



ILLINOIS

JB Pritzker, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Janel L. Forde, Acting Director

April 1, 2019

To the Honorable Members of the General Assembly:

Pursuant to the State Services Assurance Act for FY2008, enclosed please find the Department of Central Management Services' (CMS) Annual Report. As required by law, the Annual Report contains the staffing level of bilingual employees with data from the previous month, 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,

A handwritten signature in black ink that reads "Janel Forde". The signature is written in a cursive, flowing style.

Janel L. Forde
Acting Director



STATE SERVICES ASSURANCE ACT for FY2008: ANNUAL REPORT

The [State Services Assurance Act for FY2008](#)¹ requires each executive branch agency to submit a report to the Illinois General Assembly on or before April 1st 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, 2007.² “On-board frontline staff” means frontline staff in paid status.³

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.⁴

The chart below identifies bilingual on-board frontline staff employed by the Department of Central Management Services as of February 28, 2019 by name, job title, and languages spoken.

Central Management Services					
Bilingual On-Board Frontline Staff (as of February 28, 2019)					
Employee Name	Job Title	Position Number	Bargaining Unit	Languages Spoken	Job Description
Lopez, Irma	Public Service Adm	37015-37-04-000-10-01	RC 63	Spanish	Appendix A
Magaña, Mayra	Human Resources Spec	19693-37-00-010-02-01	RC 62	Spanish	Appendix B
McClain, Alejandra	Human Resource Assoc	19691-37-21-100-11-01	RC 14	Spanish	Appendix C
Oropeza, Estela	Admin Assistant 1	00501-37-04-000-31-02	RC 28	Spanish	Appendix D

¹ [State Services Assurance Act for FY2008](#), 5 ILCS 382/3-1 *et seq.*

² *Id.*, at §§3-5, 3-10.

³ *Id.*, at §3-5.

⁴ *Id.*



ILLINOIS DEPARTMENT OF
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
New/Revised Position Public Service Administrator		Outreach Manager, BEP		29	SS1	37015-37-04-000-10-01			
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position Central Management Services		Business Enterprise Program			0	016	N	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							07/16/18		
New/Revised Position Outreach									
14. WORK LOCATION		15. BARGAINING/TERM CODE			16. RULER Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
Existing Position									
New/Revised Position Cook County		RC063			N				
% OF TIME		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
		<p>Under administrative direction, serves as Outreach Manager for the Business Enterprise Program (BEP); directs and implements policies and procedures for all aspects of Outreach for the BEP to accomplish the agency's mission to promote the economic development of businesses owed by minorities, females, and persons with disabilities. Monitors outreach efforts to ensure BEP program targets are met and to promote a diverse business population. Represents the Business Enterprise Program at major conferences and organizational functions. Plans, develops and implements a comprehensive training program for Business Enterprise Program Outreach. Serves as working supervisor. Defines spend categories and develops monthly spending plans for BEP Outreach budget planning. Communicates in Spanish to those individuals who do not speak, read or write English.</p>							
20%		<p>1. Serves as Outreach Manager for the Business Enterprise Program (BEP); Plans, directs and implements policies and procedures for all aspects of Outreach for the BEP to accomplish the agency's mission to promote the economic development of businesses owed by minorities, females, and persons with disabilities. Coordinates procurement policies and procedures with the Small Business Set-Aside Program to provide access to procurement opportunities to diverse small businesses. Develops and implements outreach strategy to internal and external stakeholders, i.e., other state agencies, governor's office, legislators and business community.</p>							
15%		<p>2. Monitors outreach efforts to ensure BEP program targets are met and to promote a diverse business population; develops and implements outreach tracking systems for the BEP program that provide program information concerning goals, commitments, waivers, spending and audit checklists; confers with the Compliance and Monitoring Manager to document measurable outcomes that monitor the program target goals set by BEP standards. Reviews, analyzes and compiles information received from Outreach Coordinators regarding business community demographic profiles and locations to target potential vendors, and develops reports for management. Develops surveys and distributes to internal and external customers, or contacts customers by phone, to inquire about the quality and usefulness of the BEP program to use for continuous quality improvement; compiles completed survey information received from Outreach Coordinators, develops reports and makes recommendations to management for BEP quality improvement. Conducts assessment evaluation of outreach efforts and develops and submits reports to management. Utilizes word processing, spreadsheet and database applications to develop databases and spreadsheets to monitor, track and develop reports for various aspects of the Program.</p>							
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>Anah Rodon</i>		<i>[Signature]</i>			<i>[Signature]</i>			11/30/18	

