

April 1, 2025

The Honorable J.B. Pritzker,
Governor
State of Illinois
207 State Capital
Springfield, Illinois 62706

Dear Governor Pritzker:

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

Please find the enclosed report of bilingual employees currently employed by the Department of Children and Family Services. Establishing positions with multilingual options and incorporating multilingual skills into existing positions allows our agency to provide better services more effectively to our clients and the public. On June 30, 2007, the Department had 154 bilingual frontline staff. Therefore, it is required by the Act to maintain a bilingual staffing level of 194, 40 additional positions. However, the Department's number of bilingual staff on March 31, 2024 is 171. The Office of Employee Services has held several on-line and hybrid recruitment events which have yielded positive results. This year we certified staff for Spanish Speaking skills that are not in a bilingual pin but are temporarily assigned Spanish Speaking cases when there is a need., We continue to recruit at colleges and universities that are designated as Hispanic Serving Institutions by the United States Department of Education. We have also increased the number of Human Resource Representatives and now we are able to cover more recruitment and outreach events targeted at the Hispanic/Spanish Speaking community.

The Department is under the Burgos Consent Decree that requires that we provide services in Spanish-to-Spanish Speaking clients and families. DCFS complies with the State of Illinois Public Act 103-0723, Language Equity Act passed 8/2/2024 which requires meaningful access to services and eliminating language as a barrier to services. DCFS has a Language Access Workgroup which evaluates the need for bilingual staff.

Should you have any questions or need additional information, please contact Lourdes M. Rodriguez, Statewide Burgos Consent Decree/Inter Ethnic Placement Act/ Language Access Coordinator, Office of Strategy and Performance Innovation at 312/808/-5264.

Respectfully,



Heidi E. Mueller,
Director
Illinois Department of Children and Family Services

EMPLOYEE	POSITION	DIVISION	FUNCTION	DIV PIN	PIN STAT	WORK SITE	POSITION ID	CMS BILINGUAL LANGUAGE
HERNANDEZ, LORENA	ADMINISTRATIVE ASSISTANT I CHILD DEVELOPMENT	AFFIRMATIVE ACTION	ADMINISTRATIVE SUPP	053797	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0050116052000199	SPANISH
BAHENA, LILI	CHILD PROTECTION ADVANCED SPECIALIST	NORTHERN REGION	PERMANENCY SERVICES	335354	ACTIVE	ELGIN OFFICE	0718416334004199	SPANISH
AMEZCUA, FLORA	CHILD PROTECTION ADVANCED SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	823806 V	ACTIVE	AURORA REGIONAL OFFICE CHICAGO 1026 S DAMEN OFFICE	0716116823006199	SPANISH
ARROYO, LETICIA	CHILD PROTECTION ADVANCED SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	899530 V	ACTIVE	DAMEN OFFICE	0716116897003199	SPANISH
CORCOLES, COTY	CHILD PROTECTION ADVANCED SPECIALIST	COOK CHILD PROTECTION	SEX ABUSE	890016 V	ACTIVE	CHILDREN'S ADVOCACY CENTER	0716116899002199	SPANISH
MARBAN, MARY	CHILD PROTECTION ADVANCED SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	910971 V	ACTIVE	CHICAGO EMERALD OFFICE	0716116918001199	SPANISH
MARES, ESTRELLITA	CHILD PROTECTION ADVANCED SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	887540 V	ACTIVE	DEERFIELD-COOK COUNTY	0716116886003199	SPANISH
VALIENTE VASQUEZ, SERGIO	CHILD PROTECTION ADVANCED SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	825418 V	ACTIVE	NAPERVILLE FIELD OFFICE PEORIA FIELD OFFICE	0716116826004199	SPANISH
ALANIZ, NORMA	CHILD PROTECTION SPECIALIST	CENTRAL CHILD PROTECTION	CHILD PROTECT SERV	837154	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0716316831006199	SPANISH
ALATORRE, YESENIA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	895160	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0716316897002199	SPANISH
ARROYO, LILIANA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	889506	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0716316885007199	SPANISH
CORDOVA, ESTHER	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	918890	ACTIVE	CHICAGO EMERALD OFFICE	0716316913003199	SPANISH
DE LA MORA, MIREYA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	890254	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0716316897000798	SPANISH
FURIO, JESSICA	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	822609	ACTIVE	NAPERVILLE FIELD OFFICE	0716316826002199	SPANISH
GOMEZ, VANESSA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	887807	ACTIVE	DEERFIELD-COOK COUNTY	0716316886003199	SPANISH

IBARRA, MARVIN	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	887447	ACTIV E	DEERFIELD-COOK COUNTY	07163168860061 99	SPANISH
JAMULA, MARGOT	CHILD PROTECTION SPECIALIST	SOUTHERN CHILD PROTECTION	DEF ASSIGNMENT INV	865394	ACTIV E	BELLEVILLE FIELD OFFICE	07163168630007 99	SPANISH
KLIMUNDA-OZOGUI, VANESA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	885525	ACTIV E	DEERFIELD-COOK COUNTY	07163168860071 99	SPANISH
LOPEZ, MARIBEL	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	913929	ACTIV E	HARVEY ROCK ISLAND OFFICE	07163169120071 99	SPANISH
LOPEZ, MARTIN	CHILD PROTECTION SPECIALIST	CENTRAL CHILD PROTECTION	CHILD PROTECT SERV	837151	ACTIV E	CHICAGO EMERALD OFFICE	07163168320071 99	SPANISH
MACIAS, RAQUEL	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	910972	ACTIV E	EMERALD OFFICE	07163169180011 99	SPANISH
MARTINEZ-VARGAS, GLENI	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	890154	ACTIV E	MAYWOOD OFFICE	07163168940007 99	SPANISH
MARTOS-QUICK, ROSARIO	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	824415	ACTIV E	JOLIET OFFICE	07163168240081 99	SPANISH
MONROUZEAU, KATHERINE	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	DEF ASSIGNMENT INV	821050	ACTIV E	WAUKEGAN OFFICE	07163168250007 99	SPANISH
MERICANTU, YADIRA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	888293	ACTIV E	DEERFIELD-COOK COUNTY	07163168860021 99	SPANISH
PANTOJA, DENIS	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	829935	ACTIV E	ELGIN OFFICE	07163168230021 99	SPANISH
PEREZ, LISSETH	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	910334	ACTIV E	HARVEY ROCK ISLAND OFFICE	07163169120011 99	SPANISH
PONCE, OCTAVIO	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	917830	ACTIV E	CHICAGO EMERALD OFFICE	07163169180021 99	SPANISH
RAMIREZ, YADIRA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	880230	ACTIV E	DEERFIELD-COOK COUNTY	07163168860007 99	SPANISH
RANGEL, STEPHANIE	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	893956	ACTIV E	MAYWOOD OFFICE	07163168940007 99	SPANISH
REYES, TERESA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	894236	ACTIV E	MAYWOOD OFFICE	07163168940041 99	SPANISH
RODRIGUEZ, NANCY	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	915695	ACTIV E	CHICAGO EMERALD OFFICE	07163169130061 99	SPANISH
ROMAN, ROSA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	895443	ACTIV E	1026 S DAMEN OFFICE	07163168970007 98	SPANISH
ROSALES, SANDRA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	894781	ACTIV E	MAYWOOD OFFICE	07163168940007 99	SPANISH
RUANO, DAVID	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROT AFTERHOUR	887829	ACTIV E	CHICAGO 1911 S INDIANA OFFICE	07163168810021 99	SPANISH
SALAS, SOFIA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	884701	ACTIV E	DEERFIELD-COOK COUNTY	07163168860051 99	SPANISH
SCHARWATH, YLENIA	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	DEF ASSIGNMENT INV	815382	ACTIV E	FREEPORT FIELD OFFICE	07163168120007 98	SPANISH

SOSA, MONICA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	893303	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0716316897002199	SPANISH
TREVINO, DANIELA	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	821730	ACTIVE	WAUKEGAN OFFICE	0716316825001199	SPANISH
VALADEZ, ERICA	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	DEF ASSIGNMENT INV	890257	ACTIVE	CHILDREN'S ADVOCACY CENTER LAKE	0716316899000799	SPANISH
VALDEZ, ALEJANDRO	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	820714	ACTIVE	COUNTY SOUTH CHICAGO	0716316828001199	SPANISH
VEGA, EMMIE	CHILD PROTECTION SPECIALIST	COOK CHILD PROTECTION	CHILD PROTECT SERV	890867	ACTIVE	1026 S DAMEN OFFICE	0716316897003199	SPANISH
VILLASENOR, AARON	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	824138	ACTIVE	ELGIN OFFICE	0716316823002199	SPANISH
YEPEZ, MARITZA	CHILD PROTECTION SPECIALIST	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	826657	ACTIVE	JOLIET OFFICE	0716316824008199	SPANISH
GRAVES, ARELY	CHILD WELFARE ADMIN CASE REVIEWER	ADMINISTRATIVE CASE REVIEW	ADMIN CASE REVIEW	080942	ACTIVE	ROCKFORD FIELD OFFICE	0719016087001599	SPANISH
HERMOSILLO-FRIES, ROSA	CHILD WELFARE ADMIN CASE REVIEWER	ADMINISTRATIVE CASE REVIEW	ADMIN CASE REVIEW	088656	ACTIVE	CHICAGO 2020 W ROOSEVELT RD	0719016087006199	SPANISH
MAZON, YADIRA	CHILD WELFARE ADMIN CASE REVIEWER	ADMINISTRATIVE CASE REVIEW	ADMIN CASE REVIEW	088652	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0719016087005199	SPANISH
MICHAL, ANABEL	CHILD WELFARE ADMIN CASE REVIEWER	ADMINISTRATIVE CASE REVIEW	ADMIN CASE REVIEW	080143	ACTIVE	NAPERVILLE FIELD OFFICE	0719016087001199	SPANISH
PANTOJA, ERIK	CHILD WELFARE ADMIN CASE REVIEWER	ADMINISTRATIVE CASE REVIEW	ADMIN CASE REVIEW	088650	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0719016087005199	SPANISH
BUEHLER, LUISA	CHILD WELFARE ADVANCED SPECIALIST	LICENSING	FOSTER HOME LICENSING	131512 V	ACTIVE	ROCKFORD FIELD OFFICE	0721516137201199	SPANISH
DANKENBRING, CELIA	CHILD WELFARE ADVANCED SPECIALIST	SOUTHERN REGION	PERMANENCY SERVICES	377180 V	ACTIVE	COLLINSVILLE FIELD OFFICE	0721516374001199	SPANISH
DIAZ, PATRICIA	CHILD WELFARE ADVANCED SPECIALIST	NORTHERN REGION	INTACT FAMILY SERV	792009 V	ACTIVE	JOLIET OFFICE	0721516792105199	SPANISH
HERNANDEZ, DARCI	CHILD WELFARE ADVANCED SPECIALIST	LICENSING	FOSTER HOME LICENSING	134124 V	ACTIVE	AURORA REGIONAL OFFICE	0721516137202199	SPANISH
HUIZAR, YVONNE	CHILD WELFARE ADVANCED SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	183638 V	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721516181001199	SPANISH
RODRIGUEZ, NANCY	CHILD WELFARE ADVANCED SPECIALIST	CLINICAL PRACTICE	INTEGRATED ASSESSMENT	155623 V	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721516153140599	SPANISH
RUBIO, MARISOL	CHILD WELFARE	DCFS GUARDIAN	CONSENTS	248871 V	ACTIVE	60 E VAN BUREN	0721516241401099	SPANISH

SANCHEZ,EMELY	ADVANCED SPECIALIST CHILD WELFARE ADVANCED SPECIALIST CHILD WELFARE	OPERATIONS	ADOPTIVE SERVICES	594592 V	ACTIV E	CHICAGO 1911 S INDIANA OFFICE	07215165921131 99	SPANISH
SUTOR,ANGELINA	ADVANCED SPECIALIST CHILD WELFARE ADVANCED SPECIALIST CHILD WELFARE	NORTHERN REGION	PERMANENCY SERVICES	333404 V	ACTIV E	AURORA REGIONAL OFFICE CHICAGO 1911 S	07215163340011 99	SPANISH
TOLEDO,GUADALUPE	ADVANCED SPECIALIST CHILD WELFARE ADVANCED SPECIALIST CHILD WELFARE	OPERATIONS	ADOPTIVE SERVICES	595826 V	ACTIV E	INDIANA OFFICE	07215165921121 99	SPANISH
JUAREZ,SYDNE	WELFARE NURSE SPECIALIST CHILD WELFARE NURSE	CLINICAL PRACTICE	CLINICAL SERVICES	152690	ACTIV E	MAYWOOD OFFICE CHICAGO 1911 S	07197161560007 99	SPANISH
VELAZQUEZ,ELIZABETH	WELFARE NURSE SPECIALIST CHILD WELFARE NURSE	CLINICAL PRACTICE	CLINICAL SERVICES	150460	ACTIV E	INDIANA OFFICE	07197161560006 99	SPANISH
ARTEAGA,KARINA	WELFARE SENIOR SPECIALIST CHILD WELFARE SENIOR SPECIALIST	MONITORING	RESIDENTIAL MNRTING	601451	ACTIV E	AURORA REGIONAL OFFICE CHICAGO 1911 S	07217166082041 98	SPANISH
ANAYA,DEISY	CHILD WELFARE SPECIALIST CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	180384	ACTIV E	INDIANA OFFICE DEERFIELD- COOK	07218161810011 99	SPANISH
ARANDA LOPEZ,KAREN	CHILD WELFARE SPECIALIST CHILD WELFARE SPECIALIST	COOK REGION	INTACT FAMILY SERV	791483	ACTIV E	COOK COUNTY BELLEVILLE FIELD	07218167922011 98	SPANISH
ASH,IRLANDA	CHILD WELFARE SPECIALIST CHILD WELFARE SPECIALIST	SOUTHERN REGION	DEFERRED ASSIGN PERM	375377	ACTIV E	FIELD OFFICE	07218163710007 99	SPANISH
BARRAZA,BENNY	CHILD WELFARE SPECIALIST CHILD WELFARE SPECIALIST	LICENSING	FOSTER HOME LICENSNG	131509	ACTIV E	DEKALB OFFICE	07218161372011 98	SPANISH
CALDERON,IVONNE	CHILD WELFARE SPECIALIST CHILD WELFARE SPECIALIST	NORTHERN REGION	PERMANENCY SERVICES	330741	ACTIV E	WAUREGA N OFFICE CHICAGO 1911 S	07218163350031 99	SPANISH
CHAVEZ,BRENDA	CHILD WELFARE SPECIALIST CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	180385	ACTIV E	INDIANA OFFICE CHICAGO 1911 S	07218161810011 99	SPANISH
CONONA,EUSA	CHILD WELFARE SPECIALIST CHILD WELFARE SPECIALIST	CHILD INTAKE/RECOVERY/C APU	CHILD INTAKE/RECOVRY	598887	ACTIV E	INDIANA OFFICE	07218165912051 99	SPANISH
ENRIQUEZ,NEREIDA	CHILD WELFARE SPECIALIST CHILD WELFARE SPECIALIST	NORTHERN REGION	PERMANENCY SERVICES	333440	ACTIV E	ELGIN OFFICE CHICAGO 1026 S	07218163340041 98	SPANISH
GONZALEZ,EMMA	CHILD WELFARE SPECIALIST CHILD WELFARE SPECIALIST	CLINICAL PRACTICE	INTEGRATED ASSESSMNT	155618	ACTIV E	DAMEN OFFICE CHICAGO 1911 S	07218161531406 99	SPANISH
GONZALEZ,ERICK	CHILD WELFARE SPECIALIST CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	180421	ACTIV E	INDIANA OFFICE	07218161810011 99	SPANISH
GONZALEZ,JAZMIN	CHILD WELFARE SPECIALIST CHILD WELFARE SPECIALIST	NORTHERN REGION	PERMANENCY SERVICES	311023	ACTIV E	DEKALB OFFICE DEERFIELD- COOK	07218163120051 99	SPANISH
HARO,VERONICA	CHILD WELFARE SPECIALIST CHILD WELFARE SPECIALIST	COOK REGION	PERMANENCY SERVICES	470700	ACTIV E	COOK COUNTY	07218164781021 99	SPANISH

HAYWOOD, JUANA	CHILD WELFARE SPECIALIST	CHILD INTAKE/RECOVERY/CAPU	CHILD INTAKE/RECOVERY	596154	ACTIVE	CHICAGO 1911 S INDIANA OFFICE CHICAGO	0721816591204199	SPANISH
HERRERA, JOSE	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	184887	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816181003199	SPANISH
HUERTA, JESSE	CHILD WELFARE SPECIALIST	COOK REGION	PERMANENCY SERVICES	470673	ACTIVE	DEERFIELD-COOK COUNTY 2200	0721816478103199	SPANISH
JIMENEZ, SERGIO	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	182004	ACTIVE	CHURCHILL RD CHICAGO 1026 S DAMEN OFFICE	0721816181006199	SPANISH
KLINE, CAROL	CHILD WELFARE SPECIALIST	LICENSING	FOSTER HOME LICENSING	131863	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	0721816137204199	SPANISH
LOPEZ, CESAREO	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	188613	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816181001199	SPANISH
MARTINEZ, YVETTE	CHILD WELFARE SPECIALIST	COOK REGION	PERMANENCY SERVICES	488502	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816488402199	SPANISH
MCMANAMAN, HELENN	CHILD WELFARE SPECIALIST	NORTHERN REGION	PERMANENCY SERVICES	332273	ACTIVE	ELGIN OFFICE CHICAGO 1911 S INDIANA OFFICE	0721816334004198	SPANISH
MENDOZA, GABRIELA	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	180641	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816181001199	SPANISH
MORENO, ALEJANDRA	CHILD WELFARE SPECIALIST	COOK REGION	PERMANENCY SERVICES	484896	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816488402199	SPANISH
NAVARRO, JASMINE	CHILD WELFARE SPECIALIST	COOK REGION	PERMANENCY SERVICES	486680	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816488402199	SPANISH
OLIVAS, SUSANA	CHILD WELFARE SPECIALIST	LICENSING	FOSTER HOME LICENSING	130591	ACTIVE	GALESBURG OFFICE CHICAGO EMERALD OFFICE	0721816137104199	SPANISH
ORNELAS, GLORIA	CHILD WELFARE SPECIALIST	OPERATIONS	ADOPTIVE SERVICES	595398	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816592115199	SPANISH
PALMA, MARISOL	CHILD WELFARE SPECIALIST	COOK REGION	PERMANENCY SERVICES	484839	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816488401199	SPANISH
PEREZ MATRILLE, AWILDYS	CHILD WELFARE SPECIALIST	NORTHERN REGION	DEFERRED ASSIGN PERM	335364	ACTIVE	JOLIET OFFICE CHICAGO 1911 S INDIANA OFFICE	0721816334000798	SPANISH
PEREZ-AL MUHTASEB, ADA	CHILD WELFARE SPECIALIST	OPERATIONS	ADOPTIVE SERVICES	594349	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	0721816592113199	SPANISH
RAMIREZ, MARILENA	CHILD WELFARE SPECIALIST	NORTHERN REGION	PERMANENCY SERVICES	334059	ACTIVE	JOLIET OFFICE CHICAGO 1911 S INDIANA OFFICE	0721816334101199	SPANISH
RAMOS, JHOMARIE	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	184537	ACTIVE	CHICAGO EMERALD OFFICE	0721816181001199	SPANISH
REYES, SADORA	CHILD WELFARE SPECIALIST	COOK REGION	INTACT FAMILY SERV	799472	ACTIVE	CHICAGO EMERALD OFFICE	0721816792202199	SPANISH

