receives recommendations regarding treatment for assigned individuals on the unit. Incorporates suggestions received into the individual treatment plans developed for assigned individuals. Assists other team members in developing plans for assigned individuals.</p> <p>15% 3. Provides individual and group activity therapy programs that include responsibilities involving extended work hours and assignments to different shifts. Provides individual and group activity therapy programs; 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 individuals. Physically restrains combative individuals.</p> <p>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.</p>									

DIRECTOR OF CMS SIGNATURE: *James J. [Signature]* IMMEDIATE SUPERVISOR SIGNATURE: *[Signature]* AGENCY HEAD SIGNATURE: *[Signature]* DATE: *3/9/20*

CMS-204 (Rev. 10/99) IL 401-8794  
*Shela [Signature]* 3/10/20  
 BY: \_\_\_\_\_

<b>16. (CONTINUED)</b>		
<b>% OF TIME</b>	<b>16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)</b>	
10%	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 in-service 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.	
<b>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.)</b>		
Mental Health Administrator I 26811-10-73-010-00-01		<b>WORKING TITLE (IF ANY)</b>
<b>18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:</b>		
<input type="checkbox"/> SUPERVISOR    OR <input checked="" type="checkbox"/> LEAD WORKER		
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b>		
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 IV	27015-10-73-010-00-20	1
<b>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.</b>		
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.		

POSITION DESCRIPTION 964

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILING CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER	
Existing							
New/Rev ACTIVITY THERAPIST 3				20		00173-10-73-110-10-22	
3. AGENCY		4. BUREAU/DIVISION		5. BXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT
Existing							
New/Revised DHS		WABLEY DEVELOPMENTAL CENTER		0	052	N	R
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE 10-16-98	
Existing				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHG <input type="checkbox"/> MC024 POS NO. CHG <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL/IDENTICAL CHG <input type="checkbox"/> MC028 WORK COUNTY CHG <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
New/Rev RESIDENTIAL SERVICES		ACTIVITY THERAPY					
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN BX			
Existing							
New/Revised DIXON		RC62					

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

BASIC FUNCTION

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

- 30% 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.
- 20% 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.
- 10% 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.
- 20% 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 S. Stewart 12-30-98  
 Immediate Supervisor Signature: Stanley C. Kull  
 Agency Head Signature: Howard A. Peter III mes  
 Date: \_\_\_\_\_



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER 00502-10-12-000-00-29				
New/Revised Position Administrative Assistant II				29	SS	00502-10-00-000-00-29				
3. AGENCY Existing Position			4. BUREAU/ DIVISION Assistant Secretary-Chicago			5. EXMT CODE	6. WORK COUNTY	7. AN AUTH	8. AUDIT	9. OFFICE USE
New/Revised Position Department of Human Services			Secretary's Office - Chicago			0	016	N	R	
10. SECTION Existing Position			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position Administration								4/1/19		
14. WORK LOCATION Existing Position			15. BARGAINING/TERM CODE			Rutan Exempt		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		
New/Revised Position Cook County			CF028			N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	<p>Under supervision of the Secretary, Department of Human Services, performs a variety of administrative support functions, most of which are controversial and sensitive in nature. Coordinates communication flow to, from, and within the Office. Makes recommendations to improve that information flow, both written and oral, to staff within the Department. Represents the Secretary with other department support staff in communication with the public. Serves as the Secretary's designee in communicating with various administrative personnel, other state agencies, federal offices, legislators, and the Governor's Office; coordinates legislative review, and prepares finalized responses for legislative inquiries for the Office. Communicates in Spanish with individuals who do not speak or read English.</p> <p><b>SPECIFICALLY:</b></p> <p>25% 1. Serves as staff assistant for the Secretary of the Department of Human Services. Performs a variety of administrative support functions, most of which are controversial and sensitive in nature. Reviews and prioritizes issues as they rise to the Secretary's level; takes independent action to correct problems. Coordinates the preparation of responses to correspondence with the Assistant Secretary, Secretary's Office, Office Division Managers, professional staff and the Associate Secretary. Communicates issues on behalf of the Secretary to staff relative to agency policy and procedure changes.</p> <p>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.</p>									
DIRECTOR OF CMS SIGNATURE <i>Janet Jank</i>			IMMEDIATE SUPERVISOR SIGNATURE <b>RECEIVED</b>			AGENCY HEAD SIGNATURE <i>Conrad B. Horn</i>			DATE 4/8/19	
CMS-104 (Rev. 10/94) IL 401-0794 <i>Mark Dawson</i> 4-9-19			APR 08 2019			BY: _____			<i>Jayne Bethard</i>	

16. (CONTINUED)																									
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)																								
20%	3. Provides administrative support for the DHS Inter-Division Project Manager, including the scheduling of meetings and communications with stakeholder groups that involve multiple DHS divisions, including the Interagency Council on Homelessness and the Illinois Opioid Advisory Council. Prepares meeting materials, policy and planning briefs and communications to support inter-divisional projects and initiatives assigned to the DHS Inter-Division Project Manager.																								
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.																								
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.)																									
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border: none;">Secretary</td> <td style="width: 40%; border: none;">WORKING TITLE (IF ANY)</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </table>		Secretary	WORKING TITLE (IF ANY)																						
Secretary	WORKING TITLE (IF ANY)																								
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:																									
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER																									
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b> If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:																									
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Position Title</th> <th style="width: 30%;">Position Number</th> <th style="width: 40%;">No. of Incumbents or Funded Vacancies</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Position Title	Position Number	No. of Incumbents or Funded Vacancies	N/A																				
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N/A																									
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.																									
Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in public or business administration. Requires two years professional experience in a public or private organization. Requires the ability to communicate in Spanish at a colloquial level.																									

# POSITION DESCRIPTION

POSITION TITLE	POSITION NUMBER
Administrative Assistant II	00502-10-00-000-00-29
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
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 agencies and Federal Offices, legislators, and the Governor's Office representing the wishes of the Secretary.
5%	7. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated above.

RECEIVED  
APR 08 2019  
BY: \_\_\_\_\_

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION			29	SS		00501-10-17-520-10-29		
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		Office of General Counsel		0	016	1	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY		8/16/22		
NEW/REVISED POSITION		Bureau of Hearings		<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC028		N				
Cook County								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	<p>1. Acts as coordinator of requests for hearings.</p> <ul style="list-style-type: none"> <li>Communicates with Director of Quality Assurance and program division staff as to the status of hearings scheduled.</li> <li>Reviews and rules on continuance requests to determine if they should or should not be granted.</li> <li>Enters dispositions into database regarding withdrawn, continued and dismissed appeals.</li> <li>Assigns hearings ready to proceed to hearing officers.</li> <li>Communicates with advocates when they are involved with representation of customers at these hearings and with attorneys representing any of the parties.</li> <li>Answers large call volumes.</li> <li>Communicates in Spanish to Spanish-speaking individuals that cannot communicate in English.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
25%	2. Creates, shares and maintains records of hearing details to Hearing Officers, clients, client representatives and DHS staff. <ul style="list-style-type: none"> <li>• Develops, organizes and maintains documents in electronic filing systems.</li> <li>• Composes complex correspondence using Bureau, Division and Agency programs, policies and procedures accordingly.</li> </ul>
25%	3. Performs administrative functions for the Division, including researching existing operations and developing reports and recommendations for the Director of Quality Assurance of systemic changes that will lead to reduced operating costs, improved services and greater general efficiency. <ul style="list-style-type: none"> <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> <li>• Works with case management systems/databases in Visual Basic or Java.</li> </ul>
10%	4. Reviews, processes and maintains records of expenses incurred for hearings. <ul style="list-style-type: none"> <li>• Assists the Division's collective movement toward paperless operations and electronic file keeping.</li> </ul>
5%	5. Performs duties related to technology coordination, monitoring, reporting and troubleshooting for functional and technical issues encountered in the Bureau's database, integrated voice recognition system, voice over protocol, call center technology, scanning equipment and desktops and laptops, includes performing duties of RACF-LAN coordination.
5%	6. 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 ANY)
Public Service Administrator 37015-10-17-520-00-01	Director of Quality Assurance

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

Supervisor   
  Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

19. SPECIALIZED 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, 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 NOT 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
<i>Anthony Pascente</i> <i>by Gayne Bohack</i> 9/15/22		<i>Conrad B. Hunt</i> <i>by Gayne Bohack</i>	9/13/22

AM

1. POSITION TITLE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
EXISTING POSITION								
NEW/REVISED POSITION Educator		20	MCC	13100-10-43-310-10-20				
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 Rehabilitation Services	4d5	069	2	R			
10. SECTION	11. UNIT	12. TRANSACTION CODE			13. EFFECTIVE DATE			
EXISTING POSITION		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			3/1/23			
NEW/REVISED POSITION Illinois School for the Deaf	Assistant Superintendent/PreK-8 Assistant Superintendent/Elementary							
14. WORK LOCATION	15. BARGAINING/TERM CODE	RUTAN EXEMPT						
EXISTING POSITION								
NEW/REVISED POSITION Jacksonville, Morgan County	HR010	N						
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
35%	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. <ul style="list-style-type: none"> <li>Adapts methods to meet the needs of the type of students encountered.</li> <li>Communicates with students, parents and staff utilizing manual communication.</li> </ul>							
30%	2. Prepares teaching outlines and plans courses of study for subjects taught following the Illinois School for the Deaf (ISD)' s prescribed curriculum.							
10%	3. Prepares and coordinates designated student Individual Educational Plan (IEP) which include the planning and conducting of annual reviews and IEP conferences.							
5%	4. Prepares daily attendance reports of pupils. <ul style="list-style-type: none"> <li>Keeps detailed quarterly reports on the progress and abilities of individual students, confers with parents on their child's progress in class.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>Maintains discipline.</li> </ul>
5%	5. Attends and participates in discussions at regular teacher and staff meetings.
5%	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 style="list-style-type: none"> <li>Works with inter/intra departmental educators in the development and writing of objectives for student IEPs and Eligibility Reviews.</li> </ul>
5%	8. Performs other duties as assigned or required 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)

Public Service Administrator 37015-10-43-310-00-20

Elementary Principal

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

Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

**19. SPECIALIZED 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 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.
- 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)

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



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.

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


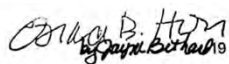
1. N/A

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT 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.

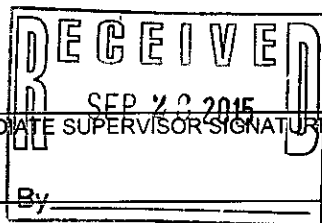
22. ABOUT THE AGENCY/BUREAU/PROGRAM

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
 3/16/23			3/12/23

AM

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
New/Revised Position <b>Electronics Technician</b>				20	MC	13360-10-43-370-40-20				
3. AGENCY Existing Position			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
New/Revised Position <b>Department of Human Services</b>			Office of Rehabilitation Services			0	069	N	R	
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								9/1/15		
New/Revised Position <b>Illinois School for the Deaf</b>			Assistant Superintendent/Media & Curriculum Center			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position										
New/Revised Position <b>Jacksonville</b>			RC014		N					
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS										
<p><i>Gen'l Supervisor</i></p> <p>Under the direction of the Director of Media and Curriculum, performs highly skilled technical duties in the repair and maintenance of electronic equipment; designs and assembles special electronic equipment and instruments for the purpose of educating students who are deaf or hard of hearing; installs, maintains and trains staff in the use of digital, video and multi-media equipment for surveillance, down links, and classroom usage; directs installation of new electronic equipment and utilizes accessible communication, including sign language in communication with students and staff.</p> <p>35% 1. Performs complex technical maintenance on electronic equipment including amplification systems, closed circuit, surveillance and television equipment, projection equipment and other electronic devices and electronic testing devices; trains staff in proper use of this equipment.</p> <p>20% 2. Operates specialized video and television equipment; trains staff in the operation of video equipment and in the use of digital cameras, and supervises the recording, editing, captioning and provision of special effects on videos for school use.</p> <p>10% 3. Evaluates and makes recommendations for the purchase of new electronic equipment, uses electronic test equipment for performance testing and evaluation of electronic surveillance and projection equipment; modifies, adapts, installs and troubleshoots electronic equipment and trains teachers in the proper use of this equipment.</p> <p>10% 4. Designs, develops and assembles specialized electronic and electro-mechanical devices for the instructional needs of children who are deaf; modifies various multi-media and television equipment to provide for the special needs of children who are deaf.</p> <p>10% 5. Trains and monitors staff and student assistants in multi-media equipment use and multi-media and digital projector operation, troubleshooting and cleaning.</p>										
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>[Signature]</i>			<i>[Signature]</i>			<i>[Signature]</i>			9/21/15	



16. (CONTINUED)	
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
10%	6. Assists in the formulation of media center budget by evaluating and recommending the purchase of multi-media, televisual and electronic equipment; develops and maintains contacts with various vendors/manufacturers to keep abreast of new technologies available; oversees the installation, distribution and inventory of multi-media, televisual and electronic equipment.
5%	7. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated above.

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

Public Service Administrator 37015-10-43-370-00-20	WORKING TITLE (IF ANY) Director of Media and Curriculum
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR    OR     LEAD WORKER

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

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

Requires knowledge, skill and mental development equivalent to the completion of four years of high school supplemented by two years of technical school with coursework in electricity and electronics. Experience with recording and surveillance video, in-house closed circuit television and hookup/troubleshooting of videophones preferred. Requires working knowledge of electronic testing equipment operation and application in diagnostic and calibration procedures. Requires an experienced ability to recognize and correct electronic equipment malfunctions. Prefers knowledge of specialized multi-media equipment including: lighting, sound, editing and captioning software targeted for use by students who are deaf and hard of hearing. Requires the ability to effectively communicate via sign language at a colloquial skill level.

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

**POSITION DESCRIPTION**

<b>1. POSITION TITLE</b>		<b>2. POSITION NUMBER</b>				
Existing Position						
New/Revised Position Electronics Technician II		13362-41-67-500-00-01				
<b>3. AGENCY</b>	<b>4. DIVISION/BUREAU</b>	<b>5. EXMT CODE</b>	<b>6. WORK COUNTY</b>	<b>7. AUTH.</b>	<b>8. AUDIT</b>	<b>9. OFFICE USE</b>
Existing Position						
New/Revised Position Department of Rehabilitation Services	BRS- Services for Children	0	069	N	R	
<b>10. SECTION</b>	<b>11. UNIT</b>	<b>12. TRANSACTION CODE</b>		<b>13. EFFECTIVE DATE</b>		
Existing Position				4-2-87		
New/Revised Position Il. School for the Deaf	Instructional Media Center	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input checked="" type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
<b>14. WORK LOCATION</b>	<b>15. BARGAINING/TERM CODE</b>					
Existing Position						
New/Revised Position Jacksonville	RC014					
<b>16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES</b>						
<p>Position reallocation to Electronics Technician per reclass effective 4-1-87.</p>						
<b>DIRECTOR OF CMS SIGNATURE</b>		<b>IMMEDIATE SUPERVISOR SIGNATURE</b>		<b>AGENCY HEAD SIGNATURE</b>		
<i>Michael Stroutson B.M.P. 05/18/87</i>		MAY 14 1987		<i>Susan J. Suterjans 5-11-87</i>		

16. (Continued)

% OF TIME

**17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)**

Instructional Media Program Supervisor      21475-41-67-500-00-01

**18. PAYROLL TITLE & POSITION NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised and evaluated by this position)**

Position Title	Position number of Subordinates	Position Title	Position number of Subordinates
N/A			

Position assigned responsibility as leadworker check  and list payroll title and position number above.

**19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED OTHER THAN THOSE REQUIRED BY THE CLASS SPECIFICATIONS.**

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION Executive I		Debt Offset Coordinator	29	SS		13851-10-07-141-11-29		
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION Department of Human Services		Office of Fiscal Services		0	084	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		6/16/22		
NEW/REVISED POSITION Bureau of Collections		Field Recovery/Account Offset Unit						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION Springfield/Sangamon County		RC062		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
40%	1. Serves as a Debt Offset Coordinator for the Department of Human Services (DHS). <ul style="list-style-type: none"> <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>							
20%	2. Researches regulatory and statutory requirements to develop projects to implement collection of delinquent debt owed for assistance overpayments through programs such as the Federal and State Offset Programs. <ul style="list-style-type: none"> <li>Uses Federal and State determined criteria for referrals to develop potential program.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Works with staff from other agencies to prepare implementation plan and secure its approval from administration.</li> <li>• Administers and maintains program, including the preparation of timely referrals, monitoring of account status, and responding to account inquiries.</li> <li>• Works with accounting staff to develop and maintain records of payments.</li> </ul>
15%	<p>3. Substantiates eligibility based upon reports from within the Agency and through collateral contacts.</p> <ul style="list-style-type: none"> <li>• Makes adjustments to account information on Accounts Receivable System in accordance with findings.</li> <li>• Prepares summaries of actions regarding excess assistance referrals for submittal to the Federal Government and the Office of the Attorney General.</li> </ul>
15%	<p>4. Refers documented cases to the Attorney General and the State Comptroller's Office for collection action.</p> <ul style="list-style-type: none"> <li>• Advises Attorney General's staff and the State Comptroller's staff of policy and/or procedures relevant to excess assistance determination.</li> </ul>
5%	<p>5. Verifies accuracy of the overpayment process on which the amount of excess assistance is based.</p> <ul style="list-style-type: none"> <li>• Recommends or takes corrective action as appropriate.</li> <li>• Reviews calculations of benefits overpaid by the Department to ensure correct entry of claim information is entered into the Accounts Receivable System.</li> </ul>
5%	<p>6. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above</p>

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.)

Executive II 13852-10-07-141-10-01	WORKING TITLE (IF ANY)
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

19. SPECIALIZED 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 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

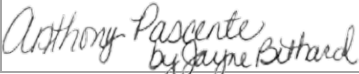
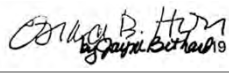
21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

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 SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 8/26/22			7/13/22

AM

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position						13852-10-90-112-20-01				
New/Revised Position Executive II		Vendor Relations Coordinator		429	SS	13852-10-90-112-20-29				
3. AGENCY		4. BUREAU/ DIVISION				5. EXMT CODE	6. WORK COUNTY	7. AM AUTH	8. AUDIT	9. OFFICE USE
Existing Position										
New/Revised Position Department of Human Services		Bureau o Family Nutrition				0	084	1	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE			
Existing Position							4/16/20			
New/Revised Position Office of Family Wellness		Bureau of Family Nutrition								
14. WORK LOCATION		15. BARGAINING/TERM CODE			Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC155 UPWARD REALLOCATION				
Existing Position										
New/Revised Position Springfield, Sangamon County		RC062			N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	<p>Under administrative direction, acts as Vendor Relations Coordinator, coordinates overall planning, implementation and evaluation of policies and procedures for the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Vendor Management Program. Develops, implements and evaluates activities leading to measurable outcomes of program goals; provides direction for research and development of new strategies for data processing services, the vendor payment (banking) system, the delivery system and local agency administration. Manages the financial aspects of WIC Vendor Management. Coordinates with the Assistant Bureau Chief to administer the WIC Food Centers Program. Travels in the performance of duties. Communicates in Spanish to those individuals who do not read or speak English.</p> <p>SPECIFICALLY:</p> <p>25% 1. Acts as Vendor Relations Coordinator, coordinates overall planning, implementation and evaluation of policies and procedures for the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Vendor Management Program. Manages the financial aspects of WIC Vendor Management. Implements WIC Vendor Management policies working in conjunction with the Assistant Burau Chief; develops, implements and evaluates activities leading to measurable outcomes of program goals; provides direction for research and development of new strategies for data processing services, the vendor payment (banking) system, the delivery system and local agency administration; develops management evaluation tools to measure budgeting and caseload goals and objectives; identifies direction for improvements and initiatives concerning program operations. Leads activities related to Vendor procurement, grants, contracts and other spending.</p> <p>20% 2. Serves as working supervisor, assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations.</p> <p>15% 3. Coordinates overall planning implementation and evaluation of policies and procedures for the WIC Vendor Management. Provides direction for research for research and development of new strategies for data processing services.</p>									
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE		
<i>Janel Jorde</i> 39		<i>[Signature]</i>			<i>[Signature]</i>			4/28/20		

RECEIVED

APR 29 2020

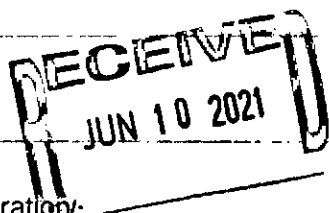
BY: \_\_\_\_\_

CMS-104 (Rev. 10/96) IL 402-0794  
5-6-2020 *[Handwritten]* 5/12/20

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16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
15%	4. Oversees the statewide WIC vendor training program to ensure 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 per USDA guidelines.	
10%	5. 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%	6. Ensures cost containment via development and implementation of cost analysis procedures in the WIC Vendor Management Program and completion of WIC food budgeting and food payment processes. Participates in the preparation planning, implementation and ongoing activities for WIC Electronic Benefits Transfer (EBT).	
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 levels 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%	8. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated above.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Public Service Administrator 37015-10-90-112-20-01		WORKING TITLE (IF ANY) Assistant Chief, WIC Fiscal/Vendor Manager
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input checked="" type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER  <b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b> 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
Office Administrator IV	29994-10-90-112-21-01	1
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. <b>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.</b>		
Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration. Requires two years of responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration as it relates to retail vendors and the WIC Food Center Project. Requires working knowledge of the functions of the USDA Food and Nutrition Services section, and state and local government and how all parties interact. Requires the ability to travel. Requires ability to speak, read and write Spanish at a colloquial skill level.		

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER	
EXISTING POSITION							
NEW/REVISED POSITION					MC 2	14032-10-43-000-00-20	
Executive Secretary II				20			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH	8. AUDIT
EXISTING POSITION							
NEW/REVISED POSITION		Division of Rehabilitation Services		0	069	1	R
Department of Human Services							
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE	
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		6/1/21	
NEW/REVISED POSITION		Administration					
Illinois School for the Deaf							
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT			
EXISTING POSITION							
NEW REVISED POSITION		RC014		N			
Jacksonville/Morgan County							
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS						
25%	1. Performs complex secretarial functions for the Superintendent. <ul style="list-style-type: none"> <li>• Uses computer software to keyboard a variety of materials which include letters, memos, and correspondence for Superintendent's signature.</li> <li>• Proofs for accuracy and clarity of content.</li> <li>• Prioritizes items and handles routine and non-routine inquiries on behalf of the manager.</li> <li>• Establishes tickler systems and provides follow-up on outstanding items.</li> <li>• Maintains Superintendent's confidential files.</li> </ul>						
25%	2. Takes extensive and varied notes of a general and confidential nature, prepares minutes of meetings, takes notes of executive board and administrative meetings. <ul style="list-style-type: none"> <li>• Keyboards correspondence, articles, personnel forms, and monthly reports utilizing word processing programs.</li> </ul>						



% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
20%	<p>3. Researches, gathers information, and independently performs special projects and studies within the section, some of which are complex and sensitive in nature.</p> <ul style="list-style-type: none"> <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%	<p>4. Receives, opens, reads, and sorts the Superintendent's incoming mail, official letters, and other correspondence.</p> <ul style="list-style-type: none"> <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%	<p>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.</p> <ul style="list-style-type: none"> <li>• Greets visitors and provides them with general information regarding ISD and operations.</li> <li>• Makes and cancels appointments.</li> <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> <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%	<p>6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>

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)

Superintendent of Illinois School for the Deaf

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

Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
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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  
OR  
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

- 1.

20. CONDITIONS OF EMPLOYMENT

- 1.

