



State Services Assurance Act Annual Report

April 1, 2025

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

In accordance with 5 ILCS 382/3-1 *et seq.*, the Illinois Department of Central Management Services submits the following report to the Illinois General Assembly on or before April 1, 2025.

Raven A. DeVaughn
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 1, 2025, the Illinois Department of Central Management Services (CMS) had six bilingual onboard frontline staff. The six staff members speak Spanish. Three staff members are employed as Human Resources Representatives, and three staff members are employed as Human Resources Specialists.



March 18, 2024

To the Honorable Members of the General Assembly:

Subject: State Services Assurance Act

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

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

Sincerely,

Raven A. DeVaughn
Director



State Services Assurance Act: Annual Report

The [State Services Assurance Act](#)¹ requires each executive branch agency to submit a report to the Illinois General Assembly on or before April 1st every year on the staffing level of bilingual on-board frontline staff in the RC-6, RC-9, RC-10, RC-14, RC-28, RC- 42, RC-62, RC-63, and CU500 bargaining units in titles represented by AFSCME as of June 1, 2007.² “On-board frontline staff” means frontline staff in paid status.³

The State Services Assurance Act Annual Report must contain each employee’s name, job title, job description, and languages spoken as of the previous month.⁴

The chart below identifies bilingual on-board frontline staff employed by the Department of Central Management Services as of March 1, 2025, by name, job title, and languages spoken.

Central Management Services					
Bilingual On-Board Frontline Staff (as of March 1, 2024)					
Employee Name	Job Title	Position Number	Bargaining Unit	Languages Spoken	Job Description
Magana, Mayra	Human Resources Specialist	19693-37-00-010-02-01	RC-62	Spanish	Appendix A
McClain, Alejandra	Human Resources Specialist	19693-37-21-000-20-02	RC-62	Spanish	Appendix B
Mireles, Fabiola	Human Resources Specialist	19693-37-23-200-26-01	RC-62	Spanish	Appendix C
Aceves, Israel	Human Resources Representative	19692-37-24-400-31-02	RC-62	Spanish	Appendix D
Jones II, Curtis L	Human Resources Representative	19692-37-24-400-51-02	RC-62	Spanish	Appendix E
Reyes Jr, Eugene	Human Resources Representative	19692-37-24-500-11-02	RC-62	Spanish	Appendix F

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

² *Id.*, at §§3-5, 3-10.

³ *Id.*, at §3-5.

⁴ *Id.*

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
						19693-37-22-200-01-02			
New/Revised Position Human Resources Specialist				29	SS	19693-37-00-010-02-01			
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
Existing Position		Personnel/Statewide Services							
New/Revised Position Central Management Services		Director's Office			0	016	N	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							06/16/17		
New/Revised Position Diversity Enrichment Program					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE			Rutan Exempt				
Existing Position Chicago									
New/Revised Position Cook		RC062			N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>Under general direction of the Manager, Diversity Enrichment Program (DEP), serves in a journey level professional Capacity performing complex specialized human resources administration duties; provides journey level advice on professional employment and Career development counseling to DEP management, the general public and State employees at DEP Job Forums; prepares documentation of activities in accordance With the State Hispanic Employment Plan and participates in drafting and final preparation of the Annual Report; consults With and serves as liaison between DEP and the CMS Bureau of Personnel In the interpretation and adherence to the Personnel Code, Personnel Rules, and collective bargaining agreements; analyzes, interprets, evaluates and determines information associated with the CMS Classification Plan, Pay Plan and applicant assessment processes to provide effective skills match and career counseling services and consultation to agency management, management of other State agencies and Job Forum attendees; maintains information on career counseling activities on the CMS Job Applicant Counseling and Career Development System. Translates functions, procedures and documents into Spanish for individuals who cannot speak or read English.</p>								
25%	<p>1. Provides journey level advice to agency management, staff of all agencies and the general public on human resources Information related to the Diversity Enrichment Program; utilizing the CMS Classification Plan, Pay Plan, and applicant assessment processes, provides effective skills match and career counseling services at DEP Job Forums; ensures advice given adheres to the Classification Plan, the Personnel Code, Personnel Rules and collective bargaining contracts; consults with the CMS Division of Examining and Counseling, Upward Mobility Program and Tuition Reimbursement Programs to obtain current and revised information on client services to maintain accurate information to be conveyed to Job Forum attendees.</p>								
25%	<p>2. Conducts Job Forums statewide in communities and neighborhoods consisting of substantial protected class populations; provides skills match and career counseling services to Forum attendees comparing qualifications and career goals with the structure of the Classification Plan and applicant selection process to recommend target titles best suited to the attendees; works in consultation with minority advocacy groups to foster participation and support of the forums; disseminates information on position availability, job posting information, class specifications and other information materials to the general public; maintains career counseling activities on the CMS Job Applicant Counseling and Career Development System; provides follow up services to Forum attendees.</p>								
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE		DATE	
<i>[Signature]</i> 22			<i>[Signature]</i>			<i>[Signature]</i> AA		6/20/17	