RIOS,ALFONSO	CHILD WELFARE SPECIALIST	LICENSING	FOSTER HOME LICENSNG	134567	ACTIV E	AURORA REGIONAL OFFICE	07218161372021 99	SPANISH
RODRIGUEZ,EULALIA	CHILD WELFARE SPECIALIST	NORTHERN REGION	INTACT FAMILY SERV	798561	ACTIV E	AURORA REGIONAL OFFICE	07218167921031 99	SPANISH
SALINAS,MIREYA	CHILD WELFARE SPECIALIST	LICENSING	FOSTER HOME LICENSNG	138187	ACTIV E	CHICAGO 1911 S INDIANA OFFICE	07218161372051 99	SPANISH
SOLIS,CHRISTINA	CHILD WELFARE SPECIALIST	COOK REGION	PERMANENCY SERVICES	488523	ACTIV E	CHICAGO 1026 S DAMEN OFFICE	07218164884021 99	SPANISH
SOLIS,GRISÉL	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	186459	ACTIV E	CHICAGO 1911 S INDIANA OFFICE	07218161810011 99	SPANISH
URIBE,LEWIS	CHILD WELFARE SPECIALIST	NORTHERN REGION	DEFERRED ASS'GN PERM	335367	ACTIV E	WOODSTOCK OFFICE	07218163350007 98	SPANISH
VELASCO,MAYRA	CHILD WELFARE SPECIALIST	CHILD PROTECTION SCR	STATE CENTRAL REGIS	180966	ACTIV E	EAST ST LOUIS REGIONAL OFFICE	07218161810061 97	SPANISH
ZEPEDA,LESLIE	CHILD WELFARE SPECIALIST	NORTHERN REGION	DEFERRED ASSIGN PERM	315357	ACTIV E	ROCKFORD FIELD OFFICE	07218163120007 96	SPANISH
ANAYA,MONICA	CHILD WELFARE SPECIALIST DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	139800	ACTIV E	CHICAGO 1911 S INDIANA OFFICE	11472161341011 99	SPANISH
FLORES,ELIZABETH	CHILD WELFARE SPECIALIST DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	135205	ACTIV E	CHICAGO 1911 S INDIANA OFFICE	11472161341071 99	SPANISH
GILES,ANNA	CHILD WELFARE SPECIALIST DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	134435	ACTIV E	WAUKEGAN OFFICE	11472161342041 99	SPANISH
GUEVARA,MARIA	CHILD WELFARE SPECIALIST DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	139897	ACTIV E	CHICAGO 1911 S INDIANA OFFICE	11472161341021 99	SPANISH
HOLDER,BALBINA	CHILD WELFARE SPECIALIST DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	130941	ACTIV E	ROCKFORD FIELD OFFICE	11472161342011 99	SPANISH
MEJIAS,RUTH	CHILD WELFARE SPECIALIST DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	131259	ACTIV E	WAUKEGAN OFFICE	11472161342041 99	SPANISH
NELSON,MARIA	CHILD WELFARE SPECIALIST DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	139997	ACTIV E	CHICAGO 1911 S INDIANA OFFICE	11472161341041 99	SPANISH
RICO,KAREN	CHILD WELFARE SPECIALIST DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	133444	ACTIV E	WAUKEGAN OFFICE	11472161342041 99	SPANISH
RODRIGUEZ,MARISELA	CHILD WELFARE SPECIALIST DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	131267	ACTIV E	ELGIN OFFICE	11472161342041 98	SPANISH
VILLAGOMEZ,LIZBETH	CHILD WELFARE SPECIALIST DAY CARE LICENSING REPRESENTATIVE II	LICENSING	LICENSING	130170	ACTIV E	CHICAGO 1911 S INDIANA OFFICE	11472161341051 99	SPANISH
VILLALOBOS,DENISE	CHILD WELFARE SPECIALIST DAY CARE LICENSING	LICENSING	LICENSING	134153	ACTIV E	JOLIET OFFICE	11472161342031 98	SPANISH

ZAKHEM, MARIBEL	REPRESENTATIVE II DAY CARE LICENSING REPRESENTATIVE II	LICENSING QUALITY ENHANCEMENT	LICENSING ADMINISTRATIVE SUPP	135212	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	1147216134103199	SPANISH
RAMOS, MERCEDES	EXECUTIVE SECRETARY III HUMAN RESOURCES REPRESENTATIVE	EMPLOYEE SERVICES	ADMINISTRATION	080823	ACTIVE	60 E VAN BUREN	1403316080000129	SPANISH
BELTRAN-OSGOOD, YARELA	HUMAN RESOURCES REPRESENTATIVE	EMPLOYEE SERVICES	ADMINISTRATION	076240	ACTIVE	SPRINGFIELD 4 W OFFICE	1969216072401098	SPANISH
GARCIA, HOLLY	HUMAN RESOURCES REPRESENTATIVE	EMPLOYEE SERVICES	ADMINISTRATION	074238	ACTIVE	SPRINGFIELD 4 W OFFICE	1969216072401099	SPANISH
LANG, STANISHA	HUMAN RESOURCES REPRESENTATIVE	EMPLOYEE SERVICES	ADMINISTRATION	074375	ACTIVE	CHICAGO 2020 W ROOSEVELT RD	1969216072202099	SPANISH
MARTINEZ, YESENIA	HUMAN RESOURCES REPRESENTATIVE	EMPLOYEE SERVICES	ADMINISTRATION	072514	ACTIVE	CHICAGO 2020 W ROOSEVELT RD	1969216072202099	SPANISH
BONILLA, SUSY	HUMAN RESOURCES SPECIALIST	EMPLOYEE SERVICES	ADMINISTRATION	077075	ACTIVE	CHICAGO 2020 W ROOSEVELT RD	1969316072202099	SPANISH
ORTIZ, IVIA	HUMAN RESOURCES SPECIALIST	EMPLOYEE SERVICES	ADMINISTRATION	071722	ACTIVE	CHICAGO 2020 W ROOSEVELT RD	1969316072202099	SPANISH
CANO, NOE	HUMAN RIGHTS INVESTIGATOR III	AFFIRMATIVE ACTION	INVESTIGATIONS	051577	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	1977616051001099	SPANISH
HERNANDEZ, MARIA	OFFICE ASSISTANT	CHIEF OF STAFF	RECEPTIONIST	651498	ACTIVE	60 E VAN BUREN	3001016650001129	SPANISH
ALFARO-CARDIEL, MARIA	OFFICE ASSOCIATE	NORTHERN REGION	DIRECT SERV OFC CLER	315457	ACTIVE	ROCKFORD FIELD OFFICE	3001516312008129	SPANISH
CRUZ, EVELYN	OFFICE ASSOCIATE	OPERATIONS ADMINISTRATIVE SERVICES	PROGRAM SUPPORT	591676	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	3001516592101129	SPANISH
FLORES, VANESSA	OFFICE ASSOCIATE	OPERATIONS ADMINISTRATIVE SERVICES	RECEPTIONIST	657313	ACTIVE	MAYWOOD OFFICE	3001516658102129	SPANISH
GALINDO GONZALEZ, ABIGAIL	OFFICE ASSOCIATE	COOK CHILD PROTECTION	DIRECT SERV OFC CLER	890402	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	3001516897001129	SPANISH
HUERTA, WANNEY	OFFICE ASSOCIATE	ADMINISTRATIVE HEARINGS UNIT	PROGRAM SUPPORT	652417	ACTIVE	JUVENILE COURT UNIT - NEW ANNEX	3001516651003129	SPANISH
IBARRA, ROCIO	OFFICE ASSOCIATE	NORTHERN REGION	DIRECT SERV OFC CLER	334019	ACTIVE	MAPERVILLE FIELD OFFICE	3001516335002129	SPANISH
KELEMEN, DANIELA	OFFICE ASSOCIATE	COOK REGION ADMINISTRATIVE SERVICES	DIRECT SERV OFC CLER	476464	ACTIVE	DEERFIELD-COOK COUNTY	3001516478104129	SPANISH
LUGO, LISA	OFFICE ASSOCIATE	COOK REGION ADMINISTRATIVE SERVICES	RECEPTIONIST	652648	ACTIVE	ELGIN OFFICE	3001516658205192	SPANISH
MALAVE, ADRIANA	OFFICE ASSOCIATE	NORTHERN REGION	DIRECT SERV OFC CLER	334186	ACTIVE	ELGIN OFFICE	3001516334004129	SPANISH
ODOM, YOLANDA	OFFICE ASSOCIATE	NORTHERN CHILD PROTECTION	DIRECT SERV OFC CLER	823177	ACTIVE	ELGIN OFFICE	3001516823003129	SPANISH
ORTEGA-MELGAR, LESBY	OFFICE ASSOCIATE	COOK REGION	DIRECT SERV OFC CLER	489200	ACTIVE	CHICAGO 1026 S	3001516488402129	SPANISH

SANCHEZ-SERRATO, LORENA	OFFICE ASSOCIATE	COOK CHILD PROTECTION	DIRECT SERV OFC CLER	914670	ACTIVE	DAMEN OFFICE HARVEY OFFICE	3001516912004129	SPANISH
TAPIA, JENNY	OFFICE ASSOCIATE	COOK CHILD PROTECTION	DIRECT SERV OFC CLER	895661	ACTIVE	CHILDREN'S ADVOCACY CENTER CHICAGO 1026 S	3001516899003129	SPANISH
TIRADO, ARACELY MOLINA	OFFICE ASSOCIATE	LICENSING	OFFICE CLERICAL MANAGEMENT SUPPORT	130416	ACTIVE	DAMEN OFFICE	3001516137204129	SPANISH
LASSALLE, ROSAMARIA	OFFICE COORDINATOR	COOK CHILD PROTECTION		892496	ACTIVE	MAYWOOD OFFICE CHICAGO 1911 S	3002516894000129	SPANISH
BETANCOURT, VERONICA A	OFFICE SPECIALIST	OPERATIONS	PROGRAM SUPPORT	592462	ACTIVE	INDIANA OFFICE JUVENILE COURT	3008016592113129	SPANISH
CALVILLO, JUAN	PARA-LEGAL ASSISTANT PUBLIC SERVICE	LEGAL SERVICES	PROGRAM SUPPORT	030860	ACTIVE	UNIT - NEW ANNEX CHICAGO 1911 S	3086016032005199	SPANISH
COLON, LOURDES	ADMIN - OPT 6, HMN SERV PUBLIC SERVICE	STRATEGIC PLANNING	ADMINISTRATION	117242	ACTIVE	INDIANA OFFICE CHICAGO 1026 S	3701516112001099	SPANISH
MUNOZ, LUIS	ADMIN - OPT 6, HMN SERV PUBLIC SERVICE	CLINICAL PRACTICE	CLINICAL MANAGER	151123	ACTIVE	DAMEN OFFICE	3701516152480099	SPANISH
PEREZ, CECILIO	ADMIN - OPT 6, HMN SERV PUBLIC SERVICE	CHILD PROTECTION SCR	SCR SUPERVISOR	184885	ACTIVE	2200 CHURCHILL RD CHICAGO 1026 S	3701516181006099	SPANISH
REYES, MELISSA	ADMIN - OPT 6, HMN SERV PUBLIC SERVICE	LICENSING	FOSTER HOME LICENSING	130406	ACTIVE	DAMEN OFFICE CHICAGO 1911 S	3701516137204099	SPANISH
THOMAS, ADRIIS	ADMIN - OPT 6, HMN SERV PUBLIC SERVICE	CHILD PROTECTION SCR	SCR SUPERVISOR	184058	ACTIVE	INDIANA OFFICE	3701516181001099	SPANISH
LOPEZ, DEBORAH	ADMIN - OPT 1 GEN ADMIN PUBLIC SERVICE	COMMUNICATIONS	ADMINISTRATION	280053	ACTIVE	60 E VAN BUREN CHICAGO 1911 S	3701516282000099	SPANISH
LOPEZ, JOSE	ADMIN - OPT 1 GEN ADMIN PUBLIC SERVICE	AFFIRMATIVE ACTION	ADMINISTRATION	050119	ACTIVE	INDIANA OFFICE	3701516052000099	SPANISH
ACEVEDO, ARIANA	ADMIN - OPT 6 HUMAN (RC) PUBLIC SERVICE	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	825612	ACTIVE	AURORA REGIONAL OFFICE	3701516823101099	SPANISH
CAMARILLO, JEANETTE	ADMIN - OPT 6 HUMAN (RC) PUBLIC SERVICE	COOK REGION	PERMANENCY SERVICES	475032	ACTIVE	DEERFIELD-COOK COUNTY	3701516478102099	SPANISH
CARRION, LUIS	ADMIN - OPT 6 HUMAN (RC) PUBLIC SERVICE	EDUCATION/TRANSITION SERVICES	ADMINISTRATION	226219	ACTIVE	MAYWOOD OFFICE CHICAGO 1026 S	3701516221001099	SPANISH
JIMENEZ, MOISES	ADMIN - OPT 6 HUMAN (RC) PUBLIC SERVICE	COOK REGION	PERMANENCY SERVICES	480950	ACTIVE	DAMEN OFFICE	3701516488402099	SPANISH
MARTINEZ, EVELYN	ADMIN - OPT 6 HUMAN (RC)	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	824840	ACTIVE	NAPERVILLE FIELD OFFICE	3701516826004099	SPANISH

NAPOLES, ENOE	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	CLINICAL PRACTICE	CLINICAL SERVICES	153494	ACTIVE	CHICAGO 1026 S DAMEN OFFICE	3701516152489099	SPANISH
NAVARRO, HIZELL	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	COOK CHILD PROTECTION	CHILD PROTECT SERV	898330	ACTIVE	MAYWOOD OFFICE	3701516894001099	SPANISH
NEGRON, IMARA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	NORTHERN CHILD PROTECTION	CHILD PROTECT SERV	823345	ACTIVE	JOLIET OFFICE	3701516874008099	SPANISH
PEREDES, MARIA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	COOK CHILD PROTECTION	CHILD PROTECT SERV	887831	ACTIVE	DEERFIELD COOK COUNTY CHICAGO 1911 S INDIANA OFFICE	3701516886003099	SPANISH
RAMIREZ, BEATRIZ	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	RECRUITMENT & RESOURCES	RECRUITMENT/RESOURCES	674488	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	3701516676003099	SPANISH
REBOLLEDO, ANGELA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC)	COOK CHILD PROTECTION	CHILD PROTECT SERV	884937	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	3701516885006099	SPANISH
ROMERO, LILIANA	PUBLIC SERVICE ADMIN-OPT 6 HUMAN (RC) SENIOR PUBLIC SERVICE ADMINISTRATOR	CLINICAL PRACTICE	CLINICAL COORDINATOR	156582	ACTIVE	MAYWOOD OFFICE	3701516152481099	SPANISH
MARTINEZ, MARIO	SOCIAL SERVICES PROGRAM PLANNER III	CHILD PROTECTION ADMIN	ADMINISTRATION	8010365	ACTIVE	SPRINGFIELD 406 E MONROE EAST ST LOUIS REGIONAL OFFICE	4007016801100099	SPANISH
LUNA, VIVIANA	SOCIAL SERVICES PROGRAM PLANNER III	SOUTHERN CHILD PROTECTION	CHILD PROTECT SERV	863200	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	4128116863002199	SPANISH
FRANCO, SARA	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	CONTRACTS	CONTRACTS	644299	ACTIVE	CHICAGO 1911 S INDIANA OFFICE	4131316646001299	SPANISH
ALAVAZAREZ, MANDY	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	ADVOCACY OFFICE	ADVOCACY	658640	ACTIVE	SPRINGFIELD 4 W OFFICE	4131416657003199	SPANISH
BOHORQUEZ, CARLOS	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	CHILD & FAMILY POLICY	CHILD & FAMILY POLICY	652428	ACTIVE	SPRINGFIELD 4 W OFFICE	4131416659102199	SPANISH
BONEU LIBERT, FLAVIA	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	CHILD & FAMILY POLICY	CHILD & FAMILY POLICY	653697	ACTIVE	SPRINGFIELD 4 W OFFICE	4131416659102199	SPANISH
CASTRO, VANESSA	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	EDUCATION/TRANSITION SERVICES	STRENGTHENING FAMILY	224509	ACTIVE	ELGIN OFFICE	4131416223000598	SPANISH
CHAVEZ, RHONDA	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	ADVOCACY OFFICE	ADVOCACY	655983	ACTIVE	SPRINGFIELD 4 W OFFICE	4131416657003199	SPANISH
FELICIANO, DARLENE	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	CHILD & FAMILY POLICY	CHILD & FAMILY POLICY	657493	ACTIVE	SPRINGFIELD 4 W OFFICE	4131416659102199	SPANISH

GARCIA-MORA,SULMA	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	RECRUITMENT & RESOURCES	RECRUITMENT/RESOUR RCE	679805	ACTIV E	CHICAGO 1026 S DAMEN OFFICE	41314166760031 99	SPANISH
PINEDA,PEDRO	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	RECRUITMENT & RESOURCES	RECRUITMENT/RESOU RCE	676993	ACTIV E	CHICAGO 1026 S DAMEN OFFICE	41314166760031 99	SPANISH
SHETLER,NELIDA	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	CHILD & FAMILY POLICY	CHILD & FAMILY POLCY	653698	ACTIV E	SPRINGFIEL D 4 W OFFICE	41314166591021 99	SPANISH
WONG,CARLOS	SOCIAL SERVICES PROGRAM PLANNER IV (RC)	RECRUITMENT & RESOURCES	RECRUITMENT/RESOU RCE	679880	ACTIV E	AURORA REGIONAL OFFICE	41314166760011 99	SPANISH
VERA,ADRIANA	TECHNICAL ADVISOR II (RC)	LEGAL SERVICES	ADMINISTRATION	030085	ACTIV E	JUVENILE COURT UNIT - NEW ANNEX	45252160320013 99	SPANISH
MORENO,MARIA	TECHNICAL ADVISOR III (RC)	ADMINISTRATIVE HEARINGS UNIT	ADMIN LAW JUDGE	652495	ACTIV E	JUVENILE COURT UNIT - NEW ANNEX	45253166510005 99	SPANISH