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing 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  
SIGNATURE

IMMEDIATE SUPERVISOR  
SIGNATURE

AGENCY HEAD  
SIGNATURE

DATE

MD  
6-29-2021

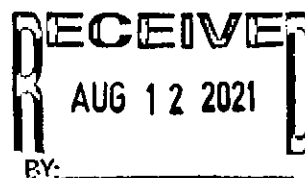
*Janel Jorde*  
39  
STPH/12

*CONRAD B. HUM*  
*Ag. Sec. Services*

AM

6/10/21

1. POSITION TITLE EXISTING POSITION	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
NEW/REVISED POSITION Executive Secretary I		20	MC2	14031-10-43-200-00-20				
3. AGENCY EXISTING POSITION	4. BUREAU/DIVISION	5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE		
NEW/REVISED POSITION Department of Human Services	Division of Rehabilitation Services	0	069	1	R			
10. SECTION EXISTING POSITION	11. UNIT	12. TRANSACTION CODE		13. EFFECTIVE DATE				
NEW/REVISED POSITION Illinois School for the Deaf	Student Life	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		08/01/2021				
14. WORK LOCATION EXISTING POSITION	15. BARGAINING/TERM CODE	RUTAN EXEMPT						
NEW/REVISED POSITION Jacksonville/Morgan County	RC014	N						
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	1. Serves as secretary to the Student Life manager. <ul style="list-style-type: none"> <li>• Transcribes and keyboards a variety of material from various formats, much of which is confidential and technical in nature, such as correspondence to parents, staff and student files, dorm matters, illness/injuries, performance evaluations, etc.</li> <li>• Compiles information to send to parents announcing opening of school.</li> <li>• Ensures forms and letters are updated, copied, and mailed.</li> <li>• Keyboards recreation intramural schedules, letters to parents informing them of after-school recreation activities, and student work program vouchers.</li> <li>• Regularly exercises independent judgment in the development of final format.</li> <li>• Ensures correctness of format, grammar, spelling, and punctuation.</li> <li>• Communicates with students, parents, staff, and the public utilizing manual communication.</li> </ul>							
20%	2. Performs administrative secretarial duties for the Student Life manager. <ul style="list-style-type: none"> <li>• Handles special projects, some of which are complex in nature.</li> <li>• Assists in the coordination and control of activities and materials.</li> <li>• Researches, compiles, and develops special reports.</li> <li>• Coordinates workflow to and from manager's office.</li> </ul>							



% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
10%	<ul style="list-style-type: none"> <li>• Advises manager of problems that arise and carries out resolution as directed by manager.</li> </ul> <p>3. Schedules transportation services for off-campus school and dorm activities and extracurricular sporting events.</p> <ul style="list-style-type: none"> <li>• Ensures transportation requests are completed and approved by supervisor, and drivers are informed of schedules.</li> <li>• Schedules vehicles for staff and students.</li> <li>• Sends charter bus schedules and bus preference mailings.</li> <li>• Compiles bus lists and distributes to campus areas and bus personnel.</li> <li>• Arranges for bus messengers to accompany students on charter buses.</li> <li>• Maintains updated bus and train schedules and decides for weekly home visits at parents' request.</li> </ul>
10%	<p>4. Responds to inquiries from dorm supervisors and child staff on student/staff related matters.</p> <ul style="list-style-type: none"> <li>• Receives and notes information on school incidents or problem inquiries and forwards to staff.</li> </ul>
10%	<p>5. Answers, screens and routes incoming calls from parents and other school staff.</p> <ul style="list-style-type: none"> <li>• Takes messages.</li> <li>• Uses TTY to communicate with deaf callers.</li> </ul>
10%	<p>6. Maintains general, correspondence and computer files.</p> <ul style="list-style-type: none"> <li>• Updates central files with updated copies of medical exams.</li> <li>• Updates health summaries with dates of medical exams, medical conditions, and medications.</li> <li>• Maintains computer files with individual student and staff information, address lists, country lists, student insurance information, Health and Family Services (HFS) recipients, etc.</li> <li>• Utilizes computer to provide dorms with lists, mailing labels, signs, banners, certificates, etc.</li> </ul>
5%	<p>7. Schedules multi-purpose room, and Health Center guest rooms for off-campus visitors.</p> <ul style="list-style-type: none"> <li>• Maintains supply of forms and supplies used by the dorm.</li> <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 information (family participants, professional staff, participant appointments with professional staff; parental classes, etc.), and distributes to participants.</li> <li>• Purchases supplies needed for school and dorm aspects of this program.</li> </ul>
5%	<p>8. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.</p>

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.)

Senior Public Service Administrator 40070-10-43-200-00-20	WORKING TITLE (IF ANY) Director of Student Life
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     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

- Requires knowledge, skill, and mental development equivalent to completion of two years of secretarial or business college and one year of secretarial experience.  
or  
Requires completion of high school and three years of secretarial experience.
- Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this classification.
- Requires ability to keyboard accurately at 55 wpm.
- 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 all-encompassing 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 files; 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 guest 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

*Janet Jank*  
39

*Christy B. Hunt*  
*Ag. Sec. 8/12/21*

8/12/21

MD  
8-18-2021

*5/13/21*

AM



ILLINOIS DEPARTMENT OF  
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position										
New/Revised Position				20	MC	17683-10-43-500-20-20				
3. AGENCY			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
Existing Position										
New/Revised Position			Division of Rehabilitation Services			0	069	1	R	
Department of Human Services						12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								1/16/2020		
New/Revised Position			Support Operations/Security			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION			15. BARGAINING/TERM CODE		Ruten Exempt					
Existing Position										
New/Revised Position			RC029		N					
Jacksonville										
New/Revised Position			Jacksonville/Morgan							
% OF TIME		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
		No change in duties and responsibilities as previously stated. Change in subordinate position number only.								

RECEIVED

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Janet Jorde</i> 39	<i>Janet Jorde</i>	<i>Orlando B. Horn</i>	<i>2/28/20</i>

*Shelley P. Bell* 4/28/20

Per \_\_\_\_\_

*Shelley P. Bell*

16. (CONTINUED)  
 % OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)

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

Public Service Administrator 37015-10-43-500-00-20	WORKING TITLE (IF ANY)
--	------------------------

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

- SUPERVISOR OR  LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Guard II	17682-10-43-500-20-01	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.**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires completion of one year of safety and security experience as a watch attendant, security guard or related positions. Requires extensive knowledge of facility security requirements and regulations. Requires extensive knowledge of leadership skills and carrying out emergency response procedures and techniques, including fire and safety control and response protocols for security breaches. Requires extensive knowledge of security enforcement regulations, practices and techniques. Requires ability to patrol buildings and grounds on foot or in patrol car to assure the proper provision of security services by Guard II's. Requires ability to provide guidance and direction to lower level staff in the enforcement of security regulations and requirements. Requires the ability to recognize and direct the security response to emergency and safety hazards. Requires ability to instruct others through security training and development. Requires the ability to implement written procedures and work instructions, and to organize observed facts into special reports. Requires ability to communicate in sign language at the appropriate level.

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION		Qualified Intellectual Disabilities Professional (QIDP)	20	MC	17960-10-73-063-30-20			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Department of Human Services		0	052	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		12/1/2022		
NEW/REVISED POSITION		Mabley Developmental Center		Active Treatment Services				
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		Dixon/Lee County		RC062	N			
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	1. Serves as the professional Interdisciplinary Team (IDT) leader for an assigned shift in an assigned home. <ul style="list-style-type: none"> <li>Travels to chair all IDT meetings for assigned residents.</li> <li>Directs team activities in the development, implementation, assessment and documentation of individual service plans and behavior intervention plans.</li> <li>Leads the team to resolution of conflicts ensuring all aspects of the plan are addressed.</li> <li>Monitors each aspect of the plan to ensure overall compliance.</li> <li>Reviews records and documentation to ensure professional and para-professional/direct care staff are completing required documentation as directed.</li> </ul>							
25%	2. Provides guidance and direction to direct care staff to ensure timely and effective individual program implementation is occurring per individual needs. <ul style="list-style-type: none"> <li>Conducts regular meetings with direct care staff to discuss issues and findings concerning progress toward attainment of programmatic goals and objectives.</li> <li>Provides input to management staff concerning the performance of direct care staff.</li> </ul>							
15%	3. Directs data assessment of individual programs. <ul style="list-style-type: none"> <li>Monitors, reviews and evaluates program data to assess individual progress toward meeting service plan goals and objectives.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Records progress of individuals served as to meeting goals and objectives.</li> <li>• Reports findings to team members.</li> <li>• Makes recommendations as to changes in programming.</li> <li>• Provides direct implementation to determine appropriate programming efforts and ongoing role-modeling to assess appropriate programing.</li> </ul>
15%	<p>4. Observes individuals served during all aspects of their life, communicates with each one on an as needed basis.</p> <ul style="list-style-type: none"> <li>• Works directly with individuals served and team members to determine programmatic priorities and develops programming based on the outcome of the team process.</li> <li>• Works with individuals served to manage their financial needs, including budgeting efforts and purchasing personal items.</li> <li>• Based on reviews and personal observation, initiates and documents action taken to facilitate progress including plan reviews, and/or convening IDT meetings to facilitate changes.</li> <li>• Conducts baselines, assessments and evaluations on individuals served.</li> <li>• Writes programs and schedules as mandated by standards and regulations.</li> <li>• Signs for 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%	<p>5. Travels to conduct training for the center with new hires and existing staff.</p> <ul style="list-style-type: none"> <li>• Provides in-services and workshops to employees as part of on-going in-house training to qualify staff for promotions.</li> <li>• Provides orientation training for new employees.</li> <li>• Provides on-going and continued training for direct care staff and other staff in specific programming needs for individuals served.</li> <li>• Maintains in-service sign off sheets and other documentation needed for training.</li> <li>• Maintains certification in assigned training areas.</li> <li>• Receives training to gain and maintain skills and attends meeting/training which may be held outside the center.</li> <li>• In performance of job duties works after business hours, weekends and holidays.</li> </ul>
5%	<p>6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>

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                      37015-10-73-060-00-22	

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

Supervisor       Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
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 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


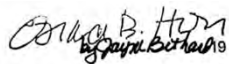
1. Appointees are required to have successfully completed a department training program designed specifically for the Qualified Intellectual Disabilities Professional before the completion of her/his probationary period.
2. Requires the ability to travel.
3. Requires the ability to work after business 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 NOT 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

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
 1/3/23			12/27/22



1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
Existing Position									
New/Revised Position Hearing & Speech Adv. Specialist				20	MCA	18227-10-43-360-23-20			
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A: AUTH	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position Department of Human Services		Division of Rehabilitation Services			0	069	N	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							6/16/18		
New/Revised Position Illinois School for the Deaf		Evaluation Center							
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position									
New/Revised Position Jacksonville		RC063		N					
% OF TIME		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
20%		<p>Under general direction, oversees the audiological and related programs for the Illinois School for the Deaf (ISD), the Illinois School for the Visually Impaired and the six county area of the Four Rivers Special Education District, in accordance with the MOU between Four Rivers and DHS. Functions as an advanced clinician for students who are deaf and hard of hearing, performing audiological assessments; ordering, maintaining and tracking audiological equipment and listening systems; repairing personal hearing devices, as directed by families; serving as a resource for information on audiological needs, programming and managing specialized programs for deaf and hard of hearing students as directed. Uses sign language in daily activities.</p> <p>SPECIFICALLY:</p> <p>1. Plans and develops the audiological programming for the school units at Illinois School for the Deaf (ISD), the Illinois School for the Visually Impaired (ISVI) and the Four Rivers Special Education District, in accordance with the Memorandum of Understanding (MOU) between Four Rivers and DHS. Coordinates the execution of audiological and related programs provided to individuals; analyzes departmental data and prepares reports for administration pertaining to hearing, speech and language services; evaluates the service and makes recommendations to administration based on these evaluations; reviews and revises audiology department related policies and procedures; monitors quality assurance indicators.</p>							
20%		<p>2. Using sign language, functions as an advanced clinical audiologist, specializing in providing services for students aged 2 through 21 years who are deaf, hard of hearing or may have additional disabilities. Conducts testing of pure tone, speech reception thresholds, speech detection thresholds, word recognition, OAE, tympanometry, otoscopic exams and hearing aid fittings including real ear measurements, earmold fittings and other testing as determined by professional standards.</p>							
15%		<p>3. Serves as a member of Individualized Education Plan (IEP) teams and Eligibility Review teams, providing information on auditory functioning, needed amplification and suggestions for enhancing the use of audition in varied situations, including the classroom environment. Serves as a member on multidisciplinary teams to evaluate students from outside of ISD who come to the school for specialized evaluations. Refers students and families to services such as Cochlear Implant teams or medical services as appropriate.</p>							
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>[Signature]</i> 39		<i>[Signature]</i>			<i>[Signature]</i> 17			6/14/18	

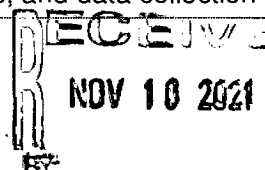
*Chula Tapscott 6/20/18*

JUN 14 2018

16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
15%	4. Requisitions audiological and related amplification equipment for the school and for ordering and distributing audiological supplies for each school unit, assuring school buildings have the maintenance materials needed for hearing aids readily available within the budget spending. Updates, maintains and tracks audiological testing equipment and listening devices for classroom use and for large group assemblies. Works cooperatively with property control to account for equipment.	
15%	5. Assists in the delivery of special programs and services at ISD, including the Institute for Parents of Preschool Children who are Deaf and Hard of Hearing, attends planning meetings, recruits presenters for programs, organizes and schedules events and assists families or others in attendance at these events with inquiries or questions; serves as liaison with the Illinois School for the Visually Impaired, working with the Vision Consultant for scheduling students for services as ISD and assuring that appropriate students attend the Low Vision Clinic, arranging parent permission and transportation to the clinic.	
10%	6. Provides training for school staff, dorm staff, students and families regarding the care and maintenance of student amplification and works with the school-unit speech-language pathologists regarding the repair and maintenance of student amplification. Provides educational programs on topic related to audiology for professional organizations, university and college students, school groups and community organizations as requested. Oversees the training activities of undergraduate and graduate students assigned for internships in audiology.	
5%	7. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Public Service Administrator 37015-10-43-360-00-20		WORKING TITLE (IF ANY)
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER  <b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b> 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. <b>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.</b>		
Requires possession of a master's degree in speech-language pathology or audiology from an approved program. Requires a license to practice speech-language pathology or audiology from the Illinois Department of Financial and Professional Regulation. Requires three years of clinical experience in advanced clinical setting demonstrated by evidence of certification, Continuing Educational Units (CEU's) or advanced clinical coursework with a specialized population or completion of a doctor of audiology, Ph.D in communication disorders, speech-language pathology or audiology. Requires ability to communicate in sign language at the advanced level.		




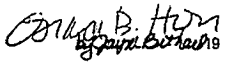
1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER		
EXISTING POSITION						18262-10-72-210-00-21		
NEW/REVISED POSITION					MC	18262-10-72-060-00-11		
Hearing and Speech Technician II				20				
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Division of Developmental Disabilities		0	016	2	R	
Department of Human Services								
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE		11/16/2021		
Ludeman Developmental Center								
NEW/REVISED POSITION		Clinical and Behavioral Services		<input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY				
Ludeman Center								
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT		<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		
EXISTING POSITION								
Park Forest								
NEW/REVISED POSITION		RC028		N				
Park Forest/Cook County								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	1. Provides Speech, Language and Hearing programs and services at Ludeman Center. <ul style="list-style-type: none"> <li>Conducts routine communication training programs under the direction and guidance of the Hearing and Speech Specialist.</li> <li>Assists in the planning and designing of communication training programs.</li> <li>Signs for individuals who are deaf and/or hard-of-hearing.</li> </ul>							
25%	2. Assists in development and utilization of program materials and techniques for carrying out speech, language and hearing therapy.							
10%	3. Assists the hearing and speech specialist in the development and preparation of communication devices.							
10%	4. Organizes, schedules and conducts clinical hearing and speech assessments and therapy services for Clinical and Behavioral Services.							
10%	5. Prepares and presents the Annual Speech and Language Assessment Review report for the individual Services Plan meeting. <ul style="list-style-type: none"> <li>Participates in the Individual Services Plan meetings including communicating recommendations from the assessments.</li> </ul>							
5%	6. Maintains routine records, progress notes, and data collection sheets.							



% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
5%	7. Attends and actively participates in mandatory training.	
5%	8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER 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)
Senior Public Service Administrator	40070-10-72-060-00-11	Assistant Clinical Director
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> Supervisor <input type="checkbox"/> 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
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.		
<u>Minimum Qualifications</u>		
1. Requires knowledge, skill and mental development equivalent to the completion of two years of college with courses in social science, psychology and education or related field. 2. Requires ability to communicate in sign language at a colloquial skill level.		
<u>Knowledge, Skills, and Abilities</u>		
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 direct supervision, provides Speech, Language and Hearing programs and services at Ludeman Developmental Center. Conducts routine communication training programs under the direction and guidance of the Hearing and Speech Specialist; assists in development and utilization of program materials and techniques; assists in the development and preparation of communication devices; organizes, schedules and conducts clinical hearing and speech assessments and therapy services; prepares and presents the Annual Speech and Language Assessment Review report for the individual Services Plan meeting; maintains routine records, progress notes, and data collection sheets; attends and actively participates in mandatory training. 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
		 LS	11/10/21

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION				SS		19692-10-11-250-21-29		
Human Resources Representative			29					
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Office of Human Resources		0	016	2	R	
Department of Human Services								
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE		10/16/2022		
Bureau of Recruitment and Selection				<input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY				
NEW/REVISED POSITION		Upstate Recruitment		<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE				
Bureau of Recruitment and Hiring				<input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC062		N				
Chicago/Cook County								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
40%	<p>1. Assists with the integration of recruitment and hiring activities and projects.</p> <ul style="list-style-type: none"> <li>• Conducts research and executes on current and new sourcing strategies to build pipelines of talent for critical hiring needs.</li> <li>• Utilizes a variety of proven talent platforms and resources such as social media, internet job boards, industry-specific blogs/discussion boards, research, cold/direct sourcing, partnering with trusted professional networks, establishing active presence with local colleges/universities and other local community groups.</li> <li>• Engages in potential candidates to establish relationships and build pipelines to draw from.</li> <li>• Establishes and maintains effective working relations with agency divisions, officials of other agencies, other states, and statewide community-based organization.</li> <li>• Reaches out to previous candidates notifying them of the openings and invites them to apply and/or re-apply.</li> <li>• Emails and calls prospective candidates, tracking individuals who show interest in Illinois Department of Human Services (IDHS).</li> <li>• Prepares recruitment materials in Spanish and English promoting IDHS as an “employer of choice”.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <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%	2. Assists in preparation and conducting of workshops and training programs for the potential candidates and hard to recruit titles in IDHS. <ul style="list-style-type: none"> <li>• Prepares materials for statewide presentations at workshops and job fairs.</li> <li>• Discusses job opportunities within IDHS and explains the Central Management Services (CMS) grading/application system to interested parties.</li> <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 style="list-style-type: none"> <li>• Searches, monitors and evaluates program operations.</li> <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 ANY)
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 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 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 media platforms with 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 NOT 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
<i>Anthony Pascente by Jayne Bithard</i>		<i>Conrad B. Hum by Jayne Bithard</i>	11/3/22

11/7/22

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
New/Revised Position Human Resources Specialist				29	SS	19693-10-11-250-21-29				
3. AGENCY Existing Position			4. BUREAU/ DIVISION			5. EXEMPT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
New/Revised Position Department of Human Services			Office of Human Resources			0	016	1	R	
10. SECTION Existing Position			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position Bureau of Recruitment and Selection			Upstate Recruitment					8/1/19		
14. WORK LOCATION Existing Position			15. BARGAINING/TERM CODE			Rutan Exempt		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		
New/Revised Position Chicago, Cook County			RC062			N				
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS										
% OF TIME	<p>Under general direction, serves as the Upstate Recruitment liaison; plans, organizes, evaluates, executes and assists in the management process for requisitions, eligible lists and selection packets. Controls and directs the supportive program specific to CMS's Electronic Eligibility List System (EELS). Confers and advises bureau management, executive staff and personnel on issues involving BRS procedures, EELS, etc. Establishes and maintains effective working relationships with a variety of public and private organizations in order to facilitate short-term and long-term goals of the Bureau. Serves as a Rutan-certified interviewer. Travels in the performance of duties. Utilizes Spanish speaking skills to community in recruitment efforts for the agency.</p> <p><b>SPECIFICALLY:</b></p> <p>1. Provides interpretation of Personnel and departmental rules, regulations and policies for Recruitment operations. Interprets and applies CMS policies and procedures and administrative directives. Makes recommendations on policies and procedures for use or of benefit to the Bureau. Conducts meetings with managers and staff in all areas of the Department in response to the Recruitment process. Attends meetings on behalf of the Bureau Chief and commits the Bureau to specific courses of action. Conducts special studies and oversees special projects on a time-limited nature; serves on intra-bureau committees and work groups.</p> <p>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.</p> <p>3. Interprets collective bargaining agreement issues and other regulations related to filling of vacancies in term of the interviewing and selection program. Explains the provisions of state and federal regulations; obtains information for development of job related interviewing processing and techniques.</p>									
25%										
25%										
20%										

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DIRECTOR OF CMS SIGNATURE <i>Janet Jorde</i> 39	IMMEDIATE SUPERVISOR SIGNATURE SEP 25 2019	AGENCY HEAD SIGNATURE <i>John B. Horn</i>	DATE 9/25/19
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16. (CONTINUED)

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
15%	4. Maintains records reflecting bureau operations; prepares and implements instructions for internal form completion; maintains computerized data collection and reporting system; obtains computer services necessary for the effective function of the program. Creates specialized memos and/or letters; directs the research of information of DHS files and records; prepares correspondence to address sensitive issues raised as a result of the interviewing process.
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.

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

Public Service Administrator 37015-10-11-250-20-29	WORKING TITLE (IF ANY)
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR    OR     LEAD WORKER

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

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

Requires knowledge, skill and mental development equivalent to completion 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 process including working bid records, conducting Rutan interviews and the completion of hiring paperwork.



1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION								
Human Services Casework Manager		Casework Manager	29	SS		19788-10-91-133-12-29		
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Family & Community Services		0	016	1	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH		2/1/23		
NEW/REVISED POSITION				<input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY				
Region 1 North		Administration		<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Northern Office/Cook County		RC062		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
	No change in duties or responsibilities as previously described, change in subordinate staff only.							
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 37015-10-91-133-10-01						Asst Local Office Administrator		
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:								
<input checked="" type="checkbox"/> Supervisor <input type="checkbox"/> 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				
Human Services Caseworker		19785-10-91-133-11-01		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

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 courses in social science or business.
2. Requires two years professional supervisory experience in a public welfare agency.  
OR  
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

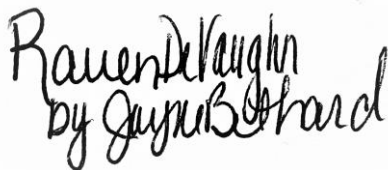

1. N/A


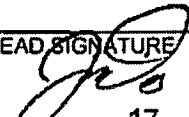
21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

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

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
 2/17/23			2/14/23

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position										
New/Revised Position				29	SS	19785-10-93-019-25-29				
3. AGENCY			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH	8. AUDIT	9. OFFICE USE
Existing Position										
New/Revised Position						0	010	Y	R	
Department of Human Services			Family & Community Services							
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								07-01-18		
New/Revised Position										
Region 3			Case Management							
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Existing Position										
New/Revised Position					N					
Champaign Office, Champaign County			RC062							
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	<p>Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services (DHS) as well as auxiliary state, local and federal programs. Explains and interprets eligibility criteria and requirements for public assistance programs. Collects customer data and determines eligibility. Discusses the customer's goals and participation levels. Assesses the clients' skills and evaluates their ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to verify individual receives available benefits. Completes case documentation, responds to electronic correspondence and makes entries into automated computer systems. Performs functions outlined below or a portion thereof (e.g. Intake) as part of an assigned caseload or on a rotational basis. Communicates in Spanish to those individuals who do not read or speak English.</p> <p><b>SPECIFICALLY:</b></p> <p>30% 1. Receives and assists customers to provide public assistance services available through DHS programs to all eligible customers timely and accurately. Explains and interprets eligibility criteria, requirements, procedures, policies and practices to applicants for public assistance as well as their authorized representatives, other public assistance providers, other divisions of DHS and other state and local agencies. Verifies data from the customer and determines initial and/or ongoing eligibility for all categories of public assistance; applies rules in determining assistance levels and providing services; computes monthly grants and Supplemental Nutrition Assistance Program (SNAP) allotments verifying benefit accuracy. Communicates with customers and other DHS staff in both verbal and written form.</p> <p>30 % 2. Manages a public assistance caseload by performing professional casework duties in all categories of assistance; re-determines eligibility for Temporary Assistance for Needy Families (TANF) cases; reviews expenditures such as child care and medical expenses in relation to eligibility; re-determines eligibility for all Medical Assistance programs; reviews medical bills to determine if there is continued eligibility for payment of medical services; prepares and submits memoranda and documentation of Spenddown decisions; determines when a client is eligible for a medical card; swaps cases from one category to another in accordance with eligibility; assesses changes for impact on services available and makes adjustments in services. Establishes over/under issuances of benefits and completes forms related to each. Refers non TANF clients to needed social services.</p>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
 26 Mark Dawson 9-17-18			AUG 29 2018			 17 up Jayne Bithard			8/27/18	

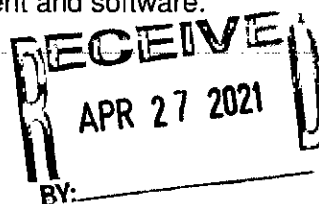
16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
15%	3. Serves as part of a public assistance delivery network to verify clients are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives. Completes case documentation, responds to electronic correspondence and makes entries into automated computer systems. Participates in discussions with other professional staff in the local office, the Regional Office and the division involving individual needs and receives recommendations regarding public assistance services and the availability of other temporary or long term support programs; identifies and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, child care issues, transportation needs, work habits, job training, etc., including authorization of services to address those issues; provides coaching to clients experiencing difficulty in achieving employment goals. Prepares and maintains current case file documentation including case status/records with all verifications and applicant data changes.	
10%	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.	
10%	5. 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%	6. Performs other duties as requested or assigned which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Human Services Casework Manager 19788-10-93-019-20-51 (20-52) (20-54) (90-51)	WORKING TITLE (IF ANY)	
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER		
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b> 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. <b>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.</b>		
Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to speak, read and write Spanish at a colloquial skill level.		
Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.		

