

Illinois Department of
DCFS
Children & Family Services

Bruce Rauner
Governor

Beverly J. Walker
Acting Director

April 1, 2018

The Honorable Bruce Rauner,
Governor
State of Illinois
207 State Capital
Springfield, Illinois 62706

Dear Governor Rauner:

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

Please find the enclosed report of bilingual employees currently employed by the Department of Children and Family Services. Establishing positions with multilingual options and incorporating multilingual skills into existing positions allows our agency to provide better services more effectively to our clients and the public. On June 30, 2007, the Department had 154 bilingual frontline staff. Therefore, it is required by the Act to maintain a bilingual staffing level of 194, 40 additional positions. However, the Department's number of bilingual staff on March 31, 2018 was 156. We have decreased bilingual direct staff by 22 since last year's record number of 178; this is due to the number of bilingual senior staff retiring and transfers to other state agencies. However, in the past month we have hired 8 bilingual direct service caseworkers with more interviews scheduled. We are actively working to hire more bilingual frontline staff to come into compliance and meet the communication needs of the families we serve.

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

Should you have any questions or need additional information, please contact Lourdes M. Rodriguez, Statewide Burgos Consent Decree Coordinator, LEP Monitor, Office of Affirmative Action at 312/808/-5264.

Beverly J. Walker,
Acting Director

100 West Randolph, 6-100 • Chicago, Illinois 60601-3249
312-814-6800 • 312-814-8783 / TTY
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Illinois Department of
DCFS
Children & Family Services

Bruce Rauner
Governor

Beverly J. Walker
Acting Director

**Employees of the Department of Children and Family Services Receiving Bilingual Pay
March 31, 2018**

Incumbent	Title	Position Number	Language
Milagros Rodriguez	Account Technician	00115-16-20-132-21-99	Spanish
Susan Alejandro	Executive Secretary III	14033-16-08-000-01-99	Spanish



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		3. Budget Code	Position Title Option Code	2. POSITION NUMBER				
New/Revised Position Account Technician I				29	SS	00115-16-48-220-10-99 <i>20-132-01</i>				
3. AGENCY			4. BUREAU/ DIVISION			1. EMP CODE	2. WORK COUNTY	3. AA AFRN	4. SALRY	5. OFFICE USE
Existing Position										
New/Revised Position Children & Family Services			Cook Central			0	018	Y	R	
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								10-01-01		
New/Revised Position Program Operations			Administrative Services-Accounting							
14. WORK LOCATION			15. BARGAINING/TERM CODE			16. Return Exempt		<input checked="" type="checkbox"/> MC021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC028 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MC031 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC156 UPWARD REALLOCATION		
Existing Position										
New/Revised Position Cook County			RC014							
17. % OF TIME	18. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	Under general supervision of the Regional Business Manager, performs technical accounting work in maintaining the general accounting records for purchase of service and/or operational expenditures; reconciles Regional records with Central Office records, noting the reason for any differences; translates and interprets, both orally and in writing, for Spanish speaking individuals regarding services available and the proper completion of forms.									
35%	1. Performs technical accounting work in the maintenance of the subsidiary ledgers for staff travel and vendor services; posts contractual obligations and obligation amendments; posts expenditures from vouchers and other financial documents; maintains monthly obligation account balance; reconciles and adjusts ledgers with monthly computerized printouts from Springfield central accounting office; analyzes accounts to determine the potential need for appropriation transfer in or out; notifies supervisor of accounts with insufficient funds.									
25%	2. Reviews purchase authorizations, vouchers, invoices, and billing summaries for completeness, propriety, and accuracy and to ensure compliance with rules and regulations promulgated by statute and external regulating agencies as well as internal policies and procedures and contractual agreements; processes audited vouchers to Central Office for payment via CRT and/or manually; prepares error form and returns incorrect vouchers to originator and/or verifies discrepancies found via phone follow-up or memorandum.									
15%	3. Serves as liaison with vendors and providers or other parties regarding payment status of vouchers, adjusted voucher amounts and/or traces of missing vouchers.									
10%	4. Prepares detailed worksheets, schedules, and reports used in the analysis of specific accounts and specific account codes or sub-codes.									
5%	5. Maintains obligation book; records all obligations for contracts and obligation amendments.									
5%	6. Translates and interprets both orally and in writing, for Spanish speaking individuals regarding services available and the proper completion of forms.									
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>Michael J. Schwartz</i>			<i>[Signature]</i>			<i>[Signature]</i>			10/2/01	

*Bureau of Personnel
OCT 05 2001
Tech Services*



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		29	SS2	2. POSITION NUMBER 14033-16-19-000-05-29					
New/Revised Position Executive Secretary III						14033-16-08-000-01-29					
3. AGENCY Existing Position			4. BUREAU DIVISION Placement and Permanency			1. EMP CODE	2. WORK COUNTY	3. AS AUTH.	4. LEAD	5. CR/CA USE	
New/Revised Position Children & Family Services			Quality Assurance and Monitoring			0	016	N	R		
10. SECTION Existing Position			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE			
New/Revised Position Deputy Director's Office								06-16-12			
14. WORK LOCATION Existing Position			15. BARGAINING/TERM CODE		Return Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MC021 ABOLISH <input type="checkbox"/> MC148 DOWNWARD REALLOCATION <input type="checkbox"/> MC149 LATERAL REALLOCATION <input type="checkbox"/> MC150 UPWARD REALLOCATION					
New/Revised Position Chicago			RC014		U Y						
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	<p>Subject to management approval of the Deputy Director, performs highly responsible secretarial and administrative work; types a variety of complex and confidential materials; attends and provides input into various staff meetings; provides information on departmental activities in response to various inquiries; interprets policy, procedures and directives to Department staff; maintains confidential files and materials; serves as personnel liaison; translates and interprets, both orally and in writing, for Spanish speaking clients.</p> <p>20% 1. Serves as administrative secretary in the Deputy Director's office; requests reports from Deputy Directors or section chiefs to answer inquiries of the Deputy Director; gathers information from other office or Departmental sources as indicated by Deputy Director; researches information and compiles data, preparing factual and statistical reports for the Deputy Director; prepares material for meetings; performs extensive follow-up on all requests from the Deputy Director, monitoring to ensure requests are timely, comprehensive, and complete from executive staff upon receipt.</p> <p>20% 2. Types a variety of complex, technical, and confidential material; checks reference works, office files and records, and other sources to ensure consistency and accuracy of materials; composes and types routine replies to correspondence and signs outgoing letters for the Deputy Director as authorized.</p> <p>10% 3. Attends and provides input into various staff meetings to keep informed of proposed changes in current policy and legislative activity; provides current information on departmental activities, programs, policies and procedures in response to general inquiries from staff in the legislature, other state agencies, community officials, and the general public.</p> <p>10% 4. Communicates policies, procedures, and directives to Department staff; receives callers and visitors in the Deputy Director's office; develops strong departmental public relations by responding to requests from community officials and citizens throughout the State in a prompt, courteous, and informed manner; directs callers and visitors to appropriate Department or non-agency sources.</p> <p>10% 5. Serves as lead administrator and central depository for all information and data relevant to the Division's personnel transactions; monitors all confidential personnel operations and procedures of the Division; monitors tracking system to ensure that all employee evaluations are completed properly and in a timely manner; initiates corrective action and provides technical assistance.</p>										
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE		
						Richard A. Coleman			8-2-12		
AUG 06 2012											

16. (CONTINUED)

% OF TIME	
10%	6. Maintains general and confidential files of correspondence and other materials for the Deputy Director and staff; prepares material for filings; maintains cross-file system to assure timely retrieval of material requested; maintains directories and manuals by updating or deleting information.
10%	7. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	8. Makes travel arrangements for the Deputy Director and staff; prepares itineraries and vouchers; processes vouchers after review for correctness.
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER OF 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 40070-16-08-000-00-01	WORKING TITLE (IF ANY) Deputy Director
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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 Incumbent or Funded Vacancies

18. 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' secretarial or business college and three years of secretarial experience; or completion of high school and five years' secretarial experience; requires a working knowledge of Microsoft Word; requires ability to type accurately at 55 wpm; requires ability to speak and write Spanish at a colloquial skill level.

Illinois Department of
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Children & Family Services

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Acting Director

**Employees of the Department of Children and Family Services Receiving Bilingual Pay
March 31, 2018**

Incumbent	Title	Position Number	Language
Roberto Torres	Child&Fam.Serv. Intern	07241-16-31-800-05-99	Spanish
Maria Melagrani	Child&Fam.Serv.Intern	07241-16-48-930-31-99	Spanish
Erik Pantoja	Child&Fam.Serv. Intern	07241-16-47-910-05-99	Spanish
Brennan Baldwin	Child&Fam.Serv.Intern	07242-16-49-940-05-99	Spanish
Hizell Navarro	Child&Fam.Serv. Intern	07241-16-48-920-41-99	Spanish
Octavio Ponce	Child&Fam.Serv.Intern	07241-16-49-950-05-99	Spanish

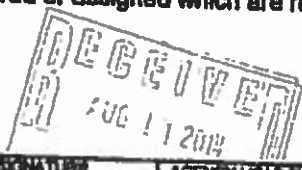


Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		29	SS2	2. POSITION NUMBER 07242-16-47-300-11-09					
New/Revised Position C & FS Intern											
3. AGENCY Existing Position			4. BUREAU/ DIVISION			0	018	Y	R		
New/Revised Position Children & Family Services			Cook North								
10. SECTION Existing Position			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE			
New/Revised Position Child Protection								08-01-14			
14. WORK LOCATION Existing Position			15. BARGAINING/TERM CODE		RC062	N		<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MC021 ABOLISH <input type="checkbox"/> MC148 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
New/Revised Position Deerfield											

10. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
% OF TIME	10. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
35%	1. Participates in on-the-job training of agency field services and administrative services to obtain hands-on experience of agency operations; receives assignments of increased responsibility as agency operations are learned and practiced; carries out assignments in field offices where assigned; drives to field locations in the performance of duties.
20%	2. Develops working skills to advance in completing projects of increased complexity involving academic knowledge coupled with on-the-job training.
15%	3. Attends necessary meetings as required to broaden knowledge of agency operations.
15%	4. Assists supervisor with projects acquired to further agency operations and/or agenda and begins to participate in assigned area of responsibility.
10%	5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.



DIRECTOR OF CMS SIGNATURE <i>Simone McNeil</i>	IMMEDIATE SUPERVISOR SIGNATURE <i>Bobbie Huggins</i>	AGENCY HEAD SIGNATURE	DATE 8-6-14
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CMS Form 1001-1 (Rev. 11/13)
Dora D. Hunt 8/21/14

16. (CONTINUED)

% OF TIME

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

Public Service Administrator 37015-16-47-300-10-01

WORKING TITLE (IF ANY)

Investigations Team Supervisor

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

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbent or Funded Vacancies

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

Requires a master's degree in public administration, business administration, political science, or a related field; or a master's degree in social work, psychology, counseling, education or special education, or a related human service area; requires experience with the application of public administration tenets such as might have been obtained in collegiate organizations, volunteer participation, or employment; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to speak and write Spanish at a colloquial skill level.

