

## State Services Assurance Act Annual Report

**April 1, 2021** 

Annual Report on the staffing level of bilingual on-board frontline employees within the Illinois Department of Central Management Services.

In accordance with 5 ILCS 382/3-1 *et seq.*, the Illinois Department of Central Management Services submits the following report to the Illinois General Assembly on or before April 1, 2021.

Janel L. Forde Director



#### DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Janel L. Forde, Director

April 1, 2021

To the Honorable Members of the General Assembly:

Subject: State Services Assurance Act

Pursuant to the State Services Assurance Act, 5 ILCS 382/3-1 et seq., enclosed please find the Department of Central Management Services' (CMS) Annual Report. As required by law, the Annual Report contains the staffing level from the previous month of frontline State employees in certain bargaining units represented by AFSCME, including but not limited to each employee's name, job title, job description, and languages spoken.

CMS strives to ensure that all Illinois residents can fully access State of Illinois services, many of which are vital for health, welfare, safety, and quality of life. Bilingual employees are essential to ensure a fully representative, responsive, and effective State government.

Sincerely,

Janel L. Forde Director

Janel Jorde



#### DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Janel L. Forde, Director

### **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 of each year, "each executive branch agency, board, and 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 not limited to each employees name, job title, job description, and languages spoken."

As of February 28, 2021, the Illinois Department of Central Management Services (CMS) had four bilingual on-board frontline staff. The four staff members speak Spanish. Two staff members are employed in Administrative Assistant 1 positions. One staff member is employed as a Public Service Administrator and one staff member is a Human Resource Specialist.

#### DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Janel L. Forde, Director

### State Services Assurance Act: Annual Report

The <u>State Services Assurance Act</u><sup>1</sup> requires each executive branch agency to submit a report to the Illinois General Assembly on or before April 1<sup>st</sup> every year on the staffing level of bilingual on-board frontline staff in the RC 6, RC 9, RC 10, RC 14, RC 28, RC 42, RC 62, RC 63, and CU 500 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 Central Management Services as of February 28, 2021 by name, job title, and languages spoken.

	Central Management Services										
	Bilingual On-	Board Frontline Staff (as	of February 2	28, 2021)							
Employee Name	Job Title	Position Number	Bargaining Unit	Languages Spoken	Job Description						
Garcia, Dina	Admin Assistant 1	00501-37-04-000-31-02	RC-28	Spanish	Appendix A						
Gutierrez, Carlos	Public Service Adm	37015-37-04-000-30-01	GB-63	Spanish	Appendix B						
Magaña, Mayra	Human Resources Spec	19693-37-00-010-02-01	RC-62	Spanish	Appendix C						
Ponce, Marina	Admin Assistant 1	00501-37-04-000-31-02	RC-28	Spanish	Appendix D						

<sup>&</sup>lt;sup>1</sup> State Services Assurance Act, 5 ILCS 382/3-1 et seq.

<sup>&</sup>lt;sup>2</sup> *Id*, at §§3-5, 3-10.

 $<sup>^{3}</sup>$  <u>Id</u>, at §3-5.

<sup>&</sup>lt;sup>4</sup> *Id*.

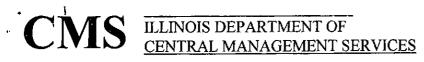
## **POSITION DESCRIPTION**

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Existing Position				1.								
New/Revised Position				+		<b></b>						
Administrative			29		SS	00501	-37-04-0	00-31	-02			
3. AGENCY		4. BUREAU/ DIVISION	JREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7 A/I AUTH	8.AUDIT	9. OFFICE		
Existing Position												
New/Revised Position		Business Enterprise Prog	ram			0	016	Υ				
	gement Services		. 4.117			_	SACTION CO		13 FFFF	CTIVE DATE		
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New/Revised Position				······································					<u> </u>			
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mountains , against							28 WORK		Y CHANG	Ε		
New/Revised Position	i					☐ MC1	49 DOWN	IWARD F				
Cook County		RC028			N		50 LATER					
		IRRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS										
% OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS  Under general direction of the Certification Section Manager of the Business Enterprise Program; performs												
	analysis functions of vendor application files and documents to conduct review of history, organizational											
	structure and financial, legal and administrative operations; analyzes vendor reciprocity files to determine											
	structure and imancial,	Assists the Certification Section	utions, a n Mana	aer w	ith oras	nizina	onals an	d obje	ctives	for the		
	requirements are met. A	ting research studies of the or	nı ıvıana zonizeti	gei w	nd adm	inictrot	guais ui ive proc	edure:	: Perfo	rme a		
	program and in conduc	ing research studies of the or is and assists the Division Ma	Ramram	mai a	tions a	lminict	ativa an	d/or to	o. I cito echnica	1		
	variety of starr function	is and assists the Division Ma	nager w	IIII VA : C-	mich to	ilininsu Maaa	ative an	ala wh	o do no	nt rand		
	correspondence, specia	l projects and reports. Commu	inicates	m Sp	anisii te	initiaa.	manara	ais wi	inac an	A		
	or speak English. Atter	ds meetings, conferences, wo	rksnops	and o	tner ac	iivities;	prepare	S man	mgs an	u		
		nducts site visit interviews the							ons in			
	performance of these d	uties to determine program eli	gibility	requi	rements	ior cer	ппсапо	n.				
							1	11				
25%	1. Analyzes vendor app	dication files, including full c	ertiticati	ion, N	lo Chan	ge Am	davits a	na rei	evant	. c c		
	documents including ta	x statements, balance sheets,	federal i	ncom	e tax re	turns, J	oan agr	eemen	ts, proc	101		
	ownership and sources	of funds used to invest in die	busines:	s; con	aucts re	eview o	i nistory	, orga	nizatio	nai		
	structure and financial,	legal and administrative oper	ations ir	ı dete	rmining	ıı appi	icant m	eets B	usiness			
	Enterprise Program (B)	EP) requirements for certification	tion; ma	kes re	comme	ndation	regardi	ing cei	TITICALI	on to the		
	Certification Section M	lanager. Conducts site visit in	terviews	throu	ughout i	ine Stat	e at vari	ous of	r-site id	ocations		
	in performance of these	e duties to determine program	eligibili	ty rec	luireme	nts for	certifica	tion.				
			_					•		~		
20%	2. Analyzes vendor rec	iprocity files, including such	docume	nts as	federal	tax retu	ırns to c	onduc	t a revi	ew of		
		structure, financial, legal and	adminis	trativ	e opera	tions to	determi	ine if a	ipplicai	nt 's		
	entity meets BEP requi	rements for reciprocity.										
							_					
20%	3. Assists the Certifica	tion Section Manager with org	ganizing	goals	and ob	jective	s for the	progr	am and	in .		
	conducting research str	idies of the organizational and	l admini	strati	ve proc	edures;	assists t	he Ce	rtificati	on.		
	Section Manager in de	veloping and coordinating ger	ieral and	l targe	eted out	reach/p	ublic re	lations	campa	igns;		
	works with the Certific	ation Section Manager and pu	ıblic aff	airs ir	ı coordi	nating a	advertisi	ing pla	cemen	t.		
	Participates in the anal	ysis of existing program supp	ort funct	tions i	includir	ng budg	et, certi	ficatio	n, legis	lation,		
	computerized operation	ne analysis of existing program support functions including budget, certification, legislation, perations, outreach, public affairs, and vendor relations.										
DIRECTOR-OF	CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNA	TURE	AGEN	CYHEAD	SIGNA	TURE		5	DATE		
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16. (CONTINUED)												
% OF TIME	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)									
15%			n Manager with responding to certification									
			ce, special projects and reports; researches									
			calls; prepares certification application requests									
			cation Section Manager in training support staff									
			ncluding personnel and timekeeping records;									
			machine maintenance and coordinates service									
		- ·	e of office supplies and distribution.									
	domadio on ornor squipm											
10%	5 Translates functions/pro	cedures into Spanish for individua	Is who cannot speak or read English, in contacts									
10,0	•	vocacy groups, customers and com	· · · · · · · · · · · · · · · · · · ·									
	with the general public, ad	vocacy groups, customers and com	munity organization.									
05%	6 Travels to and attends r	neetings conferences workshops	and other activities regarding Strategic Planning,									
0570			entative of BEP; assists the Certification Section									
			Council, and in the production of workshops,									
	reserving meeting space for scheduled activities and coordinating travel itinerary for the Certification Section Manager and other staff members.											
	Manager and other staff in	cinuers.										
050/	05% 7. Performs other duties as required or assigned, which are reasonably within the scope of the duties											
0376	enumerated above.	required of assigned, which are re	asonably within the scope of the duties									
	enumerated above.											
17 POSITIO	I N TITLE AND NUMBER OF IM	MEDIATE SUPERVISOR (Responsible	for assigning and reviewing work, preparing,									
			d imposing disciplinary action and adjusting									
grievance	s for the incumbent of this posit	tion.)										
			WORKING TITLE (IF ANY)									
Public Serv	ice Administrator 37015-3	37-04-000-30-01	Manager, Certification Section									
			Ivaliager, Certification Section									
18. CHECK TI	HE APPROPRIATE BOX IF TH	IS POSITION IS A:										
SUPE	RVISOR OR LEAD V	WORKER										
	iupervisory or lead worker res ime percentage(s) allotted.	sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a									
"	me percentage(s) anotteu.											
If a box was c	hecked above, list position title,	position number, and number of subo	rdinate incumbents or authorized funded headcount:									
	Position Title	Position Number	No. of Incumbents or Funded Vacancies									
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19. SPECIAL	IZED KNOWLEDGES, SKILLS	. ABILITIES. LICENSURE OR CERTIF	ICATION NECESSARY FOR THE SUCCESSFUL									
PERFOR	MANCE OF THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	ARE NOW SEVERAL OPTIONS OF SKILLS AND									
1		IFICATION IDENTIFIED ON STANDA	RDS, THE PHRASE "SAME AS SPECIFICATION"									
CAN NO	LONGER BE USED.		V V V V V V V V V V V V V V V V V V V									
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			n of four years of college, preferably with									
			nal experience in a public or private									
			nt training program. Per Executive Order 2018-									
			ors and subcontractors and support for the goals									
			opriate, valid driver's license and the ability to									
travel. Requi	res the ability to read, speak	and write Spanish at a colloquial	evel.									
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		I MANAGEMENT OF ALBO	BILINGUAL	POSITION TITLE	0.000	ITION NU	MOCO			
POSITION TIT     Existing Position	<u>LE</u>	WORKING TITLE (IF ANY)	CODE	OPTION CODE						
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New/Revised Position			29	ss	0050	1-37-04	-000-	31-02		
Administrativ 3. AGENCY	e Assistant I	4. BUREAU/ DIVISION	<u> </u>	<u> </u>	5, EXMT	6. WORK	7. A/I	TIDUA.3	9. OFFICE	
Existing Position		4. BUNEAU DIVISION			CODE	COUNTY	AUTH	6AODII	USE	
<b>3</b>							ļ			
New/Revised Position		Dusiness Enterprise Dro	arana		0	016	Υ			
	agement Services		Business Enterprise Program				L			
10. SECTION  Existing Position		11. UNIT			12. TRAN	SACTION CO	DDE	13. EFFE	CTIVE DATE	
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New/Revised Position	····				MC1	49 DOWN	WARD F			
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% OF TIME	16. COMPLETE CURRENT A									
	Under general direction of the Certification Section Manager of the Business Enterprise Program; performs									
	analysis functions of vendor application files and documents to conduct review of history, organizational									
	structure and financial, legal and administrative operations; analyzes vendor reciprocity files to determine									
	requirements are met. Ass									
	program and in conducting									
	variety of staff functions ar	nd assists the Division Ma	nager wi	ith various a	dminist	rative a	nd/or t	echnic	11	
	correspondence, special pro									
	or speak English. Attends									
	maintains database. Condu							tions in		
	performance of these dutie	s to determine program en	igibility	requirement	s for ce	runcauc	on.			
25%	Analyzes vendor applic	eation files including full	certifica	tion No Ch	ange At	ffidavite	and re	elevant		
2370	documents including tax st									
	ownership and sources of f	funds used to invest in the	husiness	e conducts r	eview o	of histor	v ores	nizatio	nai	
	structure and financial, leg									
	Enterprise Program (BEP)									
!	the Certification Section M									
	locations in performance of									
	•		, ,		•					
20%	2. Analyzes vendor recipr	rocity files, including such	docume	ents as feder	al tax re	eturns to	cond	uct a re	view of	
	history, organizational stru	cture, financial, legal and	administ	trative opera	itions to	determ	ine if	applica	nt 's	
	entity meets BEP requirem	ents for reciprocity.								
20%	3. Assists the Certificatio									
i	conducting research studie									
	Section Manager in develo									
	works with the Certificatio	n Section Manager and pu	iblic atta	urs in coord	inating	advertis	ing pla	acemen	t. .1.42	
	Participates in the analysis				ng budg	get, certi	ficatio	n, legis	station,	
	computerized operations, outreach, public affairs, and vendor relations.									
DIRECTOR	   Madeignature   Imme	DIATE SHEERVISOR SIGNATI	IRF   A	GENCY HEAD	SIGNAT	URE		D	ATE	
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16. (CONTINUED												
% OF TIME	16. COMPLETE CURRENT AN	D ACCURATE STATEMENT OF POSITION	I ESSENTIAL FUNCTIONS (Continued)									
15%	4. Performs a variety of s	staff functions and assists the Divis	ion Manager with responding to certification									
ĺ	appeals, various administr	rative and/or technical corresponder	nce, special projects and reports; researches									
			e calls; prepares certification application									
		•	the Certification Section Manager in training									
]												
			files of BEP, including personnel and									
•			ries for staff; oversees machine maintenance and									
		icts on office equipment/machines;	coordinates purchase of office supplies and									
	distribution.											
	1											
10%	5. Translates functions/p	procedures into Spanish for individu	als who cannot speak or read English, in									
		public, advocacy groups, customers										
		prome, autrocaey Broaps, easterners	and community or game action.									
05%	6 Travels to and attend	s mastings, conformace work-house	and other estimation manualine Common in									
0370			s and other activities regarding Strategic									
			as a representative of BEP; assists the									
	Certification Section Man	ager by preparing mailings, mainta	ining database for the Council, and in the									
			ıled activities and coordinating travel itinerary									
	for the Certification Section	on Manager and other staff member	rs.									
05%	7. Performs other duties	as required or assigned, which are	reasonably within the scope of the duties									
	enumerated above.		,									
i												
17. POSITION	TITLE AND NUMBER OF IMA	AFDIATE SUPERVISOR (Responsible	for assigning and reviewing work, preparing,									
conducting	and signing performance eval	luations; effectively recommending and	imposing disciplinary action and adjusting									
grievances	for the incumbent of this posit	tion.)	with a second and a second and a second									
			WORKING TITLE (IF ANY)									
Dublic Comice	e Administrator 37015-37	7 04 000 30 01										
		7-04-000-30-01	Manager, Certification Section									
18. CHECK TH	E APPROPRIATE BOX IF THI	S POSITION IS A:										
SUPER	VISOR OR □ LEAD V	NODKED										
	VIOCIT OIL DELADY	VORRER										
NOTE: Su	pervisory or lead worker res	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a									
tim	ie percentage(s) allotted.		addition and outside the transfer of the trans									
If a box was	s checked above, list position	title, position number, and number of s	ubordinate incumbents or authorized funded									
headcount:												
	Position Title	Position Number	No. of Incumbents or Funded Vacancies									
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19. SPECIALIZ	ED KNOWLEDGES, SKILLS,	ABILITIES, LICENSURE OR CERTIFIC	CATION NECESSARY FOR THE SUCCESSFUL									
PERFORM	ANCE OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	ARE NOW SEVERAL OPTIONS OF SKILLS AND									
ABILITIES	AND LICENSURE OR CERTI	FICATION IDENTIFIED ON STANDAR	RDS, THE PHRASE "SAME AS SPECIFICATION"									
	ONGER BE USED.		000									
			of four years of college, preferably with									
			nal experience in a public or private									
organization, o	or completion of an agency	approved professional managemen	t training program. Requires an appropriate,									
valid driver's	license and the ability to tra	avel. Requires the ability to read, s	peak and write Spanish at a colloquial level.									
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1. POSITION T	TLE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER		·			
Existing Position								· · · · ·				
New/Revised Position Administrat	ive Assistant I		29	SS	0050	1-37-04	-000	-03-01				
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE			
Existing Position							M					
New/Revised Position	1	Business Entered - D-				040	11	1				
	nagement Services	Business Enterprise Pro	gram ———		0	016	Υ	<u> </u>				
10. SECTION Existing Position		11. UNIT	· · · · · · · · · · · · · · · · · · ·	·	12. TRAN	SACTION CO	DE	13, EFFE	CTIVE DATE			
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New/Revised Position	1			_	☐ MA021 ESTABLISH							
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14. WORK LOC Existing Position	ATION	15. BARGAINING/TERM COD	Exempt	☑ MC0	26 CLARIF 27 ADDITE	<b>-</b> Y						
			9	☐ MC0	28 WORK 21 ABOLIS	COUNT						
New/Revised Position		RC028	☐ MC1	49 DOWN	WARD F							
Chicago	Lac cours ere ourselve.			Y	☐ MC1:	50 LATER 58 UPWAR	RD REAL	LLOCATIO	)N			
% OF TIME	16. COMPLETE CURRENT A Under general direction of											
	functions of vendor application files and documents to conduct review of history, organizational structure and financial, legal and administrative operations; analyzes vendor reciprocity files to determine											
	requirements are met. Ass	ists the Deputy Director w	ith organ	izing goals	and ob	ectives	for the	e progra	am and			
	in conducting research stud	lies of the organizational a	nd admii	nistrative pr	ocedur	es. Perf	orms a	variet	y of			
	staff functions and assists t	he Division Manager with	various	administrat	ive and	or techr	nical	·	-			
	correspondence, special pro	ojects and reports. Commi	unicates	in Spanish t	o those	individ	uals w	ho do 1	not read			
	or speak English. Attends	meetings, conferences, wo	rkshops	and other ac	ctivities	; prepar	es ma	ilings a	nd			
	maintains database. Condu	icts site visits throughout t	ne State	at various o	ii-site i	ocations	in pe	rtorma	nce of			
	those duties.											
25%	1. Analyzes vendor applic	ation files, including full of	ertificati	ion, and doc	cuments	includi	ng tax	statem	ents.			
	balance sheets, federal inco	me tax returns, loan agree	ments, p	roof of own	ership a	and sour	ces of	funds	used to			
	invest in the business; cond											
	administrative operations in	determining if applicant	meets Bu	siness Ente	rprise I	rogram	(BEP	) requir	ements			
	for certification; makes receithroughout the State at varie					or. Con	ducts	site vis	its			
	unoughout the state at vari	ous our-suc locations in pe	TIOTHAIR	ce of mese (	iuties.							
20%	2. Analyzes vendor recipro	ocity files, including such	documen	its as federa	l tax re	turns to	condu	ict a rev	riew of			
	history, organizational struc	cture, financial, legal and a	dministr	ative operat	ions to	determi	ne if a	pplicar	nt 's			
	entity meets BEP requireme	ents for reciprocity.										
20%	2 Assists the Danuty Dive	atan with annuicing and	المام المسا	A:	<b>.</b>			1				
2070	3. Assists the Deputy Dire research studies of the organ	ctor with organizing goals pizational and administrati	and obje	dures: assis	ne prog	ram and	in co	nductin	g			
	developing and coordinating	g general and targeted out	each/nut	olic relation	s camp:	sione, m	orke v	иш vith De	nutsz			
	developing and coordinating general and targeted outreach/public relations campaigns; works with Deputy Director and public affairs in coordinating advertising placement. Participates in the analysis of existing											
	program support functions i	ncluding budget, certificat	ion, legi:	slation, corr	puteriz	ed opera	ations.	outrea	ch.			
	public affairs, and vendor re	elations.			-	•	•		ŕ			
DIRECTAR OF C	MC SIGNATINGEN AND THE SECOND	NATE IS DETIMINED RESEAT.	<del>- 112</del>	NOV UE LO E	10112	BE						
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16. (CONTINUED	1											
% OF TIME	16 COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)									
15%	4. Performs a variety of statechnical correspondence, s walk-ins and telephone call reports; assists Deputy Direct of BEP, including personne	aff functions and assists the Divisi- pecial projects and reports; resear s; prepares certification application actor in training support staff and it and timekeeping records; original crvice contracts and maintenance of	ion Manager with various administrative and/or ches vendor status on system in response to in requests from vendors; monitors distribution interns; maintains general and confidential files ates and compiles weekly itineraries for staff; on office equipment/machines; coordinates									
10%	5. Translates functions/procontacts with the general process.	ocedures into Spanish for individual liblic, advocacy groups, customers	als who cannot speak or read English, in and community organization.									
05%	Planning, budget and legisl	<ol> <li>Travels to, and attends meetings, conferences, workshops and other activities regarding Strategic Planning, budget and legislation; attends outreach programs as a representative of BEP; assists the Deputy Director by preparing mailings, maintaining database for the Council, and in the production of workshops, reserving meeting space for scheduled activities and coordinating travel itinerary for the Deputy Director and other staff members.</li> <li>Performs other duties as required or assigned, which are reasonably within the scope of the duties</li> </ol>										
05%	7. Performs other duties a enumerated above.	s required or assigned, which are	reasonably within the scope of the duties									
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	on.)										
			WORKING TITLE (IF ANY)									
		070-37-04-000-00-01	Deputy Director, BEP									
18. CHECK TH	E APPROPRIATE BOX IF THIS	POSITION IS A:										
SUPER	RVISOR OR LEAD W	ORKER										
NOTE: Su	upervisory or lead worker resp	oonsibilities <u>must</u> be described in a	detailed duty statement(s) with a									
If a box wa headcount		itle, position number, and number of s	subordinate incumbents or authorized funded									
<u> </u>	Position Title	Position Number	No. of Incumbents or Funded Vacancies									
n/a												
			IOATION NECESSARY FOR THE SUCCESSE!									
PERFORM ABILITIES CAN NO L	MANCE OF THE WORK OF THI S AND LICENSURE OR CERTII LONGER BE USED.	S POSITION. NOTE: SINCE THERE FICATION IDENTIFIED ON STANDA	ICATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"									
Requires kno	wledge, skill and mental dev	elopment equivalent to completio	n of four years of college, preferably with									
courses in Du	blic or business administration	on. Requires one year of profession	onal experience in a public or private									
organization,	or completion of an agency	approved professional management	nt training program. Requires a valid driver's									
license and the	ne ability to travel. Requires	the ability to read, speak and write	e spanish at a conoquial level.									