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By Kevin [Signature]

16. (CONTINUED)

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
15%	3. Prepares documentation of activities in accordance with the State Hispanic Employment Plan and participates in drafting and final preparation of the Annual Report; analyzes, interprets, evaluates and determines via various research methodologies involving the CMS Classification Plan, Pay Plan, career development and applicant assessment processes to develop skills match and career counseling guidelines and service packages to be utilized at Program Job Forums; conducts individual and group meetings with agencies to facilitate efforts.
10%	4. Utilizing data provided by the Department of Human Rights, meets with representatives from various state agencies to determine areas of underutilization and assists DEP Manager in the development and implementation of recruitment strategies for various occupational areas.
10%	5. Serves as liaison for the implementation of Job Forums with communities, organizations and other State agencies' recruitment staff who participate in Job Forums; counsels staff from other agencies on skills match and career counseling guidelines; assists in the coordination and implementation of Job Forums by developing press releases and other methods of informational conveyance educating the public in the targeted areas of the upcoming forums, works in consultation with minority advocacy groups to foster participation and support of the forums.
10%	6. Translates functions, procedures and documents into Spanish for individuals who cannot speak or read English.
05%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

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

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

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

APPENDIX B

1.POSITION TITLE		WORKING TITLE	BILINGUAL CODE	SKILL CODE	2. POSITION NUMBER	LEGACY POSITION NUMBER
HUMAN RESOURCES SPECIALIST-Spanish		Hiring Lead	Spanish	None	90670029	19693-37-21-000-20-02
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	5. EXMT CODE	SITE	POSITION TYPE	7. MI	
false	No	Not Exempt	In-Office	SP	true	
AGENCY	DIVISION	10. SECTION		11. UNIT	13. EFFECTIVE DATE	
Department of Central Management Services	BoP/Career Services and Hiring Resources-21	BoP/Hiring and Selection-000		BoP/Hiring Resource Team-20	2024-03-01	
6. WORK COUNTY	14. WORK LOCATION	15. BARGAINING/TERM CODE		JOB PROTECTED		
Sangamon	Stratton Office Building	USA/RC062		No		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
35	<p>1. Under general direction of the Hiring Resource Team (HRT) Manager- leads, executes, and approves all aspects of the hiring process.</p> <p>Leads hiring events and is responsible for the end-to-end completion of hiring events including assigning work, tracking work, reviewing work, and providing guidance to internal and external hiring agencies.</p> <p>Translates functions/procedures into Spanish for individuals who cannot speak or read English and assists Hiring Resource Team members in handling materials submitted by Spanish speakers.</p> <p>Manages Hiring Events and is responsible for resolving issues, obtaining decisions, managing hiring timelines, and communicating status and performance of hiring sequences by compliance with policies and procedures to ensure process conformity and the absence of bias and political influence.</p> <p>Utilizes Human Capital Management systems to document, post, track, communicate, and report for each hiring event.</p> <p>Provides participants and stakeholders with overall end-to-end training on new hiring process/systems, including SuccessFactors, the Interview Scoring Tool, and development of interview questions and preferred responses; supplements agency's hiring event resources by leading hiring events, as necessary/requested.</p> <p>Serves as a subject-matter-expert and provides support for the hiring process & tools/systems including providing technical expertise and assistance.</p> <p>Provides input into the continual improvement of the hiring process through review of hiring sequences and feedback from user agencies to identify opportunities.</p> <p>Conducts open forum discussions and facilitates meetings with a variety of internal and external participants/ stakeholders.</p> <p>Attends quarterly in-person meetings and other team meetings and trainings.</p> <p>Attends outreach events such as job fairs and the state fair.</p> <p>Assists the HRT Manager in the collection of data for hiring sequences to present to assigned agency or agencies.</p> <p>Provides feedback to assigned agency or agencies both in person and virtually.</p>					