Illinois Department of
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 Acting Director

**Employees of the Department of Children and Family Services Receiving Bilingual Pay
 March 31, 2018**

Incumbent	Title	Position Number	Language
Orlando Arroyo	Child Protection Specialist	07163-16-33-400-21-99	Spanish
Celmir Bolanos Ayala	Child Protection Specialist	07163-16-47-300-21-99	Spanish
Carolina Bono	Child Protection Specialist	07163-16-49-300-11-99	Spanish
Yvette Birrell	Child Protection Specialist	07163-16-49-400-81-99	Spanish
Deisy Anaya	Child Protection Specialist	07163-16-48-930-41-99	Spanish
Analia Cordorda	Child Protection Specialist	07163-16-33-600-21-99	Spanish
Erika Diaz	Child Protection Specialist	07163-16-48-920-21-99	Spanish
Esther Cordova	Child Protection Specialist	07163-16-49-300-11-99	Spanish
Elisa Corona	Child Protection Specialist	07163-16-47-200-71-99	Spanish
Richard Delahaza	Child Protection Specialist	07163-16-47-200-31-99	Spanish
Leticia Arroyo	Child Protection Specialist	07163-16-48-930-21-99	Spanish
Jessica Furio	Child Protection Specialist	07163-16-33-500-31-99	Spanish
Susy Bonilla	Child Protection Specialist	07163-16-48-930-81-99	Spanish
Arturo Heredia	Child Protection Specialist	07163-16-47-300-31-99	Spanish
Milagros Acosta	Child Protection Specialist	07163-16-48-930-31-99	Spanish
Julia Corral	Child Protection Specialist	07163-16-48-930-51-99	Spanish
Aracely Madrigal	Child Protection Specialist	07163-16-48-930-21-99	Spanish
Yadira Mazon	Child Protection Specialist	07163-16-48-920-31-99	Spanish
Maritz Barajas	Child Protection Specialist	07163-16-47-920-11-99	Spanish
Maribel Rodriguez	Child Protection Specialist	07163-16-47-920-41-99	Spanish
Zulema Ortiz	Child Protection Specialist	07163-16-33-500-41-99	Spanish
Ada Perez-Almathaseb	Child Protection Specialist	07163-16-47-210-05-99	Spanish
Enrique Pimental	Child Protection Specialist	07163-16-47-920-21-99	Spanish
Vanessa Gomez	Child Protection Specialist	07163-16-47-910-31-99	Spanish
Claudia Ramos	Child Protection Specialist	07163-16-33-400-21-99	Spanish
Guadalupe Toledo	Child Protection Specialist	07163-16-47-910-31-99	Spanish
David Ruano	Child Protection Specialist	07163-16-49-300-11-99	Spanish
Mariella Callejas	Child Protection Specialist	07163-16-48-920-31-99	Spanish
Enoe Napoles	Child Protection Specialist	07163-16-48-920-41-99	Spanish
Miguel Sandoval-Garcia	Child Protection Specialist	07163-16-48-100-21-99	Spanish
Imara Negron	Child Protection Specialist	07163-16-33-510-21-99	Spanish
Sylvia Torres	Child Protection Specialist	07163-16-47-920-31-99	Spanish
Eulalia Rodriguez	Child Protection Specialist	07163-16-33-700-81-99	Spanish
Hector Vasquez	Child Protection Specialist	07163-16-32-300-11-99	Spanish
Katherine Monrouzeau	Child Protection Specialist	07163-16-33-600-71-99	Spanish
Maria Paredes	Child Protection Specialist		Spanish

Flora Amezcua	Child Protection Specialist	07163-16-33-500-91-99	Spanish
Lisette Bonilla	Child Protection Specialist	07163-16-48-920-41-99	Spanish
Madeline Lopez	Child Protection Specialist	07163-16-31-100-61-99	Spanish



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		29	SS	2. POSITION NUMBER			
Child Protection Specialist						07163-16-31-100-81-99			
3. AGENCY		4. BUREAU/ DIVISION			A CODE	B CODE	F AS	ALERT	
Existing Position									
Identified Position		Northern Region			0	101	Y	R	
Children & Family Services									
10. SECTION		11. UNIT			12. MANAGER CODE		13. EFFECTIVE DATE		
Existing Position							10-16-13		
Child Protection									
14. WORK LOCATION		15. BARGAINING/TERM CODE		Relat	<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC028 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC026 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC148 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC151 UPWARD REALLOCATION				
Existing Position				Exempt					
Identified Position		RC062		N					
Rockford									
% OF TIME		16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
		<p>Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; assesses immediate safety and risk factors of involved children and takes necessary protection action; makes recommendations about investigative findings; implements short-term services, including concrete services directly or through family advocates; assigned to 24 hour "on call" duty, as necessary, in addition to normal assignments to ensure that services are provided as mandated by statute and policy; translates and interprets, both orally and in writing, for Spanish speaking clients.</p>							
35%		<p>1. Receives and investigates reports of alleged child abuse/neglect within mandated time limits; assesses immediate safety of children and initiates appropriate levels of child protection needed; drives to conduct home evaluations, observing family situations relating to allegations of child abuse/neglect; interviews clients and professionals to obtain information for purposes of making a finding on the allegations and determining protection and service needs; conducts service assessments; provides information and referral services to community agencies, POS agencies and the permanency units; briefly monitors families referred to community services.</p>							
25%		<p>2. Prepares necessary investigation reports for assessing validity of reports of allegations; completes forms authorizing payment for services provided to clients; prepares other statistical and narrative reports, which include documentation in the SACWIS computer system; completes service assessments and opens case records.</p>							
10%		<p>3. Selects, summarizes and presents case material for transfer to permanency caseworker or community agencies; attends supervisory conferences and consults with other disciplines regarding casework planning; makes recommendations for additional follow-up services.</p>							
10%		<p>4. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.</p>							
5%		<p>5. Determines the need for and coordinates the placement of children in substitute care facilities; provides recommendations and testifies in court regarding investigative findings.</p>							
5%		<p>6. Attends multi-disciplinary diagnostic and technical staff conferences to assess needed services; develops and maintains working relationships with community and other state agencies; explains agency responsibilities to the community.</p>							
DIRECTOR OF CAS SIGNATURE		AGENCY HEAD SIGNATURE		DATE					
Srip M. M. [Signature]		Robert A. [Signature]		10-29-13					
11/4/13		RECEIVED		OCT 26 2013					

16. (CONTINUED)

% OF TIME	
5%	7. Transports clients when taking protective custody, when placing them in substitute care, and when changing placement location; transports clients to necessary appointments (i.e., court hearings, medical appointments, counseling sessions, police station, etc.) and to necessitate the delivery of client services.
5%	8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-16-31-100-60-99	WORKING TITLE (IF ANY) Investigations Team Supervisor
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbent or Funded Vacancies

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

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to speak and write Spanish at a colloquial skill level.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

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Acting Director

**Employees of the Department of Children and Family Services Receiving Bilingual Pay
March 31, 2018**

Incumbent	Title	Position Number	Language
Carlos Acosta	Child Prot. Advanced Sp.	07161-16-33-200-41-99	Spanish
Mary Marban	Child Prot. Advanced Sp.	07161-16-49-400-41-99	Spanish
Melina Pantoja	Child Prot. Advanced Sp.	07161-16-33-400-61-99	Spanish
Theresa Reyes	Child Prot. Advanced Sp.	07161-16-33-600-41-99	Spanish
Sergio Valiente Vasquez	Child Prot. Advanced Sp.	07161-16-33-700-81-99	Spanish



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE		WORKING TITLE (IF ANY)		Salary	Position Use	2. POSITION NUMBER				
Existing Position										
New/Revised Position				29	SS	07161-16-31-100-61-99				
3. AGENCY			4. BUREAU/ DIVISION			1. EMP CODE	2. WORK COUNTY	3. AS A/D/L	SALARY	4. OFFICE USE
Existing Position										
New/Revised Position										
Children & Family Services			Northern Region			0	101	Y	R	
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								10-16-13		
New/Revised Position										
Child Protection										
14. WORK LOCATION			15. BARGAINING/TERM CODE		Plain	<input checked="" type="checkbox"/> M0021 ESTABLISH <input type="checkbox"/> M0022 EXEMPT CODE CHANGE <input type="checkbox"/> M0024 POSITION NUMBER CHANGE <input type="checkbox"/> M0026 CLARIFY <input type="checkbox"/> M0027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> M0028 WORK COUNTY CHANGE <input type="checkbox"/> M0021 ABOLISH <input type="checkbox"/> M0149 DOWNWARD REALLOCATION <input type="checkbox"/> M0150 LATERAL REALLOCATION <input type="checkbox"/> M0151 UPWARD REALLOCATION				
Existing Position										
New/Revised Position										
Rockford			RC062		N					
% OF TIME		18. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
		<p>Under general direction, performs primarily experienced, highly responsible professional child protection investigations of difficult and complex CA/N reports; serves as mentor, providing guidance to lower level and/or less experienced child protection staff; reviews new reports to determine investigative issues involved and investigative response actions required; conducts complex investigation activities on difficult reports assigned to the team; assigned to 24 hour "on call" duty, as necessary, in addition to normal assignments; on a rotating basis, serves as supervisor in the supervisor's absence; translates and interprets, both orally and in writing, for Spanish speaking clients.</p>								
25%		<p>1. Mentors lower level and/or less experienced specialists, providing guidance, direction, and consultation on investigative activities; provides input and assistance in planning, arranging, and conducting orientation and training programs for staff; reviews documentation of investigative contacts prepared by lower level investigative staff for content of information gathered and other contacts that should have been made; consults with supervisor concerning training needs for individual staff based upon such reviews.</p>								
25%		<p>2. Receives and investigates a full range of CA/N reports, including high profile reports or reports of an advanced complexity level; conducts investigative interviews with reporters, subjects, and other individuals to obtain information for the determination as to whether the report is "indicated" or "unfounded."</p>								
15%		<p>3. Arranges for and attends multi-disciplinary and technical staff conferences to assess investigative activities; serves as liaison with other disciplines, agencies, and community resources; interprets agency responsibilities to the community; speaks before groups and organizations on the issues of child protection.</p>								
10%		<p>4. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.</p>								
5%		<p>5. On a rotating basis, serves as supervisor in the supervisor's absence.</p>								
5%		<p>6. Directs the preparation of and reviews statistical data for the team and individuals assigned to the team for compliance of the data to Department operational guidelines; alerts the supervisor to issues highlighted by the statistical data; recommends to the supervisor changes based upon statistical data.</p>								
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>Steve Michael</i>			<i>[Signature]</i>			<i>Richard A. Calvino</i>			10-29-13	

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OCT 26 2013

16. (CONTINUED)

% OF TIME	
5%	7. Attends and provides input into Department staff meetings with regard to follow-up issues on "indicated" child protection reports; consults with Department permanency staff regarding subsequent investigations on families currently being served by the Department.
5%	8. Transports clients when taking protective custody, when placing them in substitute care, and when changing placement location; transports clients to necessary appointments (i.e., court hearings, medical appointments, counseling sessions, police station, etc.) and to necessitate the delivery of client services.
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-16-31-100-80-99

WORKING TITLE (IF ANY)

Investigations Team Supervisor

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

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of incumbent or Funded Vacancies

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

Requires a master's degree in social work plus two years of directly related professional experience as a Child Welfare Specialist or Child Protection Specialist in the Department of Children and Family Services; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to speak and write Spanish at a colloquial skill level.

The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

Illinois Department of
DCFS
Children & Family Services

Bruce Rauner
Governor

Beverly J. Walker
Acting Director

**Employees of the Department of Children and Family Services Receiving Bilingual Pay
March 31, 2018**

Incumbent	Title	Position Number	Language
Maria Andorf	Child Wlf. Admin.Case Re	07190-16-60-241-12-99	Spanish
Maria Pizarro-Sanchez	Child Wlf. Admin.Case Re	07190-16-60-240-51-99	Spanish
Patricia Losoya	Child Wlf. Admin.Case Re	07190-16-60-242-11-99	Spanish
Anabel Michal	Child Wlf. Admin.Case Re	07190-16-60-240-11-99	Spanish



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		29	SS	2. POSITION NUMBER				
Child Wif Admin Case Reviewer						07190-16-00-241-11-99				
3. AGENCY		4. BUREAU DIVISION				A. BODY CODE	B. HOME COUNTY	C. AL. AUTH.	D. SALARY	E. EFFICIENCY
Existing Position		Director's Office								
Administrative Position		Bureau of Operations				0	022	Y	R	
10. SECTION		11. UNIT				12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								08-16-14		
Administrative Position		Administrative Case Review				<input type="checkbox"/> M0021 ESTABLISH <input type="checkbox"/> M0022 EXEMPT CODE CHANGE <input type="checkbox"/> M0024 POSITION NUMBER CHANGE <input type="checkbox"/> M0026 CLARIFY <input type="checkbox"/> M0027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> M0028 WORK COUNTY CHANGE <input type="checkbox"/> M0021 ABOLISH <input type="checkbox"/> M0146 DOWNWARD REALLOCATION <input type="checkbox"/> M0180 LATERAL REALLOCATION <input type="checkbox"/> M0158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE			Rate Exempt					
Existing Position		RC083			N					
Administrative Position		Glen Ellyn								

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

Under general direction of the ACR Program Manager, within an identified area of assignment, reviews, determines, convenes, manages, and conducts an independent case review of every child in substitute care, as required by federal and state law; reviews service plan and amends to ensure consistency with laws, rules, court orders, and established social work practice; provides a monitoring function to public and private providers on all chronic and critical feedback reports; alerts administrative staff to vital case issues; conducts special reviews on difficult cases; identifies and makes recommendations regarding policy revisions in the areas of case planning and service delivery; translates and interprets, both orally and in writing, for Spanish speaking clients.