Regional Position HB4295 Approval not needed

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Administrative Assistant I		Staff Assistant	29	SS	00501-16-05-200-01-99			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Children & Family Services		Diversity, Equity & Inclusion		0	016	1	R	N
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input checked="" type="checkbox"/> MA021 ESTABLISH		11-01-22		
NEW/REVISED POSITION				<input type="checkbox"/> MA022 EXEMPT CODE CHANGE				
Office of Latino Services		Administration		<input type="checkbox"/> MC024 POSITION NUMBER CHANGE				
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT	<input type="checkbox"/> MC026 CLARIFY			
EXISTING POSITION					<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE			
NEW/REVISED POSITION					<input type="checkbox"/> MC028 WORK COUNTY CHANGE			
Chicago		RC028		N	<input type="checkbox"/> MD021 ABOLISH			
					<input type="checkbox"/> MC149 DOWNWARD REALLOCATION			
					<input type="checkbox"/> MC150 LATERAL REALLOCATION			
					<input type="checkbox"/> MC158 UPWARD REALLOCATION			
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
25%	<p>1. Serves as staff assistant to the Chief of the Office of Latino Services</p> <ul style="list-style-type: none"> Performs special projects designed to assess service programs for cultural responsiveness and quality assurance outcomes within DCFS diversity programs Provides input into the preparation and development of plans for specific program and statistical data collection, some of which may be sensitive or confidential Analyzes existing operations and advises manager of the feasibility and impact of proposed procedures and operations Makes recommendations to manager to improve services and facilitate greater overall efficiency 							
20%	<p>2. Serves as liaison between the Chief and administrative and support staff, as well as staff within DCFS divisions, community groups, and organizations providing service resources to Latino children, families, and communities</p> <ul style="list-style-type: none"> Attends liaison meetings in absence of manager to report on issues raised and action needed 							
15%	<p>3. Coordinates the preparation, design, and publication of the Office of Latino Services newsletter and the publication of foster parent resource and initiative directories</p> <ul style="list-style-type: none"> Designs and conducts set-up of computer information for DCFS program initiatives monitored by the Office 							
10%	<p>4. Attends regional staff divisional and team meetings outside of the office</p>							

<p>% OF TIME</p>	<p>16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Maintains current information regarding issues and needs affecting African American children and families • Drives or travels to various locations in the performance of duties 	
<p>10%</p>	<p>5. Represents the Chief in responding to correspondence and other inquiries</p> <ul style="list-style-type: none"> • Independently prepares replies to requests and inquiries falling in area of assignment • Screens and recommends to the Chief the setting of priorities for handling incoming verbal requests and written correspondence, monitoring to ensure that attention is given to urgent matters • Maintains correspondence control and establishes completion dates for reports and other materials • Independently answers routine inquiries for supervisor and independently develops materials for memorandums and reports, often of a confidential nature 	
<p>10%</p>	<p>6. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms</p>	
<p>5%</p>	<p>7. Oversees maintenance of appropriate records and files</p> <ul style="list-style-type: none"> • Monitors to ensure that information is received and distributed in a timely manner • Maintains control of assignments • Alerts the Chief of significant deviations from standards and objectives 	
<p>5%</p>	<p>8. Performs other duties as required or assigned which are reasonably 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>Public Service Administrator 37015-16-05-200-00-99</p>	<p>WORKING TITLE (IF ANY) Chief, Office of Latino Services</p>	
<p>18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:</p>		
<p><input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker</p>		
<p>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.</p>		
<p>Position Title</p>	<p>Position Number</p>	<p>No. of Incumbents or Funded Vacancies</p>
<p>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.</p>		
<p><u>Minimum Qualifications</u></p> <ol style="list-style-type: none"> 1. Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in public or business administration 2. Requires one year of professional experience in a public or private organization, or satisfactory completion of an agency approved professional management training program 3. Requires ability to speak and write Spanish at a colloquial skill level 		

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.

Preferred Qualifications (In Order of Significance)

1. 2 years of experience serving as an administrative assistant in a public or business organization
2. 2 years of professional experience serving in a liaison capacity for a public or business organization
3. 2 years of experience serving as a representative of one's supervisor in meetings, conferences, etc.
4. 2 years of professional experience conducting research and carrying out special assignments requiring the development or interpretation of programs and procedures in a public or business organization

20. CONDITIONS OF EMPLOYMENT

1. Requires the ability to pass a background check
2. Requires possession of a valid driver's license and ability to travel

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 Illinois Department of Children and Family Services is seeking an organized, professional, and results oriented individual to serve as Staff Assistant to the Chief of the Office of Latino Services. Under general direction, this position will perform special projects designed to assess service programs for cultural responsiveness and quality assurance outcomes within DCFS diversity programs. The position will serve as liaison between the Chief and various internal and external entities. The position will also attend regional staff divisional and team meetings outside the office and represent the Chief in responding to correspondence and other inquiries, while utilizing Spanish speaking skills in the performance of duties as appropriate. This position provides a great opportunity for someone who is detail oriented and interested in playing a supportive role in the agency's operations. DCFS offers a competitive compensation plan, excellent benefits, and a pension program. The ideal candidate for this position will have excellent organizational skills and strong leadership and communication capabilities. We invite you to join our innovative team to help make a positive difference in the lives of the children and families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

DCFS is deeply committed to the welfare and protection of children. Our goal is to protect children by strengthening and supporting families. In every effort, from receiving hotline calls to reaching family reunification or foster care and adoption, children and families are our focus.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Anthony Pascente by D. Sheet</i> 11/10/22		<i>Marc D. Smith By Doug Mathis</i>	11-1-22

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Child Development Aide		Permanency Assistant	29	SS	07184-16-31-200-11-99			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/A AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Children & Family Services		Northern Region Permanency		0	101	2	R	N
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE	
EXISTING POSITION					<input checked="" type="checkbox"/> MA021 ESTABLISH		06-16-23	
NEW/REVISED POSITION					<input type="checkbox"/> MA022 EXEMPT CODE CHANGE			
Operations		Administration			<input type="checkbox"/> MC024 POSITION NUMBER CHANGE			
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT	<input type="checkbox"/> MC026 CLARIFY			
EXISTING POSITION					<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE			
NEW/REVISED POSITION					<input type="checkbox"/> MC028 WORK COUNTY CHANGE			
Rockford		RC028		N	<input type="checkbox"/> MD021 ABOLISH			
					<input type="checkbox"/> MC149 DOWNWARD REALLOCATION			
					<input type="checkbox"/> MC150 LATERAL REALLOCATION			
					<input type="checkbox"/> MC158 UPWARD REALLOCATION			
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
25%	<ol style="list-style-type: none"> Serves as Permanency Assistant to Child Welfare Specialists <ul style="list-style-type: none"> Provides assistance in making arrangements of placements for children Drives to transport children to and from placements, as well as for court hearings, health exams, medical appointments, counseling appointments, assessment etc. Provides assistance with program activities for children, such as socialization, and monitors to ensure safety, emotional, and behavioral needs are met Provides assistance to direct service staff in picking up forms and/or payments that occur during the normal processes of child placements Ensures the safety of children being transported through the use of seatbelts and/or age appropriate car seats for each minor in the auto Accompanies the assigned caseworker on home visits when applicable 							
20%	<ol style="list-style-type: none"> Provides support to Child Welfare Specialist efforts to move youth to appropriate Permanency options <ul style="list-style-type: none"> Assists in obtaining related vital statistic documents for youth Assists in obtaining related medical information Works with the assigned caseworker to provide support to youth and foster parents 							
20%	<ol style="list-style-type: none"> Provides support and feedback to the assigned worker regarding observation of child during a child parent visitation when applicable <ul style="list-style-type: none"> Provides direct 1:1 supervision of assigned youth while sourcing for placement 							
15%	<ol style="list-style-type: none"> Observes children and reports to the caseworker and/or supervisor any unusual behavior relating to the mental, social adjustment, and overall health of children 							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
	<ul style="list-style-type: none"> • Reports to the caseworker, supervisor, and/or DCFS Child Abuse Hotline any communication with children resulting in disclosure of child abuse and neglect • Documents observations in writing 	
10%	5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms	
5%	6. Attends and provides input into team meetings	
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above	
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting, and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
		WORKING TITLE (IF ANY)
Public Service Administrator 37015-16-31-200-10-01		Permanency Team Supervisor
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker		
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.		
<u>Minimum Qualifications</u>		
<ol style="list-style-type: none"> 1. Requires any combination of education and experience which provides knowledge, skill, and mental development equivalent to either completion of two years of college and one year of experience OR three years of experience working with culturally disadvantaged persons in a social service program 2. Requires ability to speak and write Spanish at a colloquial skill level 		
<u>Preferred Qualifications (In Order of Significance)</u>		
N/A		
20. CONDITIONS OF EMPLOYMENT		
<ol style="list-style-type: none"> 1. Requires a valid driver's license, daily access to an automobile, and proof of vehicle insurance. 2. Requires ability to pass a background check. 3. Requires physical, visual, and auditory ability to carry out assigned duties. 4. 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 Illinois Department of Children and Family Services is seeking an organized, professional, and results oriented individual to serve as Permanency Assistant. Under general supervision, this position will provide assistance in making arrangements of placements for children. The position will drive to transport children to and from placements, as well as for court hearings, health exams, medical appointments, etc. The position will also provide assistance with program activities for children and will observe children and report to the caseworker and/or supervisor any unusual behavior relating to the mental, social adjustment, and overall health of children. The position will also use Spanish speaking skills in the performance of duties. This position provides a great opportunity for someone who is passionate about children and interested in playing a supporting role in ensuring the safety and stability of children and youth. DCFS offers a competitive compensation plan, excellent benefits, and a pension program. The ideal candidate for this position will have excellent organizational skills and strong communication skills. We invite you to join our innovative team to help make a positive difference in the lives of the children and families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

DCFS is deeply committed to the welfare and protection of children. Our goal is to protect children by strengthening and supporting families. In every effort, from receiving hotline calls to reaching family reunification or foster care and adoption, children and families are our focus.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Raven DeV Vaughn by Debra Short 9/21/23</i>		<i>Marc D. Smith By Doug Mathis</i>	09-19-23



1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION		Child Protection Advanced Specialist		29	SS	07161-16-86-300-91-99		
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUCIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Southern Region Child Protection		0	082	2	R	N
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input checked="" type="checkbox"/> MA021 ESTABLISH		10-01-23		
NEW/REVISED POSITION		Operations		Child Protection/Investigations		<input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MCD24 POSITION NUMBER CHANGE <input type="checkbox"/> MCD26 CLARIFY <input type="checkbox"/> MCD27 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MCD28 WORK COUNTY CHANGE <input type="checkbox"/> MCD21 ABOLISH <input type="checkbox"/> MCD49 DOWNWARD REALLOCATION <input type="checkbox"/> MCD50 LATERAL REALLOCATION <input type="checkbox"/> MCD58 UPWARD REALLOCATION		
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		Belleville		RCD62	N			
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
25%	1. Serves as Child Protection Advanced Investigator <ul style="list-style-type: none"> Mentors lower level and/or less experienced specialists, providing guidance, direction, and consultation on investigative activities Provides input and assistance in planning, arranging, and conducting orientation and training programs for staff Reviews documentation of investigative contacts prepared by lower level investigative staff for content of information gathered and other contacts that should have been made Consults with supervisor concerning training needs for individual staff based upon such reviews 							
25%	2. Receives and investigates a full range of reports of child abuse and neglect, including high profile reports or reports of an advanced complexity level <ul style="list-style-type: none"> Conducts investigative interviews with reporters, subjects, and other individuals to obtain information for the determination of whether the report is "indicated" or "unfounded" On a rotating basis, assigned to 24 hour "on call" duty in addition to normal assignments, to ensure that services are provided as mandated by statute and policy 							
15%	3. Arranges for and attends multi-disciplinary and technical staff conferences to assess investigative activities							



% OF TIME		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
		<ul style="list-style-type: none"> Serves as liaison with other disciplines, agencies, and community resources Interprets agency responsibilities to the community; speaks before groups and organizations on the issues of child protection
10%		4. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms
5%		5. On a rotating basis, serves as supervisor in the supervisor's absence
5%		6. Directs the preparation of and reviews statistical data for the team and individuals assigned to the team for compliance of the data to Department operational guidelines <ul style="list-style-type: none"> Alerts the supervisor to issues highlighted by the statistical data Recommends to the supervisor changes based upon statistical data
5%		7. Attends and provides input into Department staff meetings with regard to follow-up issues on "indicated" child protection reports <ul style="list-style-type: none"> Consults with Department permanency staff regarding subsequent investigations on families currently being served by the Department
5%		8. Transports clients when taking protective custody, when placing them in substitute care, and when changing placement location <ul style="list-style-type: none"> Transports clients to appointments (i.e., court hearings, medical appointments, counseling sessions, police station, etc.) and to necessitate the delivery of client services
5%		9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
		WORKING TITLE (IF ANY)
Public Service Administrator 37015-16-86-300-90-99		Child Protection Investigations Team Supervisor
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker		
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.		
<u>Minimum Qualifications</u>		
<ol style="list-style-type: none"> Requires a master's degree in social work Requires two years of directly related professional experience as a Child Welfare Specialist or Child Protection Specialist in the Department of Children and Family Services Requires ability to speak and write Spanish at a colloquial skill level 		

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.

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

Preferred Qualifications (In Order of Significance)

N/A

20. CONDITIONS OF EMPLOYMENT

1. Requires a valid driver's license, daily access to an automobile, and proof of vehicle insurance.
2. Requires ability to pass a background check.
3. Requires physical, visual, and auditory ability to carry out assigned duties.
4. 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 requires the ability to work evenings and weekends. This also requires the ability to work in a 24 hour "on call" capacity.
5. 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 Illinois Department of Children and Family Services is seeking an organized, professional, and results oriented individual to serve as Child Protection Advanced Investigator. Under general direction, this position will receive and investigate reports of alleged child abuse/neglect within mandated time limits. The position assesses the immediate safety of children and initiates appropriate levels of child protection needed, while utilizing Spanish speaking skills in the performance of duties. This position provides a great opportunity for someone who is passionate about children and interested in playing a role in ensuring the safety of children and youth. DCFS offers a competitive compensation plan, excellent benefits, and a pension program. The ideal candidate for this position will have excellent organizational skills and strong communication skills. We invite you to join our innovative team to help make a positive difference in the lives of the children and families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

DCFS is deeply committed to the welfare and protection of children. Our goal is to protect children by strengthening and supporting families. In every effort, from receiving hotline calls to reaching family reunification or foster care and adoption, children and families are our focus.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Ruven DeVaughn by Debra Short 12/6/23</i>		<i>Marc D. Smith By Doug Mathis</i>	09-28-23



1. POSITION TITLE		WORKING TITLE (IF ANY)		BIBLIODIAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION		Deferred Assignment Child Protection Investigator		29	SS	07163-16-86-300-07-99		
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUCIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Southern Region Child Protection		0	082	2	R	N
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input checked="" type="checkbox"/> MA021 ESTABLISH		06-16-23		
NEW/REVISED POSITION		Operations		Child Protection/Deferred Assignment		<input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> M0024 POSITION NUMBER CHANGE <input type="checkbox"/> M0026 CLARIFY <input type="checkbox"/> M0027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> M0028 WORK COUNTY CHANGE <input type="checkbox"/> M0021 ABOLISH <input type="checkbox"/> M0149 DOWNWARD REALLOCATION <input type="checkbox"/> M0150 LATERAL REALLOCATION <input type="checkbox"/> M0158 UPWARD REALLOCATION		
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		Belleville		RC062	N			
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
35%	1. Serves as Deferred Assignment Child Protection Investigator <ul style="list-style-type: none"> Receives and investigates reports of alleged child abuse/neglect within mandated time limits Assesses immediate safety of children and initiates appropriate levels of child protection needed Drives to conduct home evaluations, observing family situations relating to allegations of child abuse/neglect Interviews clients and professionals to obtain information for purposes of making a finding on the allegations and determining protection and service needs Conducts service assessments Provides information and referral services to community agencies, purchase of service agencies, and the permanency unit Briefly monitors families referred to community services On a rotating basis, assigned to 24 hour "on call" duty in addition to normal assignments, to ensure that services are provided as mandated by statute and policy 							
25%	2. Prepares investigation reports for assessing validity of reports of allegations <ul style="list-style-type: none"> Completes forms authorizing payment for services provided to clients Prepares other statistical and narrative reports, which include documentation in the Statewide Automated Child Welfare Information System 							



% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
10%	<ul style="list-style-type: none"> • Completes service assessments and opens case records 3. Selects, summarizes, and presents case material for transfer to permanency caseworker or community agencies <ul style="list-style-type: none"> • Attends supervisory conferences and consults with other disciplines regarding casework planning • Makes recommendations for additional follow-up services 	
10%	4. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms	
5%	5. Determines the need for and coordinates the placement of children in substitute care facilities <ul style="list-style-type: none"> • Provides recommendations and testifies in court regarding investigative findings 	
5%	6. Attends multi-disciplinary diagnostic and technical staff conferences to assess needed services <ul style="list-style-type: none"> • Develops and maintains working relationships with community and other state agencies • Explains agency responsibilities to the community 	
5%	7. Transports clients when taking protective custody, when placing them in substitute care, and when changing placement location <ul style="list-style-type: none"> • Transports clients to appointments (i.e., court hearings, medical appointments, counselling sessions, police station, etc.) and to necessitate the delivery of client services 	
5%	8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above	
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting, and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Senior Public Service Administrator 40070-16-86-300-00-01		
WORKING TITLE (IF ANY) Area Administrator		
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker		
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.		
Minimum Qualifications		

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. Preferably requires a master's degree in social work; OR requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; OR requires a bachelor's degree in social work and one year of directly related professional experience; OR requires a bachelor's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and two years of directly related professional experience
2. Requires the ability to speak and write Spanish at a colloquial skill level

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

Preferred Qualifications (In Order of Significance)

