



**State Services  
Assurance Act  
Annual Report**

**March 3, 2025**

Annual Report on the staffing level of bilingual on-board frontline employees within the Illinois Environmental Protection Agency.

In accordance with 5 ILCS 382/3-1 et seq., the Illinois Environmental Protection Agency submits the following report to the Illinois General Assembly on or before April 1, 2024.

James Jennings  
Acting Director



# ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

2520 WEST ILES AVENUE, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217) 782-3397  
JB PRITZKER, GOVERNOR JAMES JENNINGS, ACTING DIRECTOR

## Executive Summary

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

The Act requires that on or before April 1 of each year, “each executive branch agency, board, and commission shall prepare and submit a report to the General Assembly on the staffing level of bilingual employees. The report shall provide data from the previous month, including but not limited to each employee’s name, job title, job description, and languages spoken.”

As of March 3, 2025, the Illinois Environmental Protection Agency (IEPA) had three bilingual onboard frontline staff assigned to the Associate Director’s office, one bilingual onboard frontline staff assigned to the Bureau of Land, and one bilingual onboard frontline staff assigned to the Bureau of Water. The breakdown by position for the bilingual staff is: one staff member is an Environmental Protection Specialist III, one staff member is employed as an Office Associate, one staff member is employed as a Life Science Career Trainee, and one is employed as an Environmental Protection Engineer I.

2125 S. First Street, Champaign, IL 61820 (217) 278-5800  
115 S. LaSalle Street, Suite 2203, Chicago, IL 60603  
1101 Eastport Plaza Dr., Suite 100, Collinsville, IL 62234 (618) 346-5120  
9511 Harrison Street, Des Plaines, IL 60016 (847) 294-4000

595 S. State Street, Elgin, IL 60123 (847) 608-3131  
2309 W. Main Street, Suite 116, Marion, IL 62959 (618) 993-7200  
412 SW Washington Street, Suite D, Peoria, IL 61602 (309) 671-3022  
4302 N. Main Street, Rockford, IL 61103 (815) 987-7760



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JB PRITZKER, GOVERNOR

JAMES JENNINGS, ACTING DIRECTOR

March 3, 2025

To: Honorable Members of the General Assembly:

Subject: State Service Assurance Act

Pursuant to the State Services Assurance Act, 5 ILCS 382/3-1 et seq., enclosed please find the Illinois Environmental Protection Agency's (IEPA) annual report. As required by law, the annual report contains the staffing level from the previous month of frontline State employees in certain bargaining units represented by the American Federation of State, County, and Municipal Employees (AFSCME), including but not limited to each employee's name, job title, job description, and language spoken.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "James Jennings".

**James Jennings**

Acting Director, Illinois Environmental Protection Agency

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JB PRITZKER, GOVERNOR

JAMES JENNINGS, ACTING DIRECTOR

## State Services Assurance Act: Annual Report

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

The State Services Assurance Act annual report must contain each employee’s name, job title, job description, and languages spoken as of the previous month.

The chart below identifies bilingual on-board frontline staff employed by the Illinois Environmental Protection Agency as of March 3, 2025, by name, job title, and languages spoken.

Illinois Environmental Protection Agency					
Bilingual On-Board Frontline Staff (as of March 3, 2025)					
Employee Name	Job Title	Position Number	Bargaining Unit	Languages Spoken	Job Description
Alanis, Rodolfo	Environmental Protection Specialist III	13823-46-30-020-30-01	RC-062	Spanish	Appendix A
Lopez, Luis	Office Associate	30015-46-30-040-00-01	RC-014	Spanish	Appendix B
Lopez-Santos, Paulina	Executive I	13851-46-30-040-00-01	RC-062	Spanish	Appendix C
Segura, Elisa	Life Science Career Trainee	23600-46-15-111-00-03	RC-062	Spanish	Appendix D
Sanchez-Lopez, Rafael	Environmental Protection Engineer I	13791-46-114-112-00-02	RC-063	Spanish	Appendix E

<sup>i</sup> [State Services Assurance Act](#)

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4302 N. Main Street, Rockford, IL 61103 (815) 987-7760