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4 DOCUTION TIT		WOOMING TITLE (IS ANNO	BILINGUAL	POSITION TITLE	1 2 000	ITION NIL	MDED				
1. POSITION TITE  Existing Position	<u>LE</u>	WORKING TITLE (IF ANY)	CODE	POSITION TITLE OPTION CODE	2. POS	ITION NU	MREK				
New/Revised Position		·	29	SS	0050	1-37-04	-000-	03-01	•		
Administrativ 3. AGENCY	e Assistant i	4. BUREAU/ DIVISION	1		5. EXMT	6. WORK COUNTY	7. A/I		9. OFFICE		
Existing Position					CODE	COUNTY	AUTH	8.AUDIT	USE		
		Director's Staff/BEP									
New/Revised Position		Business Enterprise Pro	gram		0	016	N	R			
10 SECTION	agement Services	11. UNIT	<del></del>	<del></del>		SACTION CO			CTIVE DATE		
Existing Position		TI. CIVIT			1=111111						
BEP					_			01/01	1/08		
New/Revised Position						21 ESTAB	IISH	-,			
	<del></del>	· · · · · · · · · · · · · · · · · · ·		D.4	. ☐ MA0	22 EXEMP	T CODE				
14. WORK LOCA	TION	15. BARGAINING/TERM COL	15. BARGAINING/TERM CODE Rutan Exempt				ION NUK FY	IBER CHA	INGE		
Existing Position						27 ADDIT 28 WORK					
No. 4D Local Decision						21 ABOLI	SH				
New/Revised Position		RC028		ΙY		49 DOWN 50 LATER					
Chicago % OF TIME	16 COMPLETE CURRE		IT OF DO	SITION ESS		58 UPWA		LLOCATIO	)N		
76 OF HIVIE	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS  Under general direction of the Deputy Director of the Business Enterprise Program; performs functions										
				-	_						
•	relative to certification, compliance, outreach, public affairs, vendor relations and BEP Council; analyzes vendor application files; serves as staff assistant to the Deputy Director; works with support staff to maintain										
						-	•				
	day-to-day operations; receives, opens, reads, and routes incoming mail; attends and assists the Deputy Director in meetings, conferences, workshops and other activities; coordinates travel itinerary for the Deputy										
•	Director and other staff members. Translates functions and procedures into Spanish for individuals who										
		English. Travels to various off	-		-			duais v	/110		
	cannot read of speak	Eligiisii. Traveis to various orr	-Site 100a	mons in pe	Homman	ce or du	1105.				
30%	1 Analyzes vendor :	application files such as full cer	rtification	and recin	rocity to	conduc	t revie	w of hi	story		
3070	_	re and financial, legal and adm		•	-						
		ents for certification; analysis in									
	_	urns, loan agreements, proof of						-			
	business, corporate by		O WIIO151	np ana soa	1005 01 1	unus us	ou to i	iivost ii	i tilo		
	ousinioss, corporate of	, 14.13.									
20%	2. Serves as staff ass	sistant to the Deputy Director; p	articipate	es in the an	alvsis of	existing	oros	ram su	pport		
		udget, certification, legislation,									
	_	sts the Deputy Director with or		•	-		•		•		
		tudies of the organizational and		-	•						
		ordinating general and targeted									
		ffairs in coordinating advertising		-		1 0	,				
	•	· ·	•								
20%	3. Works with suppo	ort staff to maintain day-to-day	operation	ns, such as	walk-ins	and tel	ephon	e calls	from		
	vendors participating	in the Program; checks vendor	status or	ı system; fi	lls out c	ertificat	ion ap	plicatio	n		
	requests from vendors	s; monitors distribution reports	; maintai	ns general	and conf	fidential	files	of BEP;	,		
	oversees machine ma	intenance and coordinates mair	ntenance	service cor	itracts; c	riginate	s and	compile	es		
•	weekly itineraries for	staff; maintains personnel and	timekeep	oing record	s, assist	s Deputy	/ Dire	ctor in			
•	supervising, training, developing, and evaluating support staff and interns; serves as office automation										
		uter functions; maintains office							for the		
··		onal computer And standard so					of du	ties.			
DIRECTOR OF C	CMS SIGNATURE	IMMEDIATE SUPERVISOR'SIGNATI	URE A	GENCY HEAD	SIGNAT ✓	URE		א כבו	ATF/		
Muso	w Illund	FEB <b>0 8</b> 2008	<b>     </b>	Mure	ı I. (	ロロカ	rell	19/4	1/08		
CMS-104 (Rev. 19/	/94) IL 401/0794 41_		7	POST T VA	bu.	Janim	11		• •		
his /h.	Il Francis 10 B.Z	スoを能CHNICAL SERVI	CES		- 1	(	to	1			
SAI CLAR	Character -		<b>~</b> ≒V			•	-				
U if	-										