25	<p>2. Performs analysis of position description clarifications/modifications for positions being posted. Provides ongoing training to participants/stakeholders regarding the clarification of position descriptions for the selected standardized hiring plan (SHP) in a hiring sequence.</p> <p>Analyzes position descriptions in accordance with Classification standards and guidelines and with the established Class Specifications to provide guidance and recommendations to user agencies in the establishment and clarification of positions and agency organizational structure.</p> <p>Consults with user agency classification staff regarding issues discovered in the analysis of position descriptions and related documents submitted for review.</p> <p>Provides approval of reviewed position descriptions with Central Management Services (CMS) Director signature authority or denies submissions and provides explanation of reasons for the denial and recommendations for resubmittal.</p> <p>Confers with supervisor concerning questionable or marginal position descriptions to clarify status or recommend revisions.</p> <p>Prepares correspondence and analytical reports pertinent to subject positions.</p> <p>Reviews preferred qualifications to determine if they are measurable statements that would be best suited for application questions or interview questions based on the SHP that the user agency has selected.</p> <p>Evaluates duties, qualifications, and conditions of employment for appropriateness, to ensure they align with class specification requirements.</p> <p>Assists management and personnel agency staff by providing advice and recommendations to regarding evaluation of duties.</p>
20	<p>3. Determines applicant eligibility within hiring sequences.</p> <p>Serves as Subject-Matter-Expert and provides support for Applicant Eligibility Determination.</p> <p>Provides approval of position specific minimum requirements based upon the evaluation of applicants' experience, education and training including conferring with supervisor when evaluating an applicant's minimally required experience, education, and/or training regarding interpretation of title requirements as related to selection instruments.</p> <p>Responds to inquiries from applicants, state employees, Agency HR staff, and the general public regarding Qualifications and Hiring Procedures and Processes.</p> <p>Provides ongoing training to participants/stakeholders with processes associated with Applicant Eligibility Determination.</p> <p>Validates the Interview Pool confirming the validated application and scale equivalency scores of all candidates as appropriate.</p> <p>Monitors hiring sequences to ensure that applicant scoring is documented accurately.</p> <p>Serves as a subject matter expert in the randomization of candidates to determine the interview pool.</p> <p>Processes candidate appeals for Bargaining Unit positions.</p> <p>Reviews reports such as the Stalled Requisition reports to research the outcome of hiring sequences.</p> <p>Runs reports as needed within a hiring sequence.</p> <p>Supports the eRecruiting system and resolves or escalates associated issues.</p>
10	<p>4. Completes Personnel Transactions specific to hiring transactions.</p> <p>Serves as the subject-matter-expert and provides support for hiring sequence specific randomization and eligible list processing.</p> <p>Utilizes randomization as a tool to generate interview pools and eligibility lists.</p> <p>Reviews and resolves issues associated with Agency's processing of eligibility lists.</p>
5	<p>5. Participates in special project teams by providing valuable input.</p> <p>Submits ideas for updates to the Hiring Manual.</p>
5	<p>6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>
	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	90670233	Hiring Resource Team 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

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

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to the completion of four (4) years of college.
2. Requires two (2) years of professional human resources experience.
3. Requires the ability to speak and write Spanish at a colloquial skill level.

Preferred Qualifications (In Order of Significance)

1. Prefers working knowledge of the Personnel Codes, Rules, Position Classification Plans, Pay Plans, Collective Bargaining Contracts, Federal Merit Standards, Equal Employment Opportunity Act, Civil Rights Act, and other related human resources policies, procedures, processes, and guidelines derived therefrom.
2. Prefers working knowledge of hiring and employment policies and procedures such as those outlined in the Comprehensive Employment Plan (CEP) or comparable.
3. Prefers two (2) years professional experience conducting the end-to-end hiring process, facilitating meetings and open forum discussions, and developing interview questions.
4. Prefers two (2) years professional experience evaluating applicant education and experience to determine eligibility for various position titles.
5. Prefers working knowledge of process improvement concepts and techniques.
6. Prefers two (2) years professional experience establishing and revising position descriptions including the development of minimum and preferred qualifications.
7. Prefers one (1) year professional recruiting experience.

Specialized Skills (Used for certain BU Employees only)

20. CONDITIONS OF EMPLOYMENT

1. Requires completion of a background check and self-disclosure of criminal history.
2. Overtime is a condition of employment, and you may be required/mandated to work overtime including scheduled, unscheduled, or last-minute overtime. This may require the ability to work evenings and weekends.
3. Requires ability to attend seminars, conferences, and trainings to stay current on methods, tools, ideologies, or other industry related topics relevant to the job duties.
4. Requires the ability to attend career events such as job fairs and the state fair.