ILLINOIS DEPARTMENT OF  
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
Existing Position									
New/Revised Position Environmental Protection Specialist 3				29	SS	13823-46-30-020-30-01			
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position IL Environmental Protection Agency		Associate Director			0	016	2	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							8/16/2020		
Office of Community Relations		Northern Region			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH  <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position									
New/Revised Position 100 W. Randolph, Ste 11-300 (JRTC), Chicago, IL		RC062		N					
New/Revised Position Des Plaines, IL									
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	No changes to duties and responsibilities. Change to Box 14 only.								
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE
<i>Janet Janki</i> 39			<i>[Signature]</i> AUG 12 2020			<i>John J. Kumi pa</i>			8-12-2020

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CMS-104 (Rev. 10/94) IL 46-0794  
MD 8-21-20

BY: *[Signature]*

16. (CONTINUED)	
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)	
Senior Public Service Administrator, Opt 4 40070-46-30-020-00-01	WORKING TITLE (IF ANY) OCR Manager
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:	
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER	
<p><b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b></p> <p>If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:</p>	
Position Title	Position Number
	No. of Incumbents or Funded Vacancies
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. <b>NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.</b>	
<p><b>Education and Experience:</b> Requires knowledge, skill and mental development equivalent to the completion of four years of college with coursework in physical, life, or environmental science; and requires three years of progressively responsible professional experience in the field of pollution abatement or a related field. Or, requires knowledge, skill and mental development equivalent to the completion of four years of college with coursework in physical, life, or environmental science supplemented by a master's degree; and requires one year of progressively responsible professional experience in the field of pollution abatement or a related field.</p>	
<p><b>Knowledge, Skills and Abilities:</b> Requires extensive knowledge of environmental control systems, facilities, techniques and procedures; requires extensive knowledge of state laws, rules, regulations, and standards pertaining to environmental control or pollution abatement; requires extensive knowledge of modern inspectional and investigative techniques and procedures. Requires ability to plan, organize and direct activities of professional and technical staff; requires ability to prepare detailed and comprehensive reports and records of complex and sensitive field inspections and/or investigations; requires ability to analyze and interpret complex and extensive scientific data relating to facilities, installations, equipment and environmental control systems and processes; requires ability to establish and maintain liaison with municipal officials, facility operators and/or owners, plant managers, or their representatives, and agency personnel; requires ability to interpret laws, rules, regulations, concerning pollution control or abatement and to explain to individuals the techniques and procedures that go into enforcing these laws, rules and regulations.</p>	
<p><b>Specialized Skills:</b> Requires one year of experience in developing educational and/or outreach programs focused on analyzing, interpreting, and communicating highly technical, scientific, and sensitive health-related data regarding bureau/division related programs. Requires experience in speaking to large and diverse group at meetings and requires experience in verbally communicating topics effectively under duress in a public setting.</p>	
<p><b>Specific Job Requirements:</b> This position requires written and verbal fluency in the Spanish language (Option SS); requires proficiency in translating written technical documents from English to Spanish, proficiency in verbal interpretation between Spanish and English and English to Spanish. Requires a valid driver's license and the ability to travel. Requires the ability to utilize a personal computer and knowledge of Microsoft Word, Access, and Excel software for technical correspondence, database management, and reports.</p>	