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position										
New/Revised Position Information Systems Analyst I				20	MCC	21165-10-43-390-10-20				
3. AGENCY			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE
Existing Position										
New/Revised Position Department of Human Services			Division of Rehabilitation Services			0	069	N	R	
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position			Assistant Superintendent/Media & Curriculum Center/Computer Services					11-01-12		
New/Revised Position Illinois School for the Deaf			Assistant Superintendent/Computer Services			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position										
New/Revised Position Jacksonville			RC063		N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	<p>Under direction, organizes plans, executes controls and evaluates the computerized high-tech program, and serves as the school-wide computer services coordinator at the Illinois School for the Deaf. Plans, organizes, provides training and implements the various facets of this program including vocational computer development needs, educational research, school database automation, outreach, office automation, administration data, and database management and monitoring. Utilizes manual communication skills with individuals who are deaf and/or hard-of-hearing.</p> <p>SPECIFICALLY:</p> <p>25% 1. Organizes the goals and objectives for selection, purchase and implementation of computer hardware and software. Develops plans and guidelines for computer-assisted instruction, vocational developments, computerized research, school data base developments, administration database, and outreach.</p> <p>20% 2. Represents ISD in outreach projects with public schools when requested by the superintendent. Serves as liaison between ISD, DHS, and MIS. Aligns program operations on an inter-agency basis. Provides "hot-line" telephone assistance to users.</p> <p>15% 3. Manages and monitors campus wide local access network (LAN) and e-mail systems. Maintains paperwork for staff and student LAN, e-mail and Internet access. Collects and submits forms to MIS for Internet access. Prepares MIS request forms, follows up and trouble shoots requests. Maintains EDP equipment database. Oversees movement and tracking of equipment. Utilizes sign language in daily performance of duties.</p> <p>10% 4. Serves as the school-wide computer services coordinator; implements policy for the total administrative process of the computerized programs at the Illinois School for the Deaf. Serves as resource consultant to superintendent and school staff in the development of goals and objectives, formats, and databases.</p> <p>10% 5. Plans and controls the fiscal aspects of the program including e-rate. Determines long range goals, prepares and analyzes budget; prepares budget justifications; administers program budget. Provides technical assistance and support to users.</p>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>[Signature]</i> 21			<i>[Signature]</i> 21			<i>[Signature]</i> 26			12-3-12	
CMS 404 (Rev. 10/97) 40110784			By _____							

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<b>16. (CONTINUED)</b>	
<b>% OF TIME</b>	<b>16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)</b>
5%	6. Implements management studies of program evaluation; adjusts goals and/or operating processes/procedures as warranted.
5%	7. Provides training to students and staff on specific elements of each program. Supervises student workers as well as school staff in implementation of the computer program objectives.
5%	8. Confers with management in program development and integration of the program function. Makes recommendations for resolution of administrative problems and program improvements.
5%	9. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.
<b>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.)</b>	
Senior Public Service Administrator 40070-10-43-300-00-20	<b>WORKING TITLE (IF ANY)</b> Assistant Superintendent
<b>18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:</b>	
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER	
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b>	
If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:	
Position Title	Position Number
N/A	
<b>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.</b>	
Requires knowledge, skill and mental development equivalent to four years of college with course work in computer science or directly related fields; prefers two years of professional information systems experience in a microcomputer environment, 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.	

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER	
EXISTING POSITION						
NEW/REVISED POSITION						
Information Systems Analyst II			20	MCC	21166-10-43-390-10-20	
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH
EXISTING POSITION						8. AUDIT
NEW/REVISED POSITION		Division of Rehabilitation Services		0	069	1 R
Department of Human Services						9. OFFICE USE
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH		05/01/2021
NEW/REVISED POSITION		Assistant Superintendent/Computer Services		<input type="checkbox"/> MA022 EXEMPT CODE CHANGE		
Illinois School for the Deaf				<input type="checkbox"/> MC024 POSITION NUMBER CHANGE		
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT	<input checked="" type="checkbox"/> MC026 CLARIFY	
EXISTING POSITION					<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE	
NEW/REVISED POSITION		RC063		N	<input type="checkbox"/> MC028 WORK COUNTY CHANGE	
Jacksonville					<input type="checkbox"/> MD021 ABOLISH	
NEW/REVISED POSITION		Jacksonville/Morgan County			<input type="checkbox"/> MC149 DOWNWARD REALLOCATION	
					<input type="checkbox"/> MC150 LATERAL REALLOCATION	
					<input type="checkbox"/> MC158 UPWARD REALLOCATION	
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
20%	1. Performs complex professional and advisory information technology functions at the Illinois School for the Deaf (ISD). <ul style="list-style-type: none"> <li>• Conducts and coordinates in-depth technical research and systems analysis.</li> <li>• Assists in interfacing management needs with information technology.</li> <li>• Provides ISD management with reports and studies.</li> <li>• Provides ISD staff and students with a high level of technical assistance in the development, evaluation, budgeting, and implementation of grant projects.</li> <li>• 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.</li> </ul>					
20%	2. Serves as designated lead worker. <ul style="list-style-type: none"> <li>• Assigns and reviews work.</li> <li>• Provides guidance and training to assigned staff.</li> <li>• Advises immediate supervisor regarding performance of staff.</li> </ul>					
20%	3. Monitors the ISD computer systems and in-house databases. <ul style="list-style-type: none"> <li>• Monitors the campus wide network, e-mail system and new account system.</li> <li>• Monitors the tracking of EDP equipment and software.</li> <li>• Analyzes software effectiveness.</li> </ul>					



% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
10%	4. Provides complex, technical, and analytical information technology support to staff and students, some of which are deaf or hearing impaired. <ul style="list-style-type: none"> <li>• Evaluates, tests, and recommends software products.</li> <li>• Reviews user's requirement makes recommendations of new hardware and software selection, purchase, and implementation.</li> <li>• Monitors the ordering and installation process of EDP equipment.</li> </ul>
10%	5. Develops and maintains a broad knowledge of all information technology equipment and products supported and used at the ISD. <ul style="list-style-type: none"> <li>• Monitors the development and maintenance of in-house databases.</li> <li>• Implementation for feasibility studies for system conversions and enhancements.</li> </ul>
5%	6. Attends formal and informal training sessions for continuing education and development. <ul style="list-style-type: none"> <li>• Keeps abreast of new development in the IT field.</li> </ul>
5%	7. Serves as liaison with Department of Innovation & Technology (DoIT) staff. <ul style="list-style-type: none"> <li>• Participates in task groups with implementation responsibility at the local level.</li> <li>• Provides consultation on system analysis, design, development I and evaluation.</li> </ul>
5%	8. Assists in the planning and execution of technology training program at the ISD for IT staff as well as non-educator staff, some of which are deaf or hearing impaired.
5%	9. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated I 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.)

Senior Public Service Administrator 40070-10-43-300-00-20	WORKING TITLE (IF ANY) Assistant Superintendent
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

- Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Information Services Specialist I	21161-10-43-390-10-20	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 four years of college with course work in computer science or directly related fields, supplemented by three years of professional experience in a related Information Technology field.
2. Requires the ability to communicate in sign language at a colloquial level.

Knowledge, Skills, and Abilities

1. Requires extensive knowledge of IT concepts and principles.
2. Requires extensive knowledge of hardware and software and procedures to provide assigned technical



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.

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 NOT 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


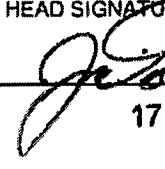
IDHS serves families in need all across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
			4/27/21

MD  
5-11-2021

STUDENT  
STAFF

LS

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position										
New/Revised Position Internal Security Investigator II				29	SSA	21732-10-14-400-15-29				
3. AGENCY			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AN AUTH	8. AUDIT	9. OFFICE USE
Existing Position										
New/Revised Position Department of Human Services			Office of Inspector General			0	016	Y	R	
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								7/1/18		
New/Revised Position Bureau of Investigations			Cook County Region			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION			15. BARGAINING/TERM CODE		Ruling Exempt					
Existing Position										
New/Revised Position Hines			RC062		N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	<p>Under direction of the Investigations Team Leader, performs highly responsible, sensitive and confidential investigative duties. Gathers and analyzes relevant facts and data concerning abuse, neglect, financial exploitation, death, serious injuries and exploitation of adults with disabilities; compiles and analyzes facts pertaining to abuse and neglect cases under investigation; completes investigations by preparing reports, summarizing investigative activities and recommends conclusions to findings. Utilizes Spanish speaking skills in the conduct of investigations with persons who rely upon Spanish as their primary language. Travels in the performance of duties.</p> <p><b>SPECIFICALLY:</b></p> <p>40% 1. Travels to conduct confidential, sensitive and complex investigations concerning reports of abuse, neglect, financial exploitation, death, serious injuries; gathers data and evidence, conducts interviews, receives reports and analyzes relevant evidence concerning allegations of abuse, neglect, financial exploitation, death or serious injuries; ensures that case reports are comprehensive and accurate. Utilizes Spanish speaking skills in the conduct of investigations with persons who rely upon Spanish as their primary language. Travels in performance of duties.</p> <p>30% 2. Prepares written investigative reports upon the completion of the investigative process consisting of a summary of actions taken, findings, preservation of evidence and recommendation for service plan referral and/or case closure. Coordinates and obtains assistance from local law enforcement authorities where necessary.</p> <p>15% 3. Maintains confidential files pertaining to cases under investigation; ensures the security of all pertinent information gathered during the investigatory process.</p> <p>5% 4. Recommends revisions in investigatory procedures and practices.</p>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
 26 Mark Dawson 8-1-18						 17 Julie Behard			7/23/18	

16. (CONTINUED)	
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
5%	5. Serves as an expert witness and gives testimony in criminal and administrative hearings related to the conducting of or results of the investigation.
5%	6. Performs other duties as assigned or required which are reasonably within the scope of those enumerated above.

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

Public Service Administrator 37015-10-14-400-10-01	WORKING TITLE (IF ANY)
	Investigations Team Leader

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

SUPERVISOR    OR     LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

19. SPECIALIZED 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 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 TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION			20	MC		23552-10-73-401-11-22		
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION		Mental Health and Developmental Services						
NEW/REVISED POSITION		Department of Human Services		0	052	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		12/1/2022		
NEW/REVISED POSITION		Mabley Developmental Center		Residential Homes/Assigned Shifts				
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		Dixon/Lee County		RC009		N		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
40%	1. Performs a variety of skilled practical nursing functions for individuals. <ul style="list-style-type: none"> <li>Gathers information for utilization in the development of the nursing care plan.</li> <li>Implements nursing care plan.</li> <li>Communicates with registered nurse and physician to ensure health/nursing services for individuals are met.</li> <li>Transcribes and acts on physician's orders.</li> <li>Administers medication and treatments.</li> <li>Monitors, documents, and reports changes as warranted.</li> <li>Implements emergency medical and behavioral interventions, including Cardiopulmonary Resuscitation (CPR) and restraints</li> <li>Physically restrains individuals as necessary to prevent injury to individual or others.</li> </ul>							
35%	2. Serves as a member of the treatment team. <ul style="list-style-type: none"> <li>Participates in overall individual care and treatment.</li> <li>Maintains the safety and security of the work area, individual and staff.</li> <li>Continually observes individual behavior to identify the need for therapeutic intervention and prevent adverse behavior.</li> <li>Attends treatment team meetings to share information concerning individual behaviors and responses to treatment.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>With the assistance of professional treatment team members, provides general guidance and counseling to individuals directed at helping the individual learn socially acceptable responses and behavior.</li> </ul>
10%	<p>3. Using sign language with individuals, engages individuals in milieu therapy situations which promotes their general habilitation.</p> <ul style="list-style-type: none"> <li>Directs and trains individuals in hygiene and living skills to meet their personal care needs.</li> <li>Provides direction and training in simple recreational programs.</li> <li>Conducts established psycho-social activities and leisure programs.</li> <li>Records observations, interactions, and other relevant data in individual's clinical record.</li> <li>Arbitrates disputes or differences between individuals.</li> <li>Makes recommendations for changes in procedures to prevent further occurrences.</li> <li>In performance of job duties works after business hours, weekends and holidays.</li> </ul>
10%	<p>4. Maintains clean, organized, and safe living areas.</p> <ul style="list-style-type: none"> <li>Maintains medications, medical supplies and equipment for availability and security.</li> <li>Reports hazardous and dangerous situations.</li> <li>Advises supervisor of need for supplies and equipment.</li> <li>Reviews files to ensure active records are organized and complete.</li> <li>Travels in performance of job duties.</li> </ul>
5%	<p>5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>

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 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
- Requires Illinois license as a practical nurse.
  - Requires one year of practical nursing experience.
  - Requires the ability to communicate in sign language at a novice skill level.
- \*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 NOT 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**

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
 12/14/22			12/7/22

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION								
Mental Health Technician I			20	MC		27011-10-73-060-00-22		
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Developmental Disabilities		0	052	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH		1/16/2023		
NEW/REVISED POSITION				<input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY				
Mabley Developmental Center		Residential Services/Direct Care		<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Dixon/Lee County		RC009		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
35%	1. Receives 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. <ul style="list-style-type: none"> <li>• Participates in the heavy lifting and carrying of individuals.</li> <li>• Pushes wheelchairs and escorts individuals to and from living units.</li> <li>• Documents progress in an individual's active treatment plan or other designated records.</li> <li>• Ensures for compliance with Illinois Department of Public Health requirements when performing duties.</li> <li>• Utilizes manual communication to translate and communicate to individuals, staff, and families at the Mabley Developmental Center.</li> </ul>							
25%	2. Receives guidance from higher level staff in the observing and reporting of the condition and behavior of individuals. <ul style="list-style-type: none"> <li>• Documents routing data on individuals.</li> <li>• Charts progress report records.</li> <li>• Participates with the implementation of habilitation plans and documents progress and needs of individuals.</li> <li>• Physically restrains individuals as necessary to prevent injury to individual or others.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
15%	3. Performs general housekeeping tasks, such as, spot mopping, cleaning spills, wiping tables and making beds. <ul style="list-style-type: none"> <li>• Performs clothing tasks, such as, placing clothes in wardrobes and folding clothes and linens.</li> <li>• Maintains area in a safe, clean, and orderly condition.</li> <li>• Ensures compliance with Illinois Department of Public Health requirements when performing duties.</li> </ul>
10%	4. Receives training in and assists higher level technicians with escorting and taking part in individual's activity/recreational programs, i.e., swimming pool, bowling alley, skating arena and trips to the zoo and lake. <ul style="list-style-type: none"> <li>• In performance of job duties, works after business hours, weekends, and holidays.</li> </ul>
5%	5. Under supervision, performs simple nursing procedures (TDR's, BP, weights, collects specimens for lab, etc.). <ul style="list-style-type: none"> <li>• Reports and assists with injury care.</li> <li>• Reports physical changes to nursing supervisor.</li> <li>• Documents care, treatment and progress in the individual's active treatment plan or other designated records.</li> </ul>
5%	6. Completes all in service training for the Mental Health Technician II position. <ul style="list-style-type: none"> <li>• Attends and completes all in service training required by federal, state and facility rules and regulations.</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 those 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)
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:

Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
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 high school.
2. Requires successful completion of a comprehensive training program at the Mental Health Technical Trainee level.



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.

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

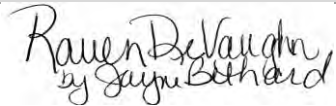

1. Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.
2. Requires the ability to perform heavy lifting, carrying, and pushing.
3. Requires the ability to work after business hours, weekends, and holidays.
4. Requires ability to provide basic 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 NOT 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

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
 2/2/23			1/26/23

LS

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION			20	MC	27012-10-73-060-00-22			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Division of Developmental Disabilities		0	052	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		7/1/2022		
NEW/REVISED POSITION		Mabley Developmental Center Residential Services/Direct Care						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		Dixon/Lee County RC009		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
20%	1. Performs 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. <ul style="list-style-type: none"> <li>Provides and/or monitors personal care services for individuals such as bathing, toileting, feeding and dressing.</li> <li>Teaches individuals how to care for themselves and assists in their development of daily living habits regarding cleanliness, personal hygiene, table manners, laundry, etc.</li> <li>Encourages individuals to be as independent as possible.</li> </ul>							
20%	2. Talks with, motivates, and encourages individuals. <ul style="list-style-type: none"> <li>Participates in the implementation of established treatment and habilitation programs and behavior intervention plans.</li> <li>Observes individuals and reports their behavior data.</li> <li>Documents care, treatment and progress in an individual's active treatment plan or other designated records.</li> <li>Physically restrains individuals as necessary to prevent injury to individual or others.</li> </ul>							
20%	3. Carries out a portion of activity therapy programs by teaching and engaging individuals in planned educational, vocational, recreational, and social activities. <ul style="list-style-type: none"> <li>Interacts with individuals in individual and group activities to assist in the individual's improvement of social and interpersonal skills by talking with, motivating, and encouraging individuals.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Models social role behavior; teaches individuals self-help skills.</li> <li>• Utilizes manual communication with individuals who are deaf and/or hard of hearing in all aspects of daily functions.</li> </ul>
10%	4. Implements behavior intervention plans and provides support and monitors potential crisis situations, i.e., verbal or physically aggressive behavior applying redirection or blocking techniques. <ul style="list-style-type: none"> <li>• Monitors individual during crisis which includes transporting and/or lifting of individuals.</li> <li>• Provides treatment to individuals as ordered by the physician.</li> <li>• Documents such on treatment sheets for each individual.</li> <li>• In performance of job duties, works after business hours, weekends and holidays.</li> </ul>
10%	5. Attends and completes mandated training for the Department of Human Services (DHS), the facility and programmatic areas. <ul style="list-style-type: none"> <li>• Participates and provides support in the on-the-job training of less experienced Mental Health Technicians.</li> <li>• Ensures compliance with Illinois Department of Public Health requirements when performing duties.</li> </ul>
5%	6. Escorts individuals to vocational and recreational activities or other areas of the center. <ul style="list-style-type: none"> <li>• Escorts individuals off campus for shopping, appointments, etc.</li> <li>• Assists in lifting individuals out of bed and wheelchairs.</li> </ul>
5%	7. Maintains area in a safe, clean, and orderly condition. <ul style="list-style-type: none"> <li>• Performs simple housekeeping functions and directs individuals in general housekeeping activities, assists in maintaining clothing and unit supplies and equipment.</li> <li>• Prepares unit and individual records.</li> </ul>
5%	8. Functions as shift charge in the absence of a higher-level Mental Health Technician. <ul style="list-style-type: none"> <li>• Assigns staff to meet day-to-day operational needs.</li> <li>• Monitors and reviews completion of staff monitoring sheets, data collection reports, progress notes etc.</li> <li>• Provides guidance to staff in the daily course of duties such as the implementation of treatment programs, schedules, and activities for the programmatic unit.</li> </ul>
5%	9. Performs other duties as assigned or required 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)
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:

Supervisor    Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
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 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 NOT 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
<i>Anthony Pascente</i> <i>by Gayne Bithard</i>		<i>Conrad B. Horn</i> <i>by Gayne Bithard</i>	8/3/22

9/25/22

LS

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Mental Health Technician III			20	MC	27013-10-73-060-00-22			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Developmental Disabilities		0	052	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH		11/16/2022		
NEW/REVISED POSITION				<input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY				
Mabley Developmental Center		Residential Services/Direct Care		<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Dixon/Lee County		RC009		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
25%	1. Serves as relief shift charge to lower-level Mental Health Technicians for a designated living area and shift. <ul style="list-style-type: none"> <li>Provides guidance and training to assigned staff.</li> <li>Advises immediate supervisor regarding performance of staff.</li> <li>As relief shift charge, reassigns subordinate staff to meet day-to-day operational needs.</li> <li>Assigns and monitors staff to ensure staffing levels are met including enhanced supervision, visual observation, same room observation, hospital sitter service, appointments etc.</li> <li>Prepares daily reports.</li> <li>Ensures that staff performs their duties and responsibilities in compliance with Illinois Department of Public Health requirements, Department of Human Services (DHS) and facility policies and procedures.</li> </ul>							
20%	2. Provides physical support with personal care services to individuals. <ul style="list-style-type: none"> <li>Assists and encourages individuals to become more independent in daily living activities.</li> <li>Teaches and performs basic personal care tasks.</li> <li>Assists with ambulation and other basic physical techniques.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <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%	3. Verifies individual's safety and protection through monitoring and supervision. <ul style="list-style-type: none"> <li>• Monitors and directs individuals during activities on the programmatic unit and throughout the center's buildings.</li> <li>• Escorts individuals on and off center grounds.</li> <li>• In performance of job duties, works after business hours, weekends and holidays.</li> </ul>
15%	4. Serves as designated lead worker. <ul style="list-style-type: none"> <li>• Assigns and reviews work.</li> <li>• Provides guidance and training to assigned staff.</li> <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 style="list-style-type: none"> <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%	6. Directs individuals in the maintenance of a clean, safe and secure environment. <ul style="list-style-type: none"> <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> <li>• Travels in performance of job duties.</li> </ul>
5%	7. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.
<b>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.)</b>	
Residential Services Supervisor 38280-10-73-060-10-22	WORKING TITLE (IF ANY)
Residential Services Supervisor 38280-10-73-060-10-01	
<b>18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:</b>	
<input type="checkbox"/> Supervisor <input checked="" type="checkbox"/> Lead Worker	
<b>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.</b>	

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

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 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

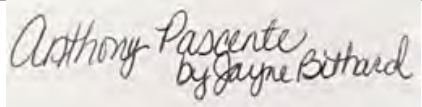

1. Requires ability to physically restrain individuals as necessary to prevent injury to individual or others.
2. Requires the ability to work after business hours, weekends and holidays.
3. Requires the ability to travel.