APPENDIX C

1.POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	2. POSITION NUMBER	LEGACY POSITION NUMBER
HUMAN RESOURCES SPECIALIST	AGENCY CLASSIFICATIONS SPECIALIST	None	None	90670037	19693-37-23-200-26-01
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	5. EXMT CODE	SITE	POSITION TYPE	7. MI
false	No	Not Exempt	In-Office	SP	true
AGENCY	DIVISION	10. SECTION		11. UNIT	13. EFFECTIVE DATE
Department of Central Management Services	BoP/Technical Services-23	BOP/Agency Classification and Class Studies-200		BoP/ Organizational Structure-26	2024-09-01
6. WORK COUNTY	14. WORK LOCATION	15. BARGAINING/TERM CODE	JOB PROTECTED		
Sangamon	Stratton Office Building	USA/RC062	Yes		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS				

25	<p>1. Under general direction, serves as an Agency Classifications Specialist performing complex, specialized professional duties in the administration of the Position Classification Plan for assigned agencies.</p> <ul style="list-style-type: none"> • Conducts review and comparative analysis of position descriptions to ensure appropriate allocation of the position title and the position responsibilities meet all legal and regulatory requirements and to provide for agency needs. • Analyzes position descriptions in accordance with classification standards and guidelines and examines the coherence of the elements of the position with the class specification. • Provides consultation, guidance, and recommendations to agencies on the establishment and clarification of positions, agency organizational structure, and explores with the agency any issues discovered in the analysis of an agencies or multiple agencies' business organization structure and documentation that have been submitted for review. • Provides approval of reviewed positions with Central Management Services (CMS) Director signature authority or denies submittal which then requires follow up to make recommendations to agency staff. • Confers with supervisor concerning questionable or confusing statements or content on position descriptions to clarify status or recommend methods to the agency. • Prepares correspondence and analytical reports pertinent to subject positions.
20	<p>2. Serves as the CMS Classification liaison for assigned agencies.</p> <ul style="list-style-type: none"> • Provides guidance and technical advice to user agencies to maintain the Position Classification Plan to ensure official position descriptions are developed in accordance with the Comprehensive Employment Plan, Personnel Code, Personnel Rules, Pay Plan, collective bargaining agreements, legislation, Executive Orders, and any applicable laws, rules, regulations, statutes, or mandates. • Responds to inquiries from agency stakeholders. • Conducts research of position histories, other agency positions in State personnel software, databases, computer systems, electronic file storage locations, and physical file storage locations to develop and provide responses.
10	<p>3. Performs extensive analysis of major agency reorganizations, realignments, geographical transfers, and layoff packages.</p> <ul style="list-style-type: none"> • Reviews position descriptions, current and proposed organizational structures, agency allocation reports, and associated documents such as legislative mandates and Executive Orders to determine appropriateness and efficacy of proposed changes. • Examines proposed organizational structuring and its effect on the current allocation of positions and provides feedback and recommendations to agency liaisons to address such concerns.
10	<p>4. Analyzes Personnel Code partial exemption requests, including 4d(3) requests to be submitted to the Civil Service Commission (CSC) for consideration.</p> <ul style="list-style-type: none"> • Reviews position descriptions, organizational structure, and other pertinent agency data to make determinations as to whether a subject position meets the allocation standards for the classes it is assigned to and whether the positions meet the criteria of the exemption from Section 4d(3) of the Personnel Code and the CSC Governing Rule: Section 1.142 Jurisdiction B exemption. • Prepares transmittal and official records for submission to the CSC. • Confers and guides the agency in resolving issues found or those brought forth by the CSC. • Prepares 4d(3) position descriptions for supervisor review.
10	<p>5. Serves as a subject matter expert to CMS Labor Relations staff regarding classification issues.</p> <ul style="list-style-type: none"> • Reviews information and documentation from Labor Relations staff and conducts research related to position title, position allocation, and assigned duties to provide recommendation on a course of action for events such as grievance resolutions, arbitration, administrative hearings, and similar circumstances. • Prepares audit analysis based on the review of class specifications, comparable existing positions, position histories, and agency organizational structure and provides findings to division managers and CMS Labor Relations. • Serves as expert witness for expedited/non-precedent setting classification grievance hearings.
10	<p>6. Serves as the backup for other staff within the Division.</p> <ul style="list-style-type: none"> • Maintains electronic files of position descriptions and electronic storage cabinets. • Reviews workflows and entries and assigns as needed. • Reviews information on submitted job descriptions and posts position data from job descriptions to appropriate computer systems.
10	<p>7. Attends trainings and participates in meetings concerning classification, employee/labor relations, proposed organizational changes, staffing requirements, and other related discussions.</p>
5	<p>8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>
	<p>9.</p>
	<p>10.</p>

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

SUPERVISOR POSITION TITLE	POSITION	WORKING TITLE (IF ANY)
SENIOR PUBLIC SERVICE ADMINISTR- General Administration/Business Marketing/Labor/Personnel	90670391	ORGANIZATIONAL STRUCTURE 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

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

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of four (4) years of college.
2. Requires two (2) years of professional human resources experience.