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position									
New/Revised Position			29	SS	13823-46-30-020-30-01				
3. AGENCY		4. DIVISION/BUREAU		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH.	8. AUDIT	9. OFFICE USE	
Existing Position									
New/Revised Position		IL Environmental Protection Agency		Associate Director	0	016	Y	R	N
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE			
Existing Position						04/01/2019			
New/Revised Position		Office of Community Relations		Northern Region		<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
14. WORK LOCATION		15. BARGAINING/ TERM CODE		RUTAN EXEMPT					
Existing Position									
New/Revised Position		100 W. Randolph, Ste. 11-300 (JRTC), Chicago, IL		RC062		N			
% OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES								
	<p>Under direction of the Manager, Office of Community Relations (OCR), in the Associate Director's Office, IL Envir Prot Agency (IEPA), performs duties of a highly technical and scientific nature related to public participation and outreach activities associated with specific facilities or programs administered by the IEPA's Bureaus/Divisions primarily for the Northern Region of the State to diverse audiences. Reviews and interprets federal and state laws, rules and regulations, highly technical data, environmental concepts/terminology and environmental/health impacts; Serves as bureau/division representative at public meetings/events. Develops and prepares highly technical and scientific documents/reports utilizing a personal computer and word processing and data management software, maintains information repositories and posts facility-specific documents to Agency web site. Attends, speaks and participates in public meeting/hearings/availability sessions as Agency representative for Agency programs; coordinates information exchange. Evaluates and confers with others in OCR on bureau/division-related areas of environmental protection. Identifies Agency Bureau/Division topics of public interest; develops documents, social media posts, meetings, and other public outreach activities to promote understanding of Agency programs. Communicates in Spanish to those individuals who do not read or speak English. Travels in performance of duties.</p> <p>1) Performs duties of a highly technical and scientific nature related to public participation and outreach activities associated with specific facilities or programs administered by the IEPA's Bureaus/Divisions primarily for the Northern Region of the State to diverse audiences, consults with OCR Manager prior to meeting with appropriate Agency professionals for interpretation of federal and state laws, rules, and regulations, technical data, environmental concepts/terminology, and environmental/public health impacts; interprets and describes regulations, bureau programs, permit actions and environmental/health impacts to the public applying risk communication techniques through personal contacts and correspondence, fact sheets, responsiveness summaries, meetings, public hearings or other methods. Reviews and interprets monitoring plans, highly technical and scientific field data, and laboratory analytical work, environmental assessments, public health assessments, investigation reports, feasibility studies, construction design/plans, operation and maintenance plans to inform the public and respond to questions and concerns. Serves as bureau/division representative at various types of public meetings/events to explain each of the bureau/division positions on highly technical, scientific, and sensitive matters. Travels in the performance of duties.</p> <p>2) Develops and prepares highly technical and scientific correspondence, data sets, documents/reports and maps utilizing a personal computer with word processing and database management software for use in mailings, meetings, and public hearings; preparation of public notices, fact sheets, responsiveness summaries, hearing officer reports, and status reports for management and bureau programs or facility permits. Plans, implements, and maintains records of public participation activities for use in preparing reports and decision documents for Agency Bureau/Division management. Establishes and maintains facility-specific, local information repositories for use by the public, and prepares/manages facility-specific documents and posts on the Agency web site.</p>								
30%									
25%									
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>Janet Jankovic</i>		<i>John Legsdon</i>			<i>John J. Kurup</i>			5-6-19	

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16. (CONTINUED)

% OF TIME	
20%	3) Attends, speaks and participates at public hearings, public meetings, availability sessions, and group meetings for each of the bureaus. Identifies questions and concerns that the public has about bureau/division programs or facility permits. Speaks to large and diverse groups and communicates highly technical and scientific topics effectively under duress in a public setting; translates functions/procedures into Spanish for individuals who cannot speak or read English; Coordinates information exchange with bureau/division staff and management to develop response documents for OCR Manager's review and signature.
15%	4) Assists, evaluates, advises, and consults with others in OCR on bureau/division related areas of environmental protection. Gathers the latest regulatory, scientific, environmental, and public health information on each of the Agency's bureau/division programs; analyzes potential impacts on programs and assesses positions from the affected public or impacted municipalities/communities; assists with recommendations and briefing documents useable by management and other staff.
05%	5) Identifies Agency Bureau/Division highly technical and scientific topics of public interest for development of documents, social media posts, meetings, and other public outreach activities to promote understanding of Agency programs. Provides input, develops, and implements such public outreach documents, language and activities. Reviews, maintains and analyzes data regarding the effectiveness, comprehensiveness and reach of outreach activities. Ensures a consistent Agency message across all Agency Bureaus and Programs.
05%	6) Performs other duties as required or assigned, which are reasonably within the scope of duties enumerated above.