N/A

20. CONDITIONS OF EMPLOYMENT

1. Requires a valid driver's license, daily access to an automobile, and proof of vehicle insurance.
2. Requires ability to pass a background check.
3. Requires physical, visual, and auditory ability to carry out assigned duties.
4. Overtime is a condition of employment, and you may be requested to or required/mandated to work overtime, including scheduled, unscheduled, or last-minute overtime. This requires the ability to work evenings and weekends. This also requires the ability to work in a 24 hour "on call" capacity.
5. 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 Illinois Department of Children and Family Services is seeking an organized, professional, and results oriented individual to serve as Deferred Assignment Child Protection Investigator. Under direction, this position will receive and investigate reports of alleged child abuse/neglect within mandated time limits. The position assesses the immediate safety of children and initiates appropriate levels of child protection needed, while utilizing Spanish speaking skills in the performance of duties. This position provides a great opportunity for someone who is passionate about children and interested in playing a role in ensuring the safety of children and youth. DCFS offers a competitive compensation plan, excellent benefits, and a pension program. The ideal candidate for this position will have excellent organizational skills and strong communication skills. We invite you to join our innovative team to help make a positive difference in the lives of the children and families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

DCFS is deeply committed to the welfare and protection of children. Our goal is to protect children by strengthening and supporting families. In every effort, from receiving hotline calls to reaching family reunification or foster care and adoption, children and families are our focus.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
Raven DeVaughn by Debra Skort 10/3/23		Marc D. Smith By Doug Mathis	09-19-23

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Child Welfare Admin Case Reviewer		Administrative Case Reviewer Floater	29	SS	07190-16-08-700-15-99			
3. AGENCY		4. BUREAU/DIVISION		5. EXEMPT CODE	6. WORK COUNTY	7. A/T AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Children & Family Services		Quality Enhancement		0	101	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION						11-01-21		
NEW/REVISED POSITION								
Administrative Case Review		Northern Region						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC025 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		
EXISTING POSITION								
NEW/REVISED POSITION								
Rockford		RC063		N				
% OF TIME		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS						
30%	1. Serves as Administrative Case Reviewer <ul style="list-style-type: none"> Serves as floater in the offices of the region Within area of assignment, evaluates and determines case eligibility Reviews and evaluates case plans to ensure that they reflect a "best interest of the child" criteria, which involves children in out-of-home care Exercises authority to amend, change, or restructure those case plans that do not ensure reasonable efforts for family reunification, where appropriate, and those that do not address the needs of the family and/or child as related to the safety, well-being, and permanency of children and families Determines whether case plans are in compliance with all applicable federal and state laws, administrative regulations, Department Rules and Procedures, court decrees, and other legally-binding mandates Pre-schedules and provides a six month review and a review every six months thereafter 							
20%	2. Manages the case review process, which includes monitoring participation, convening and conducting the review, maintaining focus of the group, interpreting policies and rules, and clarifying the rights and responsibilities of all attending participants <ul style="list-style-type: none"> Drives to field locations to conduct reviews 							
20%	3. Within identified timeframes and using established protocol, completes a feedback report on each case reviewed and Case Review Information Packet (CRIP)							

16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS		
	<ul style="list-style-type: none"> • Reads and responds to email • Maintains pre-scheduling calendar • Provides vital feedback and summary reports to administrative staff on sensitive or difficult cases to ensure timely attention and/or problem resolution • Alerts supervisory and administrative staff to vital case issues requiring intervention • Conducts special reviews on difficult cases 	
10%	4. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms	
5%	5. Explains and advises participants of their options to appeal the service plan and provides written notice of appeal rights; provides input into any appeal of his/her decisions regarding service plans	
5%	6. Monitors the implementation of Departmental policies regarding case planning and service delivery <ul style="list-style-type: none"> • Makes recommendations for amendment of policies regarding the areas of case planning and service delivery • Identifies in writing any service-related issue, gaps in service provision, and systemic barriers to service and/or permanency, including certain compliance statistics 	
5%	7. Keeps abreast of statutes, rules, and procedures governing child welfare practice <ul style="list-style-type: none"> • Reads all material and policy transmittals on new initiatives and changes in policy, and seeks clarification or training if needed • Incorporates new initiatives and policy changes into the practice of existing protocol and procedure • Attends Division and Unit meetings and all required, assigned, or recommended training 	
5%	8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above	
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Public Service Administrator 37015-16-08-700-10-01		
WORKING TITLE (IF ANY) ACR Program Manager		
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker		
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION: NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.		
Minimum Qualifications		

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. Requires possession of a master's degree in social work or in a related human services field
2. Requires four years of professional experience in the field of child welfare

Knowledge, Skills, and Abilities

1. Requires thorough knowledge of social work theory, principles, techniques, practices, and their application under various and difficult conditions
2. Requires thorough knowledge of state and federal laws, associated rules and directives, and agency requirements pertaining to permanency planning
3. Requires skills in negotiation and conflict management and ability to give effective consultation and instruction related to professional social casework
4. Requires ability to analyze social service systems, identify problems or dysfunctions, and prepare recommendations for solution

20. CONDITIONS OF EMPLOYMENT

1. Requires ability to pass a background check
2. Requires ability to travel and possession of a valid driver's license
3. Requires ability to speak and write Spanish at a colloquial level

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 Illinois Department of Children and Family Services is seeking an organized, professional, and energetic individual to serve as Administrative Case Reviewer. Under general direction, this position will evaluate and determine case eligibility and review case plans to ensure that they reflect a "best interest of the child" criteria, which involves children in out-of-home care. This position will serve as a floater in the offices of the region. The position will manage the case review process, which includes monitoring participation, convening and conducting the review, maintaining focus of the group, interpreting policies and rules, and clarifying the rights and responsibilities of all attending participants. The position will utilize Spanish speaking skills in the performance of duties. This position provides a great opportunity for someone who is passionate about children and interested in ensuring the stability and well-being of children served by the Department. DCFS offers a competitive compensation plan, excellent benefits, and a pension program. The ideal candidate for this position will have excellent organizational skills and strong leadership capabilities. We invite you to join our innovative team to help make a positive difference in the lives of the children and families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

DCFS is deeply committed to the welfare and protection of children. Our goal is to protect children by strengthening and supporting families. In every effort, from receiving hotline calls to reaching family reunification or foster care and adoption, children and families are our focus.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Janel Seale</i> by D. Seale		<i>Mac D. Smith</i>	11-4-21
11/10/21			



1. POSITION TITLE		WORKING TITLE (IF ANY)		Bilingual Code	Position Title Option Code	2. POSITION NUMBER				
Existing Position										
New/Revised Position		Child Welfare Advanced Specialist		29	SS	07215-16-13-720-11-99				
3. AGENCY			4. BUREAU/ DIVISION			3. EIGHT CODE	4. WORK COUNTY	7. AA AUTH.	8. AUDIT	9. OFFICE USE
Existing Position										
New/Revised Position			Children & Family Services			0	016	Y	R	
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								10-16-14		
New/Revised Position			Licensing							
14. WORK LOCATION			15. BARGAINING/TERM CODE			Position Exempt		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC148 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC156 UPWARD REALLOCATION		
Existing Position										
New/Revised Position			Deerfield			RC063		N		
% OF TIME		16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
		Under direction of the Foster Home Licensing Supervisor, performs a variety of foster care licensing related tasks in accordance with Department rules and procedures, including high profile cases or cases of an advanced complexity level; mentors lower level/less experienced specialists; supports, assesses, prepares, and monitors to ensure that foster and adoptive families and their home environment meet required licensing standards; integrates and coordinates required pre-service training into the assessment process; assists in coordinating the foster parent support specialist and develops foster homes; monitors licensed foster and adoptive families to ensure continued compliance with licensing standards within an assigned office and the Child and Adolescent Local Area Network (C&A LANs); on a rotating basis, serves as supervisor in his/her absence; translates and interprets, both orally and in writing, for Spanish speaking clients.								
25%		1. Manages a full range of cases, including high profile cases or cases of an advanced complexity level; completes the required assessment to ensure that families meet DCFS licensing standards and are prepared to care for children; integrates and coordinates required pre-service training into the assessment process; introduces new families to field/adoptive staff for future utilization; renews licenses at required intervals; responds in a timely manner to all address change applications and new entity applications, as well as Interstate Compact for the Placement of Children (ICPC) requests and Home of Relatives (HMR's) applications; drives to various locations in the performance of duties.								
20%		2. Coordinates with other units and staff, including the Office of Training and Development Services, caseworkers, investigators, recruiters, and foster parent support specialists; provides support and strengthens Department relationships with foster parents; monitors licensed foster or adoptive homes to ensure the home is in compliance with licensing standards and assists families in resolving compliance issues; amends individual licenses relative to capacity, age ranges, etc.								
20%		3. Mentors lower level and/or less experienced specialists, providing guidance, direction, and consultation to lower level child welfare staff with assessment, planning, crisis situations, and other various processes of their work; provides input and assistance in planning, arranging, and conducting orientation and training programs for staff.								
10%		4. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.								

DIRECTOR OF CMS SIGNATURE <i>Simone McNeil</i>	IMMEDIATE SUPERVISOR SIGNATURE <i>Debra D. Short</i>	AGENCY HEAD SIGNATURE <i>Bonnie Heggen</i>	DATE 10-21-14
CMS 154 (Rev. 12/04) 35 11/6/14		RECEIVED OCT 24 2014 By _____	

16. (CONTINUED)

% OF TIME	
5%	5. Consults with DCFS staff and C&A LAN's with recommendations about the selection of foster family resources that best meet the needs of children, including recommendations for support services to maintain the resources.
5%	6. Conducts investigations relative to complaints about licensed foster/adoptive homes in accordance with the Childcare Act; identifies issues and assists families in developing corrective action plans; makes recommendations for licensing enforcement when appropriate.
5%	7. Provides/maintains reports, statistics, records and documentation of activities on a monthly basis or as needed; utilizes an automated system for tracking development of foster/adoptive resources.
5%	8. On a rotating basis, serves as team supervisor in supervisor's absence.
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-16-13-720-10-01	WORKING TITLE (IF ANY) Foster Home Licensing Team Supervisor
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbent or Funded Vacancies

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

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

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

1. POSITION TITLE EXISTING POSITION		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER	
NEW/REVISED POSITION Child Welfare Nurse Specialist		Regional Nurse		29	SS	07197-16-15-600-07-99	
3. AGENCY EXISTING POSITION		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT 9. OFFICE USE
NEW/REVISED POSITION Children & Family Services		Clinical Practice		4d5	016	2	R
10. SECTION EXISTING POSITION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE	
NEW/REVISED POSITION Office of Nursing Services		Administration		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 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		02-01-21	
14. WORK LOCATION EXISTING POSITION		15. BARGAINING/TERM CODE		RUTAN EXEMPT			
NEW/REVISED POSITION Maywood		RC023		N			
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS						
20%	1. Provides consultation and analysis on health-related concerns in investigation reports, complex health care records, and other related materials <ul style="list-style-type: none"> • Provides interpretation of health care records, findings, and application of the treatment plan • In the presence of the assigned caseworker, consults with biological parents, foster parents, relative caregivers, or residential providers regarding health-related concerns for children with special health care needs • Provides input into the treatment plan with the child caregiver and worker via staffings and Clinical Intervention Placement Preservation Teams • Evaluates the implementation of health-related treatment plans • Serves as a liaison for the client/family with community hospitals, child abuse and neglect teams, fatality teams, and community physical and mental health programs • Works directly or indirectly with staff, caregivers, and providers to provide information that will facilitate the resolution of health-related problems interfering with essential health care • Testifies in court regarding the explanation of health care records, specific conditions, specific treatment plans, etc. • Upholds the Illinois Nurse Practice Act and the Nursing Standards of Practice in the performance of duties • Drives to various locations in the performance of duties 						

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
15%	2. Provides updated information relative to referral procedures and other protocols involving community health care or health related services <ul style="list-style-type: none"> • Checks Health Passport information in the Statewide Automated Child Welfare Information System (SACWIS) • Develops written communication, information memos, and notices to Department staff regarding community health services are provided to Department youth in care • Submits reports on the adequacy of health care services and the availability of providers to meet health care needs
15%	3. In collaboration with the Department's Healthworks networks and assigned skilled, residential, and acute psychiatric facilities, provides quality assurance monitoring to ensure that health care services are provided to Department youth in care <ul style="list-style-type: none"> • Submits reports on the adequacy of health care services and the availability of providers to meet health care needs
10%	4. Translates and interprets, both orally and in writing, for Spanish speaking clients about services available and the proper completion of forms.
10%	5. Provides input into staffings, Clinical Intervention Placement Preservation (CIPP) Teams, Peer Reviews, Expanded capacities, clinical placement reviews, and the evaluation of health issues of youth in care in permanency planning
10%	6. Through quality assurance monitoring initiatives, assesses and evaluates the delivery of health care services <ul style="list-style-type: none"> • Utilizes research tools to draft reports, presenting findings and recommendations to Clinical Managers and the Chief Nurse
10%	7. Develops and conducts bi-annual in-service training sessions for professional staff, caregivers, and providers, presenting information regarding identified health related issues and health care services
5%	8. Provides input into special studies and projects <ul style="list-style-type: none"> • As requested, serves as a consultant to professional staff regarding permanency planning for children with special health care needs
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

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

Public Service Administrator 37015-16-15-600-00-01 WORKING TITLE (IF ANY)
Chief Nurse

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

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. Requires one of the following: (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and three years of progressively responsible professional nursing experience; or (b) a bachelor's degree in nursing and two years of professional nursing experience; or (c) a master's degree in nursing
2. Requires licensure as a Registered Nurse in the State of Illinois-copy of certificate required
3. Requires current CPR (BLS) certification-copy of certificate required

Knowledge, Skills, and Abilities

07197-16-15-600-07-99

20. CONDITIONS OF EMPLOYMENT

1. Requires ability to pass a background check
2. Requires ability to speak and write Spanish at a colloquial skill level
3. Requires possession of a valid driver's license and ability to travel

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 Illinois Department of Children and Family Services is seeking an organized, professional, and results oriented individual to serve as Regional Nurse. Under general supervision, this position will provide consultation and analysis on health-related concerns in investigation reports, complex health care records, and other related materials. The position will also consult with biological parents, foster parents, relative caregivers, or residential providers regarding health-related concerns for children with special health care needs and provide input into the treatment plan with the child caregiver and worker. In addition, this position will serve as a liaison for the client/family with community hospitals, child abuse and neglect teams, fatality teams, and community physical and mental health programs. This position provides a great opportunity for a compassionate medical professional who is focused on ensuring that children in the care of DCFS receive the best health care possible. DCFS offers a competitive compensation plan, excellent benefits, and a pension program. The ideal candidate for this position will have exemplary medical skills and strong communication skills. We invite you to join our innovative team to help make a positive difference in the lives of the children and families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

DCFS is deeply committed to the welfare and protection of children. Our goal is to protect children by strengthening and supporting families. In every effort, from receiving hotline calls to reaching family reunification or foster care and adoption, children and families are our focus.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Janel Jode</i> 39		<i>Maria D. [Signature]</i>	2/19/11

DS 2/1/11

ST 2/1/11



1. POSITION TITLE		WORKING TITLE (IF ANY)		Marginal Code	Position Title Option Code	2. POSITION NUMBER				
Existing Position						07217-16-13-749-49-02				
New/Revised Position		Child Welfare Senior Specialist		29	SS	07217-16-13-740-31-99				
3. AGENCY			4. BUREAU/ DIVISION			5. BOST CODE	6. WORK COUNTY	7. AA AUTHL	8. AUCT	9. OFFICE USE
Existing Position										
New/Revised Position			Monitoring/Quality Assurance			0	016	Y	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE			
Existing Position							06-16-07			
New/Revised Position		Residential Monitoring								
14. WORK LOCATION		15. BARGAINING/TERM CODE			Retain Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC025 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Existing Position										
New/Revised Position		Cook County			RC-63					N
OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	<p>Under direction, provides experienced professional child welfare services involving residential care programs for children and youth with special needs; conducts on-site assessment; provides oversight and consultation to Placement staff regarding services delivered to wards in institutions and group homes; provides input into quarterly clinical staffing; reviews length of stay data and achievement of step-down plans; monitors corrective action plans; identifies patterns of performance problems requiring Department intervention; translates and interprets, both orally and in writing, for Spanish speaking clients; conducts site visits during evening, weekend, and overnight hours as assigned.</p>									
20%	<p>1. Provides experienced professional child welfare services involving residential care programs for children and youth with special needs, reviewing and evaluating programs to ensure they are able to meet the individual needs of children; performs an assessment of the client with the caseworker to ensure that treatment needed is available at the prospective residential care program; reviews and evaluates service plans, directing modifications as needed; monitors residential treatment to ensure progress is being made toward treatment goals; provides expert consultation and oversight to Placement staff regarding services delivered to wards in institutions and group homes; reviews and approves referrals to determine the appropriateness of admissions.</p>									
20%	<p>2. Monitors and assesses residential care programs to ensure compliance with the DCFS contract and program plan, as well as compliance with standards regarding appropriate clinical capacity, admission requirements, and overall performance; reviews residential program statistics and information, including costs, length of stay data, discharge patterns, discharge planning, and achievement of step-down plans; drives to residential care facilities to conduct on-site reviews as assigned.</p>									
15%	<p>3. Attends and provides input into ongoing quarterly clinical staffings to provide expertise on residential care issues and facilitate decision-making; provides significant specialized input into clinical staffings for problematic cases to facilitate improvements in case progress; provides input into supervisory conferences and consultation with other disciplines as needed.</p>									
15%	<p>4. Reviews management reports regarding residential care program performance and monitors corrective action plans, advising on and directing implementation of appropriate corrective action; conducts follow-up reviews of affected programs to ensure compliance with plans and attainment of recommended goals and objectives; reviews Annual Incident Reports (UIRs) and makes recommendations for appropriate action.</p>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>[Signature]</i>			<i>[Signature]</i>			Tech Services <i>[Signature]</i>			6-25-07	

SUPERVISOR PERSONNEL

CR 1004 IL 451-07
[Signature]
 06/19/07

18. (CONTINUED)		
% OF TIME		
10%	5. Identifies significant developments, patterns of performance problems, or other program issues and submits reports to appropriate Department staff to ensure that DCFS management and agency managers are aware of deficiencies and program weaknesses; makes recommendations to facilitate resolution of problematic areas.	
10%	6. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.	
5%	7. Prepares and maintains necessary documentation for evaluating residential care programs; prepares other statistical and/or narrative reports as requested.	
5%	8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Public Service Administrator, 37015-16-13-740-30-01	WORKING TITLE (IF ANY) Residential Monitor Supervisor	
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR OR <input type="checkbox"/> LEAD WORKER		
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.		
If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:		
Position Title	Position Number	No. of Incumbent or Funded Vacancies
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION CAN NO LONGER BE USED.		
Requires a master's degree in social work, psychology, counseling, or other related human service areas, including, but not limited to, education or special education; requires five years of progressively responsible professional experience, including at least two years of demonstrated experience in interacting and negotiating, primarily on an independent basis, with other systems of services (mental health, developmental disabilities, substance abuse, specialized medical, special education) to ensure that children with special needs gain access to such services, with such experience having been in directing services for children in clinical settings for children; or two years of supervisory experience in providing services to special needs children in a state or private human service agency; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to speak and write Spanish at a colloquial skill level.		