Preferred Qualifications (In Order of Significance)

1. two (2) years of professional experience in a position classification field, e.g., conducting studies of position descriptions, conducting inquiries to obtain crucial information, analyzing allocation factors, and organizational charts to determine a position's proper classification, and providing written analysis of a position's allocation.
2. Prefers two (2) years of professional experience advising an agency and/or human resources office or labor relations office in the proper utilization of a classification plan.
3. Prefers two (2) years of professional experience in processing reorganizations and layoffs, planning organizational structures, processing and documenting realignments, and masses of position movements.
4. Prefers two (2) years of professional experience with Personnel Codes, Personnel Rules, Position Classification Plans, Pay Plans, collective bargaining agreements, and other related human resources policies, procedures, processes, and their application to the field of position classification.
5. Prefers two (2) years of reviewing, organizing, and analyzing information and/or data for accuracy.
6. Prefers two (2) years of professional experience writing correspondence and reports that contain conceptualizations, facts, and descriptive and quantitative conclusions with grammatical correctness.

Specialized Skills (Used for certain BU Employees only)

20. CONDITIONS OF EMPLOYMENT

1. Requires completion of a background check and self-disclosure of criminal history.
2. Overtime is a condition of employment, and you may be requested or required/mandated to work overtime including scheduled, unscheduled, or last-minute overtime. This may require the ability to work evenings and weekends.
3. Requires ability to travel in the performance of duties.
4. Requires ability to attend seminars, conferences, and training to stay current on methods, tools, ideologies, or other industry related topics relevant to the job duties.
5. Requires the ability to use agency technology/equipment (i.e., mobile phone, laptop, etc.) properly in accordance with information security awareness policies and confidentiality guidelines.
6. The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

APPENDIX D

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION					19692-37-21-100-31-02			
NEW/REVISED POSITION					19692-37-24-400-31-02			
Human Resources Representative			29	SS				
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION		Personnel/Examining & Counseling						
NEW/REVISED POSITION		Bureau of Personnel/Recruitment & Retention		0	010	1	R	
Central Management Services								
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE	
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE		6/30/2023	
NEW/REVISED POSITION		Champaign Recruitment Center			<input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY			
Assessment Center					<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE			
NEW/REVISED POSITION					<input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION			
Recruitment South					<input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC062		N				
Champaign County								
% OF TIME		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS						
35%	<p>1. Under direction, serves as a Recruitment Center representative and personnel generalist in the Champaign Recruitment Center.</p> <ul style="list-style-type: none"> Analyzes and reviews applicant’s interests, education, work experience, geographic preference, and salary requirements against various job titles. Advises applicants in the selection of job titles that match their interests, education, work experience, geographic preference, and salary requirements using various methods including, but not limited to, via phone, email, in-person and/or virtually. Explains qualifications and requirements of recommended job titles and specific examinations to the applicant. Answers general questions about the application process. Documents counseling session in the Personnel Electronic Job Application Counseling (PEJAC) database. Translates functions/procedures into Spanish for individuals who cannot speak or read English. 							
30%	<p>2. Participates in various recruitment activities such as Veteran’s Outreach workshops, Minority Outreach workshops, Community job fairs, University and College recruitments using various methods and technology including, but not limited to via phone, chat, email, in-person and/or virtually.</p> <ul style="list-style-type: none"> Leads and assists with in-person and virtual presentations to interested groups. Contacts and updates contact list including, but not limited to veteran’s groups, minority groups, community groups as well as colleges and universities. Registers for and attends in-person and virtual events. 							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> Utilizes various technology and platforms to participate in recruitment events.
20%	<p>3. Administers open competitive examinations on the WinCats system for the Central counties of the State.</p> <ul style="list-style-type: none"> Directs staff engaged in administering examinations and providing testing information. Conducts inventory of testing equipment and materials to ensure most current forms are used and stock is adequate. Ensures that applicants have not taken the same test within a 30-day period. Checks photo identification of applicants prior to testing. Schedules and records appointments for testing and counseling. Scans and uploads test materials to Docuware or a successor document management software system. Scans and emails test results to Hiring Team. Enters test results into the Personnel Examination and Eligibility Records System (PEERS) or a successor system. Responds to written correspondence regarding applicant qualifications and examination requirements.
10%	<p>4. Serves as a liaison with both downstate and local officials.</p> <ul style="list-style-type: none"> Provides interpretation of the Personnel Code, Rules, and Pay Plan and of the Department of Central Management Services procedures.
5%	<p>5. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.</p>

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

	WORKING TITLE (IF ANY)
Human Resources Specialist 19693-37-24-400-01-01	Recruitment South Program Expert

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

- Supervisor Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

Minimum Qualifications

- Requires knowledge, skill, and mental development equivalent to four years of college.
- Requires one (1) year of professional experience, preferably in human resources, or satisfactory completion of an approved training program.
- Requires ability to speak and write Spanish at a colloquial skill level.