16. (CONTINUED	))		5,
% OF TIME	16. COMPLETE CURRENT AN	ID ACCURATE STATEMENT OF POSITION	N ESSENTIAL FUNCTIONS (Continued)
10%	4. Receives, opens, reads	s, and routes incoming mail; prepar	res responses to routine and diversified inquiries;
	prepares outgoing letters.	documents, and travel invoice vou	chers for the Deputy Director; reviews and
	, , , ,	•	plicable policies and procedures; fills out
	,	ation applications, directories, etc.	P P P P
	request forms for certifica	ition applications, uncetones, etc.	
10%	5. Translates functions a	and procedures into Spanish for ind	ividuals who cannot read or speak English.
05%	6 Travala ta attanda ana	d againta the Danuty Divestor in me	etings, conferences, workshops and other
0376	F	- ·	<del>-</del> ·
			n; attends outreach programs as a representative
			kshops; prepares mailings and maintains
	•	<b>O</b> 1	ed activities; coordinates travel itinerary for the
•	Deputy Director and other	r staff members.	
05%	7. Performs other duties	as required or assigned, which are	reasonably within the scope of the duties
	enumerated above.		
47 000171011	TITLE AND AUGUSED OF THE	IEDUATE OUDED (IOOD (IO	<del></del>
			for assigning and reviewing work, preparing, I imposing disciplinary action and adjusting
	for the incumbent of this posit		imposing disciplinary action and adjusting
gricvariocs	To: the meanbent of this position		
			WORKING TITLE (IF ANY)
Senior Public	Service Administrator 4	0070-37-04-000-00-01	Deputy Director, BEP
18. CHECK TH	E APPROPRIATE BOX IF THI	IS POSITION IS A:	
☐ SUPER	VISOR OR □ LEAD V	VORKER	
	<del>_</del>		
		sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
	ne percentage(s) allotted.		
		title, position number, and number of s	subordinate incumbents or authorized funded
headcount:	•		
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
n/a	**		
	· · · · · · · · · · · · · · · · · · ·		-
	<del></del>		
19. SPECIALIZ	ED KNOWLEDGES, SKILLS,	ABILITIES, LICENSURE OR CERTIF	CATION NECESSARY FOR THE SUCCESSFUL
			ARE NOW SEVERAL OPTIONS OF SKILLS AND
ABILITIES	AND LICENSURE OR CERTI	IFICATION IDENTIFIED ON STANDAI	RDS, THE PHRASE "SAME AS SPECIFICATION"
CAN NO L	ONGER BE USED.		
Requires know	wledge, skill and mental de-	velopment equivalent to completion	of four years of college, preferably with
			onal experience in a public or private
			nt training program. Requires a valid driver's
			nish at a colloquial level in carrying out position
	unction with non-English sp		. Are
daties in conji	medon with non-English \$	peaking murriduals.	*
i f			*

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DEPARTMENT OF CENTRAL MANAGEMENT SERVICE

- - - POSITION ACTION NOTICE - - -

REPORT #: DPP03 RUN DATE: 07/15/04 PROGRAM #: IMP060

FROM

TO

TITLE NAME: ADMIN ASSISTANT 1 TITLE NAME: ADMIN ASSISTANT 1

DEPARTMENT: CENTRAL MANAGEMENT SVCS DEPARTMENT: CENTRAL MANAGEMENT SVCS

DIVISION : ASST DIRECTORS OFF/BEP. DIVISION : ASST DIRECTORS OFF/BEP.

\* \* \* \* \* \* \* \* \* \*

A/I CONTRL: 001 WRK COUNTY: 016-COOK

EXMPT CODE: 0 TRANS CODE: MCO26

AUDIT CODE: RECORD EFFEC DATE: 04-12-04

BARG CODE : RC028 POS OPTION:

RUTAN EXEMPT: Y BILING PAY: 29

TERM ID : ALT FORM :

\* \* \* \* \* \* \* \* \*

REMARKS :

1. POSITION TIT	ON TITLE WORKING TITLE (IF ANY) BILINGUAL POSITION TITLE 2. POSITION NUMBER													
Existing Position		•••			<u>0002</u>	I OP .	ON CODE		<del></del>		<del></del>			
New/Revised Position					020	100	<del>,</del>	00504.2	7.04.000.0	2.04				
	ive Assistant I				029	(SS	)	00001-3	7-04-000-0	3-01				
3. AGENCY		i	4. BUREAU/ DIVISION	!		.l		5. EXMT   6. WORK   7. A/1			8.AUDIT	9 OFFICE		
Existing Position						CODE	COUNTY	AUTH		USE				
New/Revised Position			Discort of Ot-191								4			
Central Mai	nagement Services		Director's Staff/E	3EP				0	016	N	R			
10. SECTION Existing Position			11. UNIT						SACTION CO		3. EFFECT	VE DATE		
existing Position								09/14/00						
New/Revised Position			<del></del>											
BEP								☐ MA021 ESTABLISH						
			Rutan					☐ MC0	22 EXEMP 24 POSITI	ON NUM		√GE		
14. WORK LOCA Existing Position	THON		15. BARGAINING/TERM	A COL	DE		Exempt	MC0	26 CLARII 27 ADDITI	EY ONAL ID	ENTICAL (	THANGE		
									28 WORK	COUNTY	CHANGE	ZIANGE		
New/Revised Position									21 ABOLIS 49 DOWN		EALLOCAT	TION		
Cook			N/A					MC1	50 LATER 58 UPWAI	AL REAL RD REAL	LOCATION	<b>!</b> !		
% OF TIME	16. COMPLETE CURRE	NT AN	D ACCURATE STATE	MEN	IT OF PO	OSITIO	ON ESS	ENTIAL	FUNCT	ONS				
	Under management direction, handles administrative components of general operations for the BEP programs. This covers the following areas; budget, certification, compliance, computers, legislation, outreach, public affairs, scheduling, staff operations, vendor relations and BEP Council relations.													
	stati operations, vendor i	elauons	s and BEP Council rela	ations										
40%	Analyzes vendor applicat	tion files	s such as full certification	on ar	d recipro	ocity (	includin	g docum	ents suc	h as ind	ome			
	statements, balance she	ets, fed	eral tax returns, loan a	greer	nents, pr	oof o	fowners	ship and	sources	of fund	s used to	invest		
	in the business, corporate administrative operations	to dete	ermine if applicant entit	ty me	ory, orga ets BEP	requi	ionai str rements	fucture a	ind financification.	ial, legi	al and			
20%	Assists the Director with	the day	-to-day operations in th	he Ch	icago BE	EP off	ice. Ma	intains b	ooth aene	eral and	confide	ntial		
	files of BEP; responsible	for the	day-to-day operations in the Chicago BEP office. Maintains both gene the oversight of machine maintenance and coordination of maintenance					e servi	ce contra	acts:				
	coordinates purchase an maintain personnel and to	d stocki imakaa	ing of office supplies.	Origir	nates and	d com	piles we	ekly itin	eraries fo	r BEP	staff mer	nbers;		
	itinerary for the Director a	and other	er staff members. Assi	ists D	irector in	OF SCI 1 SUDE	reaulea ervisina.	training	uviues; ci . develon	ooraina ina, an	tes trave 1 evalua:	il tina		
	support staff and interns;	serves	as office automation c	oordi	nator for	comp	outer fur	nctions.	, чотоюр		a o raida	ug		
10%	Assists Director with prog	iram eu	poort functions, such a	an bu	dant nod	tificati	ion loci	oletion s		: la				
1070	outreach, public affairs, a	and ven	dor relations.	as Du	aget, cen	uncau	on, legi	siation, c	computer	izea op	erations,			
100/														
10%	Assists the Director with conducting research stud	organizi	ing goals and objective	es for	the supp	ortive	progra	m functi	ons; assi	sts the	Director	in 		
	coordinating general and	targete	d outreach/public relat	ions (	campaigr	rocea ns: wa	ures. A orks with	ssists th Directo	e Directo or and nu	ır ın de\ blic affa	eloping irs in	and		
	coordinating advertising p	olaceme	ent. Attends and assis	ts the	Director	in me	eetings	and wor	kshops ir	areas	such as			
	Strategic Planning, budge	et and le	egislation.											
5%	Works with support staff to vendor status in the systematics.	to maint	tain overall daily opera	tions,	such as	walk	in's fro	n vendo	rs, teleph	one ca	lls; chec	ks		
	vendor status in the syste	5111, 1111 <b>5</b>	our cermication applica	auon	requests	Irom	vendor	S.						
5%	Attends outreach program assist one-on-one counse		representative of BEP	; assi	sts in the	e prod	luction o	of works!	nops; me	ets with	vendors	s to		
5%	Responsible for all Counc	cil meet	ing mailings and prepa	ration	n. Mainta	ains d	atabase	e for Cou	ıncil.					
5%	Provides bilingual service enumerated above.	s for th	e program; performs o	ther c	luties as	requi	red or a	ssigned	within th	e range	of the d	uties		
			/											
DIRECTOR OF CMS	SSIGNATURE	MMED/AT	TE SUPERVISOR SIGNATUI	RE	AG AG	ENCY	HEAD SIG	SNATURE	7	,	DA	TE		
- YY	$(I \times \lambda)I = 1/2$		/ ////////////////////////////////////	1176	4/11/1/1	M,	1. 1	1 /1 X	11.	4	101	1		

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16. (CONTINUED)		
% OF TIME 16. COMPL	ETE CURRENT AND ACCURATE STATEMENT OF F	POSITION ESSENTIAL FUNCTIONS (Continued)
!		
17. POSITION TITLE AND conducting and signing for the incumbent of this	NUMBER OF IMMEDIATE SUPERVISOR (Responsible performance evaluations; effectively recommending and sposition.)	le for assigning and reviewing work, preparing, id imposing disciplinary action and adjusting grievances
Senior Public Service Adr	ministrator 40070-37-04-000-01-01 (S. Phillips)	WORKING TITLE (IF ANY)
18. CHECK THE APPROPRIAT	E BOX IF THIS POSITION IS A:	
SUPERVISOR OR		
statement(s) with	ory or lead worker responsibilities <u>mu</u> h a time percentage(s) allotted. pove, list position title, position number, and number of	_
. Position Title	Position Number	No. of Incumbents or Funded Vacancies
		The symbolic of and conversions
PERFORMANCE OF TH	EDGES, SKILLS, ABILITIES, LICENSURE OR CERTIF HE WORK OF THIS POSITION. NOTE: SINCE THERI SURE OR CERTIFICATION IDENTIFIED ON STANDA USED.	E ARE NOW SEVERAL OPTIONS OF SKILLS AND
Must speak, understa	and and write fluent Spanish.	

## NO ESTABLISHMENT IN FILE

1. POSITION TIT	LE	WORKING TITLE (IF ANY)	BILINGUAL	POSITION TITLE	2. POS	ITION NU	MBER				
Existing Position			CODE	OPTION CODE	1						
Existing Position	-			<b></b>							
] *	Administrator	Certification Manager	29	SS1	37015	-37-04-0	000-30	)-01			
3. AGENCY	Achimistrator	4. BUREAU/ DIVISION	<u> </u>	I	5 EXMT	6 WORK	7 M	8.AUQIT	e. OFFICE		
Existing Position		V. 30/12/10/ 5/4/3/5/4			COB€	COUNTY	AUTH.	GALCH1	USE		
					1						
NewRewised Position		Business Enterprise Progr	am.		0	016	-	R	i ·		
Central Mana	gement Services	11. UNIT	alli			SACTION CO	)UE		CTIVE DATE		
Existing Position		TT, ONES			12: 11:			<b> </b>	· · · · · · · · · · · · · · · · · · ·		
					1			12/	01/20		
Existing Position					] r, ,,,	21 ESTAE	H IOU				
Certification					_ MC0	22 EXEMI	PT COD	T CODE CHANGE			
14. WORK LOCA	TION	15. BARGAINING/TERM CODE		Ruten Exempl		24 Posit 26 Clari		VIBER CHA	NIGE		
Existing Position					☐ MC	27 ADDIT	IONAL #				
						28 WORK 21 ABOU		Y CHANG	E		
Existing Position		GB063		N		49 DOWN 50 LATER					
Cook County		<u> </u>			☐ MC1	58 UPWA	RD REA				
% OF TIME		TAND ACCURATE STATEMEN				~~ ~~ ~~ ~~ ~~					
		ection, serves as Certification							BEP);		
		ans, directs and implements policies and procedures for all aspects of Certification for the Business and exercise Program to accomplish the agency's mission to promote the economic development of businesses									
		nales, and persons with disal							am at		
		ajor conferences and organizational functions. Serves as full line supervisor. Plans, develops and aplements a comprehensive training program for BEP certification. Communicates in Spanish to those									
		dividuals who do not speak, read or write English.									
	individuals who do not s	peak, read of write English.									
30%	Serves as Certification	n Manager for the Business	Enteroris	se Prooran	(REP)	nlans di	irecte :	and imr	lements		
5070		for all aspects of Certification							ACITICINS		
		mission to promote the eco							nities		
		th disabilities. Reviews cert							,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
	· •	discusses applicant appeals							isions;		
	rejects applications with	missing documentation; sen	ds files t	oack to An	alysts for	further	reviev	v; prese	ents		
		e visits on any questionable									
		s for certification plans. De									
		ts a tracking system that mo									
	mainframe and compute	r applications such as word p	processin	ig, spreads	heet and	databas	e appli	içations	•		
								_			
200.		pervisor; assigns and reviews									
20%		work performance; reassign									
		ves; approves time off; adjust ond including discharge; pr									
	and recommends staffing	<b>O O 1</b>	cpares a	iim aigus h	a roman	ce evalu	auous	, detern	nnes		
	and recommends starting	g necas.									
	3 Plans develops and i	mplements a comprehensive	training	nrooram (	or REP (	entifics	tion A	nalvete			
10%		materials to educate and inst									
	,					-	•				
	regularly scheduled staff certification meetings; directs and coordinates staff activities to ensure that BEP certification deadlines are met. Develops training materials and lesson plans and conducts in-house training										
<u> </u>	sessions to subordinate staff to present information to potential business owners to encourage and promote										
	BEP participation.										
DIRECTOR OF CMS SIGNATURE IMMEDIATE SUPERVISOR SIGNATURE AGENCY HEAD SIGNATURE DATE							ATE				
1 1	39	CENTRALIAGMT SERVIC RUREAU OF PERSONNI			you!	oct:	_	12/	870		
CMS-194 (Rev. 10	794) IL 401-0794 (DOM: \$				11 0	44 (	116	10' 1	<b>TL</b>		
+ Show	12/9/20 STADE 12/12	OFC 09 RECT			·	•	-M.C	um ,			
	. 1010	'P									