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

Senior Public Service Administrator, Opt 4 -- 40070-46-30-020-00-01	WORKING TITLE (IF ANY) OCR Manager
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR      Or       LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

**Education and Experience:** Requires knowledge, skill and mental development equivalent to the completion of four years of college with coursework in physical, life, or environmental science; and requires three years of progressively responsible professional experience in the field of pollution abatement or a related field. Or, requires knowledge, skill and mental development equivalent to the completion of four years of college with coursework in physical, life, or environmental science supplemented by a master's degree; and requires one year of progressively responsible professional experience in the field of pollution abatement or a related field.

**Knowledge, Skills, and Abilities:** Requires extensive knowledge of environmental control systems, facilities, techniques and procedures; requires extensive knowledge of state laws, rules, regulations, and standards pertaining to environmental control or pollution abatement; requires extensive knowledge of modern inspectional and investigative techniques and procedures. Requires ability to plan, organize and direct activities of professional and technical staff; requires ability to prepare detailed and comprehensive reports and records of complex and sensitive field inspections and/or investigations; requires ability to analyze and interpret complex and extensive scientific data relating to facilities, installations, equipment and environmental control systems and processes; requires ability to establish and maintain liaison with municipal officials, facility operators and/or owners, plant managers, or their representatives, and agency personnel; requires ability to interpret laws, rules, regulations, concerning pollution control or abatement and to explain to individuals the techniques and procedures that go into enforcing these laws, rules and regulations.

**Specialized Skills:** Requires one year of experience in developing educational and/or outreach programs focused on analyzing, interpreting, and communicating highly technical, scientific, and sensitive health-related data regarding bureau/division related programs. Requires experience in speaking to large and diverse group at meetings and requires experience in verbally communicating topics effectively under duress in a public setting.

**Specific Job Requirements:** This position requires written and verbal fluency in the Spanish language (Option SS); requires proficiency in translating written technical documents from English to Spanish, proficiency in verbal interpretation between Spanish and English and English to Spanish. Requires a valid driver's license and the ability to travel. Requires the ability to utilize a personal computer and knowledge of Microsoft Word, Access, and Excel software for technical correspondence, database management, and reports.

12/1/01

1. POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	2. POSITION NUMBER	LEGACY POSITION NUMBER
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OFFICE ASSOCIATE-Keyboarding-Spanish	OFFICE ASSOCIATE	Spanish	Keyboarding	90671110	30015-46-30-040-00-01
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REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	5. EXMT CODE	SITE	POSITION TYPE	7. MI
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false	No	Not Exempt	In-Office	SP	true
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AGENCY	DIVISION	10. SECTION	11. UNIT	13. EFFECTIVE DATE
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Environmental Protection Agency	Office of the Associate Director	Office of Environmental Justice		2025-01-22
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6. WORK COUNTY	14. WORK LOCATION	15. BARGAINING/TERM CODE	JOB PROTECTED
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Sangamon	Springfield - 2520 West Iles Avenue	USA/RC014	Yes
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% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
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- 45 1. 1 Provides clerical office support to the EJ Officer/Manager and professional office staff of keyboards a variety complex documents utilizing both a typewriter and personal computer with related software applications such as Microsoft Word and Excel. Keyboarding consists of handwritten rough drafts or self -composition reports forms correspondence travel vouchers mailing lists and labels. Complex keyboarding involves to responsibilityproof for both clarity and accuracy the keyboarded copy with legal medical scientific and similarly and technical terms comprehends the meaning and content of work stores and retrieves material composes and keyboards routine correspondence and responds to inquiries from agency personnel and the public regarding of general knowledge program operations.
- 20 2. 2 Serves as receptionist for the Office of Environmental Justice in the Associate Director's office greets high level government officials legislators representatives of the press and others answers a variety from of telephone calls members of the public directs calls to the appropriate person both within the Office and outside the Office responds to inquiries of a non -technical nature exercising discretion and judgment in referring issues complex technical matters and policy concerns to appropriate personnel.
- 20 3. 3 Performs clerical tasks including filing copying and making travel arrangements and schedules meetings conference rooms for office staff acts as office timekeeper reviewing employee time sheets for accuracy proper utilization of time codes use of non-productive time and proper utilization of overtime in accordance with the bargaining unit contracts and forwarding them on to the primary timekeeper receives opens and distributes mail fills routine requests ADO personnel for material distributed to the public.
- 10 4. 4 Establishes updates and maintains a desk procurement manual establishes updates and maintains productivity statistics utilizing spreadsheet software such as Microsoft Excel. Utilizing data base software assists in preparing monthly reports on the Office's outreach activities at hazardous waste sites for Agency Bureaus and Director's staff when necessary and for preparing summaries to USEPA when a cleanup remedy has been selected.
- 5 5. 5 Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.
- 6.
- 7.
- 8.
- 9.
- 10.