Preferred Qualifications (In Order of Significance)

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

1. Prefers working knowledge of the Personnel Code, Rules, Position Classification Plan, Pay Plan, Collective Bargaining Contracts, departmental policies, and procedures.
2. Prefers one (1) year of professional experience using computer systems, software, templates, or other guides.
3. Prefers one (1) year of professional experience articulating human resources administration information in descriptive terms to others not versed in the personnel system.
4. Prefers working knowledge of Illinois State government.

20. CONDITIONS OF EMPLOYMENT

1. This position requires the applicant to pass a background check.
2. Overtime is a condition of employment, and you may be requested or required/mandated to work overtime including scheduled, unscheduled, or last-minute overtime.
3. Requires ability to travel in the performance of duties, with overnight stays as appropriate.

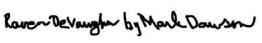

The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

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

The Human Resources Representative position with the CMS Champaign Recruitment Center serves as the point of contact for members of the public and current state employees to acquire information and begin the process of gaining employment or advancing current employment with the State of Illinois. This position is bilingual, and the incumbent will translate functions/procedures into Spanish for individuals who cannot speak or read English. The ideal candidate will be responsible for educating potential applicants on what programs are available to them, what services they might qualify for, and the explanation and facilitation of the overall state employment process. The ideal candidate will be able to support the multitude of functions and services provided by the Champaign Recruitment Center to current state employees and members of the public, and will provide excellent customer service, be detail-oriented, organized, and possess the ability to communicate to persons at all levels of the organization. Employees at CMS recruitment centers are uniquely postured to assist the public in gaining employment with the State of Illinois. We welcome interested candidates who can help us operate this facility.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

Central Management Services (CMS) is the operational engine working behind the scenes to enable the State's more than 60 agencies, universities, boards, and commissions to deliver efficient, reliable service to all Illinois citizens. The Agency's mission is to support the State by delivering innovative, responsive, and effective services that provide the best value for Illinois State government and the people it serves. Among the services CMS provides are human resources facilitation; benefits programs for employees, retirees, and local governments; property and facilities management; diversity initiatives for public contracting and State employment; joint purchasing support; vehicle oversight and support; surplus property programs; print and electronic communications services; and administrative hearings coordination.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 9/11/2023			8/30/2023

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION						19692-37-21-100-51-02		
NEW/REVISED POSITION						19692-37-24-400-51-02		
Human Resources Representative			29	SS				
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION		Bureau of Personnel/Career Services & Hiring Resources						
NEW/REVISED POSITION		Bureau of Personnel/Recruitment & Retention		0	084	2	R	
Central Management Services								
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE	
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE		6/30/2023	
NEW/REVISED POSITION		Springfield Recruitment Center			<input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY			
Springfield Career Services Center					<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		Recruitment South						
Springfield Career Services Center								
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC062		N				
Sangamon County								
% OF TIME		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS						
25%		1. Under direction, counsels applicants for state employment using various methods of communication including, but not limited to, via phone, email, in-person, and/or virtually. <ul style="list-style-type: none"> Analyzes and reviews applicant’s interests, education, work experience, geographic preference, and salary requirements against various job titles. Recommends job titles based on applicant’s interests, education, work experience, geographic preference, and salary requirements. Explains qualifications and requirements of recommended job titles and specific examinations to the applicant. Responds to counseling requests. Documents counseling session in the Personnel Electronic Job Application Counseling (PEJAC) database. Translates functions/procedures into Spanish for individuals who cannot speak or read English. 						
20%		2. Provides posting and application information for current vacancies within agencies and departments under the jurisdiction of the Governor of the State of Illinois utilizing the State of Illinois web-based electronic hiring system. <ul style="list-style-type: none"> Answers questions for state employees and the public in completing the application process utilizing the web-based system. 						