30% 1. Within area of assignment, evaluates and determines case eligibility; reviews and evaluates case plans to ensure that they reflect a "best interest of the child" criteria, which involves children in out-of-home care; exercises authority to amend, change, or restructure those case plans that do not ensure reasonable efforts for family reunification, where appropriate, and those that do not address the needs of the family and/or child as it affects the safety, well-being, and permanency of children and families; determines whether case plans are in compliance with all applicable federal and state laws, administrative regulations, Department Rules and Procedures, court decrees, and other legally-binding mandates; pre-schedules and provides a six month review and a review every six months thereafter.

20% 2. Manages the case review process, which includes monitoring participation, convening and conducting the review, maintaining focus of the group, interpreting policies and rules, and clarifying the rights and responsibilities of all attending participants; drives to field locations to conduct reviews

20% 3. Within identified timeframe and using established protocol, completes a feedback report on each case reviewed and Case Review Information Packet (CRIP); reads and responds to email; maintains pre-scheduling calendar; provides vital feedback and summary reports to administrative staff on sensitive or difficult cases to ensure timely attention and/or problem resolution; alerts supervisory and administrative staff to vital case issues requiring intervention; conducts special reviews on difficult cases.

10% 4. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.

5% 5. Explains and advises participants of their options to appeal the service plan and provide written notice of appeal rights; provides input into any appeal of his/her decisions regarding service plans.

DIRECTOR OF CMS SIGNATURE: *Sharon McKee*
 IMMEDIATE SUPERVISOR SIGNATURE: *Barbie Huggins*
 AGENCY HEAD SIGNATURE: *Barbie Huggins*
 DATE: 8-12-14

16. (CONTINUED)

% OF TIME

5%

6. Monitors the implementation of Departmental policies regarding case planning and service delivery; makes recommendations for amendment of policy regarding the areas of case planning and service delivery; identifies in writing any service-related issue, gaps in service provision, and systemic barriers to service and/or permanency, including certain compliance statistics.

5%

7. Keeps abreast of statute, rule, and procedure governing child welfare practice; reads all material and policy transmittals on new initiatives and changes in policy, and seeks clarification or training if needed; incorporates new initiatives and policy changes into practice of existing protocol and procedure; attends Division and Unit meetings and all required, assigned, or recommended training.

5%

8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-16-60-241-10-01

WORKING TITLE (IF ANY)

ACR Program Manager

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

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbent or Funded Vacancies

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

Requires knowledge, skill, and mental development equivalent to a master's degree from an accredited school of social work and three years professional supervisory experience in the field of child welfare; requires thorough knowledge of social work theory, principles, techniques, practices, and their application under various and difficult conditions; requires thorough knowledge of state and federal laws and agency requirements pertaining to permanency planning; requires skills in negotiation and conflict management and ability to give effective consultation and instruction related to professional social casework; requires skill and ability to analyze social service systems, identify problems or dysfunctions, and prepare recommendations for solution; requires possession of a valid driver's license and ability to travel; requires ability to speak and write Spanish at a colloquial skill level.

Illinois Department of
DCFS
 Children & Family Services

Bruce Rauner
 Governor

Beverly J. Walker
 Acting Director

**Employees of the Department of Children and Family Services Receiving Bilingual Pay
 March 31, 2018**

Incumbent	Title	Position Number	Language
Benny Barraza	Child Welfare Specialist	07218-16-13-710-11-98	Spanish
Iris Burgos	Child Welfare Specialist	07218-16-48-200-81-99	Spanish
Esperanza Cantu	Child Welfare Specialist	07218-16-32-300-82-99	Spanish
Celia Dakenbring	Child Welfare Specialist	07218-16-31-200-51-99	Spanish
Luis Fernandez	Child Welfare Specialist	07218-16-31-200-21-99	Spanish
Sara Franco	Child Welfare Specialist	07218-16-15-214-21-99	Spanish
Antonio Alvarado-Lozano	Child Welfare Specialist	07218-16-60-250-41-99	Spanish
Emma Gonzalez	Child Welfare Specialist	07218-16-49-100-51-99	Spanish
Keila Cruz	Child Welfare Specialist	07218-16-48-830-11-99	Spanish
Juana Haywood	Child Welfare Specialist	07218-16-60-440-51-99	Spanish
Sergio Jimenez	Child Welfare Specialist	07218-16-18-422-91-99	Spanish
Moises Jimenez	Child Welfare Specialist	07218-16-49-830-11-99	Spanish
Carol Kline	Child Welfare Specialist	07218-16-13-720-21-99	Spanish
Gloria Ornelas	Child Welfare Specialist	07218-16-49-820-41-99	Spanish
Isadora Reyes	Child Welfare Specialist	07218-16-49-820-31-99	Spanish
Susana Carrillo	Child Welfare Specialist	07218-16-48-830-21-99	Spanish
Dulce Patron	Child Welfare Specialist	07218-16-33-410-21-99	Spanish
Maria Moreno-Horne	Child Welfare Specialist	07218-16-33-400-41-99	Spanish
Sandoval Aguirre-Lievano	Child Welfare Specialist	07218-16-47-810-31-99	Spanish
Carmen Santos	Child Welfare Specialist	07218-16-47-510-05-99	Spanish
Susana Olivas	Child Welfare Specialist	07218-16-13-710-31-99	Spanish
Monica Sosa	Child Welfare Specialist	07218-16-18-422-92-99	Spanish
Cesareo Lopez	Child Welfare Specialist	07218-16-18-422-92-99	Spanish
Massiel Perez	Child Welfare Specialist	07218-16-47-810-41-99	Spanish
Gabriela Reyes	Child Welfare Specialist	07218-16-49-830-11-99	Spanish



**Illinois Department of
CENTRAL MANAGEMENT SERVICES**

POSITION DESCRIPTION

1. POSITION TITLE		WORKING TITLE (IF ANY)		Salary Code	Position Title Code	2. POSITION NUMBER					
Existing Position						07218-16-31-100-81-99					
New/Revised Position		Child Welfare Specialist		29	SS	07218-16-31-200-21-99					
3. AGENCY			4. BUREAU/ DIVISION			1. EMP CODE	2. WORK COUNTY	3. AM. APTN.	4. SALRT	5. OFFICE USE	
Existing Position											
New/Revised Position			Northern Region			0	101	Y	R		
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE			
Existing Position								12-16-14			
New/Revised Position			Permanency								
14. WORK LOCATION			15. BARGAINING/TERM CODE		Postn Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC188 UPWARD REALLOCATION					
Existing Position											
New/Revised Position			RC063		N						
% OF TIME			16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								

Under general supervision, performs experienced professional casework services to children and families; conducts interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treatment plans; implements service plans with families; determines the need and coordinates the placement of children in substitute care facilities; works with intact families and children in home and/or substitute care; develops and maintains liaison roles with various community agencies; interprets agency responsibilities to the community; assigned to 24 hour "on call" duty, as necessary, in addition to normal assignments; works to ensure that services are provided as mandated by statute and policy; translates and interprets, both orally and in writing, for Spanish speaking clients.

25% 1. Determines the need and coordinates the placement of children in substitute care facilities; provides recommendations and testifies in court as to client history and future plans of client behavior; provides assistance in the preparation of witnesses for testifying and prepares studies ordered by the court; participates in the administrative case review process; informs clients of their appeal rights and procedures and assists clients in the initiation of appeal rights; establishes goals for children and parents; prepares reports on progress or lack of progress toward goal; coordinates the development of a comprehensive, family-centered, culturally relevant assessment of children and families; maintains ongoing assessment of needs and strengths; evaluates the progress of the family toward attainment of minimum parenting standards, as well as the effectiveness and appropriateness of utilized services toward the goals of family preservation, family reunification, or another appropriate permanency outcome for the child; provides feedback to the family regarding progress.

20% 2. Works with intact families and children in home and/or substitute care; develops service plans to address needs of families within agency timeframes; evaluates service delivery and reviews service plans and permanency goals, making changes as necessary to meet the needs of the child and family.

20% 3. Conducts interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treatment plans; counsels on available concrete and supportive services and available therapeutic services and provides same; implements service plans with families; provides services directly and/or makes referrals for services; provides support, guidance, and coordination to foster parents and service providers; monitors to ensure appropriate visits occur between parents and children in placements and siblings not placed together; drives to field locations to conduct on-site interviews.

DIRECTOR OF CMS SIGNATURE <i>Simone McKel</i>	IMMEDIATE SUPERVISOR SIGNATURE <i>Debra D. Quist</i> 1/5/15	AGENCY HEAD SIGNATURE <i>Babette Huggan</i>	DATE 12-16-14
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16. (CONTINUED)

% OF TIME	
10%	4. Transports clients when taking protective custody, when placing them in substitute care, and when changing placement location; transports clients to necessary appointments (i.e., court hearings, medical appointments, counseling sessions, police station, etc.) and to necessitate the delivery of client services.
10%	5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	6. Prepares and maintains necessary case documentation for planning, implementing, and evaluating services; completes various agency forms, including case notes, payment, eligibility, visitation, and court reports; prepares statistical and narrative reports.
5%	7. Participates in case staffings to facilitate case transfer and participates in multi-disciplinary diagnostic and technical staff conferences to assess needed services; provides input into supervisory conferences and consultation with other disciplines for casework planning; obtains information of community and agency resources seeking specialized services for clients; develops and maintains working relationships with community and other state agencies, providing interpretation of agency responsibilities.
5%	8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-16-31-200-20-01	WORKING TITLE (IF ANY) Permanency Team Supervisor
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbent or Funded Vacancies

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

Preferably requires a master's degree in social work; or a master's degree in a related human service field, supplemented by one year of directly related professional casework/case management experience; or requires a bachelor's degree in social work and one year of directly related professional casework/case management experience; or requires a bachelor's degree in a related human service field and two years of directly related professional casework/case management experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual and auditory ability to carry out assigned duties; requires ability to speak and write Spanish at a colloquial skill level.

The college or university issuing a bachelor's or master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The directly related professional casework/case management experience must be related to family preservation, family reunification, adoption, youth development, counseling, and advocacy services or a related field.