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT 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
 12/7/22			12/3/22

LS

1. POSITION TITLE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION Mental Health Technician V		20	MC		27015-10-73-060-00-22			
3. AGENCY	4. BUREAU/DIVISION	5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE		
EXISTING POSITION								
NEW/REVISED POSITION Department of Human Services	Division of Developmental Disabilities	0	052	1	R			
10. SECTION	11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE			
EXISTING POSITION			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		7/1/2022			
NEW/REVISED POSITION Mabley Developmental Center	Residential Services – Thurber Late-MH							
14. WORK LOCATION	15. BARGAINING/TERM CODE	RUTAN EXEMPT						
EXISTING POSITION								
NEW/REVISED POSITION Dixon/Lee County	RC009	N						
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	1. Serves as paraprofessional in the coordination of program implementation on an assigned residential unit. <ul style="list-style-type: none"> <li>• Implements group and individual behavior modification and developmental programs.</li> <li>• Utilizes baseline, shaping and evaluating procedures.</li> <li>• Evaluates individual progress, reporting data to professional program staff for monthly and annual reviews.</li> <li>• Delegates and participates in the completion of basic home setting responsibilities on the unit.</li> <li>• Direct care responsibilities involve extended work hours and assignments to different shifts, after business hours, weekends and holidays.</li> <li>• In performance of job duties lifts and carries moderate loads up to 50 pounds.</li> </ul>							
15%	2. Maintains records of individual data and completes frequency data as assigned by the Habilitation Program Coordinator. <ul style="list-style-type: none"> <li>• Records progress into the clinical record for individuals served.</li> <li>• Completes adaptive behavior assessment records.</li> </ul>							
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%	4. As a paraprofessional member of the interdisciplinary team, participates in diagnostic and evaluation staffing. <ul style="list-style-type: none"> <li>• Provides team with individual behavioral data, response to programming and recommends alternatives.</li> </ul>
10%	5. Participates with and assists lower-level technicians in the development and implementation of individualized programs. <ul style="list-style-type: none"> <li>• Handles immediate program related difficulties which may occur on the late shift.</li> <li>• Refers complex programs to the shift supervisor and/or the Habilitation Program Coordinator.</li> <li>• Intervenes in potential crisis situations such as, but not limited to, suicide attempts and verbally or physically aggressive behavior.</li> <li>• Provides controls as necessary to ensure individual safety.</li> <li>• Physically restrains individuals as necessary to prevent injury to the individual or others.</li> </ul>
10%	6. Verifies individual safety and protection through monitoring and supervision. <ul style="list-style-type: none"> <li>• Monitors and directs individuals during activities on the unit and throughout the center's buildings.</li> <li>• Escorts individuals on and off the center grounds.</li> <li>• Reports behavioral problems to the Residential Services Supervisor or Habilitation Program Coordinator and other professional staff and always monitors the whereabouts of every individual.</li> </ul>
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 health issues. <ul style="list-style-type: none"> <li>• Provides guidance in developing programmatic skills and techniques to lower level technicians.</li> <li>• Handles immediate program related difficulties and refers complex problems to the Educator.</li> </ul>
5%	8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER 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                      26811-10-73-060-00-22	

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

Supervisor       Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
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 (1) two years college and successful completion of an approved training program.  
OR  
(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 NOT 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

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DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Anthony Pascente</i> <i>by Gayne B. Howard</i> 8/3/22		<i>Conrad B. Horn</i> <i>by Gayne B. Howard</i>	7/10/22



ILLINOIS

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER 27015-10-73-512-50-22				
New/Revised Position Mental Health Technician 5				20		27015-10-73-520-12-22				
3. AGENCY Existing Position			4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH.	8. AUDIT	9. OFFICE USE
New/Revised Position Department of Human Services			Mental Health and Developmental Disabilities Services			0	052	N	R	
10. SECTION Existing Position			11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE	
New/Revised Position Mabley Developmental Center			Residential Services - Thurber Late						12-1-01	
14. WORK LOCATION Existing Position			15. BARGAINING/TERM		BUTAN EXEMPT	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
New/Revised Position Dixon			RC-9							
% OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	<p>Under direct supervision of the Residential Services Late Shift Supervisor, functions as a para-professional in the coordination of program implementation on a residential unit; participates with and assists lower level Mental Health Technicians in the implementation of individualized programs; delegates and participates in the completion of basic home setting responsibilities on the unit; Utilizes manual communication in the performance of all duties involving direct contact with recipients who require such. Direct care responsibilities involve extended work hours and assignments to different shifts.</p> <p><b>% OF TIME DESCRIPTION OF DUTIES AND RESPONSIBILITIES</b></p> <p>30% 1. Serves as para-professional programming coordinator on the unit; implements group and individual behavior 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.</p> <p>15% 2. Maintains records of recipient data and completes frequency data as assigned by the Habilitation Program Coordinator, records progress into the Clinical Record for each individual recipient; completes adaptive behavior assessment records.</p> <p>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;</p> <p>10% 4. As paraprofessional member of the Interdisciplinary (ID) Team participates in diagnostic and evaluation staffing; provides team with recipient behavioral data, response to programming, and recommends alternatives.</p> <p>10% 5. Provides guidance in the development of programmatic skills and techniques to lower level Technicians assigned to unit; Handles immediate program related difficulties which may occur on the late shift, refers complex programs to the Shift Supervisor and/or the Habilitation Program Coordinator. Intervenes in potential crisis situations such as suicide attempts, verbally or physically aggressive behavior, etc., provides controls as necessary to ensure recipient safety.</p>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE				DATE
<i>Michael Stewart</i>			Bureau of Personnel			<i>Linda Renee Baker</i>				9/10/01

SEP 12 2001

Tech Services

POSTED 9-10

16. (CONTINUED)

% OF TIME

- 10% 6. Using manual sign language with recipients as necessary, escorts recipients and participates with them in various activities within and outside the facility; assists in their supervision while they participate in such activities; observes behavior of recipients in activities and reports behavioral problems to Residential Services Supervisor or Habilitation Program Coordinator and other professional staff. Monitors the whereabouts of every recipient at all times
- 10% 7. Receives training to gain and/or maintain skills needed for care and habilitation of recipients and to remain knowledgeable of accrediting agency standards and new concepts in clinical and health issues. Provides guidance in developing programmatic skills and techniques to lower level technicians assigned to the Adult Day Training; handles immediate program-related difficulties which may occur on that particular shift and refers complex problems to the Educator.
- 5% 8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Residential Services Supervisor 30280-10-73-520-00-22

WORKING TITLE (IF ANY)

Shift Supervisor

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

SUPERVISOR OR  LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
<del>Mental Health Tech 3</del>	<del>27013-10-73-520-12-22</del>	<del>3</del>
<del>Mental Health Tech 2</del>	<del>27012-10-73-520-12-22</del>	<del>(Vacant)</del>
<del>Mental Health Tech 1</del>	<del>27011-10-73-520-12-22</del>	<del>(Vacant)</del>
<del>Mental Health Tech Trainee 1</del>	<del>27021-10-73-520-12-22</del>	<del>(Vacant)</del>

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

Strength and ability to carry out physical restraint procedures- ability to lift and carry 50 pounds, ~~kneel, bend and stoop;~~ ~~hand and finger dexterity;~~ ability to walk and run, communicate orally and in writing; ability to communicate in sign language at a colloquial skill level. Ability to work overtime and a shift different than normal assignment. Requires either knowledge, skill and mental development equivalent to, (1) two years college and successful completion of a comprehensive training program at the Mental Health Technician Trainee II level, or (2) one year paraprofessional experience in, or applicable to the care, treatment and habilitation of persons with mental illness or developmental disabilities and successful completion of an approved training program.

Bureau of Personnel

SEP 12 2007

Tech Services

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION				SS2		30010-10-91-401-80-29		
Office Assistant			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	016	2	R	
Department of Human Services								
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		8/1/22		
NEW/REVISED POSITION		Clerical						
Region 1 North								
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC014		N				
Ogden Office/Cook County								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
25%	1. Receives and distributes mail, manual releases, and memos, including incoming correspondence from customers and applicants, drop box items, faxes, and centrally mailed reports. <ul style="list-style-type: none"> <li>Scans and uploads customer information into DataCap system and/or network scanning options.</li> <li>Assists with preparation and processing of outgoing mail.</li> <li>Prepares case records for transfer to other Family and Community Services (FCS) divisions and storage.</li> </ul>							
15%	2. Edits general client information in the Integrated Eligibility System (IES) system. <ul style="list-style-type: none"> <li>Prepares and maintains complex, highly specialized records and reports.</li> <li>Matches verifications to pending paperwork.</li> <li>Operates such common office equipment as personal computer, copy/scan/fax machines and postage machine.</li> <li>Updates the computerized clients file, i.e., client characteristics and client activity.</li> <li>Enters employment and confidential materials including staff performance evaluations.</li> </ul>							
10%	3. Keyboards, prepares, or proofreads a wide variety of correspondence. <ul style="list-style-type: none"> <li>Keyboards unit meeting minutes, weekly and monthly statistical reports.</li> <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 style="list-style-type: none"> <li>• Edits for grammatical and spelling errors.</li> <li>• Compiles weekly and monthly reports.</li> </ul>
10%	<p>4. Serves as receptionist.</p> <ul style="list-style-type: none"> <li>• Directs callers to staff, refers sensitive/complex/technical matters and policy concerns to managers.</li> <li>• Gives routine information concerning agency policy and procedures.</li> <li>• Takes and distributes messages and directs visitors to proper personnel.</li> <li>• Responds to inquires of a non-technical nature in person and by phone.</li> <li>• Works the front desk greeting and directing customers and visitors to proper party</li> <li>• Accepts verifications and applications from customers, distributes applications and forms requested by customers utilizing Integrated Eligibility Systems (IES) correspondence.</li> <li>• Maintains lobby and confirms that forms and pamphlets are current and available.</li> </ul>
10%	<p>5. Provides clerical office support.</p> <ul style="list-style-type: none"> <li>• Issues new or replacement Link cards to customers.</li> <li>• Maintains records of card numbers issued or voided, completes computerized transactions to communicate activation of card to Electronic Benefit Transfer (EBT) contractor.</li> </ul>
10%	<p>6. Serves as timekeeper for staff.</p> <ul style="list-style-type: none"> <li>• Checks daily attendance records and inputs time on terminal.</li> <li>• Completes payroll correction forms.</li> <li>• Monitors the submission of staff leave of absence requests.</li> <li>• Records and balances staff available benefit time usage.</li> <li>• Reconciles time records with computer generated reports.</li> </ul>
10%	<p>7. Translates functions/procedures into Spanish for individuals who cannot speak, read or write English, in contacts with the general public, advocacy groups, customers and community organizations.</p>
5%	<p>7. Maintains files, office supplies, and forms.</p> <ul style="list-style-type: none"> <li>• Maintains Department of Human Services (DHS) forms, reports, and supplies.</li> <li>• Maintains/reports unit attendance and maintains corresponding files.</li> </ul>
5%	<p>8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>
<p>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.)</p>	
Executive I 13851-10-91-401-80-01	WORKING TITLE (IF ANY)
	Office Manager
<p>18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:</p>	
<p><input type="checkbox"/> Supervisor    <input type="checkbox"/> Lead Worker</p>	

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

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 NOT intended to be all-encompassing 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.

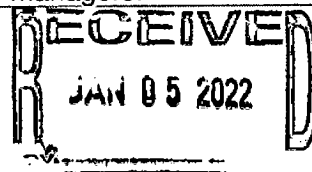
22. ABOUT THE AGENCY/BUREAU/PROGRAM

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
<i>Anthony Pascente</i> <i>by Jayne Bohard</i> 8/22/22		<i>Conrad B. Hum</i> <i>by Jayne Bohard</i>	8/17/22

AM

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION									
NEW/REVISED POSITION					SS2		30015-10-91-813-80-29		
Office Associate				29					
3. AGENCY			4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION									
NEW/REVISED POSITION									
Department of Human Services			Family & Community Services		0	016	1	R	
10. SECTION			11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION							12/16/2021		
NEW/REVISED POSITION									
Region 1 South			Clerical						
14. WORK LOCATION			15. BARGAINING/TERM CODE		RUTAN EXEMPT		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		
EXISTING POSITION									
NEW/REVISED POSITION									
Calumet Park Office/ Cook County			RC014		N				
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
% OF TIME									
25%	1. Keyboards or proofreads a wide variety of correspondence. <ul style="list-style-type: none"> <li>• Prepares complex memos, including medical, technical and legal terminology.</li> <li>• Proofreads keyboarded copy for both clarity and accuracy of content.</li> <li>• Edits for grammatical and spelling errors.</li> <li>• Compiles weekly and monthly reports.</li> </ul>								
20%	2. Keyboards and maintains complex, highly specialized records and reports. <ul style="list-style-type: none"> <li>• Reviews and verifies claims and applications from various contacts.</li> <li>• Scans and uploads customer information into Datacap system.</li> <li>• Enters general information and updates in Integrated Eligibility System (IES).</li> <li>• Provides information concerning available services.</li> <li>• Clarifies and process and procedures to vendors and others.</li> </ul>								
15%	3. Receives telephone calls, determines the nature of the calls. <ul style="list-style-type: none"> <li>• Directs callers to appropriated staff, refers sensitive/complex/technical matters and policy concerns to appropriate managers.</li> </ul>								





% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Gives routine information concerning agency policy and procedures.</li> <li>• Takes and distributes messages and directs visitors to proper personnel.</li> <li>• Responds to inquiries of a non-technical nature in person and by phone.</li> </ul>
10%	4. Maintains and organizes customer appeals files. <ul style="list-style-type: none"> <li>• Maintains and organizes records, reports and documents pertinent to hearing.</li> <li>• Maintains and organizes supervisor's administrative files containing performance evaluations and confidential personnel files.</li> <li>• Maintains and organizes Family Community Resource Center (FCRC) invoices and other administrative records.</li> </ul>
10%	5. 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.
10%	6. Provides clerical office support. <ul style="list-style-type: none"> <li>• Serves as back-up timekeeper in the timekeeper's absence.</li> <li>• Prepares and maintains time and attendance records and reports.</li> <li>• Organizes and maintains timekeeping filing system.</li> </ul>
5%	7. Receives and distributes mail, manual releases and memos. <ul style="list-style-type: none"> <li>• Processes outgoing mail.</li> <li>• Completes computer reports.</li> <li>• Updates Supervisor's records, manuals, etc.</li> </ul>
5%	8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER 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.)

Executive I 13851-10-91-813-80-01	<b>WORKING TITLE (IF ANY)</b> Office Manager
-----------------------------------	---

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

Supervisor     Lead Worker

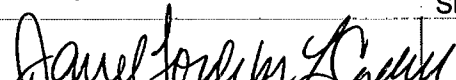

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
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 high school.

<p>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.</p>			
<p>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.</p>			
<p><u>Knowledge, Skills, and Abilities</u></p>			
<p>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.</p>			
<p>20. CONDITIONS OF EMPLOYMENT</p>			
<p>1.</p>			
<p>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.</p>			
<p>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.</p>			
<p>22. ABOUT THE AGENCY/BUREAU/PROGRAM</p>			
<p>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.</p>			
<p>DIRECTOR OF CMS SIGNATURE</p>	<p>IMMEDIATE SUPERVISOR SIGNATURE</p>	<p>AGENCY HEAD SIGNATURE</p>	<p>DATE</p>
		<p><i>Carol B. Horn</i> <i>by Janet Jordan</i></p>	<p>1/5/22</p>

AM

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
Existing Position									
New/Revised Position				29	SS2	30025-10-91-229-00-29			
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
Existing Position		Human Capital Development							
New/Revised Position		Family & Community Services			0	016	N	R	
Department of Human Services									
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							06-01-13		
New/Revised Position		Administration							
Region 1 North									
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Existing Position									
New/Revised Position		RC014		N					
West Suburban Office, Cook County									
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>Under direction, performs paraprofessional and technical secretarial and office support functions for the Local Office Administrator in the West Suburban Local Office of the Division of Family &amp; Community Services, DHS. Assists in a variety of office management and support functions. Types a variety of forms, form letters, cards and records. Performs functions requiring interaction with recipients/clients which regularly involves translating for Spanish speaking individuals.</p> <p>SPECIFICALLY:</p> <p>30% 1. Serves as secretary to the Local Office Administrator of the West Suburban Local Office. Type's letters, reports, memoranda and directives to staff, regional office personnel, other agencies and the community. Proofreads material which contains technical and medical terms for content, compliance with policies, grammar and accuracy. Operates a personal computer and related software; develops statistical reporting forms, develops form letters and glossaries and establishes codes for recall purposes.</p> <p>25% 2. Performs a variety of administrative staff support functions; coordinates various administrative staff activities with other DHS local offices and other agencies; gathers information from multiple sources and responds to inquiries from clients, vendors, public/private agencies and the general public with information and directions to sources of assistance; explains programs and procedures to clients, Community groups, vendors and the general public; coordinates offices training needs and requests, prepares training schedule of all staff. Collects data and prepares summary reports, independently composes routine letters and memoranda.</p> <p>15% 3. Maintains files of correspondence, statistical reports, memoranda and medical inquiries; Xeroxes copies of all inquiries received and routes to proper persons; maintains control on responses from inquiries; types returned responses and mails; maintains controls on all correspondence being forwarded to Central Office. Follows-up to verify reports are received from supervisory and administrative staff. Maintains a variety of tickler systems to monitor completion of administrative activities, including performance evaluations for the office staff; types all performance evaluations.</p> <p>10% 4. Receives and directs visitors for Local Office Administrator or other staff, screens telephone calls for priority and importance and answers questions; makes and cancels appointments for supervisor, maintains supervisor's schedule, answers inquiries and disposes of routine matters.</p>								
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE		DATE		
							JUN 24 2013		
CMS-104 (Rev. 10/01/07)		2013			CR		26		

16. (CONTINUED)

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
5%	5. Monitors receipt of manual releases/memoranda and updates assistance programs manuals, maintains and updates administrative manuals for LOA when new releases are received.
5%	6. Follows oral and written instructions, completes technical and complex tasks, accesses automatic office equipment to obtain data and compile reports of pending or outstanding activities.
5%	7. Translates functions/procedures into Spanish for clients who cannot speak or read English.
5%	8. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-10-91-229-00-29	WORKING TITLE (IF ANY)
	Local Office Administrator

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

SUPERVISOR OR  LEAD WORKER

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

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

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

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

Requires knowledge, skill and mental development equivalent to two years secretarial/business college or completion of high school and two years related office experience or two years independent 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 accurately at 30 wpm. Requires ability to communicate effectively in Spanish at the colloquial level.



1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position				RN					
New/Revised Position			25	R 18	32224-10-79-160-12-25				
3. AGENCY		4. BUREAU/ DIVISION			5 EXMT CODE	6 WORK COUNTY	7 A/ AUTH	8 AUDIT	9 OFFICE USE
Existing Position									
New/Revised Position		Division of Mental Health			5	016	Y	R	
Department of Human Services									
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							8/1/19		
New/Revised Position		Medical Services – MOD			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Chicago-Read Mental Health Center									
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position									
Chicago									
New/Revised Position		RC063		N					
Chicago, Cook County									
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>Under general direction, as a non-administrative Illinois licensed Physician, provides a full range of psychiatric/medical assessments and treatments to patients. Conducts examinations, makes diagnosis and treats patients on an assigned shift. Serves as a member of the treatment team. Answers calls for emergencies. Performs and writes psychiatric evaluations, Evaluates, prepares and attends court testimony. Communicates in Russian to those individuals who do not read or speak English.</p> <p>SPECIFICALLY:</p> <p>30% 1. As a non-administrative Illinois licensed Physician, provides a full range of psychiatric/medical assessments and treatments to patients. As a primary physician specializing in Psychiatry, provides comprehensive psychiatric treatment for all inpatients of the facility. Conducts examinations, makes diagnosis and treats patients on an assigned shift. Completes a thorough psychiatric assessment on each patient as well as providing and/or monitoring on-going individual psychotherapy, group therapy and milieu therapy. Performs and writes psychiatric evaluations and writes program notes. Facilitates and provides guidance in the development of treatment plans that represent a collaborative approach towards treatment of patients; evaluates to ensure that the medical and psychiatric services provided by the treatment team meet state and professional standards. Evaluates, prepares and attends court testimony.</p> <p>30% 2. Makes periodic and direct evaluation of patient's general and psychiatric progress and response to treatment and documents same in the medical record, writes physician's orders; initiates and revises prescribed medications and treatment; approves privileges, passes and other types of referrals. Answers calls for emergencies, restraints, seclusions, injuries and medication for current patients.</p> <p>15% 3. Serves as a member of the treatment team and a treatment team leader, coordinates the development of patient treatment plans i.e., review and evaluation of patient's treatment, discharge planning and milieu recommendations.</p> <p>10% 4. Translates functions/procedures into Russian for patients and/or their families who cannot speak or read English, including reading and writing in Russian on a facility-wide basis.</p>								

RECEIVED

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Janet J. J...</i> 39	<i>[Signature]</i> AUG 16 2019	<i>[Signature]</i>	8/16/19
Per _____			

16. (CONTINUED)		
% OF TIME	15. 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) and Chicago-Read Mental Health Center mandatory training and participates in all continuing medical education activities at the facility.	
5%	5. Provides psychiatric guidance to non-psychiatric physicians, other clinicians and nursing staff.	
5%	6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Medical Administrator I, Option D 26401-10-79-160-10-01		WORKING TITLE (IF ANY) Associate Medical Director
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER		
<b>NOTE:</b> 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.		
Requires an Illinois license to practice medicine and American Board Certification in psychiatry. Requires ability to speak, read and write Russian at a colloquial skill level.		



POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER					
New/Revised Position Physician Specialist, Option D				25	RN	32224-10-79-160-12-25					
3. AGENCY Existing Position			4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUT AUTH.	8. AUDIT	9. OFFICE USE	
New/Revised Position Department of Human Services			Division of Mental Health			5	016	Y	R		
10. SECTION Existing Position			11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE		
New/Revised Position Chicago-Read Mental Health Center			Medical Services - MOD						7-1-09 9-1-08		
14. WORK LOCATION Existing Position			15. BARGAINING/TERM			RITAN EXEMPT		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
New/Revised Position Chicago			RC063			N					
% OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS										
	<p>Under general direction of the Associate Medical Director, as an Illinois Licensed Physician, provides a full range of psychiatric/medical assessments and treatment to recipients. Communicates in Russian to those individuals who do not read or speak English</p> <p>SPECIFICALLY:</p> <p>30% 1. As a primary physician specializing in psychiatry, conducts psychiatric evaluations; orders and interprets 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.</p> <p>30% 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.</p> <p>15% 3. Provides psychiatric and medical leadership for clinical and non-clinical personnel.</p> <p>10% 4. Translates functions/procedures into Russian for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.</p> <p>5% 5. Provides medical and psychiatric coverage on all inpatient services when working evening, night and weekend shifts.</p> <p>5% 6. Participates in medical staff committees and staff meetings. Participates in all DHS and Chicago-Read Mental Health Center mandatory training. Participates in continuing medical education activities.</p> <p>5% 7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>										
DIRECTOR OF CMS SIGNATURE			CENTRAL MGMT SERVICES BUREAU OF PERSONNEL			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE		DATE
<i>Sherry Campbell</i>			OCT 27 2008			<i>Carol R. Adams</i>			10/23/08		

CMS-104 (Rev. 10/94) IL 401-0794  
*Sherry Campbell*  
8-13-09

TECHNICAL SERVICES

*ju* POSTED 10-23-08  
RNUW sm

16. (CONTINUED)

% OF TIME

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

Medical Administrator I, Option D 26401-10-79-160-10-01

WORKING TITLE (IF ANY)

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 duty statement(s) with a time percentage(s) allotted.

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Requires an Illinois license to practice medicine and American Board Certification in Psychiatry. Requires ability to speak, read and write Russian at a colloquial skill level.



1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Psychologist I			20	MC	35611-10-73-061-13-22			
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		Division of Developmental Disabilities		0	052	2	R	
Department of Human Services								
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY		12/1/2022		
NEW/REVISED POSITION		Psychology Services		<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Mabley Developmental Center								
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC063		N				
Dixon/Lee County								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	1. Performs professional psychological services to individuals including assessment program planning, instructing staff on implementation of programs and data collection and interpretation of individual progress. <ul style="list-style-type: none"> <li>• Conducts and interprets psychological testing and assessments.</li> <li>• Submits test/assessment documents and progress notes to Lead Psychologist for review and consultation.</li> <li>• Provides information for the individuals diagnosis.</li> <li>• Provides crises intervention to individuals.</li> <li>• Physically restrains individuals as necessary to prevent injury to individual or others.</li> </ul>							
25%	2. Serves as a member of the Interdisciplinary Teams by conveying individual progress information to the Team for assigned individuals. <ul style="list-style-type: none"> <li>• Recommends the design and review of habilitation plans and behavior intervention programs.</li> <li>• Monitors compliance with certification and accreditation standards in the provision of psychological services.</li> </ul>							
20%	3. Implements behavior programming with individuals, provides counseling, trains direct care staff in the provision of behavior programs.							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
	<ul style="list-style-type: none"> <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%	4. Completes comprehensive summaries of counseling sessions. <ul style="list-style-type: none"> <li>• Collects program evaluation data and recommends the design of data collection methods.</li> <li>• In performance of job duties work after business hours, weekends and holidays.</li> </ul>	
10%	5. Utilizes manual communication skills to communicate with individuals who are deaf and hard of hearing.	
5%	6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER 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	37015-10-73-060-00-22	Clinical Director
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> Supervisor <input type="checkbox"/> 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
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.		
<u>Minimum Qualifications</u> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Requires ability to communicate through manual communication at a novice skill level.</li> </ol> *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 NOT 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**

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
 12/23/22			12/19/22



# CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

## POSITION DESCRIPTION

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position										
New/Revised Position				29	SS	35825-10-92-097-00-29				
3. AGENCY			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
Existing Position							071			
New/Revised Position						0	089	2	R	
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								12/16/20		
New/Revised Position										
Region 2			Intake							
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rulan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input checked="" type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Existing Position										
New/Revised Position					N					
Stephenson Office, Stephenson County			RC028							
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	No change in duties or responsibilities as previously described, change in work county only. <div style="text-align: right; margin-top: 20px;"> </div>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>Janel Jorde</i>						<i>Conrad B. Helm</i> <i>Stephanie Beckwith</i>			12/22/20	

CMS-104 (Rev. 10/94) 401-6794 39  
 MD 3/3/2021

STAPLER 3/3/21

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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, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)	
Human Services Casework Manager 19788-10-92-097-00-01	WORKING TITLE (IF ANY) Local Office Administrator
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:	
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER	
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b> If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:	
Position Title	Position Number
N/A	
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. <b>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.</b>	
Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience. Requires ability to speak, read and write Spanish at a colloquial skill level.	

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION			29	SS	35870-10-97-888-21-29			
Public Aid Investigator								
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 and Community Services		0	016	2	R	
Department of Human Services								
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY		10/1/21		
NEW/REVISED POSITION		SNAP Fraud Unit		<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Statewide Program Initiative Administrator								
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC062		N				
Chicago/Cook County								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
	No change in duties or responsibilities as previously described, change in supervisor only.							

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 37015-10-97-888-21-30

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

Supervisor    Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

19. SPECIALIZED 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 with major casework in law enforcement, criminal justice or related fields.  
Or  
Requires an associate's degree with major coursework in law enforcement, criminal justice, or related field, and four years of experience in investigative work such as detective, administrative, civil or criminal investigations, licensing/certification investigations, worker's compensation investigations, etc.,
2. Requires the successful completion of an approved Public Aid Investigator Trainee program
3. Requires ability to speak, read and write in Spanish at a colloquial skill level.