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> • Provides guidance to applicants in maneuvering through the web site and various steps in reviewing job postings, setting up job alerts, and completing applications. • Assists agencies, departments, state employees and the public by explaining applicable rules, policies, or methods regarding the web-based system.
20%	<p>3. Participates in various recruitment activities such as Veteran’s Outreach workshops, Minority Outreach workshops, Community job fairs, University and College recruitments using various methods and technology including, but not limited to via phone, chat, email, in-person and/or virtually.</p> <ul style="list-style-type: none"> • Leads and assists with in-person and virtual presentations to interested groups. • Contacts and updates contact list including, but not limited to veteran’s groups, minority groups, community groups as well as colleges and universities. • Registers for and attends in-person and virtual events. • Utilizes various technology and platforms to participate in recruitment events.
20%	<p>4. Performs test room duties relative to the administering of civil service examinations on the WinCATs (automated testing) system.</p> <ul style="list-style-type: none"> • Administers accommodated testing to persons with disabilities. • Scans and uploads test materials to Docuware or a successor document management software system. • Scans and emails test results to Hiring Team. • Enters test results into the Personnel Examination and Eligibility Records System (PEERS) or a successor system. • Prepares monthly reports of statistics of tests administered.
10%	<p>5. Performs front desk duties by registering applicants for examinations.</p> <ul style="list-style-type: none"> • Performs pre-testing qualifications checks on specific position titles using the qual check manual and consulting with the final qual check staff. • Verifies that applicants have not taken the same test within a 30-day period. • Checks photo IDs of applicants prior to testing. • Responds to telephone and walk-in inquiries regarding testing, counseling, and the state employment process.
5%	<p>6. Performs other duties as assigned or required which are reasonable within the scope of the duties enumerated above.</p>
<p>17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting, and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)</p>	
Human Resources Specialist 19693-37-24-400-01-01	<p>WORKING TITLE (IF ANY) Recruitment South Program Expert</p>
<p>18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:</p>	
<p><input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker</p>	

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to four years of college.
2. Requires one year of professional experience, preferably in human resources, or satisfactory completion of an approved training program.
3. Requires ability to speak and write Spanish at a colloquial skill level.

Preferred Qualifications (In Order of Significance)

1. Prefers working knowledge of the Personnel Code, Rules, Position Classification Plan, Pay Plan, Collective Bargaining Contracts, departmental policies, and procedures.
2. Prefers one (1) year of professional experience using computer systems, software, templates, or other guides.
3. Prefers one (1) year of professional experience articulating human resources administration information in descriptive terms to others not versed in the personnel system.
4. Prefers working knowledge of Illinois State government.

20. CONDITIONS OF EMPLOYMENT

1. This position requires the applicant to pass a background check.
2. Overtime is a condition of employment, and you may be requested or required/mandated to work overtime including scheduled, unscheduled, or last-minute overtime.
3. Requires ability to travel in the performance of duties, with overnight stays as appropriate.

The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

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

The Human Resources Representative position with the CMS Career Recruitment Center serves as the point of contact for members of the public and current state employees to acquire information and begin the process of gaining employment or advancing current employment with the State of Illinois. This position is bilingual, and the incumbent will translate functions/procedures into Spanish for individuals who cannot speak or read English. The ideal candidate will be responsible for educating potential applicants on what programs are available to them, what services they might qualify for, and the explanation and facilitation of the overall state employment process. They will be able to support the multitude of functions and services provided by the Career Recruitment Center to current state employees and members of the public, and will provide excellent customer service, be detail-oriented, organized, and possess the ability to communicate to persons at all levels of the organization. Employees at CMS Recruitment Services Centers are uniquely postured to assist the public in gaining employment with the State of Illinois. We welcome all interested candidates to apply!

22. ABOUT THE AGENCY/BUREAU/PROGRAM

Central Management Services (CMS) is the operational engine working behind the scenes to enable the State's more than 60 agencies, universities, boards, and commissions to deliver efficient, reliable service to all Illinois citizens. The Agency's mission is to support the State by delivering innovative, responsive, and effective services that provide the best value for Illinois State government and the people it serves. Among the services CMS provides are human resources facilitation; benefits programs for employees, retirees, and local governments; property and facilities management; diversity initiatives for public contracting and State employment; joint purchasing support; vehicle oversight and support; surplus property programs; print and electronic communications services; and administrative hearings coordination.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Raven DeVaughn by Mark Dawson</i> 9/12/2023		<i>Raven A. DeVaughn by Robert Petty</i>	8/30/2023