Illinois Department of
DCFS
 Children & Family Services

Bruce Rauner
 Governor

Beverly J. Walker
 Acting Director

**Employees of the Department of Children and Family Services Receiving Bilingual Pay
 March 31, 2018**

Incumbent	Title	Position Number	Language
Coty Corcoles-Martinez	Child Wlf.Adv. Specialist	07215-16-18-422-92-99	Spanish
David Martin	Child Wlf.Adv. Specialist	07215-16-24-140-10-99	Spanish
Megan Burgess-Garcia	Child Wlf.Adv. Specialist	07215-16-47-810-41-99	Spanish
Beatriz Ramirez	Child Wlf.Adv. Specialist	07215-16-48-200-81-99	Spanish
Josefina Reyes-Garcia	Child Wlf.Adv. Specialist	07215-16-33-700-61-99	Spanish
Nancy Rodriguez	Child Wlf.Adv. Specialist	07215-16-60-230-81-99	Spanish
Emely Sanchez	Child Wlf.Adv. Specialist	07215-16-48-200-81-99	Spanish
Yanira Sanchez	Child Wlf.Adv. Specialist	07215-16-13-720-31-99	Spanish
Olivia Chavez	Child Wlf.Adv. Specialist	07215-16-48-830-41-99	Spanish
Darcie Navarro	Child Wlf.Adv. Specialist	07215-16-13-710-21-99	Spanish
Luisa Buehler	Child Wlf.Adv. Specialist	07215-16-13-710-11-99	Spanish



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		3. EMPLOY CODE	Position Title Other Code	2. POSITION NUMBER 07215-16-31-500-72-99				
New/Revised Position Child Welfare Advanced Specialist				29	SS	07215-16-31-800-71-99				
3. AGENCY			4. BUREAU/DIVISION			1. DIST CODE	2. WORK COUNTY	3. AD ALTH	4. AGENT	5. OFFICE USE
Existing Position										
New/Revised Position Children & Family Services			Northern Region			0	019	Y	R	
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								12-16-14		
New/Revised Position Operations			Permanency			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC028 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC029 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC146 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION			15. BARGAINING/TERM CODE		Relian Exempt					
Existing Position										
New/Revised Position DeKalb			RC063		N					
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS										
% OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	Under direction, performs primarily experienced professional casework services to an assigned caseload of difficult and complex cases; serves as mentor, providing guidance and direction to lower level/less experience child welfare staff; conducts interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treatment plans; implements service plans with families; determines the need and coordinates the placement of children in substitute care facilities; works with intact families and children in home and/or substitute care; develops and maintains liaison roles with various community agencies; interprets agency responsibilities to the community; on a rotating basis, serves as unit supervisor in the absence of the supervisor; assigned to 24 hour "on call" duty, as necessary, in addition to normal assignments; works to ensure that services are provided as mandated by statute and policy; translates and interprets, both orally and in writing, for Spanish speaking clients.									
20%	1. Mentors less experienced specialists, providing guidance, direction, and consultation to lower level child welfare staff with assessment, case planning, interviewing intervention techniques, problem assessments, crisis situations, and other various processes of their work; provides input and assistance in planning, arranging, and conducting orientation and training programs for staff.									
20%	2. Determines the need and coordinates the placement of children in substitute care facilities; provides recommendations and testifies in court as to client history and future plans of client behavior; provides assistance in the preparation of witnesses for testifying and prepares studies ordered by the court; participates in the administrative case review process; informs clients of their appeal rights and procedures and assists clients in the initiation of appeal rights; establishes goals for children and parents; prepares reports on progress or lack of progress toward goal; coordinates the development of a comprehensive, family-centered, culturally relevant assessment of children and families; maintains ongoing assessment of needs and strengths; evaluates the progress of the family toward attainment of minimum parenting standards, as well as the effectiveness and appropriateness of utilized services toward the goals of family preservation, family reunification, or another appropriate permanency outcome for the child; provides feedback to the family regarding progress.									
15%	3. Works with intact families and children in home and/or substitute care; develops service plans to address needs of families within agency timeframes; evaluates service delivery and reviews service plans and permanency goals, making changes as necessary to meet the needs of the child and family.									
10%	4. Manages a full range of cases, including high profile cases or cases of an advanced complexity level; conducts interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treatment plans; counsels on available concrete and supportive services									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>[Signature]</i>			<i>[Signature]</i>			<i>[Signature]</i>			DEC 15 2014	
									12-10-14	

16. (CONTINUED)

% OF TIME	
	and available therapeutic services and provides same; implements service plans with families; provides services directly and/or makes referrals for services; provides support, guidance, and coordination to foster parents and service providers; monitors to ensure appropriate visits occur between parents and children in placements and siblings not placed together; drives to field locations to conduct on-site interviews.
10%	5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	6. On a rotating basis, serves as team supervisor in his/her absence.
5%	7. Transports clients when taking protective custody, when placing them in substitute care, and when changing placement location; transports clients to necessary appointments (i.e., court hearings, medical appointments, counseling sessions, police station, etc.) and to necessitate the delivery of client services.
5%	8. Prepares and maintains necessary case documentation for planning, implementing, and evaluating services; completes various agency forms, including case notes, payment, eligibility, visitation, and court reports; prepares statistical and narrative reports.
5%	9. Participates in case staffings to facilitate case transfer and participates in multi-disciplinary diagnostic and technical staff conferences to assess needed services; provides input into supervisory conferences and consultation with other disciplines for casework planning; obtains information of community and agency resources seeking specialized services for clients; develops and maintains working relationships with community and other state agencies, providing interpretation of agency responsibilities.
5%	10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-16-31-800-70-01	<p>WORKING TITLE (IF ANY) Permanency Team Supervisor</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 Incumbent or Funded Vacancies

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

Requires a master's degree in social work plus two years of directly related professional experience as a Child Welfare Specialist or Child Protection Specialist in the Department of Children and Family Services; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to speak and write Spanish at a colloquial skill level.

The college or university issuing a master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

Illinois Department of
DCFS
Children & Family Services

Bruce Rauner
Governor

Beverly J. Walker
Acting Director

Employees of the Department of Children and Family Services Receiving Bilingual Pay March 31, 2018			
Incumbent	Title	Position Number	Language
Karina Arteaga	Child Wf.Sen. Specialist	0721716672101199	Spanish

Incumbent	Title	Position Number	Language
Karina Arteaga	Child Wf.Sen. Specialist	0721716672101199	Spanish



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		Original Date	Position Title Change Code	2. POSITION NUMBER					
New/Revised Position Child Welfare Senior Specialist				29	SS	07217-16-13-151-11-99					
3. AGENCY			4. BUREAU/DIVISION			6. EMP CODE	8. WORK COUNTY	7. AA AURL	5. SAIDY	9. OFFICE USE	07217-16-13-210-11-99
Existing Position											
New/Revised Position Children & Family Services			Regulation and Monitoring			0	045	Y	R		
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE			
Existing Position								07-01-13			
New/Revised Position High End Monitoring of Residential and ILO/TLP/POS/IFS						<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC148 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC152 UPWARD REALLOCATION					
14. WORK LOCATION			15. BARGAINING/TERM CODE		Notes Example						
Existing Position											
New/Revised Position Aurora			RC063		N						
OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS										
	<p>Under direction, provides experienced professional child welfare services for all programs in an agency's contract, including programs for children and youth with special needs and youth in the process of transitioning to adulthood; conducts on-site assessment; provides oversight of services delivered to wards in institutions and group homes (IGH), Independent Living Operations/Transitional Living Program (ILO/TLP), Teen Parenting Services Network (TPSN), purchase of service (POS) agencies, and Intact Family Services (IFS); attends quarterly clinical staffings as needed according to the provider's monitoring level; reviews length of stay data and achievement of step-down plans; monitors corrective action and quality improvement plans; identifies patterns of performance problems requiring Department intervention; conducts site visits during evening, weekend, and overnight hours; translates and interprets, both orally and in writing for Spanish speaking clients.</p>										
25%	<p>1. Provides experienced professional child welfare services involving IGH/ILO/TLP/TPSN/POS/IFS programs for children and youth with special needs and youth in the process of transitioning to adulthood; reviews and evaluates programs to ensure they are able to meet the individual needs of children; reviews and assesses the overall quality of all IGH/ILO/TLP/TPSN/POS/IFS providers through the use of data and professional observation; maintains profile information of all assigned providers; attends quarterly clinical staffings as needed according to the provider's monitoring level to monitor compliance with best practice standards; provides input into supervisory conferences and consultation with other disciplines as needed for continued assessment of the providers' functioning.</p>										
20%	<p>2. Monitors and assesses IGH/ILO/TLP/TPSN/POS/IFS programs to ensure compliance with the DCFS contract and program plan, as well as compliance with standards regarding appropriate clinical capacity, admission requirements, and overall performance; reviews IGH/ILO/TLP/TPSN/POS/IFS program statistics and information, including length of stay data, discharge patterns, discharge planning, behavioral management techniques, and achievement of step-down plans; develops and prepares necessary documentation for evaluating agencies' services; drives to IGH/ILO/TLP/POS/IFS facilities to conduct on-site reviews as assigned.</p>										
20%	<p>3. Monitors POS agencies to ensure that they meet DCFS mandates; collects and reviews performance data from the Administrative Case Review process, outcome assessments, CYCIS, and other data sources to assess the quality of services provided, including permanency, step-down, and caseworker performance issues; prepares necessary documentation to evaluate agencies' services; meets with private agencies according to the assigned monitoring level to discuss and share performance information; monitors the implementation of corrective action or quality improvement plans.</p>										
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE		
									8-19-12		
AUG 5 1 2013											

16. (CONTINUED)

%	OF TIME
20%	4. Synthesizes total agency performance data collected from all sources into a regular comprehensive assessment of each agency's outcomes; identifies patterns of performance problems requiring Department intervention and communicates same to supervisor; meets with members of the Department's administrative teams to review agency performance issues.
10%	5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator, 37015-16-13-210-10-01	WORKING TITLE (IF ANY) Residential Monitor Supervisor
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbent or Funded Vacancies

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

Requires a master's degree in social work, psychology, counseling, or other related human service areas, including, but not limited to, education or special education; requires five years of progressively responsible professional experience, including at least two years of demonstrated experience in interacting and negotiating, primarily on an independent basis, with other systems of services (mental health, developmental disabilities, substance abuse, specialized medical, special education) to ensure that children with special needs gain access to such services, with such experience having been in directing services for children in clinical settings for children; or two years of supervisory experience in providing services to special needs children in a state or private human service agency; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to speak and write Spanish at a colloquial skill level.

Illinois Department of
DCFS
Children & Family Services

Bruce Rauner
Governor

Beverly J. Walker
Acting Director

**Employees of the Department of Children and Family Services Receiving Bilingual Pay
March 31, 2018**

Incumbent	Title	Position Number	Language
Sydnie Juarez	Child Wel. Nurse Special.	07197-16-15-335-07-99	Spanish
Elizabeth Velazquez	Child Wel. Nurse Special	07197-16-15-335-06-99	Spanish



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		Original Code	Position Title Origin Code	2. POSITION NUMBER					
New/Revised Position Child Welfare Nurse Specialist				29	SS	07197-16-15-335-06-99					
3. AGENCY Existing Position			4. BUREAU/ DIVISION			1. EMP CODE	2. WORK COUNTY	3. AUTH	4. SAULT	5. OFFICE USE	
New/Revised Position Children and Family Services			Clinical Practice and Development			4d5	016	Y	R		
10. SECTION Existing Position			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE			
New/Revised Position Office of Nursing Services								01-01-15			
14. WORK LOCATION Existing Position			15. BARGAINING/TERM CODE			Notes Exempt		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
New/Revised Position Chicago			RC023			N					
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS											
20%	<p>Under general supervision of the Chief of Nursing Services, performs duties as a health services consultant specialist; provides consultative services for health related concerns for children with special health care needs, including children with health related issues who are the subject of investigations of child abuse or neglect; utilizing the Nursing Process and Nursing Standards of Practice, provides assessment, nursing diagnosis, and planning; directs the implementation of health care plans and evaluates the application of health related treatment plans; serves as a liaison for client/family with community hospitals, child abuse and neglect teams, fatality teams, and community physical and mental health programs; provides community based specialty services; adheres to collegiality by providing in-service training on health related issues/concerns and by participating in Peer Review and Quality Assurance/Improvement Initiatives; translates and interprets, both orally and in writing, for Spanish speaking clients.</p> <p>1. Provides consultation and analysis on health related concerns in investigation reports, complex health care records, and other related materials; provides interpretation of health care records, findings, and application of the treatment plan; in the presence of the assigned caseworker, consults with biological parents, foster parents, relative caregivers, or residential providers regarding health related concerns for children with special health care needs; provides input into the treatment plan with the child caregiver and worker via staffings and Clinical Intervention Placement Preservation Teams; evaluates the implementation of health related treatment plans; serves as a liaison for the client/family with community hospitals, child abuse and neglect teams, fatality teams, and community physical and mental health programs; works directly or indirectly with staff, caregivers, and providers to provide information that will facilitate the resolution of health related problems interfering with essential health care; testifies in court regarding the explanation of health care records, specific conditions, specific treatment plans, etc.; upholds the Illinois Nurse Practice Act and the Nursing Standards of Practice in the performance of duties; drives to various locations in the performance of duties.</p>										
15%	<p>2. Provides updated information relative to referral procedures and other protocols involving community health care or health related services; checks Health Passport information in the Statewide Automated Child Welfare Information System (SACWIS); develops written communication, information memos, and notices to Department staff regarding community health services.</p>										
15%	<p>3. In collaboration with the Department's Healthwork networks and assigned skilled, residential, and acute psychiatric facilities, provides quality assurance monitoring to ensure that health care services are provided to Department wards; submits reports on the adequacy of health care services and the availability of providers to meet the care needs.</p>										
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE		
Debra D. Smith 2/10/15			B...			Robert Huggan			1-9-15		

16. (CONTINUED)

% OF TIME	
10%	4. Provides input into staffings, Clinical Intervention Placement Preservation (CIPP) Teams, Peer Reviews, Expanded capacities, clinical placement reviews, and the evaluation of health issues of wards in permanency planning.
10%	5. Through quality assurance monitoring initiatives, assesses and evaluates the delivery of health care services; utilizes research tools to draft reports, presenting findings and recommendations to Clinical Managers and the Chief of Nursing Services.
10%	8. Develops and conducts bi-annual in-service training sessions for professional staff, caregivers, and providers, presenting information regarding identified health related issues and health care services.
10%	7. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	8. Provides input into special studies and projects; as requested, serves as a consultant to professional staff regarding permanency planning for children with special health care needs.
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-16-15-335-00-01	WORKING TITLE (IF ANY) Chief of Nursing Services
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR LEAD WORKER

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

Position Title	Position Number	No. of Incumbent or Funded Vacancies

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

Requires one of the following: (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and three years of progressively responsible professional nursing experience; or (b) a bachelor's degree in nursing and two years of professional nursing experience; or (c) a master's degree in nursing; preferably requires two years pediatric experience and prior experience working within the child welfare system; requires basic computer skills; requires possession of a valid driver's license and ability to travel; requires ability to speak and write Spanish at a colloquial skill level.