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

SUPERVISOR POSITION TITLE	POSITION	WORKING TITLE (IF ANY)
PUBLIC SERVICE ADMINISTRATOR-General Administration/Business Marketing/Labor/Personnel	90671194	PUBLIC SERVICE ADMINISTRATOR, OPT 1 (OFFICE OF ENVIRONMENTAL JUSTICE (EJ), MANAGER)

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A

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

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

Minimum Qualifications

1. Education and Experience Requires knowledge skill and mental development equivalent to completion of high school and two years of office experience. Knowledge Skills and Abilities Requires extensive knowledge of office practices procedures and programs requires extensive knowledge of composition grammar spelling and punctuation requires working knowledge of basic mathematics agency requires elementary knowledge of rules and regulations. Requires ability to follow oral written instructions requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Specific Job Requirements Requires ability to keyboard accurately at 45 words per minute and requires utilizing a personal computer with knowledge of Microsoft Word and Excel software.

Preferred Qualifications (In Order of Significance)

1. Education and Experience Requires knowledge skill and mental development equivalent to completion of high school and two years of office experience. Knowledge Skills and Abilities Requires extensive knowledge of office practices procedures and programs requires extensive knowledge of composition grammar spelling and punctuation requires working knowledge of basic mathematics agency requires elementary knowledge of rules and regulations. Requires ability to follow oral written instructions requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Specific Job Requirements Requires ability to keyboard accurately at 45 words per minute and requires utilizing a personal computer with knowledge of Microsoft Word and Excel software.

Specialized Skills (Used for certain BU Employees only)

20. CONDITIONS OF EMPLOYMENT

Appendix C

1. POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	2. POSITION NUMBER	LEGACY POSITION NUMBER
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EXECUTIVE I-Spanish	EXECUTIVE I (ENVIRONMENTAL JUSTICE POLICY ADMINISTRATOR)	Spanish	None	90671012	13851-46-30-040-00-01
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REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	5. EXMT CODE	SITE	POSITION TYPE	7. MI
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true	No	Not Exempt	In-Office	RP	true
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AGENCY	DIVISION	10. SECTION	11. UNIT	13. EFFECTIVE DATE
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Environmental Protection Agency	Office of the Associate Director	Office of Environmental Justice	Policy Administrator	1900-01-01
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6. WORK COUNTY	14. WORK LOCATION	15. BARGAINING/TERM CODE	JOB PROTECTED
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Cook	Chicago - 115 S La Salle St	USA/RC062	Yes
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% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
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- 30 1. 1. Serves as the policy administrator of the Environmental Justice (EJ) Public Participation program within the Illinois Environmental Protection Agency, Associate Director's Office;• Organizes, plans, executes, and implements the EJ Public Participation program including:generating, distributing, and tracking EJ notifications• Develops and implements tracking and follow-up procedures by monitoring programactivities and preparing complex technical reports• Analyzes program and policy issues, establishes priorities, and makes recommendationsfor program development including the Illinois EPA's EJ Policy, EJ Public ParticipationPolicy, Language Access Plan and Disability Access Plan.• Monitors the Agency's achievement of EJ goals• Promotes access to Agency programs through education and assistance to underservedand underrepresented communities• Coordinates special projects, including workshops and training sessions
- 25 2. 2. Cultivates and maintains internal and external relationships;• Facilitates the development of alliances with outside stakeholders including, diversecommunity groups, social/environmental justice partners, local residents, communityleaders, environmental groups, regulated entities, and elected officials to implementprogram initiatives• Communicates in Spanish to individuals who do not read or speak English or whosepreferred language is Spanish• Represents the Office of EJ at events and meetings with outside stakeholders• Travels in performance of duties
- 20 3. 3. Assists the EJ Coordinator in the administration of the Illinois Commission on EnvironmentalJustice by providing expert level administrative, organizational, and technical supports;• Fulfills Open Meetings Act requirements by planning and executing all administrativerequirements including, scheduling of meetings, reserving spaces, generating minutes,and posting information online and the Agency
- 15 4. 4. Integrates EJ principles into Agency operations, programs, and policies;• Develops and maintains ongoing communication with the Bureaus of Air, Land, andWater to verify and reconcile site, facility, and program information to ensure complianceand consistency with policies, procedures, and program objectives
- 5 5. 5 Performs other duties as required or assigned which are reasonably within the scope of theduties enumerated above.
- 6.
- 5 7.
- 8.
- 9.
- 10.