1. POSITION TITLE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
EXISTING POSITION								
NEW/REVISED POSITION Child Welfare Specialist	Deferred Assignment Permanency Specialist	29	SS	07218-16-37-100-07-99				
3. AGENCY	4. BUREAU/DIVISION	5. EXMT CODE	6. WORK COUNTY	7. A/T AUTH	8. AUDIT	9. OFFICE USE		
EXISTING POSITION								
NEW/REVISED POSITION Children & Family Services	Southern Region Permanency	0	062	2	R	N		
10. SECTION	11. UNIT	12. TRANSACTION CODE		13. EFFECTIVE DATE				
EXISTING POSITION		<input checked="" type="checkbox"/> MA021 ESTABLISH		06-16-23				
NEW/REVISED POSITION Operations	Permanency/Deferred Assignment	<input type="checkbox"/> MA022 EXEMPT CODE CHANGE		<input type="checkbox"/> M0024 POSITION NUMBER CHANGE				
		<input type="checkbox"/> M0026 CLARIFY		<input type="checkbox"/> M0027 ADDITIONAL IDENTICAL CHANGE				
14. WORK LOCATION	15. BARGAINING/TERM CODE	PL/TAN EXEMPT	<input type="checkbox"/> M0028 WORK COUNTY CHANGE		<input type="checkbox"/> M0021 ABOLISH			
EXISTING POSITION			<input type="checkbox"/> M0149 DOWNWARD REALLOCATION		<input type="checkbox"/> M0150 LATERAL REALLOCATION			
NEW/REVISED POSITION Belleville	R0063	N	<input type="checkbox"/> M0158 UPWARD REALLOCATION					

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
25%	<ol style="list-style-type: none"> 1. Serves as Deferred Assignment Permanency Specialist <ul style="list-style-type: none"> • Provides experienced professional casework services to children and families • Determines the need and coordinates the placement of children in substitute care facilities • Provides recommendations and testifies in court as to client history and future plans of client behavior • Provides assistance in the preparation of witnesses for testifying and prepares studies ordered by the court • Participates in the administrative case review process • Informs clients of their appeal rights and procedures and assists clients in the initiation of appeal rights • Establishes goals for children and parents • Prepares reports on progress or lack of progress toward goal • Coordinates the development of a comprehensive, family-centered, culturally relevant assessment of children and families • Maintains ongoing assessment of needs and strengths • Evaluates the progress of the family toward attainment of minimum parenting standards, as well as the effectiveness and appropriateness of utilized services toward the goals of family preservation, family reunification, or another appropriate permanency outcome for the child • Provides feedback to the family regarding progress • On a rotating basis, assigned to 24 hour "on call" duty in addition to normal assignments, to ensure that services are provided as mandated by statute and policy
20%	<ol style="list-style-type: none"> 2. Works with intact families and children in home and/or substitute care <ul style="list-style-type: none"> • Develops service plans to address needs of families within agency timeframes • Evaluates service delivery and reviews service plans and permanency goals, making changes to meet the needs of the child and family
20%	<ol style="list-style-type: none"> 3. Conducts interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treatment plans <ul style="list-style-type: none"> • Counsels on available concrete and supportive services and available therapeutic services and provides same • Implements service plans with families • Provides services directly and/or makes referrals for services • Provides support, guidance, and coordination to foster parents and service providers • Monitors to ensure appropriate visits occur between parents and children in placements and siblings not placed together • Drives to field locations to conduct on-site interviews
10%	<ol style="list-style-type: none"> 4. Transports clients when taking protective custody, when placing them in substitute care, and when changing placement location <ul style="list-style-type: none"> • Transports clients to appointments (i.e., court hearings, medical appointments, counseling sessions, police station, etc.) and to necessitate the delivery of client services
10%	<ol style="list-style-type: none"> 5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms
5%	<ol style="list-style-type: none"> 6. Prepares and maintains case documentation for planning, implementing, and evaluating services



% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
	<ul style="list-style-type: none"> • Completes various agency forms, including case notes, payment, eligibility, visitation, and court reports; prepares statistical and narrative reports 	
5%	7. Participates in case staffings to facilitate case transfer and participates in multi-disciplinary diagnostic and technical staff conferences to assess needed services <ul style="list-style-type: none"> • Provides input into supervisory conferences and consultation with other disciplines for casework planning • Obtains information of community and agency resources seeking specialized services for clients • Develops and maintains working relationships with community and other state agencies, providing interpretation of agency responsibilities 	
5%	8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above	
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting, and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the Incumbent of this position.)		
Senior Public Service Administrator 40070-16-37-100-00-01		WORKING TITLE (IF ANY) Area Administrator
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker		
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.		
<u>Minimum Qualifications</u>		
1. Preferably requires a master's degree in social work; OR a master's degree in a related human service field, supplemented by one year of directly related professional casework/case management experience; OR requires a bachelor's degree in social work and one year of directly related professional casework/case management experience; OR requires a bachelor's degree in a related human service field and two years of directly related professional casework/case management experience 2. Requires the ability to speak and write Spanish at a colloquial skill level		
The college or university issuing a bachelor's or master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The directly related professional casework/case management experience must be related to family preservation, family reunification, adoption, youth development, counseling, and advocacy services or a related field.		
<u>Preferred Qualifications (In Order of Significance)</u>		
N/A		

20. CONDITIONS OF EMPLOYMENT

1. Requires a valid driver's license, daily access to an automobile, and proof of vehicle insurance.
2. Requires ability to pass a background check.
3. Requires physical, visual, and auditory ability to carry out assigned duties.
4. Overtime is a condition of employment, and you may be requested to or required/mandated to work overtime, including scheduled, unscheduled, or last-minute overtime. This requires the ability to work evenings and weekends. This also requires the ability to work in a 24 hour "on call" capacity.
5. 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 Illinois Department of Children and Family Services is seeking an organized, professional, and results oriented individual to serve as Deferred Assignment Permanency Specialist. Under general supervision, this position will provide professional child welfare casework services to children and families, determining the need and coordinating the placement of children in substitute care facilities. Additionally, the position will conduct interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treatment plans, utilizing Spanish speaking skills in the performance of duties. This position provides a great opportunity for someone who is passionate about children and interested in playing a role in ensuring the safety and stability of children and youth. DCFS offers a competitive compensation plan, excellent benefits, and a pension program. The ideal candidate for this position will have excellent organizational skills and strong communication skills. We invite you to join our innovative team to help make a positive difference in the lives of the children and families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

DCFS is deeply committed to the welfare and protection of children. Our goal is to protect children by strengthening and supporting families. In every effort, from receiving hotline calls to reaching family reunification or foster care and adoption, children and families are our focus.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Raven DeVaughn by Debra Short 10/5/23</i>		<i>Marc D. Smith By Doug Mathis</i>	09-18-23



1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION									
NEW/REVISED POSITION		Day Care Licensing Rep II		29	SS		11472-16-13-410-11-99		
3. AGENCY			4. BUREAU/DIVISION		5. EMT CODE	6. WORK COUNTY	7. A/T AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION			Division of Licensing						
NEW/REVISED POSITION			Licensing		0	016	2	R	
10. SECTION			11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION					<input type="checkbox"/> M0021 ESTABLISH <input type="checkbox"/> M0022 EXEMPT CODE CHANGE <input type="checkbox"/> M0024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> M0026 CLARIFY <input type="checkbox"/> M0027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> M0028 WORK COUNTY CHANGE <input type="checkbox"/> M0021 ABOLISH <input type="checkbox"/> M0149 DOWNWARD REALLOCATION <input type="checkbox"/> M0150 LATERAL REALLOCATION <input type="checkbox"/> M0158 UPWARD REALLOCATION		10-16-23		
NEW/REVISED POSITION			Administration						
14. WORK LOCATION			15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION									
NEW/REVISED POSITION			Chicago		R0063	N			
%OF TIME		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
20%		1. Serves as Day Care Licensing Representative <ul style="list-style-type: none"> • Conducts initial licensing studies and re-licensing reviews of day care centers and homes, according to prescribed standards, to determine eligibility for licensing or re-licensing • Conducts preliminary reviews of the files of day care centers and homes • Conducts on-site inspection, reviewing and checking programs, facility records, staffing plans, equipment, and physical plant • Conducts inspection conferences with facility officers • Drives to various locations to conduct on-site reviews 							
20%		2. Initiates re-licensing activity (requesting necessary inspections, providing reapplication forms, etc.) prior to the expiration date of day care center and home licenses <ul style="list-style-type: none"> • Provides on-site and other consultation as deemed necessary • Makes appropriate licensing recommendations following completion of review 							
15%		3. Provides ongoing monitoring of assigned day care centers and homes, visiting each at least once per year and making additional visits as needed <ul style="list-style-type: none"> • Monitors facility operations to ensure compliance with DCFS licensing standards 							
10%		4. Investigates alleged violations of the Illinois Child Care Act and Department standards and regulations as applied to licensed, unlicensed, and license-exempt facilities <ul style="list-style-type: none"> • Prepares, summarizes, and presents licensing reports and investigative studies 							

% OF TIME		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
		<ul style="list-style-type: none"> Develops documentation for enforcement action and makes recommendations for licensing action Maintains appropriate statistical records 	
10%	5.	Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms	
5%	6.	Coordinates services with other local, state, or federal standard-setting agencies concerned with inspecting, licensing, funding, and monitoring day care centers, day care homes, or group day care homes	
5%	7.	Obtains fire and health clearances for day care facilities from the Department of Public Health and state and local fire inspectors	
5%	8.	Maintains client records (to include filing documents as needed) in accordance with federal and state statutes and guidelines, Department rule, procedure, and accreditation standards, monitoring to ensure that all documentation from other Department sources has been included	
5%	9.	Provides input into unit meetings <ul style="list-style-type: none"> Attends orientation meetings regarding licensing requirements, procedures, policies, etc. 	
5%	10.	Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above	
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)			
		WORKING TITLE (IF ANY)	
Public Service Administrator 37015-16-13-410-10-01		Day Care Licensing Supervisor	
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:			
<input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker			
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.			
Position Title		Position Number	No. of Incumbents or Funded Vacancies
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.			
<u>Minimum Qualifications</u>			
<ol style="list-style-type: none"> Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development Requires a minimum of 18 hours of coursework in child development or early childhood education Requires two years of professional experience in early childhood, day care center, kindergarten, or a day care licensing program Requires ability to speak and write Spanish at a colloquial skill level 			

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.

Preferred Qualifications (In Order of Significance)

N/A

20. CONDITIONS OF EMPLOYMENT

1. Requires ability to pass a background check.
2. Requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance.
3. 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 Illinois Department of Children and Family Services is seeking an organized, professional, and energetic individual to serve as Day Care Licensing Representative. Under supervision, this position will conduct licensing studies and re-licensing reviews of day care centers and homes to determine eligibility for licensing or re-licensing. The position will conduct on-site inspection and will initiate re-licensing activity, while providing ongoing monitoring of assigned day care centers and homes. The position will utilize Spanish speaking skills in the performance of duties. This position provides a great opportunity for someone who is passionate about children and interested in playing a role in ensuring the safety of day care centers and homes. DCFS offers a competitive compensation plan, excellent benefits, and a pension program. The ideal candidate for this position will have excellent organizational skills and strong communication skills. We invite you to join our innovative team to help make a positive difference in the lives of the children and families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

DCFS is deeply committed to the welfare and protection of children. Our goal is to protect children by strengthening and supporting families. In every effort, from receiving hotline calls to reaching family reunification or foster care and adoption, children and families are our focus.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Raven DeVaughn</i> <i>by Christine St-Clair</i> 11/01/2023		<i>Marc D. Smith</i> <i>By Doug Mathis</i>	10-24-23



Illinois Department of
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		Inspiral Code	Position Title System Code	2. POSITION NUMBER				
New/Revised Position Executive Secretary III				29	SS2	14033-16-08-000-01-29				
3. AGENCY			4. BUREAU/ DIVISION			5. EMP CODE	6. WORK COUNTY	7. AN AUTH	8. AUCT	9. OFFICE USE
Existing Position										
New/Revised Position Children & Family Services			Quality Enhancement			0	016	N	R	
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								05-01-19		
New/Revised Position Administration						<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			Reason Exempt				
Existing Position										
New/Revised Position Chicago			RC014			N				
% OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	Subject to management approval, functions as the administrative secretary for the Deputy Director; researches information, compiles data, and prepares factual and statistical reports for the Deputy Director; prepares material for meetings; keyboards a variety of complex and confidential material; provides oversight and coordination of contracts for the division; tracks personal services, commodities, and contractual functions, including payments for contractual services; translates and interprets, both orally and in writing, for Spanish speaking clients; receives and screens callers and visitors in the Deputy Director's office; serves as liaison with the Division of Budget and Finance to answer questions and ensure that issues involving the division's budget are resolved.									
20%	1. Serves as administrative secretary for the Deputy Director; requests reports from other appropriate management staff to answer inquiries of the Deputy Director; gathers information from other office or Departmental sources as indicated by the Deputy Director; researches information, compiles data, and prepares factual and statistical reports for the Deputy Director; prepares material for meetings; performs extensive follow-up on all requests from the Deputy Director, monitoring to ensure requests are timely, comprehensive, and complete upon receipt.									
20%	2. Keyboards a variety of complex, technical, and confidential material relating to Departmental policy formulations and implementation; checks reference works, office files and records, and other sources to ensure consistency and accuracy of materials; composes and keyboards routine replies to correspondence and signs outgoing letters for the Deputy Director as authorized.									
20%	3. Provides oversight and coordination of contracts for the division; tracks personal services, commodities, and contractual functions, including payments for contractual services; submits Procurement Business Cases (PBC's) for approval of contracts and submits decision memo for changes in contracts; adds contractual case manager id's to allow enablement of SACWIS access; serves in a liaison capacity with contractual providers to answer questions and ensure issues are resolved.									
10%	4. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.									
10%	5. Receives and screens callers and visitors in the Deputy Director's office; develops strong Departmental public relations by responding to requests from community officials and citizens throughout the region in a prompt, courteous, and informed manner; directs callers and visitors to appropriate Department or non-agency sources; receives, signs, and distributes mail.									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>Janell Jacobs</i>			<i>David London</i>			<i>Thomas R. Smith</i>			MAY 14 2019	
Per _____			P.S. 4/6/19						5-14-19	

16. (CONTINUED)		
% OF TIME		
5%	6. Serves as liaison with the Division of Budget and Finance to answer questions and ensure that issues involving the division's budget are resolved; analyzes and reviews expenditures; processes vouchers and office expenditures; submits yearly expenditures on ACCESS.	
5%	7. Activates and deactivates caseworker id's in the Department's computer system; works to facilitate database cleanup relating to case manager region discrepancies; maintains general and confidential files of correspondence and other materials for the Deputy Director and staff; prepares materials for filing; maintains cross-file system to ensure timely retrieval of material requested; accesses and pulls requested information from the confidential files in the Deputy Director's office; maintains directories and manuals by updating or deleting information; makes travel arrangements for the Deputy Director and staff; prepares itineraries and travel vouchers; processes vouchers after review for corrections.	
5%	8. Attends and provides input into various staff meetings to remain informed of proposed changes in current policy and unit activity; provides current information on Departmental activities, programs, procedures, and policy in response to general inquiries from staff in the legislature, other state agencies, community officials, and the general public.	
5%	9. Performs other duties as required or assigned which are reasonably within the scope of those enumerated above.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Senior Public Service Administrator 40070-16-08-000-00-01		WORKING TITLE (IF ANY) Deputy Director
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR OR <input type="checkbox"/> LEAD WORKER		
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.		
If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:		
Position Title	Position Number	No. of Incumbent or Funded Vacancies
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.		
Requires knowledge, skill and mental development equivalent to completion of two years' secretarial or business college and three years of secretarial experience; or completion of high school and five years secretarial experience; requires the ability to keyboard accurately at 55 wpm; requires ability to speak and write Spanish at a colloquial skill level.		

1-2-2007 [Handwritten signature]

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HUMAN RESOURCES REPRESENTATIVE

POSITION CODE: 19692
Effective: 11/16/96

DISTINGUISHING FEATURES OF WORK:

Under direction, engages in professional human resources assignments of limited scope; duties are creative, evaluative, interpretive and analytical, requiring consistent application of professional judgment and knowledge. Positions included in this class regularly assist and act as confidential assistants to labor relations managers or, through their participation in human resource programs, have authorized access to information concerning labor relations policy reviews and implementation.

ILLUSTRATIVE EXAMPLES OF WORK:

1. In an institution or comparable office, serves as the unitary human resources generalist providing all human resources services; works with institution officials and agency management in the provision of advice and counsel for actions required under the rules, classification plan, pay plan, collective bargaining contracts, insurance program, information systems program and other personnel administrative programs and activities.
2. Obtains information as to the functioning of a work area including impinging and governing statutes, rules, policies, and methods; applies accepted criteria to analysis and processing of information that results in such decisions as the classifying of a position, employee/labor relations dispute resolution, candidate selection and examining, or monitoring of transactions for comporting with rules and contracts; verifies information to be used in human resources administration activities; contacts suppliers of information by telephone, written communiqué, or on-site visit for observation/interview; evaluates, interprets, and analyzes information obtained; makes corrections, accepts or rejects information in accordance with findings; exercises agency head's designated signature authority to document decisions.
3. Researches, analyzes and prepares examination instruments; interprets and evaluates candidates' training, education and experience; assigns numerical scores and letter grades; obtains, verifies and corrects information to be utilized in examination administration activities; administers performance, written and computerized examinations; provides assistance to higher level human resources staff, participates in job fairs or other employment outreach activities and explains applicable rules, policies, or methods to candidates for employment.
4. Prepares for and conducts structured interviews to select candidates for generalized or specialized established positions within the employing agency, board, or commission; gathers job information; designs interview questions, categories, and weights; evaluates candidate responses; assures compliance with governing provisions and contracts; prepares related reports and records.
5. Provides professional assistance to higher level human resources staff; carries out a highly technical review of requests for service within the specialty area; conducts surveys, prepares reports; counsels employees, supervisors, applicants and others.