Knowledge, Skills, and Abilities

- 1.

20. CONDITIONS OF EMPLOYMENT

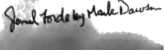

1. Requires ability to travel statewide to conduct investigations.
2. Requires possession of a valid driver's license and must have a personal vehicle available at his/her disposal.
3. Must not have been convicted of a felony or Class A misdemeanor.
4. Requires the ability to work a flexible work schedule

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT 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**

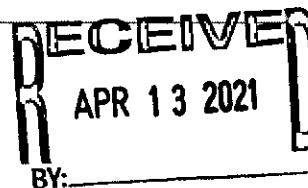
The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency,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

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 10/20/2021		 Cheryl B. Hyatt	10/6/21

AM



1. POSITION TITLE EXISTING POSITION		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
NEW/REVISED POSITION PA Quality Control Reviewer				29	SS	35892-10-97-561-14-29 35892-10-97-561-20-29			
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 Department of Human Services		Family and Community Services			0	016	2	R	
10. SECTION EXISTING POSITION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
NEW/REVISED POSITION Bureau of SNAP Integrity		Quality Assurance Cook County Quality Control Review Unit			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		3/16/21		
14. WORK LOCATION EXISTING POSITION		15. BARGAINING/TERM CODE		RUTAN EXEMPT					
NEW/REVISED POSITION Cook		RC062		N					
% OF TIME 25%		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
20%		1. Performs comprehensive, detailed, analytical and investigative case record reviews within an assigned geographical location to determine compliance with Federal SNAP regulations, State regulations, and DHS procedures designed to improve program access and operations management, and to reduce expenditures and avoid quality control errors. <ul style="list-style-type: none"> <li>Travels statewide to DHS Family and Community Resource Centers (FCRCs) in performance of duties, including overnight stays.</li> </ul>							
20%		2. Conducts interviews with public assistance recipients, responsible relatives. <ul style="list-style-type: none"> <li>Makes collateral contacts, investigates and verifies information and/or statements provided by public assistance recipients.</li> <li>Contacts local office staff.</li> </ul>							
20%		3. Prepares narrative reports on case review findings using Microsoft Office Suite programs for submittal to the Bureau and/or U.S. Department of Agriculture.							



% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>Reviews cases to identify characteristics for the purpose of developing profiles of error-prone cases.</li> </ul>
10%	4. Translates functions/procedures into Spanish for individuals who cannot read, write, or speak English, in contacts with the public, advocacy groups, customers and community organizations.
10%	5. Reviews, studies and applies Federal and State policies, procedures and regulations, as well as, DHS policies, rules and procedures governing public assistance programs included in the review sample.
10%	6. Participates in special programs required to test proposed procedures, methods and/or systems designed to improve Department operations prior to permanent implementation.
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)

PA Quality Control Reviewer Supervisor 35900-10-97-561-20-01

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

- Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

19. SPECIALIZED 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 completion of four years of college with course work in one of the behavioral sciences.
- Requires two years of professional experience in casework or related area.
- Requires the ability to speak, read and write Spanish at a colloquial skill level.

Knowledge, Skills, and Abilities

- Prefers experience administering the Supplemental Nutrition Assistance Program.
- Requires extensive knowledge of public assistance policies and programs including SNAP.
- Requires extensive knowledge of agency policies, rules and procedures.
- Requires extensive knowledge of interviewing techniques.
- Requires the ability to examine and evaluate data in accordance with established criteria.

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 NOT intended to be all-encompassing or to address all responsibilities of the position.

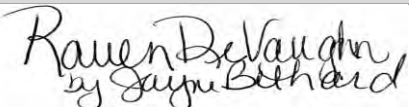

Under direction, performs comprehensive, detailed, analytical and investigative case record reviews on State and Federal assistance cases for the Bureau. Conducts case reviews within an assigned geographical location, for compliance with Federal Supplemental Nutrition Assistance Program (SNAP) regulations, 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 SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Janel Jorde</i> MD 4-19-2021 39 STP 4/19/21		<i>Charles B. Horn</i> <i>Charles B. Horn</i> AM	4/12/21

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION									
NEW/REVISED POSITION		Assistant Local Office Administrator		29	SS6		37015-10-91-401-10-29		
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		Department of Human Services			0	016	1	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		01/16/23		
NEW/REVISED POSITION		Region 1 North Administration							
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT					
EXISTING POSITION									
NEW/REVISED POSITION		Ogden Office/Cook County		GB063	N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	No change in duties or responsibilities as previously described, change in supervisor only.								
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 37015-10-91-401-00-01					Family & Community Resource Center Administrator				
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:									
<input checked="" type="checkbox"/> Supervisor <input type="checkbox"/> 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				
Human Services Casework Manager		19788-10-91-401-15-29			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	
<p>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.</p> <p><u>Minimum Qualifications</u></p> <ol style="list-style-type: none"> <li>Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in a social or human services field.</li> <li>Requires prior experience equivalent to three years progressively responsible administrative experience in a health or human services organization.</li> <li>Requires ability to speak, read and write Spanish at a colloquial skill level.</li> </ol> <p><u>Preferred Qualifications (In Order of Significance)</u></p> <ol style="list-style-type: none"> <li>N/A</li> </ol>			
<p>20. CONDITIONS OF EMPLOYMENT</p> <ol style="list-style-type: none"> <li>N/A</li> </ol>			
<p>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.</p> <p>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.</p>			
<p>22. ABOUT THE AGENCY/BUREAU/PROGRAM</p> <p>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.</p>			
DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 2/3/23			1/30/23



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
New/Revised Position Recreation Worker I				20	MC	38001-10-43-220-52-20			
3. AGENCY		4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A1 AUTH.	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position Department of Human Services		Division of Rehabilitation Services			0	069	Y	R	
10. SECTION			11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE	
Existing Position			Student Life / K-8 Dorm / Recreation					11/16/09	
New/Revised Position Illinois School for the Deaf			Student Life / High School Dorm / Recreation		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION			15. BARGAINING/TERM		EXEMPT				
Existing Position									
New/Revised Position Jacksonville			RC062		N				

% OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<p>Under general supervision, coordinates a comprehensive recreation program for junior high school students at the Illinois School for the Deaf. Utilizes sign language in daily performance of duties.</p> <p>SPECIFICALLY:</p> <p>40% 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.</p> <p>35% 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.</p> <p>10% 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.</p> <p>10% 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.</p> <p>5% 5. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.</p>

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE BUREAU OF PERSONNEL	AGENCY HEAD SIGNATURE	DATE

16. (CONTINUED)

% OF TIME

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

Residential Services Supervisor 38280-10-43-210-80-20

WORKING TITLE (IF ANY)

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

SUPERVISOR OR  LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Requires 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.

<b>1. POSITION TITLE</b>		<b>WORKING TITLE (IF ANY)</b>		<b>BILINGUAL CODE</b>	<b>POSITION TITLE OPTION CODE</b>	<b>2. POSITION NUMBER</b>		
EXISTING POSITION								
NEW/REVISED POSITION				29	SS	38131-10-81-210-21-89		
<b>3. AGENCY</b>		<b>4. BUREAU/DIVISION</b>		<b>5. EXMT CODE</b>	<b>6. WORK COUNTY</b>	<b>7. A/I AUTH</b>	<b>8. AUDIT</b>	<b>9. OFFICE USE</b>
EXISTING POSITION								
NEW/REVISED POSITION		Division of Mental Health		5	045	2	R	
<b>10. SECTION</b>		<b>11. UNIT</b>		<b>12. TRANSACTION CODE</b>		<b>13. EFFECTIVE DATE</b>		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		12/16/2021		
NEW/REVISED POSITION		Forensic Treatment Program						
<b>14. WORK LOCATION</b>		<b>15. BARGAINING/TERM CODE</b>		<b>RUTAN EXEMPT</b>				
EXISTING POSITION								
NEW/REVISED POSITION		RC023		N				
Elgin/Kane County								
<b>% OF TIME</b>	<b>16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS</b>							
25%	<p>1. Utilizing the nursing process, provides professional nursing care to mentally ill patients on a living unit.</p> <ul style="list-style-type: none"> <li>Plans and provides the development and delivery of nursing care for patients receiving health care services.</li> <li>Completes nursing assessments/reassessments.</li> <li>Identifies health care problems and develops outcome strategies based upon nursing diagnosis.</li> <li>As a member of the interdisciplinary treatment team assists in the development and clinical delivery of prescribed therapy by staff.</li> <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> <li>Conducts and clinically directs staff in patient teaching and discharge planning.</li> <li>Meets with patients, family, significant others, etc., to discuss various aspects of the patient's medical history, treatment plan and progress.</li> <li>Provides training to patient and/or family on therapeutic and living skills needed for successful transition into the community.</li> </ul>							



% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
20%	<p>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.</p> <ul style="list-style-type: none"> <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%	<p>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).</p> <ul style="list-style-type: none"> <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%	<p>4. Consults with physicians and other professional staff regarding patient treatment and care.</p> <ul style="list-style-type: none"> <li>• Shares information with oncoming nursing staff.</li> </ul>
10%	<p>5. Monitors the use of appropriate techniques to ensure a safe, secure therapeutic and sanitary environment of care and general performance of duties.</p> <ul style="list-style-type: none"> <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%	<p>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.</p>
5%	<p>7. Completes mandatory nursing training requirements and continuing education workshops and seminars to maintain professional competency.</p> <ul style="list-style-type: none"> <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%	<p>8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>

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 37015-10-81-210-10-88, 37015-10-81-210-20-88, 37015-10-81-210-30-88, 37015-10-81-210-40-88, 37015-10-81-210-50-88, 37015-10-81-210-60-88, 37015-10-81-210-70-88, 37015-10-81-210-80-88, 37015-10-81-210-90-88

Nurse Manager

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

Supervisor     Lead Worker

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

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


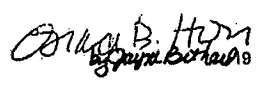
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION"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

Minimum Qualifications


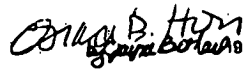
1. Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing.
2. Requires licensure as a Registered Nurse in the State of Illinois.
3. This class is included as an Upward Mobility Program credential title.
4. Requires the ability to speak, read and write Spanish at a colloquial skill level.

Preferred Qualifications (In Order of Significance)



1. One (1) year of experience interpreting and communicating in oral and written form medical and health care services rendered to patients and/or individuals, parents, guardians and staff.
2. One (1) year of experience providing professional nursing care, including medication administration, based on physician orders and the specific needs of the individual.
3. One (1) year of experience maintaining security, cleanliness and organization of medication cabinets/carts for the unit in accordance with standards and guidelines.
4. One (1) year of experience working with an Interdisciplinary Team (IDT) process with various professionals.
5. One (1) year of experience with set-up, application, use and care of specialized medical equipment.
6. One (1) year of experience ensuring compliance with facility, department, Illinois Department of Public Health and other State/Federal regulations in a healthcare setting.
7. Ability to interact with residents and co-workers in a manner that fosters respect and ongoing team building.
8. proficiency in the use of office equipment, including personal computers *and basic computer skills.*

<b>20. CONDITIONS OF EMPLOYMENT</b>			
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.			
<b>21. POSITION POSTING/MARKETING STATEMENT:</b> 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.			
<b>22. ABOUT THE AGENCY/BUREAU/PROGRAM</b>			
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.			
<b>DIRECTOR OF CMS SIGNATURE</b>	<b>IMMEDIATE SUPERVISOR SIGNATURE</b>	<b>AGENCY HEAD SIGNATURE</b>	<b>DATE</b>
			12/21/21

LS

<b>20. CONDITIONS OF EMPLOYMENT</b>			
<ol style="list-style-type: none"> <li>1. Requires the ability to work after business hours, weekends and holidays on a rotation basis.</li> <li>2. Requires the ability to serve on an on-call basis.</li> <li>3. Requires the ability to lift up to 50 pounds unassisted.</li> <li>4. Requires ability to acquire and maintain Cardiopulmonary Resuscitation (CPR) certificate.</li> <li>5. Requires the ability to travel.</li> </ol>			
<b>21. POSITION POSTING/MARKETING STATEMENT:</b> Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.			
<p>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.</p>			
<b>22. ABOUT THE AGENCY/BUREAU/PROGRAM</b>			
<p>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.</p>			
<b>DIRECTOR OF CMS SIGNATURE</b>	<b>IMMEDIATE SUPERVISOR SIGNATURE</b>	<b>AGENCY HEAD SIGNATURE</b>	<b>DATE</b>
			12/21/21

LS

<b>20. CONDITIONS OF EMPLOYMENT</b>			
<ol style="list-style-type: none"> <li>1. Requires the ability to work after business hours, weekends and holidays on a rotation basis.</li> <li>2. Requires the ability to serve on an on-call basis.</li> <li>3. Requires the ability to lift up to 50 pounds unassisted.</li> <li>4. Requires ability to acquire and maintain Cardiopulmonary Resuscitation (CPR) certificate.</li> <li>5. Requires the ability to travel.</li> </ol>			
<b>21. POSITION POSTING/MARKETING STATEMENT:</b> Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.			
<p>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.</p>			
<b>22. ABOUT THE AGENCY/BUREAU/PROGRAM</b>			
<p>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.</p>			
<b>DIRECTOR OF CMS SIGNATURE</b>	<b>IMMEDIATE SUPERVISOR SIGNATURE</b>	<b>AGENCY HEAD SIGNATURE</b>	<b>DATE</b>
			12/21/21

LS

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION								
Registered Nurse II		Program Nurse	20	MC		38132-10-73-402-10-22		
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Developmental Disabilities		5	052	2	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE	
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		12/1/2022	
NEW/REVISED POSITION								
Mabley Developmental Center		Assigned Shifts						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Dixon/Lee County		RC023		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	<p>1. Under direction of the Director of Nursing, serves as Program Nurse.</p> <ul style="list-style-type: none"> <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> <li>Ensures follow-up nursing services, orders medications from the pharmacy, maintains supplies in the after-hour drug room, etc.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Coordinates and schedules medical appointments.</li> <li>• Travels in performance of job duties.</li> </ul>
20%	2. Participates as a member of the unit's ID Team. <ul style="list-style-type: none"> <li>• Provides reports for annual and monthly reviews and special staffing.</li> <li>• Participates with other ID Team members in development of habilitation plans for individuals on the program.</li> </ul>
15%	3. Serves as designated lead worker. <ul style="list-style-type: none"> <li>• Assigns and reviews work.</li> <li>• Provides guidance and training to assigned staff.</li> <li>• Advises immediate supervisor regarding performance of staff.</li> </ul>
10%	4. Coordinates facility-wide clinics for individuals as well as supplies for the Center in the absence of the regular assigned staff member. <ul style="list-style-type: none"> <li>• Coordinates individual's medical care with hospitals and acts as liaison providing follow-up for routine lab appointments, hospital admissions, etc.</li> <li>• Provides coverage in the absence of the other program nurse.</li> <li>• Physically restrains combative individuals.</li> <li>• Monitors completion of tasks, makes rounds, completes quality assurance checks, ensures staff coverage, assigns breaks/lunches and signs off on nursing assessments.</li> <li>• Rounds paperwork and paperwork related to medical drills.</li> <li>• Serves on-call as assigned.</li> <li>• Lifts and carries items weighing up to 50 pounds unassisted.</li> <li>• Provides guidance and instruction to staff in appropriate infection control utilizing 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.</li> <li>• Physically restrains individuals as necessary to prevent injury to individual or others.</li> </ul>
5%	5. Prepares and maintains records and/or reports needed to adequately document nursing care plans. <ul style="list-style-type: none"> <li>• Records daily or monthly progress of assigned individuals.</li> <li>• Obtains a medical history of individuals upon admission.</li> </ul>
5%	6. Conducts in-service training sessions for the center nursing staff. <ul style="list-style-type: none"> <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 style="list-style-type: none"> <li>• To prevent the transmission of communicable diseases, assists in completing fit testing procedures for all employees within the center, including medical assessment, completing and maintaining fit testing paperwork and fit testing surveillance forms.</li> <li>• Serves as Center relief RN as needed.</li> <li>• In performance of job duties, works after business hours, weekends and holidays.</li> </ul>
5%	8. Serves as chair of the Pharmacy and Therapeutic Committee and serves on other facility committees. <ul style="list-style-type: none"> <li>• Develops and maintains the Pharmacy and Therapeutic Manual in accordance with AC and Intermediate Care Facility for Individuals with Mental Retardation (ICF/MR) Standards.</li> </ul>
5%	9. Performs other duties as assigned or required 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)
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 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
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

1. 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.  
OR  
(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 NOT 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.

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
 12/14/22			12/7/22

LS

1. POSITION TITLE EXISTING POSITION		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER		
NEW/REVISED POSITION Rehabilitation Case Coordinator I				29	SS	38141-10-48-115-10-09		
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 Department of Human Services		Division of Rehabilitation Services		0	016	2	R	
10. SECTION EXISTING POSITION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
NEW/REVISED POSITION Bureau of Field Services		Region 1/North		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		4/1/21		
14. WORK LOCATION EXISTING POSITION Milwaukee Ave		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
NEW/REVISED POSITION Humboldt Park/Cook County		RC014		N				
% OF TIME		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS						
25%		1. Works with counselor(s) and the case management system to determine daily priority of customer service delivery. <ul style="list-style-type: none"> <li>Communicates daily via phone, email and/or in person with vocational rehabilitation program customers, community rehab programs, external vendors and contract holders, employers, providers, and a myriad of other community partners and service providers.</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 provided.</li> <li>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.</li> </ul>						
25%		2. Meets with counselor(s) routinely to review case management activities and problems encountered. <ul style="list-style-type: none"> <li>Opens new cases.</li> </ul>						

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MAY 04 2021

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <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%	<p>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.</p> <ul style="list-style-type: none"> <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%	<p>4. Triage and prioritizes incoming mail, email, phone calls, voicemail, and drop-in customers.</p> <ul style="list-style-type: none"> <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%	<p>5. Meets with Vocational Rehabilitation Program staff within the office and/or office supervisor to plan and/or discuss general casework activities.</p> <ul style="list-style-type: none"> <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**      **16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS**  
 5%      6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**17. POSITION TITLE AND NUMBER 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 37015-10-48-115-00-01

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

Supervisor       Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

**19. SPECIALIZED 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 high school.
  2. Requires at least one year of clerical related experience, which must include keyboarding.
  3. 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 class.
- Requires ability to speak, read, and write Spanish at a colloquial skill level.

Knowledge, Skills, and Abilities

1. Requires ability to work with a computer.
2. Requires ability to communicate effectively orally and in writing.
3. Requires ability to establish and maintain satisfactory working relationships with customers, service providers, employers, community programs, and other staff.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

20. CONDITIONS OF EMPLOYMENT

- 1. Requires ability to travel for training.
- 2.
- 3.

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing 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.

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 SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
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*Janel Jorde*  
39

*Charles B. Hunt*  
*by Janyl B. Howard*

5/4/21

AM

MD  
5-18-2021

Stephanie Strickland



1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position										
New/Revised Position Rehabilitation Case Coordinator II				29	SS	38142-10-48-108-10-69				
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 Department of Human Services			Division of Rehabilitation			0	016	2	R	
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								12/16/20		
New/Revised Position Bureau of Field Services			Region 1-Home Services			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD RELOCATION <input type="checkbox"/> MC150 LATERAL RELOCATION <input type="checkbox"/> MC158 UPWARD RELOCATION				
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position										
New/Revised Position South Pulaski/Cook County			RC014		N					
%	OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
		<p>Under direction, independently performs case service tasks and activities essential to securing and coordinating information and data pertinent to service delivery activities in a field office in the Bureau of Field Services/Home Services Program; coordinates case management tasks and facilitates the implementation of services based on the individual service plans and required service type to ensure service purchase and delivery of services in accordance with State, Federal, and Agency rules, regulations, policies, detailed procedures and current operating practices; monitors agency's case management system, monitors customer case status. Compiles and prepares case related reports and prepares authorizations for services and pays vouchers; interacts daily with internal and external customers in person, phone and/or email. Performs keyboarding and other clerical tasks and activities essential to securing and maintaining sensitive case files, records and documentation (both electronic and hardcopy). Participates in agency in-service trainings. Travels for training purposes. Communicates in Spanish to those individuals who do not read or speak English.</p> <p>SPECIFICY:</p> <p>25% 1. Independently monitors details of service delivery, case movement and case status to determine when case activity is required to ensure phases of the customer's services plan have been completed; Communicates daily via phone and in person with program customers, individual providers, external vendors and contract holders, managed care organizations, medical providers, care facilities, and other community partners and service providers. Establishes rapport with customers and employs empathy, compassion, and consideration while servicing client needs. Encourages customers to be responsible for managing their service providers and acts as a mediator between the customer and provider to help resolve conflicts and concerns. Works with customers who are having issues; refers to counselor as warranted. Assists customers by guiding them through the systems, processes and procedures. Assists individual service providers with concerns regarding the delivery of services, and reports concerns related to the customer's care needs. Maintains frequent contact with both the customer and the service provider to monitor the proper delivery of services to ensure the health, safety, and wellbeing of the home services customer. Reports any concerns and related issues to the counselor for guidance. Translates functions/procedures into Spanish for individuals who cannot speak English, in contacts with the general public, advocacy groups, customers and community organizations.</p>								
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>Janet Jordan</i> 39			---			<i>Edward B. Hill</i> <i>Edward B. Hill</i>			12/23/20	

MB  
1-21-2021

STP set 1/21/21

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BY: \_\_\_\_\_

16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
20%	2. Collects, reviews and processes in-home care provider time sheets bi-monthly, verifies the reported work-dates 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.	
20%	3. Processes incoming referrals for the Home Services Program that are provided in person, by phone, or online. Triage 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.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Public Service Administrator 37015-10-48-108-00-01		
WORKING TITLE (IF ANY)		
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER		
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) noted.</b>		
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. <b>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.</b>		
Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires two years of clerical experience as would be gained as a Rehabilitation Case Coordinator I. Requires ability to keyboard at a working rate of speed and operate office equipment, including dictating equipment and personal computer used in an agency field office. Requires ability to communicate clearly both orally and in writing. Requires ability to establish and maintain satisfactory working relationships with applicants, social service agents, medical specialists and other staff. Requires the ability to travel for training purposes. Requires ability to speak, read and write in Spanish at a colloquial skill level.		

## POSITION DESCRIPTION

POSITION TITLE		POSITION NUMBER
Rehabilitation Case Coordinator II		38142-10-48-108-10-69
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
15%	4. Independently sets up services based on counselor guidance, monitors details of service 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. 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. Maintains the case file organization and ensures that documents requiring counselor/customer signatures have been duly executed by the participating parties. Processes individual application packets for providers who are applying to serve as an individual provider for the Home Services Program customer. Monitors the approval process and communicates the status with the customer and the individual provider. Accepts and reviews, for completeness, required documents and keys detail information into the case management systems to begin the process of authorizing services.	
10%	5. Explains the Home Service Program to program applications, case providers, vendors and community organizations. Assists applicants, program participants, family members/guardians/caregivers, vendors and referring agencies with understanding program rules, policies, eligibility criteria and other aspects of the home services programs. Provides customers and providers with application documents, reviews the documents and assists them to complete. Maintains the proper supply and packaging of most current forms including those forms required to be completed by the customer and those for the individual applying to become a service provider. Secures related documents as per Department of Human Services (DHS) Confidentiality Policy & Health Insurance Portability and Accountability Act (HIPAA) Compliance laws.	
5%	6. Meets frequently with Home Services Program staff within the office and/or supervisor to plan and/or discuss general casework activities; 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. Assists counselor with scheduling, travel approval process, and related paperwork. Participates in Home Services Program office team meetings with co-workers and supervisor routinely or upon request. Travels to conduct and/or participate in training with new Rehabilitation Case Coordinator I's.	
5%	7. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated above.	