Requires licensure as a Registered Nurse in the State of Illinois-copy of certificate required; requires current CPR (BLS) certification-copy of certificate required.

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Children & Family Services

Bruce Rauner
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Acting Director

**Employees of the Department of Children and Family Services Receiving Bilingual Pay
March 31, 2018**

Incumbent	Title	Position Number	Language
Eva Camacho	Day Care Licen. Rep. II	11472-16-13-620-41-99	Spanish
Denay Cortez	Day Care Licen. Rep. II	11472-16-13-620-61-99	Spanish
Beatrice Cueva-Cano	Day Care Licen. Rep. II	11472-16-13-610-71-99	Spanish
Yvonne Figueroa	Day Care Licen. Rep. II	11472-16-13-610-31-99	Spanish
Isabel Rodriguez	Day Care Licen. Rep. II	11472-16-13-610-41-99	Spanish
Migdalia Soto	Day Care Licen. Rep. II	11472-16-13-610-61-99	Spanish
Azalea Mejia	Day Care Licen. Rep. II	11472-16-13-610-11-99	Spanish
Laura Correa	Day Care Licen. Rep. II	11472-16-13-620-33-99	Spanish
Lizbeth Serrano	Day Care Licen. Rep. II	11472-16-13-610-51-99	Spanish



1. POSITION TITLE <i>Existing Position</i>		WORKING TITLE (IF ANY)		Agency Code	Position Title Code	2. POSITION NUMBER				
<i>New/Revised Position</i> Day Care Licensing Rep II				29	SS	11472-16-13-810-11-99				
3. AGENCY			4. BUREAU/DIVISION			1. EMP CODE	2. WORK COUNTY	3. AD AUTH	4. SAUDT	5. OFFICE USE
<i>Existing Position</i>										
<i>New/Revised Position</i> Children & Family Services			Regulation and Monitoring			0	016	Y	R	
10. SECTION <i>Existing Position</i>			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
<i>New/Revised Position</i> Licensing			Day Care					10-01-14		
14. WORK LOCATION <i>Existing Position</i>			15. BARGAINING/TERM CODE		Position Exempt	<input type="checkbox"/> MA921 ESTABLISH <input type="checkbox"/> MC922 EXEMPT CODE CHANGE <input type="checkbox"/> MC924 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC138 CLARIFY <input type="checkbox"/> MC927 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC928 WORK COUNTY CHANGE <input type="checkbox"/> MA921 ABOLISH <input type="checkbox"/> MC148 DOWNWARD REALLOCATION <input type="checkbox"/> MC189 LATERAL REALLOCATION <input type="checkbox"/> MC159 UPWARD REALLOCATION				
<i>New/Revised Position</i> Chicago			RC063		N					
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS										
%	<p>Under supervision, performs responsible functions of the day care licensing program in accordance with agency policies and procedures; maintains responsibility for the licensing of specific day care centers and homes; conducts licensing studies of day care centers and homes to determine compliance with licensing standards; investigates reports of non-compliance and recommends appropriate licensing actions; translates and interprets, both orally and in writing, for Spanish speaking clients.</p>									
25%	1. Conducts initial licensing studies and re-licensing reviews of day care centers and homes, according to prescribed standards, to determine eligibility for licensing or re-licensing; conducts preliminary reviews of the files of day care centers and homes; conducts on-site inspection, reviewing and checking programs, facility records, staffing plans, equipment, and physical plant; conducts inspection conferences with facility officers; drives to various locations to conduct on-site reviews.									
20%	2. Initiates re-licensing activity (requesting necessary inspections, providing reapplication forms, etc.) prior to the expiration date of day care center and home licenses; provides on-site and other consultation as deemed necessary; makes appropriate licensing recommendations following completion of review.									
15%	3. Provides ongoing monitoring of assigned day care centers and homes, visiting each at least once per year and making additional visits as needed; monitors facility operations to ensure compliance with DCFS licensing standards.									
10%	4. Investigates alleged violations of the Illinois Child Care Act and Department standards and regulations as applied to licensed, unlicensed, and license-exempt facilities; prepares, summarizes, and presents licensing reports and investigative studies; develops documentation for enforcement action and makes recommendations for licensing action; maintains appropriate statistical records.									
10%	5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.									
5%	6. Coordinates services with other local, state, or federal standard-setting agencies concerned with inspecting, licensing, funding, and monitoring day care centers, day care homes, or group day care homes.									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>Signature</i> Debra D. [unclear]			<i>Signature</i> [unclear]			<i>Signature</i> Bollie [unclear]			10-7-14	

10/2/14

16. (CONTINUED)

% OF TIME	
5%	7. Obtains fire and health clearances for day care facilities from the Department of Public Health and from state and local fire inspectors.
5%	8. Provides input into unit meetings; attends orientation meetings regarding licensing requirements, procedures, policies, etc.
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-16-13-610-10-01	WORKING TITLE (IF ANY) Day Care Supervisor
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbent or Funded Vacancies

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

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance; requires ability to speak and write Spanish at a colloquial skill level.

Illinois Department of
DCFS
Children & Family Services

Bruce Rauner
Governor

Beverly J. Walker
Acting Director

**Employees of the Department of Children and Family Services Receiving Bilingual Pay
March 31, 2018**

Incumbent	Title	Position Number	Language
Carlos Guerrero	Internal Security Inv.I	21731-16-26-100-10-99	Spanish
Maria Moreno	Technical Advisor II	45252-16-03-200-11-99	Spanish
Leticia Zavala	Technical Advisor II	25252-16-26-000-30-99	Spanish
Adriana Vera	Technical Advisor II	45252-16-03-200-11-99	Spanish
Carmen Medina	Technical Advisor III	45253-16-00-221-10-99	Spanish



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		Employee Code	Position File Design Code	2. POSITION NUMBER				
New/Revised Position Internal Security Investigator I				29	SS	21731-16-26-100-10-99				
3. AGENCY Existing Position			4. BUREAU/DIVISION			1. EMP CODE	2. WORK CENTER	3. M. AUTH.	4. SALARY	5. OFFICE USE
New/Revised Position Children & Family Services			Office of the Inspector General			0	016	Y	R	
10. SECTION Existing Position			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position Investigations								04-18-09		
14. WORK LOCATION Existing Position			15. BARGAINING/TERM CODE		Public Exempt	<input type="checkbox"/> MC021 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"/> MC155 UPWARD REALLOCATION				
New/Revised Position Cook County			RC062		N					
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS										
% OF TIME	Under general supervision of the OIG Chief Legal Counsel, reviews and analyzes relevant records; performs responsible confidential interviews; conducts routine interviews of collateral sources; reviews documentation and assists in conducting investigations; translates and interprets, both orally and in writing, for Spanish speaking individuals concerning investigations, services, and proper completion of forms.									
20%	1. Coordinates impounds; conducts LEADS database checks; interprets data; retrieves supporting documentation and provides technical assistance to Department staff in analyzing background check information; conducts investigations in a manner to preserve evidence for possible criminal prosecution; analyzes evidence discovered under applicable federal and state statutes and rules to determine whether criminal prosecution, disciplinary, or licensure action is warranted.									
20%	2. Reviews and analyzes documentation by Department, private agency and external personnel (i.e., Quality Assurance, Licensing, private agencies, therapists, hospitals, and juvenile and criminal court transcripts).									
15%	3. Reviews and analyzes relevant records; performs responsible sensitive, confidential interviews; coordinates with police and other agencies; drives to field locations to conduct on-site interviews and investigations.									
15%	4. Examines and explores scenes and locations pertinent to investigations; photographs crime scenes, locations, and other items involved in investigations.									
10%	5. Conducts OIG investigations concerning Spanish speaking complainants, witnesses, or clients of the Department; translates and interprets, both orally and in writing, for Spanish speaking individuals concerning investigations, services, and the proper completion of forms.									
5%	6. Prepares comprehensive reports of findings and policy recommendations to the Chief Investigator for review; maintains a record of all cases assigned; maintains intake documentation.									
5%	7. Composes reports of all investigations, including factual findings and policy recommendations; applies knowledge of Cook County Juvenile Court database program in conducting OIG investigations; serves as OIG liaison to Cook County Juvenile Court personnel.									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE BUREAU OF PERSONNEL			AGENCY HEAD SIGNATURE			DATE	
<i>James P. Sady</i>			<i>Eric McInerney</i>			<i>Eric McInerney</i>			4-27-09	

CMS 161 (Rev. 10/04 & 05-07-04)
by Tracy Koplavitz
05-08-09

APR 29 2009

TECHNICAL SERVICES

16. (CONTINUED)

% OF TIME	
5%	8. Provides testimony in criminal and administrative hearings relating to investigations.
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Senior Public Service Administrator 40070-16-26-100-00-01

WORKING TITLE (IF ANY)
OIG Chief Legal Counsel

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

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbent or Funded Vacancies

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

Requires knowledge, skill, and mental development equivalent to completion of two years of college, with coursework in law, government, liberal arts, history, or business or public administration, plus three years experience in law enforcement investigatory work or a related field; OR requires knowledge, skill, and mental development equivalent to completion of four years of college, with major coursework in law, government, liberal arts, history, or business or public administration, plus one year professional experience in law enforcement investigatory work or a related field; OR requires completion of the F.B.I.'s National Academy or comparable law enforcement schooling; requires ability to speak and write Spanish at a colloquial skill level; preferably requires knowledge, skill, and mental development equivalent to completion of four years of college, with major coursework in liberal arts, law enforcement, law, government, psychology, public health, social services, social work, or business or public administration, plus one year professional experience in law enforcement investigatory work in a human services field; requires travel, an appropriate valid driver's license and access to an operating vehicle.