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

SUPERVISOR POSITION TITLE	POSITION	WORKING TITLE (IF ANY)
PUBLIC SERVICE ADMINISTRATOR-General Administration/Business Marketing/Labor/Personnel	90671194	PUBLIC SERVICE ADMINISTRATOR, OPT 1 (OFFICE OF ENVIRONMENTAL JUSTICE (E.J.) MANAGER)

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

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

Minimum Qualifications

1. Minimum Qualifications: 1. Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration. 2. Requires one year of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program. 3. Requires proficiency in translating written documents from English to Spanish and Spanish to English. 4. Requires proficiency in verbal interpretation between Spanish to English and English to Spanish. 5. Requires written and verbal fluency in the Spanish language (Option SS). Specialized Skills: Of the one year of experience; requires one year of work experience in environmental justice, social justice, or a similar field; experience in environmental governance and regulatory structures at the state and federal level; experience effectively interacting, communicating, and collaborating with large groups of people from culturally diverse backgrounds including: members of the public, community organizations, business and industry representatives, and members of local government.

Preferred Qualifications (In Order of Significance)

1. Preferred Qualifications (In Order of Significance): 1. Prefers 16-20 semester hours of course work in physical or biological science, environmental policy and analysis, and/or environmental studies 2. Prefers at least one (1) year experience with applying principles and practices of public and business administration. 3. Prefers at least one (1) year experience developing and managing an organization program. 4. Prefers at least one (1) year experience exercising judgment and discretion in developing, implementing, and interpreting policies and procedures. 5. Prefers at least one (1) year experience analyzing administrative problems and adopting an effective course of action. 6. Prefers at least one (1) year experience developing, installing, and evaluating new and revised methods, procedures, and performance standards. 7. Prefers working knowledge of the functions of state government and of the character of relationships between the executive branch with the other branches, and between the State and higher and lower levels of government. 8. Prefers the ability to utilize Microsoft Word, Excel, Power Point and Access software.

Specialized Skills (Used for certain BU Employees only)

20. CONDITIONS OF EMPLOYMENT

1. 1. Requires a current and valid driver's license. 2. Requires the ability to travel.