DEC 03 2018

Attachment A *[Signature]*

16. (CONTINUED)

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
15%	3. Represents the Business Enterprise Program at major conferences and organizational functions; presents BEP initiatives and promotes and encourages eligible businesses to contract with the State of Illinois. Performs complete public speaking assignments at major conferences and organizational functions in the absence of Outreach Coordinator(s). Establishes and maintains active and continuing public relations with representatives of Chambers of Commerce, Civic Organizations, Agencies, Procurement Technical Assistance Centers, Legislators, businesses, etc. to promote the Business Enterprise Program, and to encourage growth and expansion of the BEP Program. Responds to requests for BEP information from such organizations via written correspondence, telephone or e-mail.

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

Senior Public Service Administrator 40070-37-04-000-00-01	WORKING TITLE (IF ANY) Deputy Director, Business Enterprise Program
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Executive I	13851-37-04-000-11-01	1
Executive I	13851-37-04-000-11-02	1

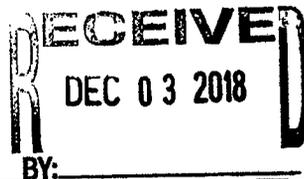
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION"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

Requires knowledge, skill and mental development equivalent to completion of four years of college in business or public administration. Requires 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 working knowledge 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 develop surveys. Requires ability to speak, read and write Spanish at a colloquial skill level.

EX-100
8/28/2018

POSITION DESCRIPTION

POSITION TITLE	POSITION NUMBER
Public Service Administrator	37015-37-04-000-10-01
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
10%	4. Plans, develops and implements a comprehensive training program for Business Enterprise Program Outreach; develops training materials and lessons plans and conducts training sessions for Outreach Coordinators on how to present information to potential BEP firms to encourage and promote BEP participation. Develops PowerPoint presentations, workshop registration forms for attendance recording, and develops and prepares training aids, brochures and informational handouts designed to promote BEP participation.
10%	5. Serves as working supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; prepares and signs performance evaluations.
10%	6. Translates functions/procedures into Spanish for individuals who cannot speak, read or write English, in contact with the general public, advocacy groups, customers and community organization.
05%	7. Defines spend categories and develops monthly spending plans for BEP Outreach budget planning; compiles statistical data and develops baseline reports of Outreach progress; performs estimates and budgeting for future needs and costs of Outreach Programs; confers with the Deputy Director to analyze and determine Outreach budgetary requirements and strategic targets for prioritization and cost saving initiatives; develops informational presentations to communicate progress for BEP outreach efforts to management.
05%	8. 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%	9. Continues education by attending meetings, seminars, conferences, and workshops to increase familiarity with and maintain current on potential vendors, techniques and procedures related to BEP activities and operations.
05%	10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.