1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
Existing Position									
New/Revised Position				29	SSH	38158-10-48-113-10-69			
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		Division of Rehabilitation Services			0	016	Y	R	
Department of Human Services									
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							02-01-14		
New/Revised Position		Region 1/Home Services			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Bureau of Field Services									
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position									
New/Revised Position		RC062		N					
Arlington Heights									
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>Under direction, provides professional counseling and service coordination to an assigned caseload, under the Persons with Disabilities (PWD) Waiver, Brain Injury (BI) Waiver, or AIDS Waiver cases, of persons at the risk of nursing home placement. Interviews applicants in his/her home environment and assesses eligibility and suitability for services through the Division's Home Services Program through a thorough review of medical, social and psychological data. Plans for and authorizes services in adherence with the case management system and applicable state and federal regulations. Maintains contact with customers; Enters and maintains documentation of case activity and case notes on each customer. Serves as consultant to trainees during the trainee period and lower level counselors on complex and sensitive cases. Conducts research and prepares initial groundwork for new community relationships and special initiatives within the assigned district. Serves as office supervisor in the absence of the supervisor; serves as office manager. Coordinates activities of a caseload of services of individuals who rely on Spanish as their primary language. Communicates in Spanish to those individuals who do not read or speak English. Travels in the performance of duties.</p> <p>SPECIFICALLY:</p> <p>20% 1. Travels to the individual's home to interview applicants to determine risk of nursing home placement and eligibility for DRS Home Services Program and to physically enter and visually assess the home environment for suitability and planning of service. Interviews applicants for medical, psychological, social and financial data. Evaluates the home environment, family dynamics and support systems. Assesses the need for services to allow the individuals with severe disabilities to remain in his/her home. Communicates in Spanish with customers who do not read or speak English.</p> <p>20% 2. Develops and implements with the customer a plan of services on each person eligible for services. Authorizes services necessary to maintain the customer in the home and out of institutions including individual providers, homemaker agencies, visiting nurses, etc. Arranges for medical examinations, psychological evaluations, and other assessment tools to determine the extent of the disability. Consults with physicians for medical records, psychologists and other medical care providers to gather necessary eligibility and case documentation material.</p>								
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE		DATE		
<i>Simone K... 4/15/14</i>		<i>[Signature]</i>			<i>[Signature]</i>		59 3/3/14 NS		

<b>16. (CONTINUED)</b>		
<b>% OF TIME</b>	<b>16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)</b>	
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 medical records and assessments on all customers. Prepares progress reports, authorizations and written reports on each customer.	
10%	5. Establishes and nurtures effective work relationships with public and private agencies and community resources to provide home care services, supplies and equipment. Assists in developing resources, provides guidance to customers in acquisition of individual providers, and training for individual providers.	
10%	6. Serves as a consultant to trainees as they progress through the training program and to lower level counselors on complex, difficult and sensitive cases. Assumes responsibility for unique and critical cases from another district. Assists supervisor in providing agency orientation and on-the-job training to trainees. Serves as office supervisor as assigned in their absence. Serves as office manager in offices where supervisors are not headquartered.	
<b>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.)</b>		
Public Service Administrator 37015-10-48-113-00-01		<b>WORKING TITLE (IF ANY)</b>
<b>18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:</b>		
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER		
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b>		
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		
<b>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.</b>		
Requires possession of a Master's Degree from a college or university program 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 <del>such as could be gained from the completion of an agency-sponsored training program</del> or in a closely related field. One year of such experience must be gained as a Rehabilitation Counselor. Requires the ability to speak, read and write Spanish fluently at a colloquial skill level. Requires ability to travel.		

# POSITION DESCRIPTION

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

RECEIVED  
MAR 05 2014  
By \_\_\_\_\_

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION								
Rehabilitation Counselor Trainee			29	SSH		38159-10-49-109-10-69		
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Rehabilitation Services		0	045	2	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE	
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		10/16/22	
NEW/REVISED POSITION								
Bureau of Field Services		Region 2/Home Services						
NEW/REVISED POSITION								
Bureau of Customer and Community Field Services								
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
Elgin								
NEW/REVISED POSITION								
Elgin/ Kane County		RC062		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
25%	1. 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. <ul style="list-style-type: none"> <li>Gradually assumes responsibility for a full district caseload.</li> <li>Communicates in Spanish to those individuals who do not read or speak English.</li> <li>Travels in the performance of duties.</li> </ul>							
25%	2. Studies and becomes proficient in utilizing the Division's case management system. <ul style="list-style-type: none"> <li>Establishes and updates records, and compiles reports on activities related to casework and plans development of assigned customers.</li> </ul>							
25%	3. Attends and participates in staff meetings, conferences, workshops and in-service training related to the discipline of rehabilitation counseling and the home services program. <ul style="list-style-type: none"> <li>Attends specific counselor trainings and studies the counselor modules to learn casework procedure, administrative, federal and state rules, policies and procedures.</li> </ul>							
20%	4. Studies and analyzes techniques applicable to the guidance and counseling of persons with disabilities.							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
	<ul style="list-style-type: none"> <li>• Observes and practices interviewing and counseling techniques.</li> </ul>	
5%	5. Performs other duties as assigned or required 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)
Public Service Administrator	37015-10-49-109-00-01	
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> Supervisor <input type="checkbox"/> 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
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.		
<u>Minimum Qualifications</u> <ol style="list-style-type: none"> <li>1. Requires possession of a Master's Degree from a college or university program 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.</li> <li>2. Requires ability to speak, read and write Spanish at a colloquial skill level.</li> </ol> <p>*This class is included as an Upward Mobility Program credential title.</p>		
20. CONDITIONS OF EMPLOYMENT		
<ol style="list-style-type: none"> <li>1. Requires ability to travel to individual's home to interview applicants to determine eligibility for DRS Home Services Program.</li> <li>2. Requires ability to physically enter and visually assess the home environment for suitability and planning of services.</li> </ol>		

**21. POSITION POSTING/MARKETING STATEMENT:** Information in this statement is NOT 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
<i>Anthony Pascente by Jayne Bertrand</i>		<i>Conrad B. Hill by Jayne Bertrand</i>	11/8/22

11/16/22

AM



1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
Existing Position									
New/Revised Position				29	SSH	38159-10-49-109-10-69			
3. AGENCY		4. BUREAU/ DIVISION			5. EXEMPT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position		Division of Rehabilitation Services			0	045	Y	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							5/16/17		
New/Revised Position		Region 2/Home Services			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rule/Exempt					
Existing Position									
New/Revised Position		RC062		N					
Elgin									
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>Under direct supervision, for a period not to exceed twelve months, receives formal and informal training in the principles, techniques, procedures and policies related to assisting persons with disabilities under the Persons with Disabilities (PWD) Waiver, Brain Injury (BI) Waiver, or AIDS Waiver who rely on Spanish as their primary language to live independently in the community and/or their own place of residence with needed supports essential to maintaining an independent lifestyle. Communicates in Spanish to those individuals who do not read or speak English. Travels in the performance of duties to individual's home to interview applicants to determine risk of nursing home placement and eligibility for DRS Home Services Program; physically enters and visually assesses the home environment for suitability and planning of service.</p> <p><b>SPECIFICALLY:</b></p> <p>25% 1. Receives on-the-job training by assisting in a program of case finding, participating in home visits for the purpose of conducting initial interviews to determine program eligibility by physically entering and visually assessing the home environment for suitability and planning of service, arranging medical, psychological and vocational assessments, and arranging for rehabilitation services for customers in the Division's Home Services Program. Gradually assumes responsibility for a full district caseload. Communicates in Spanish to those individuals who do not read or speak English. Travels in the performance of duties.</p> <p>25% 2. Studies and becomes proficient in utilizing the Division's case management system; establishes and updates records and compiles reports on all activities related to casework and plan development of assigned customers.</p> <p>25% 3. Attends and participates in staff meetings, conferences, workshops and in-service training related to the discipline of rehabilitation counseling and the home services program; attends specific counselor trainings and studies the counselor modules to learn casework procedure, administrative, federal and state rules, policies and procedures.</p> <p>20% 4. Studies and analyzes techniques applicable to the guidance and counseling of persons with disabilities. Observes and practices interviewing and counseling techniques.</p>								
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE
<i>[Signature]</i> 5/25/17			MAY 25 2017			<i>[Signature]</i>			5/24/17

<b>16. (CONTINUED)</b>		
<b>% OF TIME</b>	<b>16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)</b>	
5%	5. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.	
<b>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.)</b>		
Public Service Administrator    37015-10-49-109-00-01	<b>WORKING TITLE (IF ANY)</b>	
<b>18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:</b>  <input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER  <b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b> 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		
<b>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.</b>		
Requires possession of a Master's Degree from a college or university program 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 ability to speak, read and write Spanish at a colloquial skill level. Requires ability to travel to individual's home to interview applicants to determine eligibility for DRS Home Services Program; physically enters and visually assesses the home environment for suitability and planning of services.		



1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION								
Rehabilitation Workshop Instructor I			20	MC		38192-10-73-063-30-22		
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Developmental Disabilities		0	052	2	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE	
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		11/16/2022	
NEW/REVISED POSITION								
Mabley Developmental Center		Vocational/Training Department						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Dixon/Lee County		RC009		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	1. Performs duties of a direct service capacity by teaching phases of a trade/occupation and general work behaviors to individuals in workshop operations setting. <ul style="list-style-type: none"> <li>Provides instruction in various state approved curricula, which includes proper work methods, attitudes, habits, safety practices, material handling, service delivery practices and techniques.</li> <li>Refers special behavioral problems to superior.</li> <li>Physically restrains individuals as necessary to prevent injury to individual or others.</li> </ul>							
20%	2. Assists in planning lessons in various state approved curricula. <ul style="list-style-type: none"> <li>Instructs individuals involved in the day training programs in work-related social behavior and work-related self-help skills.</li> <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> <li>Completes assessments under the direction of supervisory staff.</li> <li>Provides work tasks, prevocational opportunities, leisure activities, group activities within the center and outside the center.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <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%	3. Monitors work performance to ensure that all quality standards and delivery of services are met. <ul style="list-style-type: none"> <li>• Observes learning patterns.</li> <li>• Provides information on progress.</li> <li>• Monitors classroom and on-the-job training in accordance with curriculum.</li> </ul>
10%	4. Provides guidance and instruction on a daily basis utilizing manual communication skills for individuals who are deaf and/or hard of hearing.
5%	5. Instructs individuals on basic operation and proper use of equipment. <ul style="list-style-type: none"> <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 for working residents.</li> <li>• In performance of job duties works after business hours, weekends and holidays.</li> </ul>
5%	6. Records and reports daily training data for individual attendance and production. <ul style="list-style-type: none"> <li>• Documents information in individual records as required.</li> </ul>
5%	7. Attends and actively participates in training. <ul style="list-style-type: none"> <li>• Attends in-service training and continuing education for professional growth and development.</li> </ul>
5%	8. Assists in selecting and obtaining supplies necessary for the vocational/educational program and assists in maintaining inventory.
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER 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:

Supervisor       Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
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

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 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 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
<i>Anthony Pascente by Jayne Bithard</i>		<i>Conrad B. Hum by Jayne Bithard</i>	11/22/22

12/6/22

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION									
NEW/REVISED POSITION Rehabilitation Workshop Instructor II				20	MC		38193-10-73-063-30-22		
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 Developmental Disabilities		0	052	1	R	
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE	
EXISTING POSITION						<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY		9/16/2022	
NEW/REVISED POSITION Mabley Developmental Center			Vocational/Training Department			<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
14. WORK LOCATION			15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION									
NEW/REVISED POSITION Dixon/Lee County			RC009		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
20%	1. Performs therapeutic interaction with, and the training and supervision of individuals in a vocational training workshop operation setting. <ul style="list-style-type: none"> <li>Provides instruction in various state approved curricula, which includes proper work methods, attitudes, and habits.</li> <li>Teaches individual workers and/or groups of individual workers industrial production, safety practices, material handling, and service delivery practices and techniques.</li> </ul>								
20%	2. Serves as designated lead worker. <ul style="list-style-type: none"> <li>Assigns and reviews work.</li> <li>Provides guidance and training to assigned staff.</li> <li>Advises immediate supervisor regarding performance of staff.</li> </ul>								
15%	3. Assists in planning lessons in various state approved curricula and instructs individuals involved in the day training programs in work-related social behavior and work-related self-help skills. <ul style="list-style-type: none"> <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>								

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <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, in the location that meets the residents needs</li> <li>• Travels in performance of job duties.</li> </ul>
10%	4. 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.
10%	5. Evaluates individual work performance by observation of learning and working patterns, economy of motion, adherence to production procedures, and quality of work. <ul style="list-style-type: none"> <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%	6. Compiles, records, and reports daily training data for individuals, attendance, and production. <ul style="list-style-type: none"> <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%	7. Instructs individuals and mental health technicians on basic operation and proper use of equipment. <ul style="list-style-type: none"> <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 for working residents.</li> <li>• Provides guidance and direction to supporting mental health technicians.</li> </ul>
5%	8. Maintains inventory of vocational supplies and equipment. <ul style="list-style-type: none"> <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%	9. Attends and actively participates in training. <ul style="list-style-type: none"> <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%	10. 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:

Supervisor       Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
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

1. 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

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 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 TITLE Existing Position		WORKING TITLE (IF ANY)		6. LANGUA. CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
New/Revised Position Reimbursement Officer 1						38199-10-73-053-20-21				
3. AGENCY Existing Position			4. BUREAU/ DIVISION			5 EXMT CODE	6 WORK COUNTY	7 AUTH	8 AUDIT	9 OFFICE USE
New/Revised Position Department of Human Services			Division of Developmental Disabilities			0	052	1	R	
10. SECTION Existing Position			11. UNIT			12 TRANSACTION CODE		13 EFFECTIVE DATE		
New/Revised Position Mabley Developmental Center			Fiscal Support Services - Business Administration/Recipient Accounting					10/16/19		
14. WORK LOCATION Existing Position			15. BARGAINING/TERM CODE			Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGL <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
New/Revised Position Dixon, Lee County			RC062			N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	<p>Under general supervision, performs investigations relating to financial responsibility of individuals, their estates and their legally responsible relatives; serves as Medicare part B Coordinator; reviews and approves account adjustments; prepares correspondence used to expedite the collection of funds; serves as a liaison with officials handling probate and civil cases; recommends and, after approval, implements policy, method, and procedure revisions as a result of section staff studies.</p> <p>SPECIFICALLY:</p> <p>30% 1. Performs investigations relating to financial responsibility of individuals, their estates and their legally responsible relatives. Prepares correspondence to collect funds. Evaluates the financial position of individuals and/or their estates and their legally responsible relatives to determine an equitable schedule of charges for care and treatment of individuals; confers with supervisor and/or central office concerning difficult or complex and possible precedent-setting cases.</p> <p>20% 2. Serves as Medicare Part B Coordinator; reviews correspondence, routes correspondence to staff for action; files Medicare B claims; maintains individual Medicare B files and performs follow-up on filed Medicare B claims.</p> <p>15% 3. Reviews and approves account adjustments; approves or disapproves documents of relatives claiming exemption from treatment charges; advises staff regarding acceptance of money in unusual situations and to explain policy, procedures and statutes governing reimbursement.</p> <p>15% 4. Prepares letters, subpoenas, memorandums and legal documents used to expedite the collection of funds; reviews correspondence and the documented results from conferences with relatives, conservators, attorneys, insurance companies, legislators, federal and state and other involved parties.</p>									

**RECEIVED**

DIRECTOR OF CMS SIGNATURE <i>Janet Jankovic</i> 39		IMMEDIATE SUPERVISOR SIGNATURE OCT 23 2019		AGENCY HEAD SIGNATURE <i>Christina B. H... CJ</i>		DATE 10/23/19	
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*Janet Jankovic* Per \_\_\_\_\_

*Christina B. H...  
CJ* *Janet Jankovic*

16. (CONTINUED)

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
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 section staff studies.
5%	7. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated above.

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

Public Service Administrator 37015-10-73-050-00-21	WORKING TITLE (IF ANY) Director of Fiscal Support Services
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR  LEAD WORKER

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

If a box was checked above, list position title, position number, and number of 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.**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in accounting, economics or business administration, preferably including courses 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.





1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
New/Revised Position Reimbursement Officer I						38199-10-73-053-20-21				
3. AGENCY			4. BUREAU/ DIVISION			5. EXAM CODE	6. WORK COUNTY	7. A/E AUTH	8. AUDIT	9. OFFICE USE
Existing Position										
New/Revised Position Department of Human Services			Division of Developmental Disabilities			0	052	N	R	
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								12/16/17		
New/Revised Position Mabley Developmental Center			Fiscal Support Services – Business Administration/Recipient Accounting			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION			15. BARGAINING/TERM CODE			Rutan Exempt				
Existing Position										
New Revised Position Dixon			RC062			N				

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<p>Under general supervision, investigates the financial liability of patients, their estates and their legally responsible relatives; serves as Medicare part B Coordinator; reviews and approves account adjustments; prepares correspondence used to expedite the collection of funds; serves as a liaison with officials handling probate and civil cases; recommends and, after approval, implements policy, method, and procedure revisions as a result of section staff studies.</p> <p>SPECIFICALLY:</p> <p>30% 1. Investigates, evaluates, determines and reviews the financial liability of individuals, their estates and their legally responsible relatives, in order to schedule charges for care and maintenance; confers with supervisor and/or central office concerning difficult or complex and possible precedent-setting cases; calculates the reimbursement rate for individuals.</p> <p>20% 2. Serves as Medicare Part B Coordinator; reviews correspondence, routes correspondence to staff for action; files Medicare B claims; maintains individual Medicare B files and performs follow-up on filed Medicare B claims.</p> <p>15% 3. Reviews and approves account adjustments; approves or disapproves documents of relatives claiming exemption from treatment charges; advises staff regarding acceptance of money in unusual situations and to explain policy, procedures and statutes governing reimbursement.</p> <p>15% 4. Prepares letters, subpoenas, memorandums and legal documents used to expedite the collection of funds; reviews correspondence and the documented results from conferences with relatives, conservators, attorneys, insurance companies, legislators, federal and state and other involved parties.</p> <p>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.</p> <p>5% 6. Recommends and, after approval, implements policy, method, and procedure revisions as a result of section staff studies.</p>

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>J. McJ...</i>	<i>R...</i>	<i>J...</i>	12/22/17

CMS-104 (Rev. 10/94) IL 401-0794  
*Shula Tippett 4/27/18*  
 BY: \_\_\_\_\_

16. (CONTINUED)

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
5%	7. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated above.

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

PSA 37015-10-73-050-00-21 <del>Business Manager 05815-10-73-050-00-21</del>	WORKING TITLE (IF ANY) Dir. Fiscal + Supt. Services
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR  LEAD WORKER

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

If a box was checked above, list position title, position number, and number of 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.

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in accounting, economics or business administration, preferably including courses in insurance, estate and probate law. Requires one year of work experience in the reimbursement field.



1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
Existing Position									
New/Revised Position				20	MCA	38277-10-43-220-71-20			
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A1 AUTH	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position		Division of Rehabilitation Services			0	069	2	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							11/1/19		
New/Revised Position		K-8 Dorm/TLP			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position									
New/Revised Position		RC009		N					
Jacksonville									
New/Revised Position		Jacksonville/Morgan							
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>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.</p> <p>SPECIFICALLY:</p> <p>25% 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.</p> <p>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.</p> <p>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.</p> <p>10% 4. Determines proper disciplinary procedures in minor situations; informs supervisor of more serious problems; offers suggestions to alleviate such. Intervenes in potentially harmful situations with residents; imposes discipline.</p> <p>10% 5. Escorts children to dining room, school movies, on and off-campus activities/functions; assists in supervision of children at large group activities.</p>								
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>Janet Jorde</i> 39		<b>RECEIVED</b>			<i>Edward B. Horn</i> <i>11/7/19</i>			<i>11/7/19</i>	

MD 24-2020  
CMS-104 (Rev. 10/94) IL 487-0794  
*Shelley P. ...*

NOV 07 2019

Per \_\_\_\_\_

16. (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 assigned or required which are reasonably within the scope of duties enumerated above.

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

Residential Services Supervisor 38280-10-43-220-70-20	WORKING TITLE (IF ANY)
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR  LEAD WORKER

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

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

Requires knowledge, skill and mental development equivalent to an AA degree, preferably in child care, sociology or human services, or requires two years of experience in the care and supervision of children as could be gained in a day care facility or Head Start Program, plus the completion of an agency approved training program or an additional year of the above experience. Requires the ability to communicate effectively in American sign language at a colloquial skill level.

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Residential Services Supervisor			20	MC	38280-10-73-060-10-22			
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 Developmental Disabilities		0	052	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE	
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			11/1/2022	
NEW/REVISED POSITION								
Mabley Developmental Center		Residential Services/Direct Care						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Dixon/Lee County		RC062		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	1. Completes and distributes work schedules of direct care staff on an assigned unit, on an assigned shift. <ul style="list-style-type: none"> <li>Evaluates daily and projected staff coverage needs and schedules staff to ensure services are provided and received within a given time period.</li> <li>Conducts unit rounds, observes staff interactions with individuals to ensure the provision of proper care.</li> <li>Provides orientation and on-the-job training for personnel.</li> <li>Interprets and implements policies and procedures for completion of forms.</li> <li>Determines and manages voluntary and mandatory overtime assignments in accordance with established procedures.</li> </ul>							
25%	2. Serves as a working supervisor. <ul style="list-style-type: none"> <li>Assigns and reviews work.</li> <li>Provides guidance and training to assigned staff, counsels staff regarding work performance.</li> <li>Reassigns staff to meet day-to-day operating needs.</li> <li>Establishes annual goals and objectives.</li> <li>Approves time off.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Prepares and signs performance evaluations.</li> </ul>
10%	3. Monitors and implements active treatment programing. <ul style="list-style-type: none"> <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 programs.</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> <li>• Aides in the implementation of physical restraints for combative individuals.</li> </ul>
10%	4. Prepares reports and documentation relative to individual services, individual participation in activities and general operation of living areas. <ul style="list-style-type: none"> <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> <li>• Maintains inventory of commodity and equipment needs for given units.</li> </ul>
10%	5. Participates as a member of interdisciplinary habilitation teams and facility-wide operational committees (i.e. Behavior Management, Human Rights, Executive Committee, etc.). <ul style="list-style-type: none"> <li>• Provides input as to individual service needs for residential units and individual progress 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 role of a supervisor.</li> </ul>
10%	6. Uses sign language to communicate with individuals (who are hearing impaired) while investigating unusual incidents. <ul style="list-style-type: none"> <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 if 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.
<b>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.)</b>	
<b>WORKING TITLE (IF ANY)</b>	
Mental Health Administrator I 26811-10-73-060-00-22, 26811-10-73-060-10-22, 26811-10-73-060-20-22, 26811-10-73-060-30-22	

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

Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
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

1. 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.

\*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.

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.

**21. POSITION POSTING/MARKETING STATEMENT:** Information in this statement is NOT 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 SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Anthony Pascente by Jayne Bithard</i>		<i>Conrad B. Hill by Jayne Bithard</i>	11/8/22

11/16/22

LS



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
New/Revised Position School Psychologist			20	MC	39200-10-43-360-10-20				
3. AGENCY Existing Position		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AUTH.	8. AUDIT	9. OFFICE USE	
New/Revised Position Department of Human Services		Division of Rehabilitation Services		0	069	Y	R		
10. SECTION Existing Position		11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE		
New/Revised Position Illinois School for the Deaf		Evaluation Center		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			11/16/06		
14. WORK LOCATION Existing Position		15. BARGAINING/TERM		EXEMPT					
New/Revised Position Jacksonville		RC063							

**% OF TIME | 16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS**

Under the direction and supervision of the Director of the Evaluation Center at the Illinois School for the Deaf, performs functions as a school psychologist with children who are deaf and hard of hearing and provides consultation to other school staff, parents of deaf children and professional educators from other referring local education agencies. Utilizes sign language in performance of duties.

**SPECIFICALLY:**

- 30% 1. Administers, scores, interprets and writes diagnostic statements and psychoeducationally-relevant 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.
- 30% 2. Interviews students and collateral family members; observes students in structured and unstructured activities; analyzes test findings and relevant background records and, on the basis of the results, prepares detailed written reports of important findings and recommendation to address the student's educational, personal, behavioral, social and family needs and identified problems. Reviews findings and, when the need is indicated in given cases, makes referrals for specific specialist-type examinations such as psychiatrist, neuropsychological, clinical psychological, occupational/physical therapy, neurological, ophthalmological and/or other types.
- 15% 3. Provides consultation to school principals, program supervisors, educators, child care service workers, counselors, teachers, and other professional personnel in matters affecting the learning, development, adjustment, behavior, and placement of individuals and groups of students. Attends and participates in Multi-disciplinary Conferences and Individual Educational Plan meetings as well as other student staffing meetings.
- 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.

DIRECTOR OF CMS SIGNATURE <i>[Signature]</i> 30	BUREAU OF PERSONNEL SIGNATURE <i>[Signature]</i> NOV 28 2006	AGENCY HEAD SIGNATURE <i>[Signature]</i> D.66
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*Gloria Young*  
12-14-06

Tech Services

POSTED 11/27/06

*MP*

16. (CONTINUED)

% OF TIME

5% 5. Participates in selected external and internal research projects as approved administratively; participates as 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.

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

Public Service Administrator 37015-10-43-360-00-20

WORKING TITLE (IF ANY)

Evaluation Center Director

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

SUPERVISOR OR  LEAD WORKER

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

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

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

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

Requires the school psychologist endorsement from the Il State Board of Education. Requires four years of college plus a Master's or doctoral degree in psychology or the equivalent. Requires the ability to administer and interpret a broad range of individual and group psychological tests, to conduct student observations and interviews, to review relevant background records, and to prepare effective written reports of findings; requires ability to communicate effectively with, and to work harmoniously with, students, parents and other professionals; one year experience in psychological evaluation of school-age children. Requires ability to communicate in sign language at a colloquial level.