Appendix D

1. POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	2. POSITION NUMBER	LEGACY POSITION NUMBER
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LIFE SCIENCE CAREER TRAINEE- Spanish	LIFE SCIENCES CAREER TRAINEE (Spanish Speaking)	Spanish	None	90696138	23600-46-15-111-00-03
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REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	5. EXMT CODE	SITE	POSITION TYPE	7. MI
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false	No	Not Exempt	In-Office	RP	true
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AGENCY	DIVISION	10. SECTION	11. UNIT	13. EFFECTIVE DATE
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Environmental Protection Agency	Bureau of Land	Deputy Bureau Chief/Land Polution Control	Nothern Region Manager Des Plaines and Rockford	2024-06-10
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6. WORK COUNTY	14. WORK LOCATION	15. BARGAINING/TERM CODE	JOB PROTECTED
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Cook	Des Plaines - 9511 W Harrison Street	USA/RC062	Yes
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% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
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- 35 1. Receives training for a period of six to twelve months duration to gain knowledge in and assist in conducting routine field inspections/investigations of hazardous and solid waste management and disposal facilities and remediation sites for the Field Operations Section (FOS), Bureau of Land (BOL), Northern Region/Des Plaines; • Assists in review of the site's activities • Determines regulated status, and whether the site is in compliance with laws and regulations. • Conducts activities that utilize safety equipment and performs rigorous physical activity to meet safety standards to comply with OSHA 29 CFR 1910.120. • Travels in performance of duties.
- 35 2. Receives training to assist in providing for Region Manager's close review;• Inspection reports, letters, and memorandums by data collected• Taking pertinent photos • Utilizes a personal computer, with word processing and database software
- 10 3. Receives training to provide information (verbally or in writing) on relevant environmental matters to facility owners/operators, the public, governmental agencies and others outside the Agency. • Assist in preparation of necessary compliance and enforcement documents to be utilized in hearings or court cases • Observes legal proceedings.
- 10 4. Receives training to assist with collecting water, soil and waste samples to substantiate violations and/or determine the extent of contamination; • Requires the utilization of field and safety equipment; • Participates to gain knowledge in multi-media inspections and investigations with bureaus and shares pertinent information with them.
- 5 5. Attends and participates in meetings and keeps current on relevant laws, regulations, policies and procedures related to waste management in Illinois; • Attends training and studies related documents to develop skills.
- 5 6. Perform other duties as assigned or required, which are reasonably within the scope of duties enumerated above
- 7.
- 8.
- 9.
- 10.

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

SUPERVISOR POSITION TITLE	POSITION	WORKING TITLE (IF ANY)
ENVIRONMENTAL PROTECTION SPECIALIST IV	90670980	ENVIRONMENTAL PROTECTION SPECIALIST IV

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

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

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

Minimum Qualifications

1. 1. Requires a bachelor's degree in some field of the life sciences. 2. Requires the ability to communicate verbally and written in Spanish at a colloquial level with Spanish-speaking clients. This class is included as an Upward Mobility Program credential title.

Preferred Qualifications (In Order of Significance)

1. 1. Prefers ability to prepare comprehensive written and oral reports. 2. Prefers ability to understand and follow oral and written instructions. 3. Prefers ability to profit from training received in the designated area of state government. 4. Prefers ability to establish and maintain harmonious working relationships with other employees and agency representatives. 5. Prefers ability to utilize a personal computer with knowledge of Microsoft Office software.

Specialized Skills (Used for certain BU Employees only)

20: CONDITIONS OF EMPLOYMENT

1. 1. Requires ability to participate in the medical monitoring program. 2. Requires ability to pass a physical examination, which is intended to determine whether a person can wear respiratory protection and function in high heat stress situations while wearing chemical protective clothing. 3. Requires ability to wear a respirator or other form of respiratory protection. 4. Requires ability to carry and utilize a self-contained breathing apparatus (weighing approximately 25 pounds). 5. Requires ability to wear chemical resistant clothing in high heat stress situations while performing strenuous physical tasks (e.g. carrying equipment up a steep ravine at a temperature up to 100F). 6. Requires ability to lift heavy equipment (e.g. 45 pounds). 7. Requires ability of hiking, climbing, wading in streams or getting in/out of boats or swimming in emergency situations to get to sites (as required by OSHA 29 CFR 1910.120). 8. This position will be required to complete (within 90 days of employment) and maintain working knowledge of (8-hour annual refresher) and/or certification to ensure position is up to date with laws, rules and regulations to maintain compliance with IL Department of Labor Occupational Safety Regulations: 40-hour OSHA training. 9. Requires a valid driver's license. 10. Requires the ability to travel. 11. Requires the ability to pass a name-based background check.