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1 POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		Bargaining Code	Position Level/Option Code	2 POSITION NUMBER			
New/Revised Position Technical Advisor II				29	SS	45252-16-03-200-11-99			
3 AGENCY			4 BUREAU/ DIVISION		5 UNIT CODE	6 WORK COUNTY	7 AUTHORITY	8 AUDIT	9 OFFICE USE
Existing Position									
New/Revised Position Children & Family Services			Office of Legal Services		4d5	016	Y	R	
10 SECTION			11 UNIT		12 TRANSACTION CODE		13 EFFECTIVE DATE		
Existing Position							10-16-10		
New/Revised Position Juvenile Court									
14 WORK LOCATION			15 BARGAINING/TERM CODE		Rules Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC028 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC029 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC156 UPWARD REALLOCATION			
Existing Position					Y				
New/Revised Position Chicago			RC010		V				
16 % OF TIME	18. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
<p>Under general supervision, serves as legal advisor for issues related to the Juvenile Court of Cook County; provides input into or conducts screenings to determine whether matters are legally sufficient to present to the court; provides legal advice and counsel; conducts legal training for DCFS and POS administrators, supervisors, and staff; utilizes Spanish speaking and writing skills in the performance of duties.</p>									
40%	1. As directed, represents the Department at all hearings on assigned calendar in the Juvenile Court of Cook County, including temporary custody, adjudication, disposition, permanency, status, progress, termination of parental rights, and motion hearings; utilizes Spanish-speaking and writing skills in oral and written communications; travels to various locations in the performance of duties								
20%	2. As directed, participates in or conducts screenings to determine whether matters are legally sufficient to present to the court; when deficiencies are identified, informs the workers and supervisor of the deficiencies and recommends necessary corrective action.								
10%	3. Provides legal advice and counsel to workers, supervisors, and administrators as assigned by Assistant Chief.								
5%	4. Provides input into the planning and development of training for staff on legal issues, conducts legal trainings for DCFS and POS administrators, supervisors, and staff.								
5%	5. As directed, makes periodic visits to assigned area office(s) to provide on site legal consultation to workers.								
5%	6. Prepares memoranda on legal issues, reviews or drafts proposed legislation or policy documents and conducts research on legal issues.								
5%	7. Maintains current working knowledge of relevant federal and state statutory and case law, state and federal regulations, and Department policy and procedures.								
5%	8. Maintains records of activities and actions taken on behalf of the Department and reports to supervisor regarding same.								
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE		DATE	
			OCT 27 2010					10-18-10	

TECHNICAL SERVICES

16 (CONTINUED)

% OF TIME

5%

9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-16-03-200-10-01

WORKING TITLE (IF ANY)

18 CHECK THE APPROPRIATE BOX IF THIS POSITION IS A

SUPERVISOR OR LEAD WORKER

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

Position Title	Position Number	No. of Incumbent or Funded 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 graduation from a recognized law school; requires the possession of a valid license to practice law in Illinois, requires the ability to speak and write Spanish at a colloquial skill level, requires travel

20 NOV 16 P 2:22

EMPLOYEE SERVICES
PERSONNEL
RECEIVED



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position: ILLINOIS DEPARTMENT OF CHILDREN & FAMILY SERVICES PERSONNEL		WORKING TITLE (IF ANY) RECEIVED		Original Code	Position Year Date-Date	2. POSITION NUMBER 45253-16-24-200-10-99				
New/Revised Position Technical Advisor III				29	SS	45253-16-65-200-10-99				
3. AGENCY Existing Position: CHILDREN & FAMILY SERVICES		7/17 JUL 20 12		CHILDREN & FAMILY SERVICES DIVISION		A. JOB CODE	B. WORK COUNTY	F. AN AUTH	G. SALARY	H. CYCLES USE
New/Revised Position Children & Family Services		Guardian and Advocacy								
10. SECTION Existing Position:		11. UNIT Policy and Advocacy				4d5	016	Y	R	
New/Revised Position Administrative Hearings						12. TRANSACTION CODE		13. EFFECTIVE DATE 04-16-12		
14. WORK LOCATION Existing Position:		15. BARGAINING TERM CODE		Rate Exempt		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC002 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC148 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC168 UPWARD REALLOCATION				
New/Revised Position Chicago		RC010		Y						
% OF TIME		16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
		Under administrative direction of the Chief Administrative Law Judge, monitors the adjudication of complaints issued under the Illinois Department of Children and Family Services, from the date of issuance until completion of an order recommending final disposition thereof to the Director of the Department of Children and Family Services; guides appeal through pre-hearing phases; presides at administrative hearings throughout the state of Illinois; translates and interprets, both orally and in writing, for Spanish speaking clients.								
25%		1. Composes formal written recommendations for the Director's action; reviews tapes and transcripts, documentary evidence, and post hearing briefs in order to prepare recommendations for the Director; prepares recommended orders and decisions, setting forth specific findings of fact, conclusions of law, and analysis of the relevant statutes, regulations, and court decisions; identifies issues on appeal and parties entitled to notice.								
20%		2. Guides the appeal through pre-hearing phases; rules upon contested motions; convenes pre-hearing conferences in order to clarify issues and/or facilitate settlement; monitors the activities of the parties to ensure steady progress to hearing.								
20%		3. Presides at formal administrative hearings convened throughout the state of Illinois; applies the Administrative Procedure Act, Children and Family Services Act, Child Care Act, Abused and Neglected Child Act, and related statutes and rules and regulations of the Department of Children and Family Services; applies the appropriate Rules of Evidence in passing on admissibility of evidence; supplements interrogation as needed to ensure a complete record; drives or travels to various locations in the performance of duties.								
10%		4. Prepares complete administrative records in cases appealed to the Circuit Court on administrative review in accordance with the Illinois Administrative Procedure Act; prepares statistical and substantive reports on workflow and case status.								
10%		5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.								
5%		6. Reviews on a regular basis developments in the relevant law, both state and federal, and conducts legal research into more complex issues.								
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE		AGENCY HEAD SIGNATURE		DATE				
<i>[Signature]</i>		<i>[Signature]</i>		<i>[Signature]</i>		4-20-12				
CMS 104 (04/2011) E-001 (2/12)		Tech Services								

18. (CONTINUED)

% OF TIME

5%

7. Provides input to the Chief Administrative Law Judge in formulating and reviewing rules and procedures pertaining to the Administrative Hearings Unit.

5%

8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Senior Public Service Administrator 40070-16-65-200-00-01

WORKING TITLE (IF ANY)

Chief Administrative Law Judge

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

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbent or 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 graduation from a recognized law school; requires the possession of a license to practice law in Illinois; requires two years professional experience in the practice of law; preferably requires five years professional experience in the practice of law; requires possession of a valid driver's license and ability to travel; requires ability to speak and write Spanish at a colloquial skill level; requires thorough knowledge of common law and of state and federal laws, particularly relating to administrative and regulatory functions; requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings, and trials procedures; requires extensive knowledge in the field of law with which primarily concerned; requires ability to plan, lay out, and review work relating to complicated legal problems; requires ability to maintain satisfactory working relationships with superiors, other attorneys, employees, and the general public; requires litigation skills; requires skill and ability in analyzing, appraising, and organizing facts, evidence, and precedents concerned in difficult and complex cases and in presenting such material in clear and logical form for oral or written presentation, as briefs, orders, reports, or decisions; requires ability to exercise sound judgment in appraising and evaluating problems of a procedural nature.

Illinois Department of
DCFS
 Children & Family Services

Bruce Rauner
 Governor

Beverly J. Walker
 Acting Director

**Employees of the Department of Children and Family Services Receiving Bilingual Pay
 March 31, 2018**

Incumbent	Title	Position Number	Language
Marta Calvillo	Office Associate	30015-16-33-000-05-29	Spanish
Juan Calvillo	Office Associate	30015-16-48-830-21-29	Spanish
Gabriel Jara	Office Associate	30015-16-03-212-01-29	Spanish
Rosemarie Cruz	Office Associate	30015-16-47-230-05-29	Spanish
Leticia Fernandez	Office Associate	30015-16-48-200-61-29	Spanish
Mercedes Ramos	Office Associate	30020-16-03-212-01-29	Spanish
Gladys Lopez	Office Associate	30015-16-33-400-01-29	Spanish
Antonia Villegas	Office Associate	30015-16-49-940-51-29	Spanish
Amalia Melendez	Office Associate	30015-16-13-720-21-29	Spanish
Lorena Trevino-Larios	Office Associate	30015-16-47-500-01-29	Spanish
Antonia Villegas	Office Associate	30015-16-49-200-71-29	Spanish
Lorena Hernandez	Office Assistant	30010-16-00-200-11-29	Spanish
Maria Alicea	Office Coordinator	30025-16-03-210-11-29	Spanish
Rosa Molina-Lassalle	Office Coordinator	30025-16-48-100-01-29	Spanish
Eva Rebeles	Office Coordinator	30025-16-49-200-01-29	Spanish
Vanessa Flores	Office Associate	30015-16-48-920-01-29	Spanish
Ruby Melgoza	Office Associate	30015-16-33-400-51-29	Spanish



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		29	SS2	2. POSITION NUMBER					
New/Revised Position Office Associate						30015-16-33-400-01-29					
3. AGENCY			4. BUREAU/ DIVISION			% EXEMPT CODE	% WORK COUNTY	% AS AUTH.	% ADJUT.	% OFFICE USE	
Existing Position											
New/Revised Position Children & Family Services			Northern Region			0	045	Y	R		
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE			
Existing Position								09-16-13			
New/Revised Position Regional Administration			Office Support			<input checked="" type="checkbox"/> M0021 ESTABLISH <input type="checkbox"/> M0022 EXEMPT CODE CHANGE <input type="checkbox"/> M0024 POSITION NUMBER CHANGE <input type="checkbox"/> M0028 CLARIFY <input type="checkbox"/> M0027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> M0028 WORK COUNTY CHANGE <input type="checkbox"/> M0021 ABOLISH <input type="checkbox"/> M0148 DOWNWARD REALLOCATION <input type="checkbox"/> M0150 LATERAL REALLOCATION <input type="checkbox"/> M0158 UPWARD REALLOCATION					
14. WORK LOCATION			15. BARGAINING/TERM CODE		Return Exempt						
Existing Position											
New/Revised Position Elgin			RC 014		N						
18. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS											
<p>Under direction, performs a variety of complex, specialized clerical support services for the regional office, including typing, providing phone coverage, and other office support functions; translates and interprets, both orally and in writing, for Spanish speaking clients.</p>											
25%	<p>1. Performs complex clerical services for the Regional Administrator and professional staff; prepares and types documents, forms, memoranda and letters, including legal, medical and psychological terminology; types labels for outgoing mail to field offices and central office locations; maintains responsibility for all incoming and outgoing mail for the regional office; keeps mail folders up to date and in good condition; date stamps and distributes incoming mail; affixes proper postage and sorts outgoing mail according to established procedures; maintains record of postage used on meter and monitors to ensure security measures are in place for the office postage meter; exercises independent judgment and a command of legal, medical and social terminology to review documents such as social histories, court reports and correspondence to proof for appropriate use of terms and accuracy of information.</p>										
25%	<p>2. Answers all incoming calls and screens callers to determine nature of request, many of which may be hostile; interviews caller to gather needed information to assess situation; transfers all calls to appropriate persons; announces callers and takes accurate messages when appropriate; maintains telephone extension listings up to date for all staff in the regional office and distributes said information to staff in the office.</p>										
25%	<p>3. Greets visitors and directs walk-ins to appropriate offices and resources; provides non-technical information and assistance in person and by phone to representatives of other agencies, clients, general public and others; maintains conference room calendar and schedules meetings for staff.</p>										
10%	<p>4. Orders and distributes forms from Central Stores; sorts and routes printouts to office locations; sorts and routes Action Transmittals and Policy Guide controls.</p>										
10%	<p>5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.</p>										
5%	<p>6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>										
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE		
									9-18-13		
<p>10413</p> <p>DECEIVED</p> <p>SEP 25 2013</p>											

18. (CONTINUED)

% OF TIME

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

Senior Public Service Administrator 40070-16-33-400-00-01

WORKING TITLE (IF ANY)

Area Administrator

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

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbent or Funded Vacancies

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

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology; requires ability to speak and write Spanish at a colloquial skill level.