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
New/Revised Position School Psychologist				20		39200-10-43-560-10-20 39200-10-43-360-10-20				
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 Department of Human Services			Office of Rehabilitation Services			0	069	N	R	
10. SECTION Existing Position				11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position Illinois School for the Deaf				Evaluation Center				8-1-02		
14. WORK LOCATION Existing Position				15. BARGAINING/TERM		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
New/Revised Position Jacksonville				RC063						

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

Under the direction and supervision of the Director of the Evaluation Center at the Illinois School for the Deaf, performs functions as a school psychologist with children who are deaf and hard of hearing and provides consultation to other school staff, parents of deaf children and professional educators from other referring local education agencies. Utilizes sign language in performance of duties.

SPECIFICALLY:

- 30% | 1. Administers, scores, interprets and writes diagnostic statements and psychoeducationally-relevant recommendations. Prepares behavior management and/or counseling plans based upon the findings of individual psychological testing with deaf students at ISD, 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.
- 30% | 2. Interviews students and collateral family members; observes students in structured and unstructured activities; analyzes test findings and relevant background records and, on the basis of the results, prepares detailed written reports of important findings and recommendation to address the student's educational, personal, behavioral, social and family needs and identified problems. Reviews findings and, when the need is indicated in given cases, makes referrals for specific specialist-type examinations such as psychiatrist, neuropsychological, clinical psychological, occupational/physical therapy, neurological, ophthalmological and/or other types.
- 15% | 3. Provides consultation to school principals, program supervisors, educators, child care service workers, counselors, teachers, and other professional personnel in matters affecting the learning, development, adjustment, behavior, and placement of individuals and groups of students. Attends and participates in Multi-disciplinary Conferences and Individual Educational Plan meetings as well as other student staffing meetings.
- 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.

DIRECTOR OF CMS SIGNATURE <i>Michael J. Schwartz</i>	IMMEDIATE SUPERVISOR SIGNATURE <i>Linda Renee Baker</i>	AGENCY HEAD SIGNATURE <i>Linda Renee Baker</i>	DATE 5/3/02
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8/5/02

16. (CONTINUED)

% OF TIME

5%

5. Participates in selected external and internal research projects as approved administratively; participates as 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.

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)

Public Service Administrator 37015-10-43-360-00-20

Evaluation Center Director

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

SUPERVISOR OR  LEAD WORKER

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

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

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

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

*Requires the school psychologist endorsement from IL State Board of Education*  
Requires four years of college plus a Master's or doctoral degree in psychology or the equivalent. Requires the ability to administer and interpret a broad range of individual and group psychological tests, to conduct student observations and interviews, to review relevant background records, and to prepare effective written reports of findings; requires ability to communicate effectively with, and to work harmoniously with, students, parents and other professionals; <sup>one</sup> ~~two~~ years experience in psychological evaluation of school-age children;

Requires ability to communicate in sign language.

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION					39877-10-79-200-13-29			
NEW/REVISED POSITION			29	SS	39877-10-79-010-11-29			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Division of Mental Health		0	016	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH		10/16/2022		
NEW/REVISED POSITION		Security Department		<input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY				
14. WORK LOCATION		15. BARGAINING/TERM CODE	RUTAN EXEMPT	<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
EXISTING POSITION								
NEW/REVISED POSITION		RC029	N					
Chicago/Cook County								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
35%	1. Performs a variety of security duties on an assigned shift. <ul style="list-style-type: none"> <li>Participates/conducts investigations into allegations initiated by patients and/or staff of burglaries, vandalism, patient injuries, and traffic accidents within the guidelines of Office of Inspector General (OIG).</li> <li>Prepares written reports of same.</li> <li>Monitors facility property, i.e. guarding hospital entrances, checks incoming traffic, issuing visitor passes, drives state vehicles to enforce traffic rules and regulations, operational procedures of security vehicles and radio procedures, proper procedures of sending and receiving of messages throughout the grounds and maintenance of communication log books and communication database.</li> </ul>							
20%	2. Serves as designated lead worker to lower level staff. <ul style="list-style-type: none"> <li>Assigns and reviews work.</li> <li>provides guidance and training to assigned staff.</li> <li>Advises immediate supervisor regarding performance of staff.</li> </ul>							
15%	3. Trains staff on ongoing security procedures, safety procedures, i.e., security participation in fire safety/emergency procedures, disaster drill procedures.							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <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%	4. Communicates in Spanish to those individuals who do not read or speak English. <ul style="list-style-type: none"> <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%	6. Inputs daily summary reports. <ul style="list-style-type: none"> <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.)

	WORKING TITLE (IF ANY)
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 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
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

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

Preferred Qualifications (In order of Significance)

- 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 NOT intended to be all-encompassing 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**

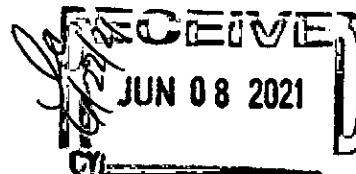
The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency,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

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Anthony Pascente by Jayne Bithard</i>		<i>Cornelia B. Horn by Jayne Bithard</i>	10/19/22

10/26/22

LS

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER		
EXISTING POSITION						39870-10-82-220-10-29		
NEW/REVISED POSITION				29	SS	39870-10-82-100-00-29		
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Division of Mental Health		0	016	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE	
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			5/16/2021	
NEW/REVISED POSITION		Security – Day Shift						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC029		N				
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
% OF TIME								
25%	1. Performs safety property and protection services involving patients, employees, visitors, and state property within the facility on an assigned shift. <ul style="list-style-type: none"> <li>• 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.</li> </ul>							
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. <ul style="list-style-type: none"> <li>• Assists in searching for patients.</li> <li>• Accompanies court committed patients to court appearances and other patients transferred to other facilities.</li> </ul>							
10%	3. Enforces traffic rules and regulations of the facility. <ul style="list-style-type: none"> <li>• Verifies parking tickets are issued to violators who improperly park their vehicles or leave their vehicles unlocked.</li> <li>• Checks parking lots for unauthorized vehicles parked without Madden Mental Health parking stickers.</li> <li>• Checks facility buildings and grounds for unauthorized personnel, breaches of security or unsafe conditions and reports findings to supervisor.</li> </ul>							





% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
10%	4. Takes actions allowed to apprehend uncooperative and potentially combative patients who are attempting to leave the facility without authorization as stated within policies and procedures. <ul style="list-style-type: none"> <li>Assists in emergencies, such as fires, disasters, etc., which involves physical effort in removing patients from hazardous conditions.</li> </ul>
10%	5. Under supervision interviews patients and collects evidence associated with the Office of Inspector General (OIG) investigations. <ul style="list-style-type: none"> <li>Successfully completes OIG Basic Investigator Training.</li> </ul>
10%	6. Communicates in Spanish to those individuals who do not read, speak or write English. <ul style="list-style-type: none"> <li>Translates functions/procedures into Spanish for individuals who cannot read, speak, or write English in contacts with the general public, advocacy groups, patients and/or their families and community organizations.</li> </ul>
5%	7. Communicates with patients, staff and other members of the community including law enforcement, when required, during investigations and reports results relating to unusual incidents.
5%	8. Participates in CPI (Crisis Prevention Institute) training for the nonviolent physical control of combative patients and completes CBL (Computer Based Learning) training and Cardiopulmonary Resuscitation (CPR) annually.
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER 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)

Security Officer Lt. 39876-10-82-100-00-21

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

- Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
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.

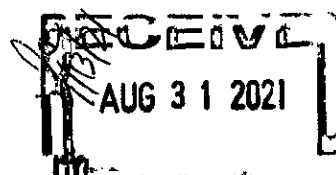
Minimum Qualifications

- Requires knowledge, skill, and mental development equivalent to the completion of high school.
- Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of specified proficiency tests and training programs.
- Requires ability to read, speak and write Spanish at a colloquial skill level.

Knowledge, Skills, and Abilities

- Requires working knowledge of facility security requirements and regulations.
- Requires working knowledge of physical restraint techniques to control combative patients.

<b>1. POSITION TITLE</b>		<b>WORKING TITLE (IF ANY)</b>	<b>BILINGUAL CODE</b>	<b>POSITION TITLE OPTION CODE</b>	<b>2. POSITION NUMBER</b>			
EXISTING POSITION								
NEW/REVISED POSITION			29	SS	39901-10-81-210-31-89			
<b>3. AGENCY</b>		<b>4. BUREAU/DIVISION</b>		<b>5. EXMT CODE</b>	<b>6. WORK COUNTY</b>	<b>7. A/I AUTH</b>	<b>8. AUDIT</b>	<b>9. OFFICE USE</b>
EXISTING POSITION								
NEW/REVISED POSITION		Division of Mental Health		0	045	2	R	
<b>10. SECTION</b>		<b>11. UNIT</b>		<b>12. TRANSACTION CODE</b>		<b>13. EFFECTIVE DATE</b>		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		09/01/2021		
NEW/REVISED POSITION		Forensic Treatment Program						
<b>14. WORK LOCATION</b>		<b>15. BARGAINING/TERM CODE</b>		<b>RUTAN EXEMPT</b>				
EXISTING POSITION								
NEW/REVISED POSITION		RC009		N				
<b>% OF TIME</b>	<b>16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS</b>							
30%	1. Performs routine tasks in dispensing therapeutic custodial care to individuals with mental illness in a forensic residential setting. <ul style="list-style-type: none"> <li>Oversees, monitors, and observes patient activities and behaviors.</li> <li>Initiates therapeutic interactions with patients.</li> <li>Instructs guides and monitors patients in daily living habits, self-care, hygiene, dressing, and grooming.</li> <li>Directs and monitors patients in general housekeeping and laundry activities.</li> <li>Provides basic psycho-social programming as directed by the treatment team.</li> <li>Models and guides patients in learning socially acceptable behaviors.</li> <li>Provides simple nursing care such as taking vital signs, weigh-ins, foot soaks, etc. as specified by physician.</li> <li>Monitors patient intake and output.</li> </ul>							
30%	2. Monitors and oversees patient movement in daily activities, during meals, recreational activities, and off unit programs. <ul style="list-style-type: none"> <li>Using aggression management techniques, physically restrains patients and identifies and de-escalates aggressively related patient behavior.</li> <li>Escorts patient off grounds for trips to court, medical appointments, etc.</li> </ul>							



% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <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%	3. Performs routine face checks of patients. <ul style="list-style-type: none"> <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 environment is kept safe and secure from contraband materials and items posing safety risks.</li> </ul>
10%	4. Serves as a member of the patient treatment team. <ul style="list-style-type: none"> <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%	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. <ul style="list-style-type: none"> <li>• Communicates in Spanish to those individuals who do not read or speak English.</li> </ul>
5%	6. Attends and provides input into shift meetings and staff training. <ul style="list-style-type: none"> <li>• Assists with orientation to new Security Therapy Aides on the unit.</li> <li>• Attends and completes required and recommended 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.)

WORKING TITLE (IF ANY)

Public Service Administrator 37015-10-81-210-10-88, 37015-10-81-210-20-88, 37015-10-81-210-30-88, 37015-10-81-210-40-88, 37015-10-81-210-50-88, 37015-10-81-210-60-88, 37015-10-81-210-70-88, 37015-10-81-210-80-88 & 37015-10-81-210-90-88

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

Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
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

**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 NOT intended to be all-encompassing 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	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 39	<i>STG/LSA</i>	 LS	8/31/21

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION								
Security Therapy Aide Trainee			29	SS		39905-10-81-410-41-89		
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Mental Health		0	045	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH		7/1/2022		
NEW/REVISED POSITION				<input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY				
Elgin Mental Health Services		Forensic Treatment Program		<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Elgin/Kane County		RC009		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
20%	1. For a period of six to twelve months, receives training and on-the-job experience in providing therapeutic custodial care to adults in a secure residential care forensic unit. <ul style="list-style-type: none"> <li>Receives classroom instruction in abnormal behavior, patient care, rehabilitation, and security.</li> </ul>							
20%	2. Receives on-the-job training in implementing interpersonal relationships and developing a counseling role with selected patients. <ul style="list-style-type: none"> <li>Writes reports for supervisory review regarding changes in patients' behavior or incidents that occur on assigned unit.</li> </ul>							
20%	3. Assists higher level staff in overall patient care on various units within the facility. <ul style="list-style-type: none"> <li>Observes and communicates patients in accordance with established treatment plans.</li> <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> <li>Translates and interprets functions/procedures into Spanish for patients and/or their families on a facility-wide basis.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
10%	4. Receives training regarding methods used to escort patients to meals, recreation areas, group or patient therapy locations, consultations with professional habilitation personnel, hearings or on inter-institutional transfers and assists higher level unit staff.
10%	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. <ul style="list-style-type: none"> <li>• Physically restrains patients as necessary to prevent injury to the patient or others.</li> </ul>
5%	6. Receives training and with guidance, administers simple oral medications.
5%	7. Assists in making periodic counts of patients. <ul style="list-style-type: none"> <li>• Assumes responsibility for protection of the patient's safety.</li> </ul>
5%	8. Escorts patients to court appearances, medical appointments, and other needs outside of the facility. <ul style="list-style-type: none"> <li>• In performance of job duties works after business hours, weekends and holidays.</li> </ul>
5%	9. Performs other duties as assigned or required 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)
Public Service Administrator 37015-10-81-440-10-88	Associate Director of Nursing

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

Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
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 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 NOT 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
<i>Anthony Pascente</i> <i>by Jayne Bethard</i> 8/3/22		<i>Conrad B. Hum</i> <i>by Jayne Bethard</i>	7/8/22

LS



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
New/Revised Position Senior Public Service Administrator		Manager of Minority Recruitment and Relations		29	SS1	40070-10-11-250-00-29				
3. AGENCY Existing Position			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A1 AUTH	8. AUDIT	9. OFFICE USE
New/Revised Position Department of Human Services			Bureau of Recruitment & Selection			0	016	1	R	
10. SECTION Existing Position			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position Recruitment & Technician Selection								1/1/21		
14. WORK LOCATION Existing Position			15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
New/Revised Position Chicago/Cook County			TA000		N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
25%	1. Serves as statewide manager of the Department of Human Services Minority Recruitment and Relations: <ul style="list-style-type: none"> <li>▪ Implements policy and procedures for the total management process of the program;</li> <li>▪ Directs the efforts of the programs;</li> <li>▪ Ensures cooperation and consolidation of efforts from all DHS staff including Office, Bureau, Divisions, and members of the Executive Staff, School Superintendents, Facility Directors, and the Secretary's Office;</li> <li>▪ Researches, analyzes, compiles, and provides data and recommendations to Executive Staff regarding agency's performance in meeting outreach and retention goals.</li> </ul>									
20%	2. Represents the agency in liaison relationships with community leaders and organizations representing individuals from minority backgrounds, colleges and high schools, veteran organizations, etc., to advertise and recruit for technical, medical, clinical, educational and other professional personnel for DHS vacancies: <ul style="list-style-type: none"> <li>▪ Develops, explains and provides such organizations with DHS staff and affirmative action needs;</li> <li>▪ Creates a community understanding of State of Illinois and DHS job requirements, class specifications, hiring and interviewing procedures, veteran's preference, direct hire options and titles, and severely disabled hiring options;</li> <li>▪ Initiates, conducts, ensures participation in and presents a series of seminars, job fairs, career counseling sessions and other public outreach experience</li> <li>▪ Performs as a highly visible representative of the Department; travels extensively throughout the state and the region in recruitment efforts.</li> </ul>									
10%	3. Speaks on behalf of the Agency in recruitment efforts; commits the Department to specific courses of action: <ul style="list-style-type: none"> <li>▪ 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;</li> <li>▪ Communicates in Spanish to those individuals who do not read or speak English.</li> </ul>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>Janel Janki</i>						<i>Conrad B. Hunt</i>			1/7/21	

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16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
10%	4. Serves as full-line supervisor to staff engaged in recruitment activities; <ul style="list-style-type: none"> <li>▪ Assigns and reviews work;</li> <li>▪ Provides guidance and training to assigned staff;</li> <li>▪ Counsels staff regarding work performance;</li> <li>▪ Reassigns staff to meet day-to-day operating needs;</li> <li>▪ Prepares and signs performance evaluations;</li> <li>▪ Establishes annual goals and objectives;</li> <li>▪ Approves time off;</li> <li>▪ Adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge;</li> <li>▪ Determines and recommends staffing needs.</li> </ul>	
10%	5. Represents the Department on the Hispanic American Employment Plan Advisory Counsel and the Asian American Employment Plan Advisory Counsel; examines the prevalence and impact of Hispanics and Asian-Americans employed by state government, the barriers faced by Hispanics and Asian-Americans who seek employment or promotional opportunities in state government, and possible incentives that could be offered to foster the employment of and the promotion of Hispanics and Asian-Americans in state government.	
10%	6. Meets with Department program managers, personnel directors, and Executive Staff to ascertain DHS titles requiring specific attention and recruitment efforts: <ul style="list-style-type: none"> <li>▪ Analyzes the needs of management staff in comparison with stated affirmative action goals and remedial action plans, where necessary;</li> <li>▪ Coordinates recruitment functions with hiring and interview staff and personnel units;</li> <li>▪ Provides follow-up analysis on recruitment programs progress;</li> <li>▪ Implements management evaluation studies of recruitment efforts;</li> </ul>	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Senior Public Service Administrator 40070-10-11-200-00-01		WORKING TITLE (IF ANY) Bureau Chief
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:  <input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER  <b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b> 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
Public Service Administrator	37015-10-11-250-10-01	1
Public Service Administrator	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. <b>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.</b>		
<b>Minimum Qualifications</b> <ol style="list-style-type: none"> <li>1. Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in business or public administration.</li> <li>2. Requires four years of progressively responsible administrative experience in a public or private organization.</li> <li>3. Requires the ability to communicate in Spanish (both written and verbal) at a colloquial level. (If you answer, "yes", you will be tested for proficiency).</li> </ol>		

**POSITION DESCRIPTION**

POSITION TITLE		POSITION NUMBER
Senior Public Service Administrator		40070-10-11-250-00-29
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
	<ul style="list-style-type: none"> <li>▪ Directs management research and post-determination analysis studies to ascertain effectiveness of the outreach efforts;</li> <li>▪ Communicates with Selection staff providing information on prospective candidates possessing the prerequisite grade, certification, license or degree for existing and anticipated vacancies;</li> <li>▪ Serves as liaison to the Department of Human Rights;</li> <li>▪ Identifies and projects future needs of the program including budget, staffing and travel.</li> </ul>	
5%	7. Provides strategy and oversight for all on-line recruitment initiatives including social media accounts (Facebook, Twitter, webpages, blogs, job boards): <ul style="list-style-type: none"> <li>▪ Creates and distributes electronic and hard copy recruiting information and materials.</li> </ul>	
5%	8. In the absence of the Bureau Chief, assumes responsibilities for the Bureau Chief with full administrative authority for operation of the Bureau and all functions.	
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.	
	<p><b>Box #19 Continued, Preferred Qualifications (In Order of Significance):</b></p> <ol style="list-style-type: none"> <li>1. Experience in networking to recruit for employment.</li> <li>2. Experience in networking with minority groups to recruit for employment.</li> <li>3. Experience in a public facing role presenting, delivering or communicating on behalf of the agency (professional conferences, stakeholder meetings, leadership meetings, seminars).</li> <li>4. Experience utilizing social media and other electronic methods to recruit individuals.</li> <li>5. Experience analyzing data and reporting statistical information.</li> <li>6. Experience writing, preparing, and disseminating printed and online materials.</li> <li>7. Experience supervising staff, often times from external locations.</li> </ol>	

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION				03	CH		41313-10-90-412-10-03		
NEW/REVISED POSITION					SS		41313-10-90-412-10-29		
Social Service Program Planner III				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									
Department of Human Services			Division of Family and Community Services		0	016	2	R	
10. SECTION			11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY		5/1/22		
NEW/REVISED POSITION					<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Bureau of Immigrant and Refugee Services			Contract Compliance						
14. WORK LOCATION			15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION									
NEW/REVISED POSITION									
Chicago/Cook County			RC062		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
20%	1. 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. <ul style="list-style-type: none"> <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. <ul style="list-style-type: none"> <li>Makes recommendations for changes when needed and develops tasks to design and implement service program improvements.</li> </ul>								

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <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%	<p>3. 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.</p> <ul style="list-style-type: none"> <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%	<p>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.</p> <ul style="list-style-type: none"> <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%	<p>5. Assists in managing the contractual process with service providers and developing Notices of Funding Opportunity (NOFO).</p> <ul style="list-style-type: none"> <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%	<p>6. Provides technical assistance to program service providers to ensure that refugee and/or immigrant social services programs are being implemented successfully.</p> <ul style="list-style-type: none"> <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%	<p>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.</p>
5%	<p>7. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.</p>

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 37015-10-90-412-00-22	

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

Supervisor    Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

19. SPECIALIZED 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, supplemented by a related master's degree.
2. Requires one year of progressively responsible professional experience in community organization, social service work, or in program planning and development.
3. Requires ability to speak, read and write Spanish at a colloquial skill level.

**SPECIALIZED SKILLS:** Of the 1 year required experience, requires 1-year experience in the administration and management of state or federal grant programs.

Knowledge, Skills, and Abilities

1. Requires the ability to analyze and evaluate programs and operations.
2. Requires the ability to utilize Microsoft Office Suite, (especially Microsoft Word, Excel and Outlook), Adobe Acrobat Pro DC/ X, Sharepoint, and the Salesforce platform.
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

### POSITION DESCRIPTION

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
Existing Position				—	—	41314-10-90-411-10-01			
New/Revised Position				29	SS	41314-10-90-411-10-29			
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A1 AUTH	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position		Division of Family and Community Services			0	016	1	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE	
Existing Position								1/16/21	
New/Revised Position		Bureau of Immigrant and Refugee Services			Contract Development and Billing				
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Existing Position									
New/Revised Position		Chicago/Cook County		RC062					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>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.</p> <p>SPECIFICALLY:</p> <p>20% 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 impacting the refugee/immigrant populations through evaluative analysis of services.</p> <p>20% 2. Serves as liaison for the Bureau with the Immigrant Integration and Welcoming Center providers. 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.</p> <p>15% 3. 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. Provides translation services for the Division of Family and Community Services as needed.</p>								
DIRECTOR SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE		AGENCY HEAD SIGNATURE			DATE			
<i>[Signature]</i> 39	<i>[Signature]</i>		<i>[Signature]</i>			1/27/21			

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 MD 2-25-2021  
 219000# 2/25/21

16. (CONTINUED)		
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION 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%	7. Supports and works with data systems, including Refugee Health Assessment Program in Illinois (ReHAPI), the Illinois Refugee Program Salesforce database, and Business Objects, that collect demographic and service data to generate regular reports to federal funding sources, DHS and any other mandated entities based on data received from refugee and immigrant social services programs. Reviews and provides feedback on program reports provided by the service providers including but not limited to Trimester ORR-6 and ORR-5 federal reports and state monthly service data reports in SharePoint, Budgeting for Results, etc. Analyzes program proposals and program objectives to determine successes or problem areas.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Public Service Administrator 37015-10-90-411-00-01		WORKING TITLE (IF ANY)
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER		
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b> 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. <b>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.</b>		
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, CAAF's, 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.		
<b>SPECIALIZED SKILLS:</b> 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.		