Appendix E

1. POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	2. POSITION NUMBER	LEGACY POSITION NUMBER
ENVIRONMENTAL PROTECTION ENGINEER I-Spanish	ENVIRONMENTAL PROTECTION ENGINEER I OPT. SP (Spanish Speaking)	Spanish	None	90696145	13791-46-14-112-00-02
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	5. EXMT CODE	SITE	POSITION TYPE	7. MI
true	No	Not Exempt	In-Office	SP	true
AGENCY	DIVISION	10. SECTION	11. UNIT	13. EFFECTIVE DATE	
Environmental Protection Agency	Bureau of Water	Division of Water Pollution Control	Des Plaines Regional Office	2024-06-10	
6. WORK COUNTY	14. WORK LOCATION	15. BARGAINING/TERM CODE	JOB PROTECTED		
Cook	Des Plaines - 9511 W Harrison Street	USA/RC063	Yes		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS				
40	1. Assists higher level field staff in conducting inspections and sampling surveys of municipal and industrial wastewater treatment facilities; MS4, industrial, and construction storm water facilities, livestock facilities and agrichemical facilities for the Des Plaines Regional Office, Field Operation Section (FOS) in the Division of Water Pollution Control, Bureau of Water;• Assists in assessing compliance and adequacy of operation and maintenance with applicable State and federal laws, rules, and regulations• Utilizes field water testing equipment to collect samples, weighing up to 50 pounds• Prepares engineering data and reports for supervisor review• Assists in preparing Agency correspondence to facility owners and operators, State and federal agencies, and other such entities• Utilizes a personal computer to update inspection tracking systems• Travels in performance of duties				
20	2. Assists higher level field staff in investigating/evaluating citizen complaints and emergency response incidents of water pollution, sewage and livestock waste odors, and fish kills;• Utilizes field water testing equipment to collect samples, weighing up to 50 pounds• Prepares for supervisor review engineering data and reports findings• Assists in preparing Agency correspondence to facility owners and operators, State and federal agencies, and other such entities• Updates complaint and incident tracking systems				
15	3. Assists higher level field staff in providing technical support for the enforcement process;• Preparing Non-Compliance Advisory (NCA) letters • Submitting Violation Notice (VN) requests • Participating in enforcement meetings• Reviewing enforcement documents• Providing testimony in court proceedings				
10	4. Assists higher level field staff in reviewing technical documents associated with National Pollutant Discharge Elimination System (NPDES) and State operating permits, facility plans and specifications, Long Term Control Plans (LTCP), Capacity, Management, Operation, and Maintenance (CMOM) plans.				
10	5. Participates in and observes higher level field staff in conducting meetings and communicating with facility owners and operators, local officials, or concerned citizens;• Interpreting and explaining Agency policies and water pollution control regulations.				
5	6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above				
	7.				
	8.				
	9.				
	10.				
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)					
SUPERVISOR POSITION TITLE			POSITION	WORKING TITLE (IF ANY)	
ENVIRONMENTAL PROTECTION SPECIALIST IV			90670958	ENVIRONMENTAL PROTECTION SPECIALIST IV	

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

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

Minimum Qualifications

1. 1. Requires knowledge, skill and mental development equivalent to completion of four years of college with a bachelor's degree in an engineering science. Typically, the subject matter would involve the type of coursework associated with environmental (sanitary, hydraulic, hydrology, and air pollution specialties), civil (sanitary, hydraulic, and hydrology specialties), general, industrial, mechanical, chemical, public health, electronic, acoustical or aeronautical engineering or engineering mechanics or a closely related engineering specialty. 2. Requires the ability to communicate verbally and written in Spanish at a colloquial level with Spanish-speaking clients. Requires no previous experience. This class is included as an Upward Mobility Program credential title.

Preferred Qualifications (In Order of Significance)

1. 1. Prefers the ability to prepare clear and concise written reports and correspondence, good organizational skills and decision-making abilities. 2. Prefers the ability to establish and maintain oral communication and working relationships with municipal officials, facility operators and owners, plant managers, or their representatives. 3. Prefers the ability to utilize a personal computer with knowledge of Microsoft Word, Excel and Access software. 4. Prefers a bachelor's degree in agricultural or civil engineering.

Specialized Skills (Used for certain BU Employees only)

20: CONDITIONS OF EMPLOYMENT

1. 1. Requires a valid driver's license. 2. Requires the ability to travel. 3. Requires ability to lift heavy sampling equipment (e.g. 50 pounds) 4. Requires the ability to operate field water testing equipment and to collect water samples. 5. Requires the ability to pass a name-based background check.