C (CONTINUE	in)		
6. (CONTINUE 4 OF TIME	16 COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION I	SSENTIAL FUNCTIONS (Continued)
10%	4 Works with CMS Legal	Services on appeals: attends BEP (	Certification Committee hearings; organizes
1070	has information: prepar	es file recap/history; prepares agen	das: discusses files at hearings:
	nearing information, prepar	es me recapinatory, propares agen- ee's recommendations letters; keep	hearing recordings
	prepares/develops commune	æ 5 reconnicionations retters, keep	, included the control of the contro
			and a second second and the first in
10%	5. Translates functions/pro	cedures into Spanish for individual	s who cannot speak, read or write English, in
	contact with the general pul	olic, advocacy groups, customers a	nd community organizations.
	<u> </u>		
05%	6. Performs research and o	ompiles statistical data to develop l	paseline reports of Certification progress;
00,0	develops and maintains con	nprehensive reports. Performs esti-	mates and budgeting for future needs and costs
	of certification efforts: conf	fers with the Deputy Director and A	associate Deputy Director to analyze and
	determine compliance and t	monitoring hudgetary requirements	and strategic targets for prioritization and cost
	determine compitation develops	informational presentations to con	imunicate progress for BEP certification efforts
		informational presentations to con	andiffente progress for 1922 octimionion enterto
	to management.		
05%			
	7. Conducts research, parti	cipates in special projects, and per	forms assignments, independently or in
	cooperation with other Cen	tral Management Services bureaus	related to the Business Enterprise Program.
05%			
	8. Represents the Business	Enterprise Program at major confe	rences and organizational functions. Continues
	education by traveling to at	tend meetings, seminars, conference	es, and workshops to increase familiarity with
	and maintain current on pol	ential vendors, techniques and pro	cedures related to BEP activities and operations.
	and manners out per		•
050/	O Dayforms other duties as	required or assigned which are rea	sonably within the scope of the duties
05%		required of assigned which are re-	Solmoly within the books or me amino
	enumerated above.	TE CLIDED/SCOD (Pagrangible by accioni	ng and reviewing work, preparing, conducting and signing
17. PUSITION performan	to evaluations, effectively recommen	eding and imposing disciplinary action and a	djusting grievances for the incumbent of this position.)
Performan			WORKING TITLE (IF ANY)
	- O Administrator - AO	070-37-04-000-01-01	Associate Deputy Director, Business Enterprise
Senior Publi	c Service Administrator 40	070-37-04-000-01-01	Program
	UE ADDODOMITE DOVIE TH	C DOCITION IS A	rogram
18. CHECK I	HE APPROPRIATE BOX IF THI	S POSITION IS A.	
<b>⊠</b> SUPE	RVISOR OR TILEAD	VORKER	
NOTE: 9	Supervisory or lead worker res	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
+	imo nerrentare(s) allotted.		
If a box v	vas checked above, list position	title, position number, and number of s	ubordinate incumbents or authorized funded
headcou	nt:		
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
Administratio	ve Assistant I	00501-37-04-000-31-01	3
Administrati	ve Assistant I/SS	00501-37-04-000-31-02	2
40 COCCIALL	TEN KNOW SOCES SKILLS ARIL	TIES LICENSURE OR CERTIFICATION N	ECESSARY FOR THE SUCCESSFUL PERFORMANCE OF
THE MAKE	NA VELLE BUCKLUM WULLE SIN	CF THERE ARE NOW SEVERAL OPTION	IS OF SKILLS AND ABILITIES AND LICENSURE OR
CERTIEN	ATION IDENTIFIED ON STANDAR	DS. THE PHRASE "SAME AS SPECIFICA	TION" CAN NO LONGER BE USED.
Requires kno	wledge, skill and mental develop	pment equivalent to completion of fou	years of college in business or public administration.
Demires prio	r experience equivalent to three	years of progressively responsible add	ninistrative experience in a public or business
amonization.	Requires extensive knowledge	of public and business administration,	principles and practices. Requires extensive
knowledge of	Fagency moorams and service o	biectives, activities and operational sy-	stems. Requires extensive knowledge of staff
utilization an	d employee motivation. Require	es the ability to develop and manage a	supportive agency program. Requires the ability to
analyze admi	nistrative problems and adopt at	a effective course of action. Requires	the ability to develop, implement and evaluate new
and ravised n	aethods innocedures and nerform	nance standards. Requires ability to ex	ercise judgment and discretion in developing,

Requires knowledge, skill and mental development equivalent to completion of four years of conege in ousniess or public administration. Requires prior experience equivalent to three years of progressively responsible administration. Requires extensive knowledge of public and business administration, principles and practices. Requires extensive knowledge of agency programs and service objectives, activities and operational systems. Requires extensive knowledge of staff utilization and employee motivation. Requires the ability to develop and manage a supportive agency program. Requires the ability to analyze administrative problems and adopt an effective course of action. Requires the ability to develop, implement and evaluate new and revised methods, procedures and performance standards. Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires ability to estimate and budget for future needs. Requires ability to develop and maintain cooperative working relationships. Requires ability to perform research and compile statistical information, and to develop and maintain comprehensive reports. Requires a working knowledge of mainframe and of computer applications such as word processing, spreadsheet and database applications. Requires the ability to develop databases and spreadsheets to monitor, track and develop reports for various aspects of the Program. Per Executive Order 2018-07, requires engagement with Business Enterprise Program (BEP) contractors and subcontractors and support for the goals of the BEP program and the Fair Contracting Task Force. Requires the ability to develop a comprehensive training program. Requires the ability to train subordinates. Requires the ability to speak, read and write Spanish at a colloquial skill level. Requires the ability to travel.



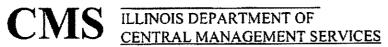
		AGEMENT SERVICES									
1. POSITION TIT	LE	WORKING TITLE (IF ANY)	BILINGUAL	POSITION TITLE OPTION CODE	2. POSI	2, POSITION NUMBER					
Existing Position											
Existing Position		Cartification Manager	29	SS1	27015	-37-04-0	)UU-30		······································		
	Administrator	Certification Manager		331				-01	O OFFICE		
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7 AT AUTH.	8.AUDIT	9. OFFICE USE		
Existing Position	,										
New/Revised Position		S. via and Fatherina Branco				046	N				
	gement Services	Business Enterprise Prog	ram		0	016	N	48 8555	OZNE DAZE		
10. SECTION  Existing Position		11. UNIT				12. TRANSACTION CODE 13. EFFECTIVE DATE					
Existing Position								07/	16/18		
Existing Position					1			L			
Certification						21 ESTAE 22 EXEMI		E CHANGE			
44 180081 001	TION	15. BARGAINING/TERM CODE		Rutan Exempl		24 POSIT 26 CLARI		ABER CHA	NGE		
14. WORK LOCA Existing Position	ATION	13. BARGAINING/TERW CODE			☐ MC0	27 ADDIT	IONAL IE				
						28 WORK 21 ABOLI		Y CHANG	E		
Existing Position		00000			MC1	49 DOWN	IWARD I				
<b>Cook County</b>		GB063		N	☐ MC1	50 LATER 58 UPWA	RD REA				
% OF TIME	16. COMPLETE CURRENT	ETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
30%	Under administrative direction, serves as Certification Manager for the Business Enterprise Program (BEP); plans, directs and implements policies and procedures for all aspects of Certification for the Business Enterprise Program to accomplish the agency's mission to promote the economic development of businesses owned by minorities, females, and persons with disabilities. Represents the Business Enterprise Program at major conferences and organizational functions. Serves as full line supervisor. Plans, develops and implements a comprehensive training program for BEP certification. Communicates in Spanish to those individuals who do not speak, read or write English.  1. Serves as Certification Manager for the Business Enterprise Program (BEP); plans, directs and implements policies and procedures for all aspects of Certification for the Business Enterprise Program (BEP) to accomplish the agency's mission to promote the economic development of businesses owned by minorities, females, and persons with disabilities. Reviews certification files to ensure that applicants meet BEP eligibility requirements; discusses applicant appeals with CMS Legal Services. Signs off on final decisions; rejects applications with missing documentation; sends files back to Analysts for further review; presents recommendations for site visits on any questionable files. Develops procedures manual and implements new processes and procedures for certification plans. Develops and implements goals and										
20% 10% DIRECTOR OF	program objectives. Develops and implements a tracking system that monitors approved/denied certification files, utilizing mainframe and computer applications such as word processing, spreadsheet and database applications.  2. Serves as full line 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; determines and recommends staffing needs.  3. Plans, develops and implements a comprehensive training program for BEP Certification Analysts; provides guidelines and materials to educate and instruct on the certification review process; conducts regularly scheduled staff certification meetings; directs and coordinates staff activities to ensure that BEP certification deadlines are met. Develops training materials and lesson plans and conducts in-house training sessions to subordinate staff to present information to potential business owners to encourage and promote BEP participation.  CMS SIGNATURE  IMMEDIATE SURERVISOR SIGNATURE  AGENCY HEAD SIGNATURE  PATE										

16. (CONTINUE)	D)									
% OF TIME	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)							
10%			Certification Committee hearings; organizes							
		es file recap/history; prepares ager								
	prepares/develops committee	ee's recommendations letters; keep	os hearing recordings.							
10%			ils who cannot speak, read or write English, in							
	contact with the general pur	blic, advocacy groups, customers a	ind community organizations.							
05%	develops and maintains con of certification efforts; con	nprehensive reports. Performs esti fers with the Deputy Director to an	baseline reports of Certification progress; imates and budgeting for future needs and costs alyze and determine compliance and monitoring							
		~ ~ x	and cost saving initiatives; develops certification efforts to management.							
05%	7. Conducts research, participates in special projects, and performs assignments, independently or in cooperation with other Central Management Services bureaus, related to the Business Enterprise Program.									
05%	8. Represents the Business Enterprise Program at major conferences and organizational functions.  Continues education by traveling to attend meetings, seminars, conferences, and workshops to increase									
	,		chniques and procedures related to BEP							
		in current on potential vendors, tec	similates and procedures related to DEF							
	activities and operations.									
05%	Performs other duties as enumerated above.	required or assigned which are rea	asonably within the scope of the duties							
17. POSITION	TITLE AND NUMBER OF IMMEDIA	TE SUPERVISOR (Responsible for assign	ning and reviewing work, preparing, conducting and signing							
performanc	e evaluations; effectively recommer	nding and imposing disciplinary action and a	adjusting grievances for the incumbent of this position.)							
			WORKING TITLE (IF ANY)							
Senior Public	Service Administrator 400	070-37-04-000-00-01	Deputy Director, Business Enterprise Program							
18. CHECK TH	E APPROPRIATE BOX IF THE	S POSITION IS A:								
⊠ SUPE	RVISOR OR LEAD W	VORKER								
NOTE: S	unervisory or lead worker res	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a							
	me percentage(s) allotted.	baritaristician issuance ma manustunin issu	i mannesima anang angengareransagans proper pe							
If a box w	as checked above, list position	title, position number, and number of s	subordinate incumbents or authorized funded							
	Position Title Position Number No. of Incumbents or Funded Vacancies									
Administrativ		Position Number 00501-37-04-000-31-01	No. of Incumbents or Funded Vacancies 3							
	e Assistant I/SS	00501-37-04-000-31-02	2							
	SPECIALIZED KNOWLEDGES SKILLS ARIETIES LICENSLIPE OF CERTIFICATION NECESSARY FOR THE SLICCESSELL PERFORMANCE									

Administrative Assistant I/SS | 00501-37-04-000-31-02 | 2

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 in business or public administration. Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization. Requires extensive knowledge of public and business administration, principles and practices. Requires extensive knowledge of agency programs and service objectives, activities and operational systems. Requires extensive knowledge of staff utilization and employee motivation. Requires the ability to develop and manage a supportive agency program. Requires the ability to analyze administrative problems and adopt an effective course of action. Requires the ability to develop, implement and evaluate new and revised methods, procedures and performance standards. Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires ability to estimate and budget for future needs. Requires ability to develop and maintain cooperative working relationships. Requires ability to perform research and compile statistical information, and to develop and maintain comprehensive reports. Requires a working knowledge of mainframe and of computer applications such as word processing, spreadsheet and database applications. Requires the ability to develop databases and spreadsheets to monitor, track and develop reports for various aspects of the Program. Per Executive Order 2018-07, requires engagement with Business Enterprise Program (BEP) contractors and subcontractors and support for the goals of the BEP program and the Fair Contracting Task Force. Requires the ability to develop a comprehensive training program. Requires the ability to train subordinates. Requires the ability to speak, read and write Spanish at a colloquial skill level. Requires the ability to travel.