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1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
						19693-37-22-200-01-02			
New/Revised Position Human Resources Specialist				29	SS	19693-37-00-010-02-01			
3. AGENCY Existing Position		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
		Personnel/Statewide Services							
New/Revised Position Central Management Services		Director's Office			0	016	N	R	
10. SECTION Existing Position		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
							06/16/17		
New/Revised Position Diversity Enrichment Program					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION Existing Position		15. BARGAINING/TERM CODE			Rutan Exempt				
Chicago									
New/Revised Position Cook		RC062			N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>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.</p>								
25%	<p>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 information on client services to maintain accurate information to be conveyed to Job Forum attendees.</p>								
25%	<p>2. Conducts Job Forums statewide in communities and neighborhoods consisting of substantial protected class populations; provides skills match and career counseling services to Forum attendees comparing qualifications and career goals with the structure of the Classification Plan and applicant selection process to recommend target titles best suited to the attendees; works in consultation with minority advocacy groups to foster participation and support of the forums; disseminates information on position availability, job posting information, class specifications and other information materials to the general public; maintains career counseling activities on the CMS Job Applicant Counseling and Career Development System; provides follow up services to Forum attendees.</p>								
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE		DATE	
<i>[Signature]</i> 22			<i>[Signature]</i>			<i>[Signature]</i> AA		6/20/17	

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[Signature] 6-21-17

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Attachment B *[Signature]*

16. (CONTINUED)

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
15%	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%	4. Utilizing data provided by the Department of Human Rights, meets with representatives from various state agencies to determine areas of underutilization and assists DEP Manager in the development and implementation of recruitment strategies for various occupational areas.
10%	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.

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

Senior Public Service Administrator 40070-37-00-010-00-01	<p>WORKING TITLE (IF ANY)</p> <p>Manager, Diversity Enrichment Program</p>
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

Requires knowledge, skill and mental development equivalent to completion of four years of college and two years of professional human resources experience. Requires the ability to work with the public. Requires extensive knowledge of the Personnel Code, Personnel Rules, Position Classification Plan, Pay Plan collective bargaining agreements and policies and procedures of the Diversity Enrichment Program. Requires the ability to make oral presentations to groups and individuals. Requires a valid Illinois driver's license and ability to travel. Requires the ability to speak and write Spanish at a colloquial skill level.



ILLINOIS DEPARTMENT OF
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
Existing Position					I				
New/Revised Position					SS1	19691-37-21-100-11-01			
3. AGENCY		4. BUREAU/ DIVISION			5. EXAM CODE	6. WORK COUNTY	7. AN AUTH.	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position		Personnel/Examining & Counseling			0	084	Y	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE	
Existing Position								05/16/18	
New/Revised Position		Springfield Assessment Center			Disabled Workers Program				
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Existing Position									
New/Revised Position		Sangamon County		RC014	N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>Under general direction of the Disabled Workers Program Coordinator, performs complex paraprofessional human resources functions for the Disabled Worker Programs. Responds to inquiries for the Successful Disability Opportunities Program (SD) and Alternative Employment Program (AEP) performing initial review of document and maintaining filing systems. Schedules applicants including SD applicants for accommodated exam appointments. Performs front desk duties; performs test room duties. Provides oral instructions on procedures and functions to mono-lingual Spanish public.</p>								
25%	<p>1. Responds to routine and semi-complex inquiries regarding the Successful Disability Opportunities (SD) Program; performs initial review of documents to identify open positions for the potential placement of disabled persons within State agencies and submits to supervisor for processing. Confers with DHS-DRS rehabilitation counselors regarding SD applicants. Maintains filing system for applicant files.</p>								
25%	<p>2. Schedules applicants including SD applicants for accommodated exam appointments at the Springfield, Chicago, Champaign, Marion and Rockford Assessment Centers. Verifies accommodation requests for approval by the Disabled Workers Program Coordinator. Coordinates scheduling with each Assessment Center based on staffing availability to assist scheduled applicants. Records scheduled appointments on electronic Accommodated Test Schedule. Provides schedule updates to test monitor staff.</p>								
15%	<p>3. Performs front desk duties by registering applicants for examinations; performs pre-testing qualifications checks on specific position titles using the qual check manual and consulting with final qual check staff; responds to telephone and walk-in inquiries regarding testing, counseling and the state employment process.</p>								
15%	<p>4. Performs test room duties relative to the administering of civil service examinations on the WinCATs (automated testing) system; administers accommodated testing to persons with disabilities. Alphabetizes, sorts, and bundles test materials (e.g. open competitive, promotional and Upward Mobility applications) and forwards to the Central Offices.</p>								
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE
<i>J. McJ...</i>			<i>J. McJ...</i>			<i>J. McJ...</i>			6/21/18
MAY 21 2018									