HUMAN RESOURCES REPRESENTATIVE (Continued)

6. Provides counsel and guidance in employee and labor relations matters; assists in representing an assigned agency or facility in labor negotiations; participates in investigations dealing with unfair labor practices or bargaining unit election processes for unit certification or by challenge; hears advanced step grievances; recommends new or modified policies and practices to improve employee relations and benefit agency operations.
7. Reviews, evaluates, negotiates and ensures the timely processing of workers' compensation claims and less detailed time-loss claims against the State of Illinois; ensures claims are in compliance with applicable laws and regulations; exercises authority to decide claims of a designated dollar amount; may review and evaluate general liability claims when work loads demand.
8. As a working supervisor or lead worker, provides guidance and direction to three or fewer subprofessional support staff; prepares, conducts and signs performance evaluations of subordinate staff; effectively recommends and imposes disciplinary action and adjusts subordinate staff grievances.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college and one year of professional experience, preferably in human resources, or satisfactory completion of an approved training program.

Knowledge, Skills and Abilities

Requires working knowledge of Illinois state government.

Requires working knowledge of the Personnel Code, Rules, Position Classification Plan, Pay Plan, Collective Bargaining Contracts, departmental policies and procedures.

Requires ability to treat with a high volume of information; sorts information into like categories, and verify by a systematic method the reliability of held information.

Requires ability to read, assimilate information and data, and recall, with a reasonable degree of proficiency, facts and figures.

Requires ability to articulate human resources administration information in descriptive terms to others not versed in the personnel system.

Requires ability to present facts clearly both orally and in writing.

Requires ability to use standard formula in production of measures reflecting characteristics of data.

Requires ability to conceptualize and hence to demonstrate relationships between things, persons, or ideas.

Requires ability to use computer systems, software, templates or other guides.

May require ability to plan and supervise the work of subprofessional staff.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals, and/or be able to communicate effectively in sign language.



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		20	SS	2. POSITION NUMBER 19893-16-07-700-20-99		
3. AGENCY Existing Position		4. BUREAU DIVISION			0	018	2	R N
Human Resources Specialist		Children & Family Services			Office of Employee Services			
10. SECTION Existing Position		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE	
Employment Selection & Leaves		Selection and Recruitment					12-01-16	
14. WORK LOCATION Existing Position		15. BARGAINING/TERM CODE			<input type="checkbox"/> MD001 ESTABLISH <input type="checkbox"/> MD002 EMPTY CODE CHANGE <input type="checkbox"/> MD004 POSITION NUMBER CHANGE <input type="checkbox"/> MD008 CLASSIFY <input type="checkbox"/> MD007 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MD009 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 GOVERNOR'S REALLOCATION <input type="checkbox"/> MC180 LATERAL REALLOCATION <input type="checkbox"/> MC188 REVERSE REALLOCATION			
Chicago		RC062			N			
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
25%	<p>Under general direction, serves as Cook County and Northern Region Staff Recruiter for the Department of Children and Family Services; exercising a high level of independence, plans, organizes, develops, and executes the overall recruitment program for the Cook County and Northern Regions of the state; establishes long range goals and objectives; independently represents the Department at various recruitment functions, job fairs, career days, college and university workshops, and Department of Employment Security workshops to promote employment with the Department; counsels candidates, advising them of career paths and opportunities suitable for their experience and education history; establishes and maintains effective professional networks and public relations with both public and private organizations, officials, and other state agencies regarding recruitment efforts; provides individual consultation to candidates seeking job opportunities with DCF; confers with Personnel Managers regarding possible qualified candidates, providing education and background information; translates and interprets, both orally and in writing, for Spanish speaking clients.</p> <p>1. Serves as Cook County and Northern Region Staff Recruiter; exercising a high level of independence, plans, organizes, develops, and executes the overall recruitment program for the Cook County and Northern Regions of the state; establishes long range goals and objectives; independently represents the Department at various recruitment functions, job fairs, career days, college and university workshops, and Department of Employment Security workshops to promote employment with the Department; explains applicable rules, policies, and methods to students and job seekers; provides professional human resources assistance to management staff in the recruitment of an adequate applicant pool; counsels candidates, advising them of career paths and opportunities suitable for their experience and education history; maintains a database of potential candidates for DCF vacancies; researches, develops, and distributes informational materials regarding recruitment; drives or travels to various locations throughout the state in the performance of duties.</p>							
20%	<p>2. Establishes and maintains effective professional networks and public relations with both public and private organizations, officials, and other state agencies regarding recruitment efforts to effectuate the successful recruitment of qualified individuals for vacancies within DCF; develops, plans, organizes, and prepares marketing strategies for hiring qualified individuals, including recruitment through social media platforms such as Twitter and LinkedIn to advertise vacancies, find qualified individuals, and communicate with potential recruits; conducts formal presentations at colleges and universities, public and private organizations, and other appropriate venues to enhance DCF's visibility as a potential employer.</p>							
DIRECTOR OF CARE SERVICES		SUPERVISOR		AGENCY HEAD SIGNATURE		DATE		
<i>[Signature]</i>		<i>[Signature]</i>		<i>[Signature]</i>		12-5-16		

Send 175114 *[Signature]* Per _____

16. (CONTINUED)

%	% OF TIME
20%	3. Provides individual consultation to candidates seeking job opportunities with DCFS; explains the grading and application process, as well as the process of filling vacancies; discusses job opportunities.
10%	4. Confers with Personnel Managers regarding possible qualified candidates, providing education and background information; maintains an awareness of approved and upcoming vacancies and matches possible candidates to vacancies from the database; provides advice and makes recommendations to management regarding human resources administrative activities linked to recruitment; works with Personnel Managers and Transactions staff regarding eligible candidates.
10%	5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.
10%	6. Prepares reports and correspondence related to interviewing and recruitment activities and issues; maintains and monitors the recruitment/employment mailbox and provides guidance and information related to the DCFS hiring process, employment opportunities at DCFS, etc.; prepares and retains necessary documentation concerning the selection and employment process.
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-16-07-700-00-01	WORKING TITLE (IF ANY)
	Employment Selection & Leaves Administrator

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

SUPERVISOR OR LEAD WORKER

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

Position Title	Position Number	No. of Incumbent or Funded Vacancies

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

Requires knowledge, skill, and mental development equivalent to completion of four years of college and two years of professional human resources experience; requires possession of a valid driver's license and ability to travel, including evening and weekend travel; requires physical ability to lift, transport, and carry recruitment materials; requires ability to speak and write Spanish at a colloquial skill level.

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HUMAN RIGHTS INVESTIGATOR III

POSITION CODE: 19776
Effective: 9-1-15

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs duties as a working supervisor of a unit for intake activities; or performs duties of an advanced specialist in investigations, developing or revising techniques and methods of investigations; may perform coordinative functions with local governmental jurisdictions on equivalent compliance ordinances; travels as needed to accomplish the operational goals and objectives of the agency.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a working supervisor of unit intake activities, gives direction and guidance to intake workers; responsible for job assignments, training of new employees, and performance evaluation of subordinate personnel; maintains a case load of intake complaints and assists with investigations as time permits.
2. Assists lower level investigators with difficult investigations or the resolution of unusual problems; assists in training new employees; acts as supervisor in supervisor's absence; carries a case load of moderately difficult to difficult charges to be investigated, performing the usual duties of an investigator.
3. As an advanced specialist, investigates cases of advanced complexity and /or sensitivity; carries a case load of employment, housing, credit and public accommodations discrimination or sexual harassment in education charges of varying difficulty; maintains a caseload of a mixture of charges; performs investigations of cases according to accepted methods and develops or revises techniques and methods of investigations for problems not previously encountered; acts as a leader or trainer of coworkers in developing proficiency in new or revised techniques or methods; may act as liaison to local governmental jurisdictions with human rights discrimination ordinances to facilitate and coordinate dual enforcement.
4. Collects information by interviewing and assessing recorded material; generates or directs the generation of requisite reports; conducts on-site visits and holds informal hearings or conferences.
5. Performs analysis of cases and makes recommended decisions based upon the disposition of cases; prepares reports on cases for administrative review.

HUMAN RIGHTS INVESTIGATOR III (continued)

6. Negotiates settlements during the process of investigation, if both parties in a dispute agree to conciliation.
7. Serves as a resource to explain and interpret the Human Rights Act rules, regulations and investigative procedures to other governmental, school, community or agencies as needed.
8. Participates in continuing training and education opportunities to develop professional skills and knowledge of the philosophy, procedures, rules and regulations of the agency.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college, preferably with coursework in business, public, or personnel administration, or social sciences.

Requires one year of professional experience as a Human Rights Investigator II.

Knowledges, Skills and Abilities

Requires thorough knowledge of human rights issues.

Requires thorough knowledge of the methods and techniques of performing investigations and caseload management.

Requires ability to communicate effectively both orally and in writing.

Requires ability to direct the activities of coworkers.

Requires ability to perform difficult analysis of information and make recommended decisions.

Requires ability to interpret and apply the Human Rights Act in discrimination cases.

Requires ability to use a personal computer and electronic word processing software to record and organize data.

Requires ability to maintain accurate, complete and correct records as required by law.

Requires ability to develop and maintain cooperative relationships with management, staff, respondents, government representatives and the general public.

Requires physical, visual and auditory abilities necessary to carry out assigned duties.

Requires possession of a valid appropriate driver's license and the ability to travel.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a language other than English at a colloquial skill level to perform the duties of the position. Some positions may require candidates to possess specific effective communication skills such as, but not limited to, Braille, sign language or another form of manual communication.

1. POSITION TITLE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER					
EXISTING POSITION				30015-16-60-230-73-29					
NEW/REVISED POSITION	Adoptions Clerical Associate	29	552	30015-16-60-200-11-29					
Office Associate									
3. AGENCY	4. BUREAU/DIVISION	5. EXEMPT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE			
EXISTING POSITION									
NEW/REVISED POSITION	Children & Family Services	Permanency	0	016	2	R			
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		02-16-21					
NEW/REVISED POSITION	Guardianship & Adoptions								
NEW/REVISED POSITION	Post Adoption Services	Administration							
14. WORK LOCATION	15. BARGAINING/TERM CODE	RUTAN EXEMPT							
EXISTING POSITION									
NEW/REVISED POSITION	Chicago	RC014	N						
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
20%	1. Performs complex, specialized clerical services for Cook County professional Adoptions staff <ul style="list-style-type: none"> • Prepares a variety of complex materials, including, but not limited to, highly technical reports, statistical data/spreadsheets, logs, Department forms, and correspondence • Designs new formats or revises formats • Composes and keyboards varied correspondence and responds to inquiries requiring knowledge of agency rules and procedures, such as billing procedures, payment requirements, and confidentiality and case access rules • Checks for accuracy of keyboarding, spelling, grammar, and punctuation • Exercises independent judgment and a command of legal, medical, and social terminology to review documents such as social histories, court reports, legal documents, and correspondence to proof appropriate use of terms and accuracy of information • As back-up, responds to and enters contact notes in the toll-free phone bank system • Certifies documents as a notary public 								
20%	2. Answers incoming phone calls and greets visitors <ul style="list-style-type: none"> • Screens visitors/callers to determine nature of request • Interviews caller to gather needed information to assess situation • Refers caller to appropriate source such as intake worker, another public agency, or a community interest group • Interprets agency services and procedures to the public 								

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
20%	<ul style="list-style-type: none"> • Schedules and cancels appointments for staff • Receives incoming mail and distributes to appropriate staff, which requires accessing tickler files (manual or automated) to determine appropriate distribution • Prepares outgoing correspondence for mailing <p>3. Establishes and maintains subsidy related files/documents and maintains tickler files (computerized or manual) to monitor case status, indicating timeframes</p> <ul style="list-style-type: none"> • Maintains itineraries of assigned staff • Enters information in terminal from MARS/CYCIS systems, including activity travel, Unusual Incident Reports, and AFCARS • Retrieves, adds, changes, and deletes information, as appropriate • Operates a copy machine to make copies
10%	<p>4. Keyboards travel vouchers from handwritten materials</p> <ul style="list-style-type: none"> • Calculates and reviews vouchers to ensure accuracy and returns to workers for review and signature • Maintains file copy of unit vouchers and forwards for payment processing • Completes information necessary to prepare travel vouchers for assigned staff • Computes mileage and allowable per diem expenses • Performs timekeeping functions as requested
10%	<p>5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms.</p>
5%	<p>6. Provides clerical office support as a secretary to the team supervisors and professional staff</p> <ul style="list-style-type: none"> • Makes travel and meeting arrangements for team members • Follows oral and written instruction, gaining experience and knowledge in applying evolving automated office equipment and technology to complete tasks
5%	<p>7. Serves as timekeeper</p> <ul style="list-style-type: none"> • Records benefit time use • Completes monthly timekeeping reports • Adjusts timekeeping records with central office • Responds to inquiries relating to timekeeping issues • Serves as liaison with Payroll Unit with regard to timekeeping issues
5%	<p>8. Orients professional and other clerical staff regarding Departmental rules and office procedures</p> <ul style="list-style-type: none"> • Attends and provides input into team meetings • Maintains inventory and orders supplies and forms
5%	<p>9. Performs other duties as required or assigned which are reasonably 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>Public Service Administrator 37015-16-60-200-10-01</p>	<p><u>WORKING TITLE (IF ANY)</u> Statewide Post Adoption Services Manager</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 completion of high school
2. Requires 2 years of office experience
3. Requires ability to keyboard accurately at 45 wpm
4. Requires working knowledge of legal, social, and medical terminology

30015-16-60-200-11-29

20. CONDITIONS OF EMPLOYMENT

1. Requires ability to pass a background check
2. Requires ability to speak and write Spanish at a colloquial skill level
3. Requires licensure as a notary public

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 Illinois Department of Children and Family Services is seeking an organized, professional, and energetic individual to serve as Adoptions Clerical Associate. Under direction, this position will perform complex, specialized clerical services for Cook County professional Adoptions staff, including answering phones, greeting visitors, and maintaining files. This position provides a great opportunity for someone who is detail oriented and interested in playing a supporting role in the Department's adoptions operations. DCFS offers a competitive compensation plan, excellent benefits, and a pension program. The ideal candidate for this position will have excellent organizational skills and strong communication skills. We invite you to join our innovative team to help make a positive difference in the lives of the children and families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

DCFS is deeply committed to the welfare and protection of children. Our goal is to protect children by strengthening and supporting families. In every effort, from receiving hotline calls to reaching family reunification or foster care and adoption, children and families are our focus.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
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<i>Janet Jocke</i> 3/31/21	<i>STORVICK</i> 4/1/21	<i>Marc D. Smith</i>	3-31-21
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BY: [Stamp: MAR 02 2021]

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

OFFICE SPECIALIST

POSITION CODE: 30080
Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs complex, specialized paraprofessional or technical functions requiring substantial originality, responsibility and technical knowledge and understanding of the agency program and/or applications; presents complex ideas in a clear and concise manner, explains rules, regulations and procedures and makes decisions concerning unusual or unique situations or problems based on general guidelines or previous decisions where interpretation and judgment is inherent in work performed; may serve as a designated lead worker of office support staff involved in complex, specialized clerical and paraprofessional/technical work or a large group of office support staff involved in difficult and responsible clerical work.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a paraprofessional, assists in a regulating, monitoring and controlling program or client service program provided by the agency; performs a variety of paraprofessional duties in the flow and processing of information and/or documents concerning a program area; acts as a liaison between vendors, direct service providers, clients or the general public in resolving discrepancies, responding to inquiries and explaining procedures, rules and/or services of the program; gathers information and prepares documents or reports on program activity, compliance, etc.; receives and evaluates documents, licenses, permits or contractual agreements to determine acceptability or conformance to eligibility requirements according to rules and regulations, statutes, program policy and procedures; may certify documents signed by others with public notary seal; prepares letters, audits, etc., to obtain additional information or initiate noncompliance activities; develops evaluating and monitoring procedures for program area.
2. Functions as a computer system coordinator; monitors system activity; resolves technical word processing program issues or problems; performs the full range of system coordinator activities, e.g., system back-up procedures, space allocation, creating and maintaining libraries and glossaries, formatting disks; maintains system security measures including operator identification numbers and passwords; assures profiles are current; performs minor repairs or contacts vendors; trains new personnel and provides guidance in computer system operation and program application; updates system users in new system and office procedures; develops training manuals.
3. Serves as a designated lead worker of lower level support staff engaged in complex, specialized clerical and paraprofessional/technical work; exercises limited supervisory responsibility; provides training, develops training manuals and provides on-going consultation and guidance on office practices and procedures; keeps support staff up-to-date on policy and procedure changes; screens incoming work and sets priorities in order to maintain a smooth flow of work assignments; monitors projects for completion by due date; maintains and prepares reports on unit work activities; monitors work performance and advises the supervisor concerning performance of assigned staff.

OFFICE SPECIALIST (Continued)

4. Develops complex, multi-program (database, spreadsheet and word processing) record and report applications requiring an extensive understanding of the application programs or procedural command languages; reviews data job in order to design spreadsheets, database and/or word processing systems/applications to generate documents and reports; develops complex macros and writes standard query language commands for spreadsheet or database manipulation; tests applications for accuracy and reliability; performs back-up procedures to ensure data is maintained in database; confers with and receives advice from technical staff in developing highly complex automated procedures and program applications.
5. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college and one year of office experience, or completion of high school and three years of office experience, or three years of independent business experience.

Qualifying state employees, in the employee Upward Mobility Program, may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this classification.

Knowledge, Skills and Abilities

Requires extensive knowledge of office practices and procedures.

Requires extensive knowledge of composition, grammar, spelling and punctuation.

Requires extensive knowledge of arithmetic computations.

Requires extensive knowledge of the logic of computer language/programs.

Requires extensive knowledge of manual and automated office equipment.

Requires working knowledge of agency programs, rules and regulations.

Requires ability to instruct, guide and train others.

Requires ability to establish and develop written instructions and procedures.

May require licensure as a notary public.

May require possession of an appropriate valid driver's license.

May require skill in keyboarding accurately.