By Kevin hot

1. POSITION TIT	POSITION TITLE   WORKING TITLE (IF ANY)   BILINGUAL POSITION TITLE				TITLE 2. POS	2. POSITION NUMBER						
Existing Pasition						-37-22-7	200-01	-02				
New/Revised Position	One of the		29	SS	19693	-37-00-	010-02	2-01				
Human Resou	urces Specialist	4. BUREAU/ DIVISION		<u> </u>	5. EXAIT CODE	6 WORK COUNTY	7 A/I AUTH	8 AUDIT	9 OFFICE USE			
Existing Position		Personnel/Statewide Ser	rvices		0350							
New/Revised Position		F EISOIII CE OLAC WISE COI						_				
	gement Services	Director's Office			0	016	N	R				
10. SECTION	<u> </u>	11, UNIT			12, TRAN	12, TRANSACTION CODE 13. EFFE						
Existing Position						06/16/17						
New/Revised Position					□ MAG	21 ESTAP	USH					
Diversity Enrichment Program				l Du	☐ MAC	☐ MA021 ESTABLISH ☐ MA022 EXEMPT CODE CHANGE ☐ MC024 POSITION NUMBER CHANGE						
14. WORK LOCATION		15. BARGAINING/TERM CODE Ruten Exempt			empt 🗵 MC0	26 CLAR	FY					
Existing Position					□ MCD	27 ADDIT 28 WORK	COUNT					
Chicago New/Revised Position					☐ MC1	21 ABOLI 49 DOWN	WARD F					
Cook		RC062			☐ MC1	50 LATER 58 UPWA	RD REA					
% OF TIME												
25%	Under general direction of the Manager, Diversity Enrichment Program (DEP), serves in a journey level professional Capacity performing complex specialized human resources administration duties; provides journey level advice on professional employment and Career development counseling to DEP management, the general public and State employees at DEP Job Forums; prepares documentation of activities in accordance With the State Hispanic Employment Plan and participates in drafting and final preparation of the Annual Report; consults With and serves as liaison between DEP and the CMS Bureau of Personnel In the interpretation and adherence to the Personnel Code, Personnel Rules, and collective bargaining agreements; analyzes, interprets, evaluates and determines information associated with the CMS Classification Plan, Pay Plan and applicant assessment processes to provide effective skills match and career counseling services and consultation to agency management, management of other State agencies and Job Forum attendees; maintains information on career counseling activities on the CMS Job Applicant Counseling and Career Development System. Translates functions, procedures and documents into Spanish for individuals who cannot speak or read English.  1. Provides journey level advice to agency management, staff of all agencies and the general public on human resources Information related to the Diversity Enrichment Program; utilizing the CMS Classification Plan, Pay Plan, and applicant assessment processes, provides effective skills match and career counseling services at DEP Job Forums; ensures advice given adheres to the Classification Plan, the Personnel Code, Personnel Rules and collective bargaining contracts; consults with the CMS Division of Examining and Counseling, Upward Mobility Program and Tuition Reimbursement Programs to obtain current and revised											
25%  DIRECTOR OF C  M. M. 1  CM\$ 104 (Rev. 10)	1	skills match and career coals with the structure of to suited to the attendees; opport of the forums; dissertations and other informations and Job Applicant Course	ounselin the Class works in minates i on mater nseling a	g services ification consultantomate in the c	es to Forum n Plan and a tation with a tion on posi he general p	n attende applican minority tion ava bublic; n ment Sy	es con t selec advoc ilabili nainta	nparing tion pr cacy grey, job ins care provid	g ocess to oups to posting eer			

16. (CONTINUED	7									
% OF TIME		D ACCURATE STATEMENT OF POS								
15%	3. Prepares documentatio	n of activities in accordance w	th the State	Hispanic Employment Plan and						
	participates in drafting and	d final preparation of the Annu	al Renort: a	nalyzes, interprets, evaluates and						
				Classification Plan, Pay Plan, career						
				atch and career counseling guidelines						
		——————————————————————————————————————	ns; conducts	s individual and group meetings with						
	agencies to facilitate effor	ts.								
10%	4 Utilizing data provided	by the Department of Human	Rights mee	ets with representatives from various						
1070										
				Manager in the development and						
	implementation of recruiti	ment strategies for various occu	ipational are	eas.						
10%	5. Serves as liaison for the	e implementation of Job Forum	s with comm	nunities, organizations and other						
				nsels staff from other agencies on						
				ation and implementation of Job Forums						
				aveyance educating the public in the						
			ition with m	ninority advocacy groups to foster						
	participation and support	of the forums.								
10%	6. Translates functions, pr	ocedures and documents into S	panish for i	individuals who cannot speak or read						
	•	English.								
0.507	7 D-6			Call Later						
05%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties									
	enumerated above.									
				ning and reviewing work, preparing,						
conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting										
oriovance	for the incumbent of this social	ivations; effectively recommending	and imposin	ig disciplinary action and adjusting						
grievances	for the incumbent of this posit	ion.)								
grievances	for the incumbent of this posit	ion.)		TITLE (IF ANY)						
grievances	for the incumbent of this posit	0070-37-00-010-00-01	WORKING	TITLE (IF ANY)						
grievances Senior Public	for the incumbent of this posit  Service Administrator 48	ion.) 0070-37-00-010-00-01	WORKING							
grievances Senior Public	for the incumbent of this posit	ion.) 0070-37-00-010-00-01	WORKING	TITLE (IF ANY)						
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grievances  Senior Public  18. CHECK TH  SUPER  NOTE: Su tin  If a box wa headcount:  19. SPECIALIZ PERFORM ABILITIES CAN NO L.  Requires know professional h	for the incumbent of this posit  Service Administrator 4t  E APPROPRIATE BOX IF THI  VISOR OR LEAD V  Ipervisory or lead worker reside percentage(s) allotted.  Is checked above, list position  Position Title  ZED KNOWLEDGES, SKILLS, IANCE OF THE WORK OF TH  AND LICENSURE OR CERTIONGER BE USED.  Vledge, skill and mental deciuman resources experience	ion.)  0070-37-00-010-00-01  S POSITION IS A:  VORKER  ponsibilities must be described title, position number, and number  Position Number  ABILITIES, LICENSURE OR CEPTIS POSITION. NOTE: SINCE THIS POSITION IDENTIFIED ON STANGE POSITION IDENTIFIED IDENTIFIE	MORKING Manager, I in a detailed of subordina extification ERE ARE NO IDARDS, THI	Diversity Enrichment Program  d duty statement(s) with a ate incumbents or authorized funded  No. of Incumbents or Funded Vacancies  NECESSARY FOR THE SUCCESSFUL OW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"  r years of college and two years of olic. Requires extensive knowledge of						
grievances  Senior Public  18. CHECK TH  SUPER  NOTE: Surtin  If a box wa headcount:  19. SPECIALIZ PERFORM ABILITIES CAN NO L.  Requires know professional here.	for the incumbent of this posit  Service Administrator 44  E APPROPRIATE BOX IF THI  VISOR OR LEAD V  Ipervisory or lead worker reside percentage(s) allotted.  Is checked above, list position  CED KNOWLEDGES, SKILLS, LANCE OF THE WORK OF THE AND LICENSURE OR CERTIONGER BE USED.  VIENDERS SKILLS, LANCE OF THE WORK OF	ion.)  0070-37-00-010-00-01  S POSITION IS A:  VORKER  ponsibilities must be described title, position number, and number  Position Number  ABILITIES, LICENSURE OR CERLIS POSITION. NOTE: SINCE THIS POSITION IDENTIFIED ON STANGE PROPERTY OF COMPLETE COMPLICATION COMPLETE COMPLETE COMPLETE COMPLETE COMPLETE COMPLETE CO	Manager, I  In a detailed of subordina  ETIFICATION ERE ARE NO IDARDS, THI  etion of four with the pub Plan collection	Diversity Enrichment Program  d duty statement(s) with a ate incumbents or authorized funded  No. of Incumbents or Funded Vacancies  NECESSARY FOR THE SUCCESSFUL OW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"  r years of college and two years of olic. Requires extensive knowledge of tive bargaining agreements and policies						
grievances  Senior Public  18. CHECK TH  SUPER  NOTE: Su tin  If a box wa headcount:  19. SPECIALIZ PERFORM ABILITIES CAN NO Le  Requires know professional h the Personnel and procedure	for the incumbent of this posit  Service Administrator 4t  E APPROPRIATE BOX IF THI  VISOR OR LEAD V  pervisory or lead worker reside percentage(s) allotted.  s checked above, list position:  Position Title  ZED KNOWLEDGES, SKILLS, ANCE OF THE WORK OF THE AND LICENSURE OR CERTIONGER BE USED.  viedge, skill and mental deciuman resources experience code, Personnel Rules, Poses of the Diversity Enrichments	ion.)  0070-37-00-010-00-01  S POSITION IS A:  VORKER  ponsibilities must be described title, position number, and number  Position Number  ABILITIES, LICENSURE OR CEFIIS POSITION. NOTE: SINCE THIFICATION IDENTIFIED ON STANGE POSITION IDENTIFIED IDENTIFIE	Manager, I  in a detailed of subordina  TIFICATION ERE ARE NO IDARDS, THI  etion of four with the pub Plan collection ity to make	Diversity Enrichment Program  d duty statement(s) with a  ate incumbents or authorized funded  No. of Incumbents or Funded Vacancies  NECESSARY FOR THE SUCCESSFUL DW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"  r years of college and two years of polic. Requires extensive knowledge of live bargaining agreements and policies oral presentations to groups and						
grievances  Senior Public  18. CHECK TH  SUPER  NOTE: Su tin  If a box wa headcount:  19. SPECIALIZ PERFORM ABILITIES CAN NO Le  Requires know professional h the Personnel and procedure	for the incumbent of this posit  Service Administrator 40  E APPROPRIATE BOX IF THI  VISOR OR LEAD V  pervisory or lead worker reside percentage(s) allotted.  s checked above, list position:  Position Title  ZED KNOWLEDGES, SKILLS, IANCE OF THE WORK OF THE AND LICENSURE OR CERTIONGER BE USED.  vledge, skill and mental declaration resources experience Code, Personnel Rules, Position of the Diversity Enrichmer Requires a valid Illinois driving and the control of the diversity Enrichmer Requires a valid Illinois driving and the control of the diversity Enrichmer Requires a valid Illinois driving and the control of the diversity Enrichmer Requires a valid Illinois driving and the control of the diversity Enrichmer Requires a valid Illinois driving and the control of the diversity Enrichmer Requires a valid Illinois driving and the control of the diversity Enrichmer Requires a valid Illinois driving and the control of the diversity Enrichmer Requires a valid Illinois driving and the control of the diversity Enrichmer Requires a valid Illinois driving and the control of the diversity Enrichmer Requires a valid Illinois driving and the control of the diversity Enrichmer Requires a valid Illinois driving and the control of the diversity Enrichmer Requires a valid Illinois driving and the control of the diversity Enrichmer Requires a valid Illinois driving and the control of the diversity Enrichmer Requirement Requireme	ion.)  0070-37-00-010-00-01  S POSITION IS A:  VORKER  ponsibilities must be described title, position number, and number  Position Number  ABILITIES, LICENSURE OR CEFIIS POSITION. NOTE: SINCE THIFICATION IDENTIFIED ON STANGE POSITION IDENTIFIED IDENTIFIE	Manager, I  in a detailed of subordina  TIFICATION ERE ARE NO IDARDS, THI  etion of four with the pub Plan collection ity to make	Diversity Enrichment Program  d duty statement(s) with a ate incumbents or authorized funded  No. of Incumbents or Funded Vacancies  NECESSARY FOR THE SUCCESSFUL OW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"  r years of college and two years of olic. Requires extensive knowledge of tive bargaining agreements and policies						