By Mays 8-3-18

BY: _____

Attachment C *By Kevin...*

16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
15%	5. Responds to routine and semi-complex inquiries regarding the Alternative Employment Program; performs initial reviews of documents submitted by individuals referred to the AEP and submits to supervisor for processing. Maintains filing system for applicant files, including information regarding applicant eligibility/ineligibility.	
10%	6. Provides oral instructions on procedures and functions to mono-lingual Spanish public. Answers requests for information in writing to mono-lingual Spanish public.	
05%	7. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Human Resources Specialist 19693-37-21-100-10-01		WORKING TITLE (IF ANY) Disabled Workers Program Coordinator
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR OR <input type="checkbox"/> LEAD WORKER NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.		
Requires knowledge, skill and mental development equivalent to completion of two years of college or satisfactory completion of an approved training program. Requires working knowledge of human resources programs, rules and regulations including the Personnel Code, Rules and Pay Plan. Prefers the ability to maintain records and prepare reports. Requires the ability to instruct, guide and work with the public including disabled persons. Requires the ability to speak and write Spanish at a colloquial skill level.		

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
New/Revised Position Administrative Assistant I				29	SS	00501-37-04-000-31-02			
3. AGENCY Existing Position		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH	8. AUDIT	9. OFFICE USE
New/Revised Position Central Management Services		Business Enterprise Program			0	016	Y		
10. SECTION Existing Position		11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE	
New/Revised Position								07/16/18	
14. WORK LOCATION Existing Position		15. BARGAINING/TERM CODE			Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
New/Revised Position Cook County		RC028			N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
25%	<p>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. Assists the Certification Section Manager with organizing goals and objectives for the program and in conducting research studies of the organizational and administrative procedures. Performs a variety of staff functions and assists the Division Manager with various administrative and/or technical correspondence, special projects and reports. Communicates in Spanish to those individuals who do not read or speak English. Attends meetings, conferences, workshops and other activities; prepares mailings and maintains database. Conducts site visit interviews throughout the State at various off-site locations in performance of these duties to determine program eligibility requirements for certification.</p> <p>1. Analyzes vendor application files, including full certification, No Change Affidavits and relevant documents including tax statements, balance sheets, federal income tax returns, Joan agreements, proof of ownership and sources of funds used to invest in die business; conducts review of history, organizational structure and financial, legal and administrative operations in determining if applicant meets Business Enterprise Program (BEP) requirements for certification; makes recommendation regarding certification to the Certification Section Manager. Conducts site visit interviews throughout the State at various off-site locations in performance of these duties to determine program eligibility requirements for certification.</p>								
20%	<p>2. Analyzes vendor reciprocity files, including such documents as federal tax returns to conduct a review of history, organizational structure, financial, legal and administrative operations to determine if applicant 's entity meets BEP requirements for reciprocity.</p>								
20%	<p>3. Assists the Certification Section Manager with organizing goals and objectives for the program and in conducting research studies of the organizational and administrative procedures; assists the Certification Section Manager in developing and coordinating general and targeted outreach/public relations campaigns; works with the Certification Section Manager and public affairs in coordinating advertising placement. Participates in the analysis of existing program support functions including budget, certification, legislation, computerized operations, outreach, public affairs, and vendor relations.</p>								
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>J. M. J. 27</i>					<i>J. M. J. 44</i>			8/1/18	

16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
15%	4. Performs a variety of staff functions and assists the Division Manager with responding to certification appeals, 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 the Certification Section Manager 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 machine maintenance and coordinates service contracts 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 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.	
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 for the incumbent of this position.)		
Public Service Administrator 37015-37-04-000-30-01		WORKING TITLE (IF ANY) Manager, Certification Section
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR OR <input type="checkbox"/> LEAD WORKER		
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.		
If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
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 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.		