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position									
New/Revised Position					41314-10-90-411-10-01				
Social Service Program Planner IV									
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			Division of Family and Community Services		0	016	1	R	N
Department of Human Services									
10. SECTION			11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							11/1/19		
New/Revised Position			Contract Development and Billing						
Bureau of Immigrant and Refugee Services									
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rutan Exempt	<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
Existing Position									
New/Revised Position			RC062		N				
Chicago/Cook County									
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>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.</p> <p>SPECIFICALLY:</p> <p>20% 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 impacting the refugee/immigrant populations through evaluative analysis of services.</p> <p>20% 2. Serves as liaison for the Bureau with the Immigrant Integration and Welcoming Center providers. 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.</p> <p>15% 3. 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.</p>								
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE
<i>Janet Jank</i> 39			<i>Mark P. Scott</i> 11/6/19			<i>[Signature]</i> 19 11/6/19			
CMS-104 (Rev. 10/94) AL 404-0794 1-29-2020			Per			<i>[Signature]</i>			



<b>16. (CONTINUED)</b>		
<b>% OF TIME</b>	<b>16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)</b>	
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%	6. Supports and works with data systems, including Refugee Health Assessment Program in Illinois (ReHAPI), the Illinois Refugee Program Salesforce database, and Business Objects, that collect demographic and service data to generate regular reports to federal funding sources, DHS and any other mandated entities based on data received from refugee and immigrant social services programs. Reviews and provides feedback on program reports provided by the service providers including but not limited to Trimester ORR-6 and ORR-5 federal reports and state monthly service data reports in SharePoint, Budgeting for Results, etc. Analyzes program proposals and program objectives to determine successes or problem areas.	
<b>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.)</b>		
Public Service Administrator 37015-10-90-411-00-01		<b>WORKING TITLE (IF ANY)</b>
<b>18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:</b>		
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER		
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b> 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
<b>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.</b>		
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.		
<b>SPECIALIZED SKILLS:</b> 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 TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION									
NEW/REVISED POSITION					SS		41320-10-91-231-05-29		
Social Services Career Trainee				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									
Department of Human Services			Family and Community Services		0	016	2	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		09/01/22		
NEW/REVISED POSITION									
Region 1 North		Case Management							
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT					
EXISTING POSITION									
NEW/REVISED POSITION									
Humboldt Park Office/Cook County		RC062		N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
30%	<p>1. 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</p> <ul style="list-style-type: none"> <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> </ul>								

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
30%	2. Informs clients of the changes in the State's Welfare Programs, work incentive programs, child support services and encourages client participation in these programs. <ul style="list-style-type: none"> <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 in managing earned income cases and in determining continued eligibility for TANF. <ul style="list-style-type: none"> <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 functions/procedures into Spanish for individuals who cannot speak or read English, with the general public, advocacy groups, customers and community organizations.
5%	5. Evaluates requests and identifies special needs of client for referral to appropriate services. <ul style="list-style-type: none"> <li>• Receives training to determine changes in status, calculates amount of assistance and responds to various inquiries from clients regarding their case.</li> </ul>
5%	6. Receives training in records and updating case status changes, such as, change in address, unit composition and number, budget computation, SNAP and medical eligibility. <ul style="list-style-type: none"> <li>• Receives training to perform routine clearances to verify customer eligibility.</li> </ul>
5%	7. 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 ANY)

Public Service Administrator 37015-10-91-231-00-29

Family and Community Resource Center Administrator

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

Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

19. SPECIALIZED 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 NOT 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
<i>Anthony Pascente</i> <i>by Jayne Bohard</i> 9/16/22		<i>Conrad B. Hum</i> <i>by Jayne Bohard</i>	9/13/22

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION									
NEW/REVISED POSITION					SS		41320-10-91-231-05-29		
Social Services Career Trainee				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									
Department of Human Services			Family and Community Services		0	016	2	R	
10. SECTION			11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		09/01/22		
NEW/REVISED POSITION									
Region 1 North			Case Management						
14. WORK LOCATION			15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION									
NEW/REVISED POSITION									
Humboldt Park Office/ Cook County			RC062		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
30%	<p>1. 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</p> <ul style="list-style-type: none"> <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> </ul>								

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
30%	2. Informs clients of the changes in the State's Welfare Programs, work incentive programs, child support services and encourages client participation in these programs. <ul style="list-style-type: none"> <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 in managing earned income cases and in determining continued eligibility for TANF. <ul style="list-style-type: none"> <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 functions/procedures into Spanish for individuals who cannot speak or read English, with the general public, advocacy groups, customers and community organizations.
5%	5. Evaluates requests and identifies special needs of client for referral to appropriate services. <ul style="list-style-type: none"> <li>• Receives training to determine changes in status, calculates amount of assistance and responds to various inquiries from clients regarding their case.</li> </ul>
5%	6. Receives training in records and updating case status changes, such as, change in address, unit composition and number, budget computation, SNAP and medical eligibility. <ul style="list-style-type: none"> <li>• Receives training to perform routine clearances to verify customer eligibility.</li> </ul>
5%	7. 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.)

Public Service Administrator 37015-10-91-231-00-29	WORKING TITLE (IF ANY) Family and Community Resource Center Administrator
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

19. SPECIALIZED 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. N/A

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

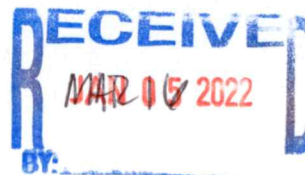
Under direct supervision, receives on the job training for a period of six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Temporary Assistance to Needy Families (TANF) including earned income cases, Medical Assistance 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
<i>Anthony Pascente</i> <i>by Gayle Bittard</i> 9/12/22		<i>CONRAD B. HUN</i> <i>by Gayle Bittard</i>	9/6/22

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Social Worker II			29	SS	41412-10-81-210-20-89			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Mental Health		0	045	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH		1/1/2022		
NEW/REVISED POSITION				<input type="checkbox"/> MA022 EXEMPT CODE CHANGE				
Adult Forensic Treatment Program		Forensic Treatment Program/Unfit to Stand Trial		<input type="checkbox"/> MC024 POSITION NUMBER CHANGE				
NEW/REVISED POSITION				<input checked="" type="checkbox"/> MC026 CLARIFY				
Elgin Mental Health Center				<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE				
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT	<input type="checkbox"/> MC028 WORK COUNTY CHANGE			
EXISTING POSITION					<input type="checkbox"/> MD021 ABOLISH			
NEW/REVISED POSITION					<input type="checkbox"/> MC149 DOWNWARD REALLOCATION			
Elgin/Kane County		RC063		N	<input type="checkbox"/> MC150 LATERAL REALLOCATION			
					<input type="checkbox"/> MC158 UPWARD REALLOCATION			
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
35%	1. Administers professional social work services involving managing a caseload of patients with mental illness and other conditions. <ul style="list-style-type: none"> <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> </ul>							
30%	2. Determines and develops sources of information and services to facilitate patient treatment. <ul style="list-style-type: none"> <li>• Evaluates clinical problems of patients.</li> <li>• Reviews and verifies social assessment information is complete and accurate.</li> <li>• Updates information and presents changes at treatment team meetings.</li> </ul>							





% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
	<ul style="list-style-type: none"> <li>• Interacts with families and community providers to coordinate services to promote understanding, cooperation and participation in active treatment and other clinical services.</li> <li>• Conducts audits and peer reviews.</li> </ul>	
20%	<p>3. Develops and implements treatment strategies and conducts active treatment/psychoeducational interventions/groups, conducts patient and family counseling sessions.</p> <ul style="list-style-type: none"> <li>• Assesses responses to therapeutic sessions and documents the response to treatment according to professional standards and EMHC policies.</li> <li>• Answers questions and concerns about treatment and goals.</li> <li>• Orients and explains the course of treatment and goals.</li> <li>• Motivates and encourages the patient toward achieving active treatment goals.</li> <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>• Stoops, bends, lifts or exerts up to 20 pounds of force in performance of job duties.</li> </ul>	
5%	<p>4. Works as a member of a social service team providing coverage and participates in utilization reviews/peer reviews.</p> <ul style="list-style-type: none"> <li>• As a part of an interdisciplinary team, identifies options for best practice and active treatment interventions.</li> <li>• Assists patients in identifying behavior leading to restraint/seclusion and utilizing preferences, fears, etc., in lieu of restraint/seclusion.</li> </ul>	
5%	<p>5. Engages with Community Providers Services for future placement based on the needs of patients.</p> <ul style="list-style-type: none"> <li>• Assists patients in completing forms for financial assistance (Medicaid, Social Security, Medicare).</li> <li>• Completes discharge summaries.</li> <li>• Develops relapse prevention planning.</li> <li>• Develops plans for follow-up services after discharge.</li> </ul>	
5%	<p>6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>	
<p>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.)</p>		
<p><b>WORKING TITLE (IF ANY)</b></p>		
Public Service Administrator	37015-10-81-710-20-21	Associate Director of Social Work
<p>18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:</p>		
<p><input type="checkbox"/> Supervisor    <input type="checkbox"/> Lead Worker</p>		
<p>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>		
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 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

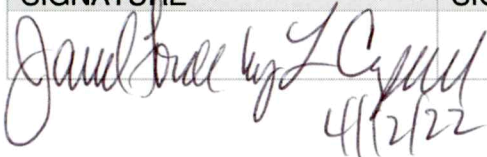

1. Requires the ability to walk and stand for a significant period of time, including stooping, bending, lifting or exerting up to 20 pounds of force occasionally.

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

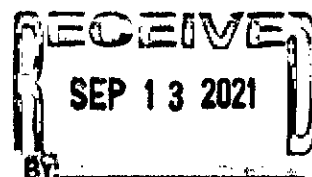
Under general supervision, administers professional social work services involving managing a caseload of patients with mental illness and other conditions; determines and develops sources of information and services to facilitate patient treatment. Interviews patients, family and significant others 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
		 LS	3/15/22

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER		
EXISTING POSITION							
NEW/REVISED POSITION			29	SS	41412-10-81-210-20-89		
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT
EXISTING POSITION							
NEW/REVISED POSITION		Division of Mental Health		0	045	2	R
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE	
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		09/01/2021	
NEW/REVISED POSITION		Forensic Treatment Program/Unfit to Stand Trail					
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT			
EXISTING POSITION							
NEW/REVISED POSITION		RC063		N			
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
% OF TIME							
35%	1. 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 style="list-style-type: none"> <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 conferences with other members of the multi-disciplinary team.</li> <li>• Reviews and evaluates documentation in case file to determine course of treatment.</li> <li>• 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.</li> <li>• Communicates in Spanish to those individuals who do not read or speak English.</li> </ul>						
30%	2. Determines and develops sources of information and services to facilitate patient treatment. <ul style="list-style-type: none"> <li>• Evaluates clinical problems of patients.</li> </ul>						



% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Reviews social histories taken at admission to verify information is complete and accurate.</li> <li>• Updates information and presents changes at treatment team meetings.</li> <li>• Interacts with families and community providers to coordinate services to promote understanding, cooperation and participation in rehabilitation services and care.</li> <li>• Conducts audits and peer reviews.</li> </ul>
20%	<p>3. Develops and implements treatment strategies and conducts treatment/psychoeducational groups, conducts patient and family counseling sessions.</p> <ul style="list-style-type: none"> <li>• Assesses responses to sessions and documents therapeutic responses according to professional standards and policies.</li> <li>• Answers questions and concerns about treatment and goals.</li> <li>• Orients and explains the course of treatment and goals.</li> <li>• Motivates and encourages the patient toward achieving treatment and service goals.</li> <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>• Stoops, bends, lifts or exerts up to 20 pounds of force in performance of job duties.</li> </ul>
5%	<p>4. As part of a treatment team, identifies options for best practice treatment interventions in lieu of restraint/seclusion.</p> <ul style="list-style-type: none"> <li>• Assists patients in identifying behavior leading to restraint/seclusion and in utilizing behavior modifications to avoid such treatment options.</li> <li>• Gathers information from patients about treatment preferences, fears, etc.</li> </ul>
5%	<p>5. Evaluates community provider services for future placement based on the needs of patients.</p> <ul style="list-style-type: none"> <li>• Assists patients in completing forms for public aid assistance, Social Security, Medicare, etc.</li> <li>• Completes discharge summaries.</li> <li>• Develops plans for follow-up services after discharge.</li> </ul>
5%	<p>6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>

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.)

Public Service Administrator 37015-10-81-710-20-21	WORKING TITLE (IF ANY) Associate Director of Social Work
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
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 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 NOT intended to be all-encompassing 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 SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
		 Cheryl B. Horn by Cheryl B. Horn	9/13/21

LS

*J. J. Lindholm*

**POSITION DESCRIPTION**

The purpose of this form is to describe the duties, responsibilities and decision order, supervisory and communicative activities, guidelines and creativity applicable to a particular work role. The position description narrative setting forth the work role should be ranked from the most important work activity in descending order. Skills, knowledges and work experiences must follow the description of the work role. This form is also used to effect position actions.

<b>1. POSITION TITLE</b>		<b>2. POSITION NUMBER</b>						
FROM								
TO Supervising Social Worker I		43671-22-38-30 <sup>X3</sup>						
<b>3. AGENCY</b>		<b>4. DIVISION</b>		<b>5. EXMT CODE</b>	<b>6. WORK COUNTY</b>	<b>7. A/E AUTH.</b>	<b>8. AUDIT</b>	<b>9. Office Use</b>
FROM								
TO DME/DD		IMHI		0	016	N	R	
<b>10. SECTION</b>		<b>11. UNIT</b>		<b>12. Transaction Code</b>			<b>13. Effective Date</b>	
FROM							10-01-81	
TO Adult Services		Hispanic Services		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH				
<b>14. WORK LOCATION</b>		<b>15. BARGAINING CODE</b>						
FROM								
TO 1601 W. Taylor, Chicago		N/A						

<b>16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES</b>	<b>% of Time</b>
Under direction of the Unit Chief, assists in administering and coordinating a comprehensive social service program for the adult patients on the unit; supervises students (non-payroll) and lower level professional staff; provides primary services for Spanish speaking patients.	
1. Supervises the activities of all lower level social workers on the unit.	15
2. Performs complex individual, group and family treatment of patients and their families.	20
3. Assists the Director of the Affective Disorders Clinic with the management of that clinic. This clinic treats outpatients suffering from manic-depressive and schizo-affective illness, and serves as a basis for the study and research of these disorders.	10
4. Directs and administers the social work services program on the unit.	05
5. Provides primary therapy for patients who speak only Spanish; supervises primary therapists for 8 East patients who speak only Spanish; provides family therapy and counselling to significant staff involved with 8 East patients who speak only Spanish.	15
6. Supervises second year graduate students of Social Work from one of the local universities; instructs and teaches techniques used in individual, group and family treatment to first year psychiatric residents, medical students and students of other disciplines.	20
7. Supervises staff involved in initial evaluations, and/or direct initial evaluation of prospective patients, and selection of appropriate patients for admission to the unit.	10

<b>AGENCY HEAD SIGNATURE</b> <i>Ivan Paulkouski</i>	<b>AGENCY BUDGETARY (OPTIONAL)</b>	<b>DIRECTOR OF PERSONNEL SIGNATURE</b> <i>J. J. Lindholm</i>
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8. Performs other related duties as required or assigned.

5

% of Time

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and evaluating this position)

Physician Administrator I 32211-22-38-32

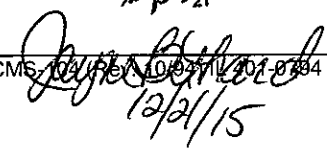
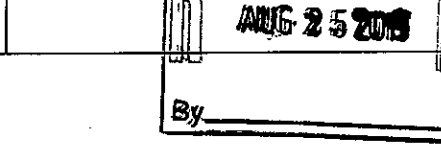
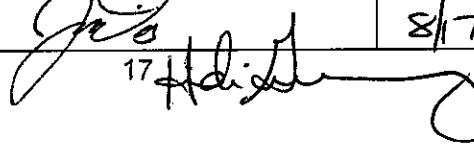
18. PAYROLL TITLE, & THE NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised & evaluated directly by this position)

Social Worker III  
Social Worker II

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED

Requires a Masters degree from an accredited school of social work and three years of progressively responsible professional experience; requires thorough knowledge of social work theory, principles, techniques, practices & their application under various conditions; requires thorough knowledge of applicable administrative policies & practices & the ability to provide direction, supervision, & leadership to lower level social workers; requires ability to fluently speak and understand Spanish.

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1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER 41771-10-43-380-11-20					
New/Revised Position Staff Development Specialist I				20	MC	41771-10-43-010-00-20					
3. AGENCY Existing Position			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE	
New/Revised Position Department of Human Services			Division of Rehabilitation Services			0	069	N	R		
10. SECTION Existing Position			11. UNIT Admission and Records/Special Projects			12. TRANSACTION CODE		13. EFFECTIVE DATE 6-16-15			
New/Revised Position Illinois School for the Deaf			Outreach			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION					
14. WORK LOCATION Existing Position			15. BARGAINING/TERM CODE			Rutan Exempt					
New/Revised Position Jacksonville			RC062			N					
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS											
<p>Under general supervision of the Director of Outreach, serves as the Outreach Coordinator. Plans, develops and evaluates specialized training in American Sign Language. Plans, develops and evaluates training modules on issues associated with hearing loss. Plans, organizes and provides training to ISD staff, public schools, parents and other entities who work with students who are deaf or hard of hearing in Illinois. Plans, organizes, develops and executes the annual parent conferences, parent network meetings and statewide conferences. Prepares instructional materials, training curricula, course outlines, and evaluation measures.</p> <p>SPECIFICALLY:</p> <p>25% 1. Serves as coordinator for the Outreach program, plans, develops and coordinates training schedule. Plans, organizes, develops and executes annual parent conferences, parent network meetings and two day statewide conference for educators, support staff, educational interpreters, parents and other entities who work with children who are deaf or hard of hearing.</p> <p>25% 2. Provides training to residential, school and support staff in Crisis Prevention Intervention (CPI) and residential care duties; provides training in CPI and on issues associated with hearing loss. Conducts sign language and effective communication skills training for identified staff on a regular and on-going basis. Evaluates staff progress in training and provides reports of progress to school administrators.</p> <p>25% 3. Develops the training curriculum for instructing professional and paraprofessional staff in American Sign Language and effective communication skills. Prepares training schedules, agendas, instructional materials, audio-visual presentations, and course outlines.</p> <p>10% 4. In conjunction with the Supervisor, arranges schedules for provision of training for different shifts of ISD staff. In concert with other school administrators, identifies time frames, participants and length of program.</p> <p>10% 5. Updates and revises agenda and training to best suit the needs and adapt to the progress made by participants. Serves as liaison with school staff to determine the appropriateness of training and training priorities.</p> <p>5% 6. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated above.</p>											
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE		
 CMS-104 (REV. 10/27/11) 001-0384 12/2/15									8/7/15		

**RECEIVED**  
AUG 25 2015  
By \_\_\_\_\_





ILLINOIS DEPARTMENT OF  
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position									
New/Revised Position Support Service Lead			20	MC	44225-10-43-500-00-20				
3. AGENCY			4. BUREAU/ DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position Department of Human Services			Division of Rehabilitation Services		0	069	N	R	
10. SECTION			11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							08/01/17		
New/Revised Position Illinois School for the Deaf			Support Operations		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rutan Exempt				
Existing Position									
New Revised Position Jacksonville			RC009		N				

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
	No change in duties or responsibilities as previously stated. Change in supervisor's number only.	

DIRECTOR OF CMS SIGNATURE <i>[Signature]</i> 27	IMMEDIATE SUPERVISOR SIGNATURE <i>[Signature]</i>	AGENCY HEAD SIGNATURE <i>[Signature]</i>	DATE 8/14/17
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CMS-104 (Rev. 10/94) IL 401-0794  
*[Signature]* 9-8-17

AUG 14 2017  
BY: *[Signature]*

*[Signature]*  
*[Signature]*

<b>16. (CONTINUED)</b>		
<b>% OF TIME</b>	<b>16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)</b>	
<b>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.)</b>		
Public Service Administrator 37015-10-43-500-00-20	<b>WORKING TITLE (IF ANY)</b>	
<b>18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:</b>		
<input type="checkbox"/> SUPERVISOR    OR <input checked="" type="checkbox"/> LEAD WORKER		
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b> 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
Support Service Worker	44238-10-43-500-42-01	1
Support Service Worker	44238-10-43-500-41-01	8
<b>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.</b>		
Requires knowledge, skill and mental development equivalent to completion of High School supplemented by one year experience in housekeeping in a residential facility. Requires thorough knowledge of methods and procedures. Requires the ability to communicate in sign language at an intermediate level.		

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
Existing Position									
New/Revised Position									
Switchboard Operator I				29	SS	44411-10-91-401-82-29			
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AN AUTH	8. AUDIT	9. OFFICE USE
Existing Position		Div. of Family and Community Services							
New/Revised Position		Family & Community Services			0	016	Y	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							07/02/18		
New/Revised Position		Clerical							
Region I North									
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position									
Western Office, Cook County									
New/Revised Position		RC014		N					
Ogden Office, Cook County									
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	No change in duties and responsibilities as previously stated. Change in work location only.								

- MA021 ESTABLISH
- MC022 EXEMPT CODE CHANGE
- MC024 POSITION NUMBER CHANGE
- MC026 CLARIFY
- MC027 ADDITIONAL IDENTICAL CHANGE
- MC028 WORK COUNTY CHANGE
- MD021 ABOLISH
- MC149 DOWNWARD REALLOCATION
- MC150 LATERAL REALLOCATION
- MC158 UPWARD REALLOCATION

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Sarah Kerley</i>		<i>[Signature]</i>	12/3/18

by: *Mark Dawson*  
1-9-19

**RECEIVED**  
DEC 03 2018  
BY: \_\_\_\_\_

*[Signature]*  
*[Signature]*

16. (CONTINUED)

16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)

% OF TIME

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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.)

Executive I 13851-10-91-401-80-01	WORKING TITLE (IF ANY) Office Manager
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR  LEAD WORKER

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

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

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

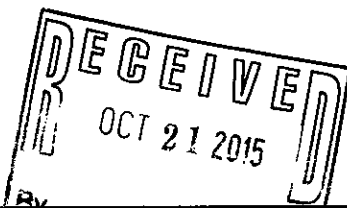
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION"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

Requires knowledge, skill and mental development equivalent to completion of four years of high school; requires working knowledge of switchboard operations and telephone etiquette. Requires elementary knowledge of public relations. Requires ability to communicate effectively in Spanish at a colloquial level. *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.*



1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position						44413-10-91-133-82-01				
New/Revised Position						44413-10-91-133-82-29				
Switchboard Operator III				29	SS					
3. AGENCY			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH	8. AUDIT	9. OFFICE USE
Existing Position										
New/Revised Position			Family & Community Services			0	016	N	R	
Department of Human Services										
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								09/16/15		
New/Revised Position										
Region 1 North										
14. WORK LOCATION			15. BARGAINING/TERM CODE			Rutan Exempt		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		
Existing Position										
New/Revised Position			RC014			N				
Northern Office, Cook County										
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	<p>Under direction, supervises the operation of a centralized switchboard; maintains clerical records; establishes training sessions for new and alternate operators; responds to and resolves difficult calls; evaluates work performance of subordinates. Communicates in Spanish to those individuals who do not read or speak English.</p> <p>SPECIFICALLY:</p> <p>35% 1. Serves as a working supervisor; assigns and reviews work; provides guidance and training to assigned staff, counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; prepares and signs performance evaluations.</p> <p>30% 2. Responds to difficult calls and other problems subordinates cannot resolve; reads casework assignment log and refers clients to appropriate case worker; advises staff concerning current policies regarding personal calls and long distance calls; operates switchboard.</p> <p>20% 3. Orders supplies, maintains record of long distance and suburban calls and verifies monthly telephone charges; serves as liaison to Business Services for phone repair work and general inquiries.</p> <p>10% 4. 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.</p> <p>5% 5. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.</p>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>[Signature]</i>						<i>[Signature]</i>			10/16/15	

CMS 104 (Rev. 10/95) 10/10/08



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17  
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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, 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)
Office Administrator III    29993-10-91-133-82-01	

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

WORKING SUPERVISOR    OR     LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Switchboard Operator I	44411-10-91-133-82-01	1
Switchboard Operator I	44411-10-91-133-82-29	1
Switchboard Operator I	44411-10-91-133-82-25	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.**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires two years experience as a telephone operator; requires extensive knowledge of switchboard operations; requires working knowledge of supervisory techniques; requires the ability to train and supervise new operators in all phases of switchboard work. Requires ability to speak, read and write Spanish at a colloquial skill level.

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION									
NEW/REVISED POSITION Volunteer Services Coordinator 3		Volunteer Program Coordinator		29	SS		48483-10-90-337-20-29		
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 Department of Human Services		Division of Family and Community Services			0	016	1	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION					<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		4/1/22		
NEW/REVISED POSITION Office of Community and Positive Youth Development		Bureau of Volunteerism and Community Services							
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT					
EXISTING POSITION									
NEW/REVISED POSITION Chicago/Cook County		RC062		N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
25%	<p>1. Serves as the Volunteer Program Coordinator and performs professional consultative and coordinative functions for the volunteerism programs in the Cook and Northern Illinois regions.</p> <ul style="list-style-type: none"> <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%	<p>2. Assists in developing volunteer resources by organizing and scheduling workshops and training.</p> <ul style="list-style-type: none"> <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
	<ul style="list-style-type: none"> <li>• Creates and provides materials for volunteers and community leaders</li> </ul>
15%	3. Establishes and maintains effective working relationships with community leaders in the assigned geographical area to recruit, plan and utilize community volunteer resources. <ul style="list-style-type: none"> <li>• Develops and provides training materials for volunteers and community leaders.</li> </ul>
10%	4. Travels to plan and conduct special events such as Governor’s Volunteer Service Awards, National Service Projects, etc. for volunteer programs. <ul style="list-style-type: none"> <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%	5. Assists in development of policies, regulations, methods, and standards for volunteer services programs. <ul style="list-style-type: none"> <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)
Public Service Administrator 37015-10-90-337-20-01	Volunteer Program Manager

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

Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies



19. SPECIALIZED 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 web-based 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 NOT 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.