		ODMENT SERVICES			~~~			IXII	IOI	
POSITION T     Existing Position		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER			
		11 SEP 12 PM 2: 27			19693	3-37-28-	000-0	1-02		
New/Revised Position	ources Specialist 🤼 🕹	SHARED SED	29	SS	19693	3-37-22-	200-0°	1-02	<u>.                                    </u>	
3. AGENCY	odroca opecialist	4. BUREAU DIVISION			5. EXMT	6. WORK	7. A/I	8.AUDIT	9 OFFICE	
Existing Position		Personnel/Diversity Enrice	chment l	Program	CODE	COUNTY	AUTH	0.700(1	USE	
New/Revised Position					0		 	]		
Central Man 10. SECTION	agement Services	Personnel/Statewide Ser				016	N	R		
Existing Position		11. UNIT	12. TRAN	12. TRANSACTION CODE 13. EFFECTIVE						
New/Revised Positio	20				]			05/	01/11	
1	richment Program		☐ MAO	21 ESTAB	LISH	•				
14. WORK LOC	CATION	15. BARGAINING/TERM COD	I MC0	22 EXEMP 24 POSITI	ON NUM	: CHANGE IBER CHA	NGE			
Existing Position		101 37 11 107 12 1111 000	□ мсо:	26 CLARI 27 ADDITI	ONAL ID	ENTICAL	CHANGE			
Cook County New/Revised Position	•				☐ MD0:	28 WORK 21 ABOLIS	H			
Chicago	ago RC062 N					9 DOWN	AL REAL	LOCATIO	N	
% OF TIME	16. COMPLETE CURRENT A	ND ACCURATE STATEMEN	T OF PO	SITION ESS	ENTIAL :	58 UPWAR	)NS			
	Under general direction of	the Manager, Diversity En	richmen	it Program (	DEP), s	erves in	a jou:	rney le	vel	
	professional Capacity perfo	rming complex specialize	d human	resources	adminis	tration d	luties;	provid	es	
	journey level advice on pro the general public and State	employees at DFP Job Ed	Career	aevelopmei	it couns	eling to	DEP :	manage	ment,	
	accordance With the State I	Hispanic Employment Plan	nams, p	rticipates doc	draftin	a and fir	cuviti sal pre	es in Paratio	n of	
	the Annual Report; consults	With and serves as liaiso	n betwee	en DEP and	the CM	IS Burea	an pro	Personn	el In	
	the interpretation and adher	ence to the Personnel Cod	e, Perso	nnel Rules,	and col	lective b	oargai	ning ·	Ox 111	
	agreements; analyzes, interp	orets, evaluates and detern	nines inf	ormation as	sociate	d with th	ie ČM	S		
	Classification Plan, Pay Pla	n and applicant assessmen	t proces	ses to provi	vide effective skills match and career nt of other State agencies and Job					
	Forum attendees: maintains	information on career ook	gement, i	managemen	nt of other State agencies and Job					
	Counseling and Career Dev	information on career counseling activities on the CMS Job Applicant elopment System. Translates functions, procedures and documents into Spanish								
	for individuals who cannot	speak or read English.		, pro <b>ce</b>	auros ar	ia aoour	iiciits	ոււս եր	annsn	
25%	1 Duovidos ioum su louis ad			0.11						
23 70	Provides journey level ad human resources Information	vice to agency manageme.	nı, sıarı Enrichm	of all agenc	ties and	the gene	eral pu	iblic on		
	Plan, Pay Plan, and applicar	at assessment processes, n	rovides e	effective sk	ills mate	the the c	JVIO (		cation	
	services at DEP Job Forums	; ensures advice given adl	eres to	the Classific	cation P	lan. the	Person	nnel Co	ilig ide	
	Personnel Rules and collecti	ive bargaining contracts; c	onsults	with the CN	<b>IS</b> Divi	sion of I	Exami	ning an	d.	
	Counseling, Upward Mobili	ty Program and Tuition Re	eimburse	ement Progr	rams to	obtain c	urrent	and rev	vised	
	information on client service	es to maintain accurate inf	ormatio	n to be conv	eyed to	Job For	um at	tendees		
25%	2. Conducts Job Forums stat	ewide in communities and	l neighb	orhoods coi	nsistina	of subst	antial	nrotect	ed	
-	class populations; provides s	skills match and career cou	inseling	services to	Forum	attendee	s com	protect paring	cu	
	qualifications and career goa	als with the structure of the	e Classif	fication Pla	n and ap	plicant	selecti	ion pro	cess to	
-	recommend target titles best	suited to the attendees; w	orks in c	consultation	with m	inority a	dvoca	icv groi	ins to	
	foster participation and supp	ort of the forums; dissemi	nates in	formation o	n positi	on availa	ability	, job po	osting	
	information, class specificat	ions and other information	ı materia	als to the ge	neral pu	blic; ma	intain	s caree	r	
	counseling activities on the of follow up services to Forum	attendees.	eing an	iu Career D	evelopn	ient Sys	tem; p	rovides	;	
DIRECTOR	MARIGNATURE IMMEDI	ATE SUPERVISOR SIGNATUR	E AGI	NCY HEAD S	<b>IGNATU</b>	RE		DA	ΓE	
Marca	5	- A care of a 0.044		Jun +	ンメル	al .		5/10/	//	
MS-104 (Rev. 10	/94) IL 401-0794 mark Mag	U 1/3/9/10 (1111		evica I	10Cl	1 W	1.2	-/ 10/0	,	
	*	TECHNICAL SERVICE	ς <b>΄</b>		•	ny tet	aij U	uu		
		revolution with Original	v							

% OF TIME	16. COMPLETE CURRENT AN	ID ACCURATE STATEMENT OF POS	SITION ESSENTIAL FUNCTIONS (Continued)								
15%	participates in drafting an determines via various res development and applicar and service packages to be	3. Prepares documentation of activities in accordance with the State Hispanic Employment Plan and participates in drafting and final preparation of the Annual Report; analyzes, interprets, evaluates and determines via various research methodologies involving the CMS Classification Plan, Pay Plan, career development and applicant assessment processes to develop skills match and career counseling guidelines and service packages to be utilized at Program Job Forums; conducts individual and group meetings with agencies to facilitate efforts.									
10%	state agencies to determin		Rights, meets with representatives from various lassists DEP Manager in the development and supational areas.								
10%	State agencies' recruitment skills match and career comby developing press release targeted areas of the upcomb	5. Serves as liaison for the implementation of Job Forums with communities, organizations and other State agencies' recruitment staff who participate in Job Forums; counsels staff from other agencies on skills match and career counseling guidelines; assists in the coordination and implementation of Job Forums by developing press releases and other methods of informational conveyance educating the public In the targeted areas of the upcoming forums, works in consultation with minority advocacy groups to foster participation and support of the forums.									
10%	6. Translates functions, procedures and documents into Spanish for individuals who cannot speak or read English.										
05%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.										
conducting	TITLE AND NUMBER OF IMM and signing performance eval for the incumbent of this posit	luations; effectively recommending	sible for assigning and reviewing work, preparing, g and imposing disciplinary action and adjusting								
			WORKING TITLE (IF ANY)								
		0070-37-22-200-00-01	Manager, Diversity Enrichment Program								
18. CHECK TH	IE APPROPRIATE BOX IF THI	S POSITION IS A:									
SUPER	RVISOR OR LEAD V	VORKER									
NOTE: Si	pervisory or lead worker res	ponsibilities <u>must</u> be described	d in a detailed duty statement(s) with a								
tir If a box wa headcount		title, position number, and numbe	er of subordinate incumbents or authorized funded								
	Position Title	Position Number	No. of Incumbents or Funded Vacancies								
er hanske, e - <sub>2.</sub>											
PERFORM ABILITIES	MANCE OF THE WORK OF TH	IIS POSITION. NOTE: SINCE TH	RTIFICATION NECESSARY FOR THE SUCCESSFUL IERE ARE NOW SEVERAL OPTIONS OF SKILLS AND NDARDS, THE PHRASE "SAME AS SPECIFICATION"								
professional lithe Personnel and procedure	numan resources experience Code, Personnel Rules, Pos es of the Diversity Enrichme Requires a valid Illinois driv	Requires the ability to work sition Classification Plan, Pay ent Program. Requires the abil	letion of four years of college and two years of with the public. Requires extensive knowledge of Plan collective bargaining agreements and policies lity to make oral presentations to groups and el. Requires the ability to speak and write Spanish at								

The Albert Holling Co.

16. (CONTINUED)

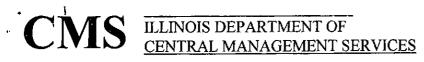
## **POSITION DESCRIPTION**

7. A. C.	71 6	MODIFIED TITLE (IE AND)	BILINGUAL	POSIT	ION TITLE	2 806	TION NU	MRED		1		
1. POSITION TI	ILE	WORKING TITLE (IF ANY)	CODE	OPTI	ON CODE	2. PUSI	TION NO	WIDER				
Existing Position				1.								
New/Revised Position				+		<b></b>						
Administrative			29		SS	00501	-37-04-0	00-31	-02			
3. AGENCY		4. BUREAU/ DIVISION				5. EXMT CODE	6. WORK COUNTY	7 A/I AUTH	8.AUDIT	9. OFFICE		
Existing Position												
New/Revised Position		Business Enterprise Prog	ram			0	016	Υ				
	gement Services		. 4.117			_			13 FFFF	CTIVE DATE		
10. SECTION  Existing Position		11. UNIT										
- Administra								!	07/	16/18		
New/Revised Position			FT MACOA FCTABLICH					<u> </u>				
			☐ MA021 ESTABLISH ☐ MC022 EXEMPT CODE CHANGE						=			
	A-WI-MA-I	AE DAGGANNINGTON CONT			Rutan Exempt	☐ MC0	24 POSIT	ION NU				
14. WORK LOC	AHON	15. BARGAINING/TERM CODE	<u> </u>		Cvembr		26 CLARI 27 ADDIT		ENTICAL	CHANGE		
mountains , against							28 WORK		Y CHANG	Ε		
New/Revised Position	i					☐ MC1	49 DOWN	IWARD F				
Cook County		RC028			N		50 LATER					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS											
70 OF THAIL									m; perf	orms		
	Inder general direction of the Certification Section Manager of the Business Enterprise Program; performs nalysis functions of vendor application files and documents to conduct review of history, organizational											
	etmoture and financial	legal and administrative oper	ations, a	nalvz	es vend	lor recir	procity f	iles to	determ	nine		
	structure and imancial,	Assists the Certification Section	utions, a n Mana	aer w	ith oras	nizina	onals an	d obje	ctives	for the		
	requirements are met. A	ting research studies of the or	nı ıvıana zonizeti	gei w	nd adm	inictrot	guais ui ive proc	edure:	: Perfo	rme a		
	program and in conduc	ing research studies of the or is and assists the Division Ma	Ramram	mai a	tions a	lminict	ativa an	d/or to	o. I cito echnica	1		
	variety of starr function	is and assists the Division Ma	nager w	IIII VA : C-	mich to	ilininsu Maaa	ative an	ala wh	o do no	nt rand		
	correspondence, specia	l projects and reports. Commu	inicates	m Sp	anisii te	initiaa.	manara	ais wi	inac an	A		
	or speak English. Atter	ds meetings, conferences, wo	rksnops	and o	tner ac	iivities;	prepare	S man	mgs an	u		
		nducts site visit interviews the							ons in			
	performance of these d	uties to determine program eli	gibility	requi	rements	ior cer	uncano	n.				
							1	11				
25%	1. Analyzes vendor app	dication files, including full c	ertiticati	ion, N	lo Chan	ge Am	davits a	na rei	evant	. c c		
	documents including ta	x statements, balance sheets,	federal i	ncom	e tax re	turns, J	oan agr	eemen	ts, proc	101		
	ownership and sources	of funds used to invest in die	busines:	s; con	aucts re	eview o	i nistory	, orga	nizatio	nai		
	structure and financial,	legal and administrative oper	ations ir	ı dete	rmining	ıı appi	icant m	eets B	usiness			
	Enterprise Program (B)	EP) requirements for certification	tion; ma	kes re	comme	ndation	regardi	ing cei	TITICALI	on to the		
	Certification Section M	lanager. Conducts site visit in	terviews	throu	ughout i	ine Stat	e at vari	ous of	r-site id	ocations		
	in performance of these	e duties to determine program	eligibili	ty rec	luireme	nts for	certifica	tion.				
			_					•		~		
20%	2. Analyzes vendor rec	iprocity files, including such	docume	nts as	federal	tax retu	ırns to c	onduc	t a revi	ew of		
		structure, financial, legal and	adminis	trativ	e opera	tions to	determi	ine if a	ipplicai	nt 's		
	entity meets BEP requi	rements for reciprocity.										
							_					
20%	3. Assists the Certifica	tion Section Manager with org	ganizing	goals	and ob	jective	s for the	progr	am and	in .		
	conducting research str	idies of the organizational and	l admini	strati	ve proc	edures;	assists t	he Ce	rtificati	on.		
	Section Manager in de	veloping and coordinating ger	ieral and	l targe	eted out	reach/p	ublic re	lations	campa	igns;		
	works with the Certific	ation Section Manager and pu	ıblic aff	airs ir	ı coordi	nating a	advertisi	ing pla	cemen	t.		
	Participates in the anal	ysis of existing program supp	ort funct	tions i	includir	ng budg	et, certi	ficatio	n, legis	lation,		
	computerized operation	ions outreach public affairs and vendor relations										
DIRECTOR-OF	CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNA	MMEDIATE SUPERVISOR SIGNATURE AGENCY HEAD				TURE		5	DATE		
1.	MITL			_	1:1	M.	TA	•	18/	1118		

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16. (CONTINUE % OF TIME	D)	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)							
15%	4. Performs a variety of sta appeals, various administra vendor status on system in from vendors; monitors dis and interns; maintains gene originates and compiles we	Iff functions and assists the Division tive and/or technical correspondent response to walk-ins and telephone tribution reports; assists the Certifical and confidential files of BEP, itself it incraries for staff; oversees to the confidential files of BEP, itself it incraries for staff; oversees to the confidential files of BEP, itself it incraries for staff; oversees to the confidential files of BEP, itself it increases to the confidential files of BEP, itself it increases to the confidential files of BEP, itself it is the confidential files of BEP, it is the	n Manager with responding to certification ce, special projects and reports; researches calls; prepares certification application requests feation Section Manager in training support staff including personnel and timekeeping records; machine maintenance and coordinates service of office supplies and distribution.							
10%	,	cedures into Spanish for individual vocacy groups, customers and com	Is who cannot speak or read English, in contacts munity organization.							
05%	<ul> <li>6. Travels to, and attends meetings, conferences, workshops and other activities regarding Strategic Planning, budget and legislation; attends outreach programs as a representative of BEP; assists the Certification Section Manager by preparing mailings, maintaining database for the Council, and in the production of workshops, reserving meeting space for scheduled activities and coordinating travel itinerary for the Certification Section Manager and other staff members.</li> <li>7. Performs other duties as required or assigned, which are reasonably within the scope of the duties</li> </ul>									
05%	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 Serv	ice Administrator 37015-3	7-04-000-30-01	Manager, Certification Section							
SUPE NOTE: S	iupervisory or lead worker res me percentage(s) allotted.	VORKER sponsibilities <u>must</u> be described in a	a detailed duty statement(s) with a rdinate incumbents or authorized funded headcount:							
	Position Title	Position Number	No. of Incumbents or Funded Vacancies							
PERFORI ABILITIE:	MANCE OF THE WORK OF TH S AND LICENSURE OR CERTI	IIS POSITION. NOTE: SINCE THERE	ICATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"							
courses in pu organization 07, requires of the BEP p	Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Per Executive Order 2018-07, requires engagement with Business Enterprise Program (BEP) contractors and subcontractors and support for the goals of the BEP program and the Fair Contracting Task Force. Requires an appropriate, valid driver's license and the ability to travel. Requires the ability to read, speak and write Spanish at a colloquial level.									