APPENDIX F

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION					19692-37-21-500-11-02			
NEW/REVISED POSITION					19692-37-24-500-11-02			
Human Resources Representative			29	SS				
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION		Personnel/Examining & Counseling						
NEW/REVISED POSITION		Bureau of Personnel/Recruitment & Retention		0	016	2	R	
Central Management Services								
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		6/30/2023		
Chicago Assessment Center								
NEW/REVISED POSITION		Chicago Recruitment Center						
Recruitment North								
14. WORK LOCATION		15. BARGAINING/TERM CODE	RUTAN EXEMPT					
EXISTING POSITION								
NEW/REVISED POSITION								
Cook County		RC062	N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	1. Under direction, counsels applicants for state employment using various methods of communication including, but not limited to, via phone, email, in-person, and/or virtually. <ul style="list-style-type: none"> Analyzes and reviews applicant’s interests, education, work experience, geographic preference, and salary requirements against various job titles. Recommends job titles based on applicant’s interests, education, work experience, geographic preference, and salary requirements. Explains qualifications and requirements of recommended job titles and specific examinations to the applicant. Responds to counseling requests. Documents counseling session in the Personnel Electronic Job Application Counseling (PEJAC) database. 							
20%	2. Participates in various recruitment activities such as Veteran’s Outreach workshops, Minority Outreach workshops, Community job fairs, University and College recruitments using various methods and technology including, but not limited to via phone, chat, email, in-person and/or virtually. <ul style="list-style-type: none"> Leads and assists with in-person and virtual presentations to interested groups. Contacts and updates contact list including, but not limited to veteran’s groups, minority groups, community groups as well as colleges and universities. Registers for and attends in-person and virtual events. Utilizes various technology and platforms to participate in recruitment events. 							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
15%	<p>3. Utilizing the State of Illinois web-based electronic hiring system, provides posting and application information for current vacancies within agencies and departments under the jurisdiction of the Governor of the State of Illinois using various methods of communication including, but not limited to via phone, email, in-person and/or virtually.</p> <ul style="list-style-type: none"> • Answers questions for state employees and the public in completing the application process utilizing the web-based system. • Provides guidance to applicants with maneuvering through the web site and various steps in reviewing job postings, setting up job alerts, and completing applications. • Explains applicable rules, policies, or methods regarding the web-based system to agencies, departments, state employees, and the public. • Answers general inquiries regarding the examination process. • Provides testing information (test dates, times, locations, etc.) to interested individuals.
10%	<p>4. Performs Pre-testing Qualifications check of specific titles by utilizing qual-check manual and class specifications.</p> <ul style="list-style-type: none"> • Confers with Springfield Traex staff to ensure accuracy of qualifications check.
10%	<p>5. Translates functions/procedures into Spanish for individuals who cannot speak or read English.</p>
5%	<p>6. Performs verification of veteran documents by reviewing DD214's, NGB22, or other required documentation.</p> <ul style="list-style-type: none"> • Checks veteran's documentation against the Veteran's Outreach database to ensure that documentation is not falsified and to check the accuracy of the information and documentation received. • Documents veteran codes on application and explains preference outcome (if any) to veteran applicants.
5%	<p>7. Serves as a backup to perform test room duties relative to the administering of civil service examinations on the WinCATs (automated testing) system.</p> <ul style="list-style-type: none"> • Administers accommodated testing to persons with disabilities. • Scans and uploads test materials to Docuware or a successor document management software system. • Scans and emails test results to Hiring Team. • Enters test results into the Personnel Examination and Eligibility Records System (PEERS) or a successor system. • Prepares monthly reports of statistics of tests administered.
5%	<p>8. Performs other duties as assigned or required which are reasonable within the scope of the duties enumerated above.</p>
<p>17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting, and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)</p>	
<p>Human Resources Specialist 19693-37-24-500-01-01</p>	
<p>WORKING TITLE (IF ANY) Recruitment North Program Expert</p>	

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

- Supervisor Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to four years of college.
2. Requires one (1) year of professional experience, preferably in human resources, or satisfactory completion of an approved training program.
3. Requires the ability to speak and write Spanish at a colloquial skill level.

Preferred Qualifications (In Order of Significance)

1. Prefers working knowledge of the Personnel Code, Rules, Position Classification Plan, Pay Plan, Collective Bargaining Contracts, departmental policies, and procedures.
2. Prefers one (1) year of professional experience using computer systems, software, templates, or other guides.
3. Prefers one (1) year of professional experience articulating human resources administration information in descriptive terms to others not versed in the personnel system.
4. Prefers working knowledge of Illinois State government.

20. CONDITIONS OF EMPLOYMENT

1. This position requires the applicant to pass a background check.
2. Overtime is a condition of employment, and you may be requested or required/mandated to work overtime including scheduled, unscheduled, or last-minute overtime.
3. Requires ability to travel in the performance of duties, with overnight stays as appropriate.

The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

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

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22. ABOUT THE AGENCY/BUREAU/PROGRAM

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DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Raven DeVaughn by Mark Dawson</i> 9/12/2023		<i>Raven A. DeVaughn by Robert Petty</i>	8/30/2023