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		3. AGENCY	4. BUREAU DIVISION		2. POSITION NUMBER	
New/Revised Position Office Assistant				Children & Family Services	Bureau of Operations		30010-16-18-000-43-29	
Existing Position				Existing Position			30010-16-18-100-11-29	
New/Revised Position				Existing Position			<input type="checkbox"/> 0 <input type="checkbox"/> 018 <input type="checkbox"/> N <input type="checkbox"/> R	
10. SECTION Existing Position		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position Child Protection						12-16-14		
14. WORK LOCATION Existing Position		15. BARGAINING/TERM CODE		Plan Exempt		<input type="checkbox"/> MC021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC034 POSITION NUMBER CHANGE <input type="checkbox"/> MC028 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MC021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		
New/Revised Position Chicago		RC014		N				
% OF TIME		18. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS						

- Under general supervision of the Local Central Index Unit Supervisor, performs a variety of complex, specialized clerical support services involving receptionist duties, typing, and general office support functions; translates and interprets, both orally and in writing, for Spanish speaking clients.
- 30% 1. Serves as receptionist for the office; answers all incoming calls and screens callers to determine nature of request, many of which may be hostile; interviews caller to gather needed information to assess situation; transfers all calls to appropriate persons; announces callers, takes accurate messages when appropriate; maintains up to date telephone extension listings for office staff and distributes said information.
 - 25% 2. Types documents, forms, memoranda, and letters; proofs use of terms and accuracy of information; types labels for outgoing mail to field office and central office locations; maintains responsibility for all incoming and outgoing mail; maintains mail folders to ensure they are up to date and in good condition; date stamps and distributes incoming mail; affixes proper postage and sorts outgoing mail according to established procedures; maintains record of postage used on meter and monitors to ensure security measures are in place for the office postage meter.
 - 20% 3. Greets visitors and directs walk-ins to appropriate offices and resources; provides non-technical information and assistance in person and by phone to representatives of other agencies, clients, general public, and others; maintains conference room calendar and schedules meetings for staff.
 - 10% 4. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
 - 10% 5. Establishes and maintains filing systems; copies, alphabetizes, and files materials; types control cards for various tickler systems.
 - 5% 6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DIRECTOR OF CME SIGNATURE <i>Sharon Keene</i>	IMMEDIATE SUPERVISOR SIGNATURE/LS <i>Bobbie Huggins</i>	AGENCY HEAD SIGNATURE <i>Bobbie Huggins</i>	DATE 12-30-14
DATE 1/7/15	JAN 05 2015		

16. (CONTINUED)

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

Executive I 13851-16-18-100-10-01	WORKING TITLE (IF ANY) Local Central Index Unit Supervisor
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbent or Funded Vacancies

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

Requires knowledge, skill, and mental development equivalent to completion of high school and one year of related office experience; requires ability to type accurately at 35 wpm; requires ability to speak and write Spanish at a colloquial skill level.



1. POSITION TITLE		WORKING TITLE (IF ANY)		Bargain Code	Position Title Option Code	2. POSITION NUMBER					
Existing Position						30020-16-03-210-11-99					
New/Revised Position				29	SS1	30020-16-03-212-01-99					
3. AGENCY		4. BUREAU/ DIVISION			9 EXEMPT CODE	8 WORK COUNTY	7 AN AUTH	6 AUDIT	5 OFFICE USE		
Existing Position											
New/Revised Position		Office of Legal Services			0	016	Y	R			
Children and Family Services		Office of Legal Services									
10. SECTION		11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE			
Existing Position								08-01-15			
New/Revised Position		Clerical Support									
OLS Central Office		Clerical Support									
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC028 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION						
Existing Position											
New/Revised Position		RC014		N							
Chicago		RC014		N							
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	<p>Under direct supervision, performs a variety of clerical duties with limited discretion and independence of action, including filing, sorting, and processing documents; operates commonly used office equipment in the performance of duties; serves as backup receptionist; translates and interprets, both orally and in writing, for Spanish speaking clients.</p> <p>30% 1. Provides clerical assistance to higher level staff with routine tasks; performs basic clerical filing, sorting, and document processing in accordance with established procedures; retrieves and duplicates materials for staff; photocopies and collates reports and other documents as requested, operating commonly used office equipment in the performance of duties.</p> <p>20% 2. Provides assistance to visitors by obtaining and providing information regarding court appearance dates and court locations.</p> <p>20% 3. Receives, date stamps, and logs all incoming legal documents and other incoming mail for distribution.</p> <p>15% 4. Serves as back-up receptionist, greeting and directing visitors; answers all incoming telephone calls and takes messages.</p> <p>10% 5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.</p> <p>5% 6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>										
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE		

16. (CONTINUED)

% OF TIME

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

Public Service Administrator 37015-16-03-212-00-01

WORKING TITLE (IF ANY)

Court Liaison

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

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbent or Funded Vacancies

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

Requires knowledge, skill, and mental development equivalent to completion of high school; requires ability to operate commonly used manual and automated office equipment; requires ability to speak and write Spanish at a colloquial skill level.



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		Agency Code	Position Title System Code	2. POSITION NUMBER			
New/Revised Position Office Coordinator				29	SS2	30025-16-49-120-05-29			
3. AGENCY		4. BUREAU/ DIVISION			ESTABLISH CODE	EXEMPT COUNTY	ADDITIONAL AGENCY	EXEMPT COUNTY	OFFICE USE
Existing Position									
New/Revised Position Children & Family Services		Cook South Region			0	016	N	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							10-18-12 11-16-13		
New/Revised Position Operations									
14. WORK LOCATION		15. BARGAINING/TERM CODE		Plant Exempt	<input type="checkbox"/> M021 ESTABLISH <input type="checkbox"/> M022 EXEMPT CODE CHANGE <input type="checkbox"/> M024 POSITION NUMBER CHANGE <input type="checkbox"/> M026 CLARIFY <input type="checkbox"/> M027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> M028 WORK COUNTY CHANGE <input type="checkbox"/> M031 ABOLISH <input type="checkbox"/> M048 DOWNWARD REALLOCATION <input type="checkbox"/> M050 LATERAL REALLOCATION <input type="checkbox"/> M059 UPWARD REALLOCATION				
Existing Position		RC014		N					
New/Revised Position Harvey									
% OF TIME	18. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	Under direction of the Area Administrator, performs technical, administrative secretarial and office support functions; prepares and types confidential correspondence; gathers information as requested by administrative and supervisory staff; completes monthly reports; provides general information and assistance to office inquiries; abstracts information and supportive data; translates and interprets, both orally and in writing, for Spanish speaking clients.								
20%	1. Performs administrative secretarial and office support functions, including confidential matters; gathers, analyzes, and interprets data from various sources; conducts special projects and studies utilizing various data; makes independent decisions requiring knowledge of rules and interpretations of management policies concerning various programs; responds to inquiries requiring general knowledge of program operations; takes actions authorized during the supervisor's absence; uses initiative and judgment to ensure that matters requiring attention are referred to delegated authority or handled in a manner so as to minimize the effect of the supervisor's absence; abstracts information and supporting data in preparation for meetings, work projects, and reports.								
20%	2. Prepares and types a variety of confidential correspondence for administration to agency staff, clients, professionals, and community agencies outside the Department for purposes of information and clarification of DCFS rules and procedures; prepares and types various forms, charts, team statistics, and questionnaires, exercising judgment in conducting involved searches by accessing various sources of information; organizes and maintains filing systems, memos, correspondence, budget materials, confidential files, rules and procedures manual, and other office flow procedures.								
10%	3. Schedules appointments for administrative staff with supervisory staff; receives and assists visitors and telephone callers and, exercising judgment, refers them to appropriate persons as circumstances warrant.								
10%	4. Arranges and submits business itineraries; coordinates administrative travel requirements; processes travel vouchers on a monthly basis; calculates and ensures accuracy and submits time sheets for the administrative staff weekly.								
10%	5. Receives, sorts, and reads incoming mail for administrator, making notations if needed; attaches appropriate documents to facilitate necessary actions; determines routing and signature required.								
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE		DATE		
<i>[Signature]</i>		PERSONNEL DEC 24 2012			<i>[Signature]</i>		8-29-12		

16. (CONTINUED)

% OF TIME

10%

6. Functions in the absence of other administrator's secretary; distributes denials and subpoenas to appropriate staff; manages CANTS denials by logging in case information before returning incomplete or miscoded forms to supervisory staff and logs additional information after received back from supervisor; manages subpoena log of court appearances of when workers are to report to court; determines whether subpoenas were received in a timely manner; retrieves data from CANTS/CYCIS computer systems to track workers and perform other office functions.

10%

7. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.

5%

8. Prepares personnel transaction forms for all staff; types evaluations for MC staff; serves as liaison to Office of Employee Services to accept and distribute documents and requested information from personnel office.

5%

9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Senior Public Service Administrator 40070-16-49-200-00-01

WORKING TITLE (IF ANY)

Area Administrator

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

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbent or Funded Vacancies

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

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires the ability to type accurately at 30 wpm; requires ability to speak and write Spanish at a colloquial skill level.

Illinois Department of
DCFS
 Children & Family Services

Bruce Rauner
 Governor

Beverly J. Walker
 Acting Director

Employees of the Department of Children and Family Services Receiving Bilingual Pay March 31, 2018			
Incumbent	Title	Position Number	Language
Rosalva Acevedo	Public Service Admini. H	37015-16-48-200-80-99	Spanish
Victor Aranda	Public Service Admini. H	37015-16-13-720-20-99	Spanish
Hector Aviles	Public Service Admini. H	37015-16-15-000-01-99	Spanish
Alissandra Calderon	Public Service Admini. G	37015-16-28-200-00-99	Spanish
Deborah Folga	Public Service Admini. H	37015-16-48-100-30-99	Spanish
Cecelio Perez	Public Service Admini. G	37015-16-18-422-90-99	Spanish
Jose Garcia	Public Service Admini. H	37015-16-15-210-31-99	Spanish
Bridgette Glickman	Public Service Admini. H	37015-16-28-400-10-99	Spanish
Lourdes Colon	Public Service Admini. H	37015-16-05-000-20-99	Spanish
Marco Leonardo	Public Service Admini. H	37015-16-47-910-30-99	Spanish
Evelyn Martinez	Public Service Admini. H	37015-16-15-210-31-99	Spanish
Susan Mellema	Public Service Admini. H	37015-16-15-248-10-99	Spanish
Jose Lopez	Public Service Admini. G	37015-16-05-200-00-99	Spanish
Sylvia Fonseca	Public Service Admini. H	37015-16-60-430-30-99	Spanish
Gloria Navarro	Public Service Admini. H	37015-16-15-233-20-99	Spanish
Liliana Romero	Public Service Admini. H	37015-16-47-400-60-99	Spanish
Isabel Tobias	Public Service Admini. H	37015-16-47-920-40-99	Spanish
Jeanette Camarillo	Public Service Admini. H	37015-16-47-810-20-99	Spanish
Luis Carrion	Public Service Admini. H	37015-16-22-100-10-99	Spanish
Urbano Anacleto	Public Service Admini. H	37015-16-33-500-40-99	Spanish
Clara Yanas	Public Service Admini. H	37015-16-33-700-80-99	Spanish
Rosa Frias	Public Service Admini. H	37015-16-33-700-90-99	Spanish



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE		WORKING TITLE (IF ANY)		Employment Code	Position Title Origin Code	2. POSITION NUMBER				
Existing Position										
New/Revised Position		Investigations Team Supervisor		29	SS8	37015-16-31-100-60-99				
3. AGENCY		4. BUREAU/DIVISION				5. EMP CODE	6. WORK COUNTY	7. AB	8. SALARY	9. OFFER USE
Existing Position										
New/Revised Position		Northern Region				0	101	N	R	
10. SECTION		11. UNIT				12. TRANS CODE		13. EFFECTIVE DATE		
Existing Position								12-16-14		
Operations		Child Protection/Investigations								
14. WORK LOCATION		15. BARGAINING/TERM CODE			Plan Exempt	<input type="checkbox"/> MC021 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"/> MC021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Existing Position										
New/Revised Position		RC063			N					

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

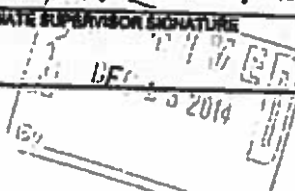
Under administrative direction of the Area Administrator, serves as working supervisor, planning, supervising, reviewing, and coordinating the activities of a team of professional investigators engaged in conducting child abuse/neglect investigations; directs the child protection program within the existing framework of statutes and policies of the Agency; serves as liaison with other disciplines, agencies, and community resources; establishes performance goals and objectives to ensure compliance with statewide performance objectives; refers instances requiring potential disciplinary action to Area Administrator; translates and interprets, both orally and in writing, for Spanish speaking clients.