		I MANAGEMENT OF ALBO	BILINGUAL	POSITION TITLE	0.000	ITION NU	MOCO					
POSITION TIT     Existing Position	<u>LE</u>	WORKING TITLE (IF ANY)	CODE	OPTION CODE								
					0050	1-37-04	-000-	03-01				
New/Revised Position			29	ss	00501-37-04-000-31-02							
Administrativ 3. AGENCY	e Assistant I	4. BUREAU/ DIVISION	<u> </u>	<u> </u>	5, EXMT	6. WORK	7. A/I	TIDUA.3	9. OFFICE			
Existing Position		4. BUNEAU DIVISION			CODE	COUNTY	AUTH	6AODII	USE			
<b>3</b>		İ				ļ						
New/Revised Position		Business Enterprise Program			0	016	Υ					
	agement Services		gram				L					
10. SECTION  Existing Position		11. UNIT			12. TRAN	SACTION CO	DDE	13. EFFE	CTIVE DATE			
Existing Position					11/01/12							
New/Revised Position		.,,										
						21 ESTAB 22 EXEMP		CHANGE	<u> </u>			
A A MODICI CONTION		Rutan 15 RARGAINING/TERM CODE Exempt			☐ MA022 EXEMPT CODE CHANGE  MC024 POSITION NUMBER CHANGE							
14. WORK LOCATION Existing Position		15. BARGAINING/TERM COD	<u> </u>	LXempt	. —	26 CLARII 27 ADDITI		ENTICAL	CHANGE			
2.Chicago				l y		28 WORK 21 ABOLIS		Y CHANG	E			
New/Revised Position	····				MC1	49 DOWN	WARD F					
Cook County	1	RC028		<b> </b>		50 LATER 58 UPWA						
% OF TIME	16. COMPLETE CURRENT A											
	Under general direction of the Certification Section Manager of the Business Enterprise Program; performs											
	analysis functions of vendor application files and documents to conduct review of history, organizational											
	structure and financial, leg	al and administrative oper	ations; a	nalyzes ven	dor reci	procity	files to	o deterr	nine			
	requirements are met. Ass											
	program and in conducting											
	variety of staff functions ar	nd assists the Division Ma	nager wi	ith various a	dminist	rative a	nd/or t	echnic	11			
	correspondence, special pro											
	or speak English. Attends											
					t various off-site locations in							
	performance of these dutie	s to determine program en	igibility	requirement	s for ce	runcauc	on.					
25%	Analyzes vendor applic	eation files including full	certifica	tion No Ch	ange At	ffidavite	and re	elevant				
2370	documents including tax st											
	ownership and sources of f	funds used to invest in the	husiness	e conducts r	eview o	of histor	v ores	nizatio	nai			
	structure and financial, leg											
	Enterprise Program (BEP)											
!	the Certification Section M											
	locations in performance of											
	•		, ,		•							
20%	2. Analyzes vendor recipr	rocity files, including such	docume	ents as feder	al tax re	eturns to	cond	uct a re	view of			
	history, organizational stru	cture, financial, legal and	administ	trative opera	itions to	determ	ine if	applica	nt 's			
	entity meets BEP requirem	ents for reciprocity.										
20%	3. Assists the Certificatio											
i	conducting research studie											
	Section Manager in develo											
	works with the Certificatio	n Section Manager and pu	iblic atta	urs in coord	inating	advertis	ing pla	acemen	t. .1.42			
	Participates in the analysis				ng budg	get, certi	ficatio	n, legis	station,			
	computerized operations, o	outreach, public affairs, an	a vendoi	r relations.								
DIRECTOR	   Madeignature   Imme	DIATE SHEERVISOR SIGNATI	IRF   A	GENCY HEAD	SIGNAT	URE		D	ATE			
DIRECT OF STREET		间间间间间间					_		-/_			
7	5	3412		Malcol M	ml	New	rus	11/13	112			
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16. (CONTINUED											
% OF TIME	16. COMPLETE CURRENT AN	D ACCURATE STATEMENT OF POSITION	I ESSENTIAL FUNCTIONS (Continued)								
15%	4. Performs a variety of s	staff functions and assists the Divis	ion Manager with responding to certification								
ĺ	appeals, various administr	rative and/or technical corresponder	nce, special projects and reports; researches								
			e calls; prepares certification application								
		•	the Certification Section Manager in training								
]											
			files of BEP, including personnel and								
•			ries for staff; oversees machine maintenance and								
		icts on office equipment/machines;	coordinates purchase of office supplies and								
	distribution.										
	1										
10%	5. Translates functions/p	procedures into Spanish for individu	als who cannot speak or read English, in								
		public, advocacy groups, customers									
		prome, autrocaey Broaps, easterners	and community or game action.								
05%	6 Travels to and attend	s mastings, conformace work-house	and other estimation manualine Common in								
0370			s and other activities regarding Strategic								
	Planning, budget and legislation; attends outreach programs as a representative of BEP; assists the Certification Section Manager by preparing mailings, maintaining database for the Council, and in the										
	Certification Section Man	ager by preparing mailings, mainta	ining database for the Council, and in the								
			ıled activities and coordinating travel itinerary								
	for the Certification Section Manager and other staff members.										
05%	7. Performs other duties	as required or assigned, which are	reasonably within the scope of the duties								
	enumerated above.		,								
i											
17. POSITION	TITLE AND NUMBER OF IMA	AFDIATE SUPERVISOR (Responsible	for assigning and reviewing work, preparing,								
conducting	and signing performance eval	luations; effectively recommending and	imposing disciplinary action and adjusting								
grievances	for the incumbent of this posit	tion.)	with a second and a second and a second								
·			WORKING TITLE (IF ANY)								
Dublic Comice	e Administrator 37015-37	7 04 000 30 01	Married Could Could Could								
		7-04-000-30-01	Manager, Certification Section								
18. CHECK TH	E APPROPRIATE BOX IF THI	S POSITION IS A:									
SUPER	VISOR OR □ LEAD V	NODKED									
	VIOCIT OIL DELADY	VORRER									
NOTE: Su	pervisory or lead worker res	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a								
tim	ie percentage(s) allotted.		addition and outside the transfer of the trans								
If a box was	s checked above, list position	title, position number, and number of s	ubordinate incumbents or authorized funded								
headcount:											
	Position Title	Position Number	No. of Incumbents or Funded Vacancies								
n/a		, ostor rantos	140. Of theoritiscins of Funded Vacancies								
10 05 - 5 - 5											
19. SPECIALIZ	ED KNOWLEDGES, SKILLS,	ABILITIES, LICENSURE OR CERTIFIC	CATION NECESSARY FOR THE SUCCESSFUL								
PERFORM	ANCE OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	ARE NOW SEVERAL OPTIONS OF SKILLS AND								
ABILITIES	AND LICENSURE OR CERTI	FICATION IDENTIFIED ON STANDAR	RDS, THE PHRASE "SAME AS SPECIFICATION"								
	ONGER BE USED.		000								
			of four years of college, preferably with								
			nal experience in a public or private								
organization, o	rganization, or completion of an agency approved professional management training program. Requires an appropriate,										
valid driver's	license and the ability to tra	avel. Requires the ability to read, s	peak and write Spanish at a colloquial level.								
	•										

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	POSITION TITLE WORKING TITLE (IF ANY) BILINGUAL POSITION TITLE 2. POSITION N					ITION NU	MBER		·			
Existing Position								· · · · ·				
New/Revised Position Administrat	ive Assistant I		29	SS	0050	1-37-04	-000	-03-01				
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE			
Existing Position							M					
New/Revised Position	1	Business Entered - D-				040	11	1				
	nagement Services	Business Enterprise Program			0	016	Υ	<u> </u>				
10. SECTION Existing Position		11. UNIT 12. TRANSACTION CODE					13, EFFE	13. EFFECTIVE DATE				
		12/						12/01	<del>1/18/</del>			
New/Revised Position	1			_	☐ MA0	21 ESTAB	LISH					
			<del> </del>	Rutan		22 EXEMP 24 POSITI						
14. WORK LOC Existing Position	ATION	15. BARGAINING/TERM COD	E	Exempt	☑ MC0	26 CLARIF 27 ADDITE	<b>-</b> Y					
			☐ MC0	28 WORK 21 ABOLIS	COUNT							
New/Revised Position		RC028 Y			☐ MC1	49 DOWN	WARD F					
Chicago	Lac cours ere ouggestra			1 1	☐ MC1:	50 LATER 58 UPWAR	RD REAL	LLOCATIO	)N			
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS  Under general direction of the Deputy Director of the Business Enterprise Program; performs analysis											
	functions of vendor applica											
	and financial, legal and adr								ime			
	requirements are met. Ass	ists the Deputy Director w	ith organ	izing goals	and ob	ectives	for the	e progra	am and			
	in conducting research stud	lies of the organizational a	nd admii	nistrative pr	ocedur	es. Perf	orms a	variet	y of			
	staff functions and assists t	he Division Manager with	various	administrat	ive and	or techr	nical	·	-			
	correspondence, special pro	ojects and reports. Commi	unicates	in Spanish t	o those	individ	uals w	ho do 1	not read			
	or speak English. Attends:	meetings, conferences, workshops and other activities; prepares mailings and ucts site visits throughout the State at various off-site locations in performance of										
	these duties.	icts site visits throughout t	ne State	at various o	ii-site i	ocations	in pe	rtorma	nce of			
	those duties.											
25%	1. Analyzes vendor applic	ation files, including full of	ertificati	ion, and doc	cuments	includi	ng tax	statem	ents.			
	balance sheets, federal inco	me tax returns, loan agree	ments, p	roof of own	ership a	and sour	ces of	funds	used to			
	invest in the business; cond											
	administrative operations in	determining if applicant	meets Bu	siness Ente	rprise I	rogram	(BEP	) requir	ements			
	for certification; makes receithroughout the State at varie					or. Con	ducts	site vis	its			
	unoughout the state at vari	ous our-suc locations in pe	TIOTHAIR	ce of mese (	iuties.							
20%	2. Analyzes vendor recipro	ocity files, including such	documen	its as federa	l tax re	turns to	condu	ict a rev	riew of			
	history, organizational struc	cture, financial, legal and a	dministr	ative operat	ions to	determi	ne if a	pplicar	nt 's			
	entity meets BEP requireme	ents for reciprocity.										
20%	2 Assists the Danuty Dive	atan with annuicing and	المام المسا	A:	<b>.</b>			1				
2070	3. Assists the Deputy Dire research studies of the organ	ctor with organizing goals pizational and administrati	and obje	dures: assis	ne prog	ram and	in co	nductin	g			
	developing and coordinating	g general and targeted out	each/nut	olic relation	s camp:	sione, m	orke v	иш vith De	nutsz			
	Director and public affairs i	n coordinating advertising	placeme	ent. Particir	oates in	the anal	vsis o	f existi	puly no l			
	program support functions i	ncluding budget, certificat	ion, legi:	slation, corr	puteriz	ed opera	ations.	outrea	ch.			
	public affairs, and vendor re	elations.			-	•	•		ŕ			
DIRECTAR OF C	MC SIGNATIVEEN AND THE PERSON	NATE IS DETIMINED RESEAT.	<del>- 112</del>	NOV UE LO E	10112	BE						
DIRECTION OF C	IMMEL	NATE SUPERVISOR SIGNATUR BUREAU OF PERSONNEL	" AGE	NCY HEAD S	ONATU	KE		DA` , /→	)E			
	MA	- IAN 9.7 2011		amest	11le	elv		4/7/	11			
M <b>9-164</b> (Rev. 10/	94) IL 401-0794 Wark March	1/2/15				by	Couch.	Dav	اسد			

16. (CONTINUED	1							
% OF TIME	16 COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)					
15%	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)  4. Performs a variety of staff functions and assists the Division Manager with various administrative and/or technical correspondence, special projects and reports; researches vendor status on system in response to walk-ins and telephone calls; prepares certification application requests from vendors; monitors distribution reports; assists Deputy Director in training support staff and interns; maintains general and confidential files of BEP, including personnel and timekeeping records; originates and compiles weekly itineraries for staff; oversees and coordinates service contracts and maintenance on office equipment/machines; coordinates purchase of office supplies and distribution.							
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 organization.							
05%	6. Travels to, and attends meetings, conferences, workshops and other activities regarding Strategic Planning, budget and legislation; attends outreach programs as a representative of BEP; assists the Deputy Director by preparing mailings, maintaining database for the Council, and in the production of workshops, reserving meeting space for scheduled activities and coordinating travel itinerary for the Deputy Director and other staff members.							
05%	7. Performs other duties as required or assigned, which are reasonably within the scope of the duties enumerated above.							
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting								
grievances	grievances for the incumbent of this position.)							
	WORKING TITLE (IF ANY)							
	Senior Public Service Administrator 40070-37-04-000-00-01 Deputy Director, BEP							
18. CHECK TH	E APPROPRIATE BOX IF THIS	POSITION IS A:						
SUPER	RVISOR OR LEAD W	ORKER						
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:								
<u> </u>	Position Title	Position Number	No. of Incumbents or Funded Vacancies					
n/a								
			IOATION NECESSARY FOR THE SUCCESSE!					
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.								
Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private								
courses in Du	blic or business administration	on. Requires one year of profession	onal experience in a public or private					
organization,	or completion of an agency	approved professional management	nt training program. Requires a valid driver's					
license and the	license and the ability to travel. Requires the ability to read, speak and write Spanish at a colloquial level.							

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			- BU WOLLA	,									
1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	2. POSITION NUMBER							
Existing Fosition													
New/Revised Position		·	29	SS	0050	1-37-04	-000-	03-01					
Administrativ 3. AGENCY	e Assistant I	4. BUREAU/ DIVISION		00	5. EXMIT	6. WORK	T 7. A/I		9 OFFICE				
5. AGENC 1 Existing Position	•	4. BUREAU/ DIVISION			CODE	COUNTY	AUTH	8.AUDIT	USE				
-		Director's Staff/BEP											
New/Revised Position		Business Enterprise Pro	nram		0	016	N	R					
Central Mana	agement Services	11. UNIT	grann			SACTION CO			CTIVE DATE				
Existing Position	-	TI, ONIT	TI. UNII										
BEP							01/01/08						
New/Revised Position	•							☐ MA021 ESTABLISH					
			l Pidan					MA022 EXEMPT CODE CHANGE					
14. WORK LOCA	TION	15. BARGAINING/TERM COL	15. BARGAINING/TERM CODE Rutan Exempt			☐ MC024 POSITION NUMBER CHANGE ☐ MC026 CLARIFY							
Existing Position						☐ MC027 ADDITIONAL IDENTICAL CHANGE ☐ MC028 WORK COUNTY CHANGE							
					☐ MD021 ABOLISH								
New/Revised Position		RC028	RC028 Y					☐ MC149 DOWNWARD REALLOCATION ☐ MC150 LATERAL REALLOCATION					
Chicago % OF TIME	16 COMPLETE CURRE	ENT AND ACCURATE STATEMEN	IT OF BO	-	MC158 UPWARD REALLOCATION								
78 OI TIVIL		on of the Deputy Director of the						functio	nc				
		n, compliance, outreach, public		-	-								
•		es; serves as staff assistant to the	-						•				
		; receives, opens, reads, and ro	-	•	•	-	•						
		conferences, workshops and ot											
		ff members. Translates function		-			-						
		English. Travels to various off-	-		-								
	_								•				
30%		application files such as full cen		-	-								
		re and financial, legal and adm											
	meets BEP requirements for certification; analysis includes such documents as income state												
		urns, loan agreements, proof of	ownersh	ip and sou	rces of f	unds use	ed to in	nvest ir	the				
	business, corporate by-laws.												
20%	2 Serves as stoff ass	istant to the Denuty Director n	artiainata	se in the ex	alvaia of	Coviction	~ ====		nnant				
2076	2. Serves as staff assistant to the Deputy Director, participates in the analysis of existing program support												
	functions including budget, certification, legislation, computerized operations, outreach, public affairs, vendor relations; assists the Deputy Director with organizing goals and objectives for the program and						•						
		tudies of the organizational and											
		ordinating general and targeted											
		ffairs in coordinating advertising		-		- F - 8	-, ····						
	1		0.						1				
20%	3. Works with support staff to maintain day-to-day operations, such as walk-ins and telephone calls from												
	vendors participating in the Program; checks vendor status on system; fills out certification application												
	requests from vendors; monitors distribution reports; maintains general and confidential files of BEP;												
	oversees machine maintenance and coordinates maintenance service contracts; originates and compiles												
•	weekly itineraries for staff; maintains personnel and timekeeping records; assists Deputy Director in												
•	supervising, training, developing, and evaluating support staff and interns; serves as office automation												
	coordinator for computer functions; maintains office supplies by coordinating purchases and stocking for the Bureau. Utilizes personal computer and standard software programs in the performance of duties.												
DIRECTOR OF C	MS SIGNATURE	IMMEDIATE SUPERVISOR'SIGNATI		GENCY HEA			or uu	_ Ø	ATE/				
	400		], ,	N		nul	n	02/ <sub>1</sub>	1/08				
Medical	(94) II 401 0794	FEB 0 8 2008		Burea	<u>1 4. (</u>	y 1201	ny	/7	100				
CIVIO-TUT (REV. 19)	1 2 2 2 2	人の免疫CHNICAL SERVI	^F^		by	Janin	700	ng					
DI ( LAH	K Church son	Was included DEKAL	したろ		•	ζ	<b>,</b>	<i>U</i> .					

16. (CONTINUED	0)		\$					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)							
10%	4. Receives, opens, reads, and routes incoming mail; prepares responses to routine and diversified inquiries;							
	prepares outgoing letters, documents, and travel invoice vouchers for the Deputy Director; reviews and							
	evaluates incoming documents to ensure compliance with applicable policies and procedures; fills out							
	request forms for certification applications, directories, etc.							
	request terms for continuation approcations, uncolories, etc.							
10%	5. Translates functions and procedures into Spanish for individuals who cannot read or speak English.							
05%	6 Trougle to attende on	d againts the Denuty Director in mo	atings, conformage workshops and other					
03%	-	- ·	etings, conferences, workshops and other					
			n; attends outreach programs as a representative					
			kshops; prepares mailings and maintains					
	•	0 1	ed activities; coordinates travel itinerary for the					
	Deputy Director and other	r staff members.						
	_							
05%	7. Performs other duties as required or assigned, which are reasonably within the scope of the duties							
	enumerated above.		•					
		• •	·					
15 5000000								
			for assigning and reviewing work, preparing,					
	for the incumbent of this posit		imposing disciplinary action and adjusting					
grievances								
WORKING TITLE (IF ANY)								
Senior Public Service Administrator 40070-37-04-000-00-01 Deputy Director, BEP								
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:								
□ SUPERVISOR OR □ LEAD WORKER								
		sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a					
	ne percentage(s) allotted.	Aidle median number and sumber of	المواسية الموانيوناني والموانيونانيان					
headcount:		title, position number, and number of s	subordinate incumbents or authorized funded					
	·							
	Position Title	Position Number	No. of Incumbents or Funded Vacancies					
n/a								
·								
<u></u>								
	<del> </del>							
			· · · · · · · · · · · · · · · · · · ·					
	<u> </u>							
		<u> </u>						
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL								
PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND								
ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION"								
CAN NO LONGER BE USED.								
Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with								
courses in public or business administration. Requires one year of professional experience in a public or private								
			nt training program. Requires a valid driver's					
license and the	e ability to travel. Requires	s the ability to speak and write Spa	nish at a colloquial level in carrying out position					
duties in conjunction with non-English speaking individuals.								
			•					

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DEPARTMENT OF CENTRAL MANAGEMENT SERVICE

- - - POSITION ACTION NOTICE - - -

REPORT #: DPP03 RUN DATE: 07/15/04 PROGRAM #: IMP060

FROM

TO

TITLE NAME: ADMIN ASSISTANT 1 TITLE NAME: ADMIN ASSISTANT 1

DEPARTMENT: CENTRAL MANAGEMENT SVCS DEPARTMENT: CENTRAL MANAGEMENT SVCS

DIVISION : ASST DIRECTORS OFF/BEP. DIVISION : ASST DIRECTORS OFF/BEP.

\* \* \* \* \* \* \* \* \* \*

A/I CONTRL: 001 WRK COUNTY: 016-COOK

EXMPT CODE: 0 TRANS CODE: MCO26

AUDIT CODE: RECORD EFFEC DATE: 04-12-04

BARG CODE : RC028 POS OPTION:

RUTAN EXEMPT: Y BILING PAY: 29

TERM ID : ALT FORM :

\* \* \* \* \* \* \* \* \*

REMARKS :

1. POSITION TIT	TLE	W	ORKING TITLE (IF ANY)		BILINGUAL CODE	POSI	ITION TITLE	2. POS	ITION NU	MBER			
Existing Position					CODE	1 0,	SUM CODE		<del></del>		<del></del> -		
New/Revised Position													
Administrative Assistant I			029 (SS)			))	00501-37-04-000-03-01						
3. AGENCY			4. BUREAU/ DIVISION			<u>!</u>		5. EXMT	6. WORK	7. A/I AUTH.	8.AUDIT	9 OFFICE	
Existing Position			· · · · · · · · · · · · · · · · · · ·					CODE	COUNTY	AUTH.		USE	
											1		
New/Revised Position											1		
Central Mai	nagement Services		Director's Staff/BEP				0	016	N	R			
10. SECTION Existing Position			11. UNIT						SACTION CO		3. EFFECTI	VE DATE	
existing Position								İ			09/12	1/∩∩	
New/Revised Position								09/14/00					
BEP								MA021 ESTABLISH					
	7.0		Rutan					☐ MC022 EXEMPT CODE CHANGE ☐ MC024 POSITION NUMBER CHANGE					
14. WORK LOCA Existing Position	THON		15. BARGAINING/TERN	N COL	DE		Exempt	MC026 CLARIFY  MC027 ADDITIONAL IDENTICAL CHANGE					
								☐ MC028 WORK COUNTY CHANGE					
New/Revised Position	<del></del>					<del>i</del>		☐ MD021 ABOLISH ☐ MC149 DOWNWARD REALLOCATION					
Cook			N/A			ļ		I □ MC1:	50 LATER 58 UPWAI	RD REAL	LOCATION LOCATION	ł I	
% OF TIME	16. COMPLETE CURRE	ENT AN	D ACCURATE STATE	MEN	IT OF PO	SITI	ON ESS	SENTIAL	FUNCTI	ONS			
	Under management direction, handles administrative components of general operations for the BEP programs. This covers the following areas; budget, certification, compliance, computers, legislation, outreach, public affairs, scheduling, staff operations, vendor relations and BEP Council relations.												
	stati operations, vendor i	relations	s and BEP Council rela	ations	<b>;</b> .								
40%	Analyzes vendor applicat	tion files	s such as full certification	on ar	nd recipro	city (	(includin	g docum	ents suc	h as inc	ome		
statements, balance sheets, fed			deral tax returns, loan agreements, proof of ownership and sources of funds used to invest										
	in the business, corporate by-laws) to conduct review of history, organizational structure and financial, legal and administrative operations to determine if applicant entity meets BEP requirements for certification.												
20%	Assists the Director with	the day	-to-day operations in th	he Cł	nicago BE	EP of	fice. Ma	aintains b	oth aene	eral and	confide	ntial	
	files of BEP; responsible	for the	oversight of machine n	naint	enance a	nd co	oordinati	ion of ma	aintenand	e servi	ce contra	ects:	
	coordinates purchase and ti	d stocki imokoo	king of office supplies. Originates and compiles weekly itineraries for BEP staff members eping records; books meeting space for scheduled BEP activities; coordinates travel								nbers;		
	itinerary for the Director a	and other	eping records, books meeting space for scheduled BEP activities; coordinates travel ner staff members. Assists Director in supervising, training, developing, and evaluating							l tina			
	support staff and interns;	serves	as office automation of	oord	inator for	com	puter fur	nctions.	, чолокор		a o valou	9	
10%	· · · · · · · · · · · · · · · · · · ·												
1070	Assists Director with program support functions, such as budget, certification, legislation, computerized operations, outreach, public affairs, and vendor relations.												
400/													
10%	Assists the Director with organizing goals and objectives for the supportive program functions; assists the Director in conducting research studies of the organization and administrative procedures. Assists the Director in developing and							in 					
	coordinating general and	targete	d outreach/public relat	tions	campaigi	ns: w	orks witi	ussisis in h Directo	e Directo or and bui	r in dev blic affa	eloping irs in	and	
	coordinating advertising p	placeme	ent. Attends and assis	ts the	Director	in m	eetings	and wor	kshops ir	areas	such as		
	Strategic Planning, budge	et and le	egislation.										
5%	Works with support staff to maintain overall daily operations, such as walk-in's from vendors, telephone calls; checks vendor status in the system; fills out certification application requests from vendors.												
	vendor status in the syste	em; nns	out certification applica	ation	requests	trom	vendor	S.					
5%	Attends outreach programs as a representative of BEP; assists in the production of workshops; meets with vendors to assist one-on-one counseling.												
5%	Responsible for all Council meeting mailings and preparation. Maintains database for Council.												
5% Provides bilingual services for the		es for the	he program; performs other duties as required or assigned within the range of the duties						uties				
	enumerated above.		,					🕶					
DIRECTOR OF CMS	S SIGNATURE J	MMEDIAT	TE SUPERVISOR SIGNATUI	RE(J)	AG	ENCY	HEAD SIG	GNATURE	7	<del>-</del>	DA	TE	
m 1	1 X Xal . 17	$\nearrow$	1 1/1/1/1/1	11/	1/11/	n,	. 1. 7	2 1 X	1	1	101	,	

· · · · · · · · · · · · · · · · · · ·		
16. (CONTINUED)		
% OF TIME 16. COMPLETE C	CURRENT AND ACCURATE STATEMENT OF PO	OSITION ESSENTIAL FUNCTIONS (Continued)
17. POSITION TITLE AND NUMB conducting and signing perform for the incumbent of this position	ER OF IMMEDIATE SUPERVISOR (Responsible nance evaluations; effectively recommending and on.)	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
Senior Public Service Administr	ator 40070-37-04-000-01-01 (S. Phillips)	WORKING TITLE (IF ANY)
18. CHECK THE APPROPRIATE BOX	IF THIS POSITION IS A:	
<u></u>	EAD WORKER	
statement(s) with a til	or lead worker responsibilities mus me percentage(s) allotted. st position title, position number, and number of st	-
. Position Title	Position Number	No. of Incumbents or Funded Vacancies
		The or modification of 1 direct vacancies
PERFORMANCE OF THE WO	RK OF THIS POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
Must speak, understand ar	nd write fluent Spanish.	

## NO ESTABLISHMENT IN FILE