20% 1. Plans, supervises, reviews, and coordinates the activities of a team of professional investigators engaged in conducting child abuse/neglect investigations; provides necessary technical direction and guidance on child abuse/neglect investigations; meets weekly with staff to discuss specific reports; monitors progress in meeting procedural timeframes; establishes and implements a system for ensuring clinical staffing of reports; explains, monitors, and enforces compliance with the provisions of all applicable state or federal laws and Department rules and procedures; develops, implements, and enforces team specific operational procedures; makes critical decisions on case related activities; provides after hours supervisory coverage; drives to various locations throughout the state to attend meetings and conferences.

20% 2. Serves as working supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; refers instances requiring potential disciplinary action to Area Administrator; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves/disapproves time off requests; prepares and signs performance evaluations.

15% 3. Establishes and implements a team-based program of staff development and training for subordinate staff; monitors to ensure staff attend Department sponsored training sessions; conducts an annual assessment of the training needs of subordinate staff, both on an individual and collective basis; evaluates group and individual effectiveness, independently acting to improve both; devises and implements revised methods and procedures for appropriate case control; provides input to management in use of volunteers, and other resources available to the team; arranges and conducts orientation and training programs for staff development; teaches social work principles, work methods, and procedures; provides on-the-job learning experience for staff.

DIRECTOR OF CMS SIGNATURE <i>Sharon A. Burt</i>	IMMEDIATE SUPERVISOR SIGNATURE <i>Sharon A. Burt</i>	AGENCY HEAD SIGNATURE <i>Baldevi Khajepan</i>	DATE 12-16-14
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16. (CONTINUED)

% OF TIME	
10%	4. Establishes and maintains effective linkages with community organizations, including hospitals, law enforcement, schools, and social service agencies, to enhance child welfare and protective services through operational partnerships; maintains regular communication with Department stakeholders; verifies that investigative staff are aware of community providers and how to access provider services for clients; manages and supervises the process of referral of cases to specialty areas such as Norman, child welfare nurse specialists, educational liaison, etc.
10%	5. Explains and enforces agency policies, procedures, state and area statutes, and requirements; reviews recommended and/or newly enacted policies and procedures, providing input and discussing effects of such action with Administrators; monitors to ensure team is functioning as a Local Quality Improvement (LQI) team and that a Local Quality Unit (LQI) binder including minutes, action plans, agendas, etc. is maintained; monitors to ensure that the team participates fully in all Regional Quality Council requirements; monitors to ensure staff organization and arrangement of all case files in APS order; monitors to ensure case confidentiality.
10%	6. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	7. Serves as liaison with permanency staff to coordinate and facilitate efficient and effective case handoff and client services; coordinates general field service and work efforts among child protection and placement staff, including joint staff efforts, physical plant issues, space for staff, personnel issues, telecommunications, equipment, etc.
5%	8. Provides input into quality assurance activities; reviews various reports on quality assurance and other issues and makes recommendations to administrative staff; provides ongoing operational reports to management upon request.
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Senior Public Service Administrator 40070-16-31-100-00-02	WORKING TITLE (IF ANY) Area Administrator
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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 Incumbent or Funded Vacancies
Child Protection Advanced Specialist	07181-16-31-100-81-01	1
Child Protection Advanced Specialist	07181-16-31-100-81-99	1
Child Protection Specialist	07183-16-31-100-81-01	1
Child Protection Specialist	07183-16-31-100-81-99	5

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

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires a valid driver's license; requires ability to speak and write Spanish at a colloquial skill level.

Illinois Department of
DCFS
Children & Family Services

Bruce Rauner
Governor

Beverly J. Walker
Acting Director

**Employees of the Department of Children and Family Services Receiving Bilingual Pay
March 31, 2018**

Incumbent	Title	Position Number	Language
Martha Babbington	Social.Ser.Prg.Planner III	41313-16-64-300-22-99	Spanish
Vanessa Castro	Social.Ser.Prg.Planner IV	41314-16-66-200-05-98	Spanish
Darlene Feliciano	Social.Ser.Prg.Planner IV	41314-16-08-800-21-99	Spanish
Tony Correa	Social.Ser.Prg.Planner IV	41314-16-65-100-21-99	Spanish
Maria Gregory	Social.Ser.Prg.Planner IV	41314-16-65-320-10-99	Spanish
Maria Loayza	Social.Ser.Prg.Planner IV	41314-16-60-450-41-98	Spanish
Rhonda Chavez	Social.Ser.Prg.Planner IV	41314-16-65-320-10-99	Spanish
Maria Hernandez	Social.Ser.Prg.Planner IV	41314-16-48-400-61-99	Spanish



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		Employment Code	Agency Use Code	2. POSITION NUMBER					
New/Revised Position Social Service Program Planner III				29	SS	41313-16-64-350-05-99					
3. AGENCY			4. BUREAU DIVISION			1. BUREAU CODE	2. WORK COUNTY	3. PAY GRADE	4. SALARY	5. OFFICE USE	
Existing Position								N			
New/Revised Position Children & Family Services			Procurement and Contracts			0	016	Y	R		
10. SECTION		11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE			
Existing Position								10-01-13			
New/Revised Position Office of Contract Administration											
14. WORK LOCATION		15. BARGAINING/TERM CODE			Reason Exempt			<input type="checkbox"/> MAR21 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC148 DOWNWARD REALLOCATION <input type="checkbox"/> MC182 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
Existing Position											
New/Revised Position Chicago		RC062			N						
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS											
% OF TIME 30% 20% 20% 10%	<p>Under general direction, coordinates, plans, interprets, and monitors purchase of service contracts within the specified assigned region, including child day care programs for Department client children, foster children, and other children/families; recommends and reviews methods, policies, and procedures utilized in the operation of the Regional Contract Unit; translates and interprets, both orally and in writing, for Spanish speaking clients.</p> <ol style="list-style-type: none"> Coordinates, plans, negotiates, interprets, and monitors purchase of service contracts in accordance with Department policy within the assigned region, including child day care programs for Department client children, foster children, and other children/families; collaborates with Department staff in the development of program plans for integration in purchase of service contracts and monitoring; provides technical assistance and clarification of rules, policies and procedures to vendors/providers, Department staff, and others to assist them in adhering to the terms of the contract; recommends and reviews methods, policies, and procedures to prevent program overlap and duplication, to ensure adequacy of program coverage, and to promote efficient utilization of resources and services in the best interest of the Department; drives to various locations in the performance of duties. Conducts monitoring reviews of assigned vendors/providers to ensure compliance to contract and program plan; reviews billing summaries to ensure that vendors/providers are complying with terms of contract, including services provided, number and appropriateness of clients served, propriety of service, and contracted amounts; notifies Regional Contracts Administrator, Department regional staff and vendors of discrepancies; monitors requests for exceptions to contract program plan for additional services and/or funding and recommends approval/denial to Regional Contracts Administrator. Through the use of Department systems, prepares written reports of reviews conducted and performs necessary data entry functions in Contracts database related to on-going evaluation and tracking of compliance and expenditures; manages appropriation accounts for assigned contracts; prepares reports as assigned. Enters and maintains complex information systems and systems of data collection to ensure that vendor/provider contractual quarterly reports, annual audits, and narrative reports are submitted to the region within timeframes indicated in the program plan; contacts and corresponds with vendors/providers regarding delinquent, incomplete, and inaccurate reports and responses to corrective action plans. 										
DIRECTOR OF CMS SIGNATURE		BUREAU SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE			
Simp McNeil		DECEIVER			Richard A. Calver			9-30-13			
102711		OCT 01 2013									

16. (CONTINUED)	
% OF TIME	
10%	5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	6. Completes abstracts for all contracts and amendments for the assigned region as needed; enters data for regional spending plan and annual projections of funding needed; monitors to ensure adherence to funding and/or funding deficits.
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-16-64-300-20-01	WORKING TITLE (IF ANY) Contracts Administrator-Cook County
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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 Incumbent or Funded Vacancies

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

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by related master's degree; requires one year of progressively responsible professional experience in community organization, social service work, or in program planning and development; requires thorough knowledge of the program objectives of agencies developing social policy and the structure, organization, and methods of social welfare institutions; requires technical ability to analyze and evaluate programs and procedures; requires ability to use computer and software on a daily basis; requires possession of a valid driver's license and ability to travel; requires ability to speak and write Spanish at a colloquial skill level.



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		Employed Date	Position Class Order Code	2. POSITION NUMBER					
New/Revised Position Social Service Program Planner IV		Recruitment and Resource Specialist		29	SS	41314-16-31-000-21-02					
3. AGENCY			4. BUREAU/DIVISION			1. EMP CODE	2. WORK COUNTY	3. AUTH	4. SORT	5. OFFICE USE	41314-16-31-000-21-99
Existing Position											
New/Revised Position Children and Family Services			Northern Region			0	101	Y	R		
10. SECTION		11. UNIT				12. TRANSACTION CODE		13. EFFECTIVE DATE			
Existing Position								03-01-13			
New/Revised Position Operations		Recruitment and Resources									
14. WORK LOCATION		15. BARGAINING/TERM CODE		Retro Exempt		<input type="checkbox"/> MC021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MC021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC151 UPWARD REALLOCATION					
Existing Position											
New/Revised Position Rockford		RC082		N							
% OF TIME		18. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									

Subject to management approval, coordinates, monitors, and develops the foster care recruitment program for an assigned area, working to ensure the effective implementation of a locally focused, targeted foster home recruitment plan; conducts community presentations to facilitate foster care recruitment; provides information and support to interested families in the foster care licensing process; conducts needs assessments on an ongoing basis; develops a localized resource plan to address identified needs; provides professional assistance to casework staff regarding specialized, problematic service need cases; translates and interprets, both orally and in writing, for Spanish speaking clients.

- 20% 1. Coordinates, monitors, and develops the foster care recruitment program for an assigned area, working to ensure the effective implementation of a locally focused, targeted foster home recruitment plan; works to facilitate achievement of Departmental foster care goals within an assigned region; drives or travels to various locations to host, attend, and/or conduct community presentations to recruit foster families; explains and represents DCFS philosophy, policies, etc. to potential foster families and other appropriate individuals and entities; develops new, creative recruitment approaches to target families who would not have otherwise been targeted through typical foster family recruitment efforts.
- 15% 2. Provides professional support and strengthens Department relationships with foster parents; provides assistance to foster parents in resolving licensing compliance issues and works to facilitate the foster care licensing process for interested families.
- 15% 3. Develops and implements a localized plan to identify resource needs; provides outreach to local community stakeholders, as well as permanency and licensing staff to develop recruitment strategies that will facilitate the expansion of resources needed to better serve children and families in the foster care process; provides relevant and culturally sensitive information to community to generate continued interest in the foster care program; develops literacy appropriate recruitment materials and works to ensure wide distribution.

DEPARTMENT OF
MAR 05 2013

DIRECTOR OF CMS SIGNATURE <i>[Signature]</i>	DATE SUPERVISOR SIGNATURE By <i>[Signature]</i>	AGENCY HEAD SIGNATURE <i>[Signature]</i>	DATE 3-1-13
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16. (CONTINUED)

% OF TIME	
10%	4. In conjunction with the Office of Contract Administration, develops contracts for unmet service needs.
10%	5. Provides professional assistance and resource development support to casework staff with specialized, problematic service need cases; conducts annual needs assessments in assigned areas of the region to determine unmet service needs.
10%	6. Provides and maintains reports and analyzes data with respective workers, supervisors, and administrators to facilitate an understanding and awareness of foster parent recruitment and resource needs in order to effectively develop recruitment plans and address placement and service needs; prepares and maintains necessary documentation/statistics and records documentation of activities on a monthly basis or as needed.
10%	7. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
5%	8. Serves as liaison with the Division of Quality Assurance and Monitoring regarding foster parent recruitment and resource needs; develops and maintains a high level of knowledge regarding foster program data analysis and its application to program improvement on a regional and statewide level.
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-16-33-000-20-01	WORKING TITLE (IF ANY) Recruitment and Resource Team Supervisor
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbent or Funded Vacancies

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

Requires knowledge, skill, and mental development equivalent to completion of four years of college, supplemented by a related master's degree; requires two years of progressively responsible professional experience in community organization, social service work, or in program planning and development; requires possession of a valid driver's license and ability to travel; requires ability to speak and write Spanish at a colloquial skill level.