May require skill in taking and transcribing dictation accurately.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION									
NEW/REVISED POSITION									
Paralegal Assistant		Juvenile Court Paralegal		29	SS		30860-16-03-200-51-99		
3. AGENCY			4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION									
NEW/REVISED POSITION									
Children & Family Services			Legal Services		0	016	2	R	
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 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			06-16-22	
NEW/REVISED POSITION									
Regional Counsel			Cook County						
14. WORK LOCATION			15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION									
NEW/REVISED POSITION									
Chicago			RC062		N				
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
% OF TIME									
20%	1. Serves as Juvenile Court Paralegal <ul style="list-style-type: none"> Conducts legal research and writes/prepares legal memoranda, legal opinions, or other documents as assigned by and under the direct supervision of a licensed attorney, who reviews and approves all products Assumes no independent responsibility for the legal validity of work performed 								
20%	2. Attends court hearings as directed <ul style="list-style-type: none"> Prepares case notes, places court orders in legal files, and provides assistance in advancing the hearing as assigned Travels to various locations in the performance of duties 								
10%	3. Reviews all files on call sheet to ensure that files have been received <ul style="list-style-type: none"> Separates courtroom files from hearing officer files Creates duplicate files for missing files Retrieves service plans from the distribution unit Reviews files to ensure placement of service plans in appropriate file Checks to ensure that reminder system is entered for their respective calendars at least four days in advance Forwards copies of call sheet to calendar attorneys and appropriate staff at least one day in advance 								

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
10%	4. Performs special projects and prepares statistical or other reports	
10%	5. Receives and processes all subpoenas received by staff; arranges for production of records or attendance of worker <ul style="list-style-type: none"> ▪ Consults with licensed attorneys regarding motions to quash 	
10%	6. Obtains legal materials upon request of staff attorneys, either from law libraries or from other Department offices	
10%	7. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms	
5%	8. Under the direction of staff attorneys, files court documents and serves legal papers	
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above	
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
		WORKING TITLE (IF ANY)
Public Service Administrator 37015-16-03-200-50-01		Supervisory Regional Counsel
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker		
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.		
<u>Minimum Qualifications</u>		
<ol style="list-style-type: none"> 1. Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in such areas as legal, pre-legal, English, statistics or directly related coursework 2. Requires ability to speak and write Spanish at a colloquial skill level 		
<u>Preferred Qualifications (In Order of Significance)</u>		
<ol style="list-style-type: none"> 1. 1 year of experience in a law office or legal area of a public or business organization applying working knowledge of precedent cases, writing style format, and vocabulary appropriate to the legal profession 2. 2 years of experience in a public or business organization utilizing the ability to write in a clear and concise manner 3. 2 years of experience in a public or business organization applying the ability to organize and present statistical data 		

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.

20. CONDITIONS OF EMPLOYMENT

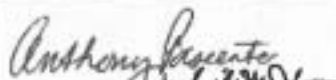
1. Requires the ability to pass a background check
2. Requires ability to travel

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 Illinois Department of Children and Family Services is seeking an organized, professional, and results oriented individual to serve as Juvenile Court Paralegal. Under direct supervision of a licensed attorney, this position will conduct legal research and write/prepare legal memoranda, legal opinions, or other documents as assigned by and under the direct supervision of a licensed attorney. The position will attend court hearings as directed and prepare case notes. The position will review all files on call sheet to ensure that files have been received and separate courtroom files from hearing officer files. The position will also perform special projects and receive and process subpoenas. This position will utilize Spanish speaking skills in the performance of duties. This position is a great opportunity for anyone who would like to use their paralegal skills to benefit child welfare services. DCFS offers a competitive compensation plan, excellent benefits, and a pension program. The ideal candidate for this position will have excellent legal and organizational skills and strong leadership capabilities. We invite all qualified applicants to apply to join our innovative team to help make a difference in the lives of children and families.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

DCFS is deeply committed to the welfare and protection of children. Our goal is to protect children by strengthening and supporting families. In every effort, from receiving hotline calls to reaching family reunification or foster care and adoption, children and families are our focus. The Office of Legal Services works in a supportive capacity to ensure Departmental adherence to all applicable laws, statutes, regulations, and court orders.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 8/12/2022		Marc D. Smith By Doug Mathis	07-28-22



1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION		Child Protection Investigations Team Supervisor		29	SS6	37015-16-82-310-10-99		
3. AGENCY		4. BUREAU/DIVISION		5. EXMY CODE	6. WORK COUNTY	7. AV AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Northern Region Child Protection		0	045	1	R	N
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input checked="" type="checkbox"/> MA021 ESTABLISH		10-01-23		
NEW/REVISED POSITION		Operations		Child Protection/Investigations		<input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MCD24 POSITION NUMBER CHANGE <input type="checkbox"/> MCD26 CLARIFY <input type="checkbox"/> MCD27 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MCD28 WORK COUNTY CHANGE <input type="checkbox"/> MCD21 ABOLISH <input type="checkbox"/> MCL49 DOWNWARD REALLOCATION <input type="checkbox"/> MCL50 LATERAL REALLOCATION <input type="checkbox"/> MCL58 UPWARD REALLOCATION		
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		Aurora		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
20%	1. Serves as Child Protection Investigations Team Supervisor <ul style="list-style-type: none"> Plans, supervises, reviews, and coordinates the activities of a team of professional investigators engaged in conducting child abuse/neglect investigations Provides technical direction and guidance on child abuse/neglect investigations Meets weekly with staff to discuss specific reports Monitors progress in meeting procedural timeframes Establishes and implements a system for ensuring clinical staffing of reports Explains, monitors, and enforces compliance with the provisions of all applicable state or federal laws and Department rules and procedures Develops, implements, and enforces team specific operational procedures Makes critical decisions on case related activities Provides after hours supervisory coverage Drives to various locations throughout the state to attend meetings and conferences 							
20%	2. Serves as working supervisor <ul style="list-style-type: none"> Assigns and reviews work Provides guidance and training to assigned staff Counsels staff regarding work performance Reassigns staff to meet day-to-day operating needs Establishes annual goals and objectives Approves/disapproves time off requests 							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
15%	<ul style="list-style-type: none"> • Prepares and signs performance evaluations <p>3. Establishes and implements a team-based program of staff development and training for subordinate staff</p> <ul style="list-style-type: none"> • Monitors to ensure staff attend Department-sponsored training sessions • Conducts an annual assessment of the training needs of subordinate staff, both on an individual and collective basis • Evaluates group and individual effectiveness, independently acting to improve both • Devises and implements revised methods and procedures for appropriate case control • Provides input to management in use of volunteers, students, and other resources available to the team • Arranges and conducts orientation and training programs for staff development • Teaches social work principles, work methods, and procedures • Provides on-the-job learning experience for staff
10%	<p>4. Establishes and maintains effective linkages with community organizations, including hospitals, law enforcement, schools, and social service agencies, to enhance child welfare and protective services through operational partnerships</p> <ul style="list-style-type: none"> • Maintains regular communication with Department stakeholders • Verifies that investigative staff are aware of community providers and how to access provider services for clients • Manages and supervises the process of referral of cases to specialty areas such as Norman, child welfare nurse specialists, educational liaison, etc.
10%	<p>5. Explains and enforces agency policies, procedures, state and area statutes, and requirements</p> <ul style="list-style-type: none"> • Reviews recommended and/or newly enacted policies and procedures, providing input and discussing effects of such action with Administrators • Monitors to ensure team is functioning as a Local Quality Improvement team and that a Local Quality Unit binder including minutes, action plans, agendas, etc. is maintained • Monitors to ensure that the team participates fully in all Regional Quality Council requirements • Monitors to ensure staff organization and arrangement of all case files in AP5 order • Monitors to ensure case confidentiality
10%	<p>6. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the completion of forms</p>
5%	<p>7. Serves as liaison with permanency staff to coordinate and facilitate efficient and effective case handoff and client services</p> <ul style="list-style-type: none"> • Coordinates general field service and work efforts among child protection and placement staff, including joint staff efforts, physical plant issues, space for staff, personnel issues, telecommunications, equipment, etc.
5%	<p>8. Provides input into quality assurance activities</p> <ul style="list-style-type: none"> • Reviews various reports on quality assurance and other issues and makes recommendations to administrative staff • Provides ongoing operational reports to management upon request
5%	<p>9. Performs other duties as required or assigned 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)
Senior Public Service Administrator 40070-16-82-300-00-01	Area Administrator

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
Child Protection Adv Specialist	07161-16-82-310-11-01	1
Child Protection Adv Specialist	07161-16-82-310-11-99	1
Child Protection Specialist	07163-16-82-310-11-01	4
Child Protection Specialist	07163-16-82-310-11-99	1
Office Associate	30015-16-82-310-11-29	1

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

Minimum Qualifications

1. Requires a master's degree in social work or a related human services field from a recognized college or university
2. Requires three years of progressively responsible administrative child welfare experience with an MSW OR four years of progressively responsible administrative child welfare experience with a master's degree in a related human services field
3. Requires ability to speak and write Spanish at a colloquial skill level

Specialized Skills:

Of the previously noted years of experience, requires that the experience include at least 2 years in the administration of child protection/investigations.

Preferred Qualifications (In Order of Significance)

N/A

20. CONDITIONS OF EMPLOYMENT

1. Requires ability to pass a background check.
2. Requires ability to travel in the performance of duties. Requires appropriate, valid driver's license.
3. 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 Illinois Department of Children and Family Services is seeking an organized, professional, and energetic individual to serve as Child Protection Investigations Team Supervisor. Under administrative direction, this position will plan, review, and coordinate the activities of a team of professional investigators engaged in conducting child abuse/neglect investigations. The position will make critical decisions on case related activities and provide after hours supervisory coverage, while also utilizing Spanish speaking skills in the performance of duties. This position provides a great opportunity for someone who is passionate about children and interested in providing leadership of a team of child protection professionals focused on keeping children safe. DCFS offers a competitive compensation plan, excellent benefits, and a pension program. The ideal candidate for this position will have excellent organizational skills and strong leadership capabilities. We invite you to join our innovative team to help make a positive difference in the lives of the children and families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

DCFS is deeply committed to the welfare and protection of children. Our goal is to protect children by strengthening and supporting families. In every effort, from receiving hotline calls to reaching family reunification or foster care and adoption, children and families are our focus.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Raven DeVauxghn by Debra Short 11/1/23</i>		<i>Marc D. Smith By Doug Mathis</i>	09-28-23

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PUBLIC SERVICE ADMINISTRATOR

POSITION CODE: 37015
Effective: 10-1-02

DISTINGUISHING FEATURES OF WORK:

The Public Service Administrator is designed for a broad band of middle management positions located in agencies, boards, and commissions and subject to the Civil Service Code. Positions allocated to this class serve as policy implementing officials and/or have considerable administrative responsibilities that are managerial, supervisory, or confidential in nature.

Key management functions of Public Service Administrators require the exercise of discretion in controlling or directing the organization's supportive program and determining the judicious use of means to accomplish an end. Such positions are charged with responsibility to direct the effectuation of management policies. Decisions made may significantly affect the agency's policies or its fundamental methods. Whether serving in a staff or line capacity, the Public Service Administrator's position responsibilities are inseparable from the interests of the employer.

Common to all positions in this class is the management nature of work. Public Service Administrator positions are frequently full line supervisors. Full line supervisors are principally engaged in work that is substantially different from the subordinate staff and exercise independent judgment in carrying out or effectively recommending authorities to hire, transfer, suspend, lay off, recall, promote, discharge, direct, reward, or discipline employees, or to adjust grievances. Other Public Service Administrator positions may act in a confidential labor relations capacity by assisting or serving as an agency's labor relations manager, or by having authorized access to information concerning the review or implementation of the employer's collective bargaining policies. Others are administrators or assist higher level managers. It is not the presence or absence of full line supervisory authority but rather the inherent decisions and commitments that distinguishes the job as management.

The Public Service Administrator class encompasses those jobs where the scope of the operation and associated administrative and managerial duties is not as great as that of the Senior Public Service Administrator but where work performed is higher than that of first level management positions. To determine whether allocation to this class is appropriate, a comparative analysis with related positions should be conducted. Excluded from this class are senior management positions serving either as policy makers or administrators of major agency programs, positions encompassed by other existing classes within the Classification Plan, as well as those subject to the provisions of collective bargaining contracts.

PUBLIC SERVICE ADMINISTRATOR (Continued)**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Organizes, plans, executes, controls, and evaluates the operation of a supportive program; implements policy for the total management process of the supportive agency program; plans for the effective and efficient utilization of program resources and organizes the goals and objectives of the supportive program; confers with management on the integration of program function activities to resolve administrative problems and program function improvements; performs the major controlling impact on the outputs of the program activities; implements studies of program evaluation; establishes priorities among assignments, establishes times of completion and quantity and quality of work products and services; monitors output in order to ensure adequate work flow; provides for employee motivation and development; identifies and discusses program projects, problems and issues; meets with representatives of other agencies to discuss inter-agency issues or with representatives of other governmental jurisdictions and outside parties.
2. As a line or staff assistant to a higher level manager, performs highly responsible functions coordinating and assisting with the direction of several large agency wide programs; develops and maintains ongoing communications with private and public organizations, officials of other agencies, or officials of other states and the federal government; with delegated authority speaks for the higher level manager to commit operational programs to specific courses of action; plans, directs, and conducts extensive and complex research or administrative studies of specific phases of division operations; drafts proposed bills, amendments, resolutions, procedures, rules, and regulations; makes or coordinates difficult and involved field investigations of law violations and claims.
3. Implements and evaluates policies and procedures affecting casework and investigative decisions; establishes local operating policies, practices and procedures; identifies and evaluates the utilization of available community resources; works with regional managers of supportive service programs to integrate services within assigned geographic area through contacts with officials at all levels of government, private and volunteer agencies; establishes and maintains effective public relations for the department, advisory councils, and civic organizations; manages and directs field office team operations and assures adequate staff coverage; monitors expenditures; directs and requisitions the procurement and maintenance of office equipment and supplies; assembles information for office space negotiations, dealing with vendors on subsequent problems with adequacy of facilities.

PUBLIC SERVICE ADMINISTRATOR (Continued)

4. Supervises subordinate correctional facility officers; assigns them to posts of duty; makes rounds and assures that subordinates are on duty and properly attentive to their duties; prescribes disciplinary measures; prepares incident and activity reports; investigates complaints of violation of rules; recommends disciplinary action and conducts hearings involving standards of behavior.
5. Supervises professional nurse personnel in providing care for recipients; prepares work assignments of subordinate staff; changes or revises staff assignments to assure adequate staff coverage according to patient load or employee absenteeism; reviews and approves requests for time off from work; monitors and evaluates the performance of assigned staff; prepares periodic individual performance ratings; provides constructive criticism and demonstrates proper care techniques.
6. Performs complex accounting and auditing work involving supervision of professional and subprofessional staff engaged in maintaining a complex, accounting subsystem involving general departmental funds or grants; prepares or supervises the preparation of complex statements and reports; examines, reconciles and analyzes complex statements and reports; provides advice on complex accounting problems and on the implementation of new procedures and programs; reviews and recommends changes in the complex accounting system.
7. Manages a small section of systems analysts and/or programmer analysts engaged in performing a full range of systems analysis functions ranging from design and development to maintenance and enhancements of systems; plans work schedules and sequences of operations to assure an even flow and distribution of work, the expeditious handling of priority cases and the meeting of schedules and deadlines; evaluates need and makes recommendations concerning the maintenance or replacement of equipment and the maintenance and safety of the operations area.
8. Plans, assigns, supervises and reviews the activities of staff engaged in the review, analysis, and auditing of various entities; makes pre-audit evaluations to establish scope and procedures to be employed; ascertains nature of systems to determine means of verification, appropriate test periods and extent of test checking; may make initial contact with entities to discuss purpose and objectives of audit, and explain standard techniques utilized; appears at hearings as agency witness and testifies as to the accuracy and propriety of reports; acts as a consultant in pre-hearing conferences and during hearings, providing information, regarding adequacy and correctness of data and procedures used.

PUBLIC SERVICE ADMINISTRATOR (Continued)

9. Directs a local office operation in a major metropolitan area of the State; through intermediate supervisors ensures the provision of services to a large and diverse client population with diverse socio-economic backgrounds; develops and directs the implementation of intra-office operating procedures to facilitate work flow in client reception and/or registration, record processing and maintenance, data and information collection and dissemination; based upon analysis of community needs, establishes long range annual, and interim goals and objectives and action plans for delivery of services to eligible clients in the office service area; develops and implements the annual program and budget plan for the office; conducts frequent regular reviews of service, budget and performance indicators in comparison to office goals and standards; identifies problem areas and initiates corrective action when appropriate.
10. Maintains liaison with a variety of organizations that may be able to supply funds, training and technical assistance in particular areas; monitors budgetary expenditures by program area; assists in the budgetary process by developing program narratives and justifications; reviews and approves expenditures of funds authorized; prepares a variety of materials designed to explain and interpret a specific or linking program; speaks before various groups to explain and interpret program philosophy and requirements; develops and utilizes professional channels of communication with state, federal and other agencies.
11. Plans, coordinates and implements site activities and development programs compatible with the natural and/or cultural resource base; reviews, analyzes, and incorporates proposals of natural and cultural resource specialists and others both within and outside the agency concerning short and long range plans; supervises and conducts research related to restoration, interpretation, and development; responds to oral and written inquiries concerning available programs and departmental policies; appears at public hearings as required; explains agency policies and rules and regulations to visitors and assures compliance with same.
12. Supervises subordinate staff, plans the work to be accomplished, sets priorities, assigns work according to individual subordinate's abilities, evaluates work performance, hears and resolves first level grievances; reviews the technical and scientific information to be used in regard to a particular case; serves as an expert witness in hearings or court cases; performs tests, evaluations, development, and improvement of techniques used.

PUBLIC SERVICE ADMINISTRATOR (Continued)

13. As a field office supervisor or advanced generalist, reviews all disciplinary actions proposed by agency management for appropriateness and compliance with Rules and other affecting regulations; solicits legal opinions as required and other counsel as pertain to Personnel Rules, regulations, policies and furnishes pertinent information to central departmental staff for consideration; evaluates proposals for employee or labor relations policies, rules and regulations in accord with contracts and/or pertinent statute; reviews all labor legislation and impacting secondary and tertiary employee and/or labor legislation; evaluates content of legislation and prepares position statements.
14. Directs, implements, coordinates, and supervises program activities of field counselors, university coordinators, and other staff of a large area agency field office providing services to clients; assists regional administrator in organizing, directing, and supervising programs pertaining to area of specialty.
15. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration; specific requirements vary by position and relate to the position's duties and responsibilities as defined by the agency of employment and as approved by the Director of the Department of Central Management Services or his/her designee.

Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization; specific requirements vary according to the position's duties and functions assigned by the agency and as approved by the Director of the Department of Central Management Services or his/her designee.

Knowledges, Skills and Abilities

Requires extensive knowledge of public and business administration, principles and practices.

Requires extensive knowledge of agency programs and service objectives, activities and operational systems.

Requires extensive knowledge of staff utilization and employee motivation.

Requires extensive knowledge of labor and employment development.

Requires extensive knowledge of agency policies and procedures.

PUBLIC SERVICE ADMINISTRATOR (Continued)

Requires ability to develop and manage a supportive agency program.

Requires ability to analyze administrative problems and adopt an effective course of action.

Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.

Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and services.

Requires ability to develop and maintain cooperative working relationships.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SENIOR PUBLIC SERVICE ADMINISTRATOR

POSITION CODE: 40070
Effective: 10-1-02

INTRODUCTION:

The Senior Public Service Administrator encompasses a broad band of senior state management positions in agencies, boards, and commissions with a level of responsibility at least equivalent to a major program manager's and subject to the provisions of the Civil Service Code. Incumbents of this class either serve as policy-making officials or have major administrative responsibilities. As a policy-making official, an incumbent reports directly to the director or assistant director of the agency and participates in determining policy which fixes objectives or states the principles to control action toward operating objectives or toward the conduct of one or more administrative units immediately subordinate to the director or assistant director, or participates in planning and programming agency activities mandated by legislation or the agency's director or assistant director. Positions serving as deputy directors or staff assistants to directors or assistant directors are also included in this class. Such positions with major administrative responsibilities direct programs defined by statute, agency, board, or commission policy; or are responsible for the execution of policies or operating objectives in one or more operating units; or participate in the integrating of plans and projections of related organizational units, scheduling projected work programs, and encompassing, on a regular basis, questions of allocation and determination of resources, program definition, interpretation and implementation, and accountability.

Specifically excluded from this class are wholly professional positions which neither serve as policy-makers nor have major administrative responsibilities. Also excluded are positions subject to the provisions of collective bargaining contracts and positions encompassed by other, existing classes within the Classification Plan.

SENIOR PUBLIC SERVICE ADMINISTRATOR (Continued)**DISTINGUISHING FEATURES OF WORK:**

Subject to management approval, plans, develops, organizes, controls, and manages a major program; or develops, recommends, and implements policies and procedures pertaining to the program area, develops and maintains ongoing communications with private and public organizations, officials of other departments, members of the legislature, officials of other states, and the federal government.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Directs, coordinates, and reviews the activities of operational and program personnel through subordinate managers; reviews, modifies and implements existing program objectives or develops new program objectives; acts authoritatively on policy-making issues impacting agency management and statewide agency operations; develops long range plans for the agency and monitors progress toward accomplishment of the goals and objectives of the agency.
2. As a registered engineer, plans, organizes, coordinates, and reviews the work of a large engineering and technical field staff engaged in conducting field investigations and inspections and monitoring activities, the development and dissemination of information and data to various local governmental and private agencies, and the preparation of technical reports and papers.
3. Plans, develops, administers and coordinates a complex social service (facility based or community) program by reviewing and evaluating agency programs, policies and management practices, and directs changes in operations as deemed necessary; directs and participates in research and reporting activities of programs and services; directs the development, review and analysis of legislation required for the improvement of current agency programs and services, and the development of new programs.

SENIOR PUBLIC SERVICE ADMINISTRATOR (Continued)

4. Plans and coordinates a network of systems and services on a departmental, multi-agency or regional basis; directs and coordinates the design and management of administrative services to meet the needs of user agencies.
5. Performs highly complex and specialized studies; prepares interpretations of findings, translates findings into proper form usable by other professional personnel in the agency; establishes and maintains working relationships with federal, state and local officials, and civic leaders on various matters involving program area.
6. Directs program budget preparation and controls appropriation of expenditures; reviews current agency programs to define areas requiring increases in appropriations for program expansion; makes program and policy recommendations.
7. Reviews all administrative rules and related laws; researches, develops, and writes proposals affecting changes in statutes and administrative rules; conducts and coordinates investigations; supervises and reviews the activities of professional staff engaged in conducting investigations.
8. Establishes policies utilized in implementation and maintenance of programs; confers with the Director and administrative staff on feasibility of recommended policies; interprets new legislation and administrative policies and procedures.
9. Plans, develops, and implements methods, systems, investigation techniques, and examination procedures designed to effectively monitor and regulate the industry program for which the position has principal accountability; provides for the development of revisions of policies, rules, regulations and procedures.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

SENIOR PUBLIC SERVICE ADMINISTRATOR (Continued)**DESIRABLE REQUIREMENTS:****Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years of college; specific requirements vary by position and relate to the position's duties and responsibilities as defined by the agency of employment and as approved by the Director of the Department of Central Management Services or his/her designee.

Requires prior experience equivalent to four years of progressively responsible administrative experience in a public or business organization; specific requirements vary according to the position's duties and functions assigned by the agency and as approved by the Director of the Department of Central Management Services or his/her designee.

Knowledges, Skills and Abilities

Requires thorough knowledge of public and business administration, principles and practices.

Requires thorough knowledge of agency programs and service objectives, activities and operational systems.

Requires thorough knowledge of staff utilization and employee motivation.

Requires thorough knowledge of labor and employment development.

Requires extensive knowledge of agency policies and procedures.

Requires ability to develop and manage a major agency program.

Requires ability to analyze administrative programs and adopt an effective course of action.

Requires ability to develop, install, and evaluate new and revised methods, procedures and performance standards.

Requires ability to exercise judgment and discretion in developing, implementing, and interpreting departmental policies and procedures.

Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies, and services.

Requires ability to develop and maintain cooperative working relationships.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER		
EXISTING POSITION						41313-16-64-300-22-99		
NEW/REVISED POSITION						41313-16-64-600-12-99		
Social Service Program Planner III		Regional Contract Analyst		29	SS			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. A/DIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Children & Family Services		Contract Administration		0	016	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION						11-01-22		
Cook County Contracts		Administration						
NEW/REVISED POSITION								
Cook/Northern Regional Contract Administration		Cook County Contracts						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT	<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			
EXISTING POSITION								
NEW/REVISED POSITION								
Chicago		RC062		N				
% OF TIME		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS						
20%	1. Serves as Regional Contract Analyst <ul style="list-style-type: none"> Coordinates, plans, negotiates, interprets, and monitors purchase of service contracts in accordance with Department policy within the assigned region Collaborates with Department staff in developing needs assessment and in the development of program plans for integration in purchase of service contracts and monitoring Provides technical assistance and clarification of rules, policies and procedures to vendors/providers, Department staff, and others to assist them in adhering to the terms of the contract Recommends and reviews methods, policies, and procedures to prevent program overlap and duplication, to ensure adequacy of program coverage, and to promote efficient utilization of resources and services in the best interest of the Department Drives to various locations in the performance of duties 							
20%	2. Conducts monitoring reviews of assigned vendors/providers to ensure compliance with contract and program plan <ul style="list-style-type: none"> Reviews billing summaries to ensure that vendors/providers are complying with terms of contract, including services provided, number and appropriateness of clients served, propriety of service, and contracted amounts Notifies Regional Contracts Administrator, Department regional staff, and vendors of discrepancies 							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
	<ul style="list-style-type: none"> • Monitors requests for exceptions to contract program plan for additional services and/or funding and recommends approval/denial to Regional Contracts Administrator 	
20%	3. Through the use of Department systems, prepares written reports of reviews conducted and performs necessary data entry functions in Contracts databases related to on-going evaluation and tracking of compliance and expenditures <ul style="list-style-type: none"> • Manages appropriation accounts for assigned contracts • Prepares reports as assigned • Works collaboratively with the region to share information and eligibility requirements for utilization of programs housed in the Office of Contract Administration 	
10%	4. Maintains systems of data collection to ensure that vendor/provider contractual billing, quarterly reports, annual audits, and narrative reports are submitted to the region within timeframes indicated in the program plan <ul style="list-style-type: none"> • Contacts and corresponds with vendors/providers regarding delinquent, incomplete, and inaccurate bills, grant based budgets, reports and responses to corrective action and/or performance improvement plans 	
10%	5. Completes abstracts for all contracts and amendments for the assigned region as needed <ul style="list-style-type: none"> • Enters data for regional spending plan and annual projections of funding needed • Monitors to ensure adherence to funding and/or funding deficits 	
10%	6. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms	
5%	7. Attends meetings and trainings to develop and maintain an understanding of new state and Department initiatives and ensure effective implementation of those initiatives	
5%	8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above	
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Public Service Administrator 37015-16-64-600-10-01	WORKING TITLE (IF ANY) Regional Contracts Administrator	
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker		
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.		
<u>Minimum Qualifications</u>		

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

1. Requires knowledge, skill, and mental development equivalent to the completion of a master's degree
2. Requires one year of progressively responsible professional experience in community organization, social service work, or in program planning and development
3. Requires ability to speak and write Spanish at a colloquial skill level

Specialized Skills

Of the previously noted year of experience, requires that the experience include one year of experience in contract budget analysis and one year of experience in the use of Excel, Access, and accounting systems

Preferred Qualifications (In Order of Significance)

1. 1 year of experience in contract budget analysis in a public or business organization
2. 1 year of experience utilizing Excel, Access, and accounting systems in a public or business organization
3. 2 years of experience in a professional setting applying thorough knowledge of the program objectives of agencies developing social policy
4. 2 years of experience in a professional setting applying extensive knowledge of the structure, organization, and methods of social welfare institutions
5. 2 years of experience in a professional setting applying technical ability to analyze and evaluate programs and procedures
6. 2 years of experience in a professional setting applying the ability to verify that program operations comply with all rules, regulations, policies, and procedures
7. 2 years of experience in a professional setting applying the ability to effectively communicate ideas in written and oral form

20. CONDITIONS OF EMPLOYMENT

1. Requires ability to pass a background check
2. Requires ability to travel and possession of a valid driver's license

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 Illinois Department of Children and Family Services is seeking an organized, professional, and energetic individual to serve as Regional Contract Analyst. Under general direction, this position will coordinate, plan, negotiate, interpret, and monitor purchase of service contracts in accordance with Department policy within the assigned region. The position will collaborate with Department staff in developing needs assessment and in the development of program plans for integration in purchase of service contracts and monitoring. The position will conduct monitoring reviews of assigned vendors/providers to ensure compliance with contract and program plan and will utilize Spanish speaking skills in the performance of duties. This position provides a great opportunity for someone who is detail oriented and focused on ensuring the Department receives the greatest value for its contract dollars. DCFS offers a competitive compensation plan, excellent benefits, and a pension program. The ideal candidate for this position will have excellent organizational skills and strong communication capabilities. We invite you to join our innovative team to help make a positive difference in the lives of the children and families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

DCFS is deeply committed to the welfare and protection of children. Our goal is to protect children by strengthening and supporting families. In every effort, from receiving hotline calls to reaching family reunification or foster care and adoption, children and families are our focus.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Anthony Pascente</i> By D. Short 11/29/22		Marc D. Smith By Doug Mathis	11-14-22



1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION		Social Service Program Planner IV		29	SS	41314-16-65-700-31-99		
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AV AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Children & Family Services		0	084	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION						06-16-23		
NEW/REVISED POSITION		Advocacy Office		Administration		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MCD24 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MCD26 CLARIFY <input type="checkbox"/> MCD27 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MCD28 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MCL49 DOWNWARD REALLOCATION <input type="checkbox"/> MCL50 LATERAL REALLOCATION <input type="checkbox"/> MCL58 UPWARD REALLOCATION		
14. WORK LOCATION		15. BARGAINING/TERM CODE		R/UTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		Springfield		RCD62	N			
% OF TIME		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS						
20%		1. Serves as Advocacy Specialist <ul style="list-style-type: none"> Manages case situations which are made directly or referred to the Advocacy Office involving complaints, problems, concerns, questions, requests for service and information, and clarification of laws, policies, and procedures Conducts research Analyzes case situations and develops strategies Designs activities to correct problems and resolve issues Coordinates and interacts with professional staff Makes referrals to the field, regional, and/or central office staff and to other Departments and agencies Independently interprets, articulates, and applies knowledge of applicable laws, Department rules, policies, and procedures to callers and referral sources 						
15%		2. Researches Department policy and prepares necessary information for review by administrative staff <ul style="list-style-type: none"> Coordinates with DCFS and private agency staff to facilitate gathering the appropriate information for requests 						
15%		3. Provides immediate intervention on specific cases that are brought to the attention of the Director's Office from a variety of sources such as high-level administrators, media, legislators, and the Governor's Office						



% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
10%	4. Coordinates and facilitates complaint or problem resolution using statewide resources and contacts that include field, regional, and central office staff in other agencies <ul style="list-style-type: none"> • Directs activities of staff in providing necessary services • Monitors cases to ensure that planned activities occur • Provides information to administrators and executives about recurring or systemic problem areas
10%	5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms
5%	6. Develops and drafts responses for the Administrator's signature for the Governor, Director, Deputy Director, Legislative Office, and other administrative and executive staff
5%	7. Identifies and assesses specific issues requiring the attention of the Inspector General <ul style="list-style-type: none"> • Designs and monitors procedures for referrals on an ongoing basis
5%	8. Collaborates with the Office of Education and Transition Services regarding Youth Advisory Board (YAB) <ul style="list-style-type: none"> • Drives to assigned locations and provides input into monthly YAB meetings, which occur after normal work hours
5%	9. Utilizes interpersonal communication skills with considerable independence <ul style="list-style-type: none"> • Maintains tactful, professional, consistent demeanor during telephone and interpersonal communication
5%	10. Utilizes computer skills to maintain files, research cases, and obtain necessary data to assess and strategize case situations
5%	11. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

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)
Public Service Administrator 37015-16-65-700-30-01	Advocacy Case Supervisor

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 completion of a master's degree
 2. Requires two years of progressively responsible professional experience in community organization, social service work, or in program planning and development
 3. Requires the ability to speak and write Spanish at a colloquial skill level

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.

Preferred Qualifications (In Order of Significance)

1. 2 years of experience analyzing and reviewing case situations in a public or private social welfare agency
2. 2 years of experience conducting an official complaint and problem resolution process in a public or private organization
3. 2 years of experience conducting research in a public or private organization
4. 2 years of experience in a public or private organization utilizing thorough knowledge of the structure, organization, and methods of social welfare institutions
5. 2 years of experience in a public or private organization utilizing advanced technical ability to analyze and evaluate programs and operations

20. CONDITIONS OF EMPLOYMENT

1. Requires ability to travel in the performance of duties. Requires appropriate, valid driver's license.
2. Requires ability to pass a background check.
3. The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

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

The Illinois Department of Children and Family Services is seeking an organized, professional, and results oriented individual to serve as Advocacy Specialist. Subject to management approval, this position will manage case situations which are made directly or referred to the Advocacy Office involving complaints, problems, concerns, questions, requests for service and information, and clarification of laws, policies, and procedures. The position will conduct research and analyze case situations, designing activities to correct problems and resolve issues. This position will also provide immediate intervention on specific cases that are brought to the attention of the Director's Office from a variety of sources. The position will utilize Spanish speaking skills in the performance of duties. This position provides a great opportunity for someone who is interested in working to resolve complaints and problematic issues related to case situations. DCFS offers a competitive compensation plan, excellent benefits, and a pension program. The ideal candidate for this position will have excellent organizational and communication skills, with strong leadership capabilities. We invite you to join our innovative team to help make a positive difference in the lives of the children and families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

DCFS is deeply committed to the welfare and protection of children. Our goal is to protect children by strengthening and supporting families. In every effort, from receiving hotline calls to reaching family reunification or foster care and adoption, children and families are our focus.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Raven DeVaughn by Debra Short 7/13/23</i>		<i>Marc D. Smith By Doug Mathis</i>	07-07-23



1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION		Cook County Regional Counsel		29	SS	45252-16-03-200-11-99		
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A1 AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Office of Legal Services		4d5	016	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MAC01 ESTABLISH <input type="checkbox"/> MAC02 EXEMPT CODE CHANGE <input type="checkbox"/> MCC04 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MCC06 CLARIFY <input type="checkbox"/> MCC07 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MCC08 WORK COUNTY CHANGE <input type="checkbox"/> MD001 ABOLISH <input type="checkbox"/> MCL49 DOWNWARD REALLOCATION <input type="checkbox"/> MCL50 LATERAL REALLOCATION <input type="checkbox"/> MCL58 UPWARD REALLOCATION		05-01-23		
NEW/REVISED POSITION		Juvenile Court						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		Chicago		RCD10	N			
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
35%	1. Serves as Cook County Regional Counsel <ul style="list-style-type: none"> As directed, represents the Department at hearings on assigned calendar in the Juvenile Court of Cook County, including temporary custody, adjudication, disposition, permanency, status, progress, termination of parental rights, and motion hearings Appears personally in court, especially on high profile or complex cases, in the performance of duties Travels to various locations in the performance of duties 							
25%	2. As directed, provides input into or conducts screenings to determine whether matters are legally sufficient to present to the court <ul style="list-style-type: none"> When deficiencies are identified, informs the workers and supervisor of the deficiencies and recommends necessary corrective action Provides legal advice and counsel to workers, supervisors, and administrators, as assigned 							
10%	3. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms							
5%	4. Provides input into the planning and development of training for staff on legal issues <ul style="list-style-type: none"> Conducts legal trainings for DCFS and POS administrators, supervisors, and staff 							



% OF TIME		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
5%		5.	As directed, makes periodic visits to assigned area office(s) to provide on-site legal consultation to workers
5%		6.	Prepares memoranda on legal issues <ul style="list-style-type: none"> • Reviews or drafts proposed legislation or policy documents and conducts research on legal issues
5%		7.	Maintains current working knowledge of relevant federal and state statutory and case law, state and federal regulations, and Department policy and procedures
5%		8.	Maintains records of activities and actions taken on behalf of the Department and reports to supervisor regarding same
5%		9.	Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)			
		WORKING TITLE (IF ANY)	
Public Service Administrator 37015-16-03-200-10-01		Cook County Senior Supervisory Regional Counsel	
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:			
<input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker			
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.			
Position Title		Position Number	No. of Incumbents or Funded Vacancies
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.			
<u>Minimum Qualifications</u>			
<ol style="list-style-type: none"> 1. Requires graduation from a recognized law school 2. Requires possession of a valid license to practice law in Illinois 3. Requires ability to speak and write Spanish at a colloquial skill level 			
<u>Preferred Qualifications (In Order of Significance)</u>			
N/A			

20. CONDITIONS OF EMPLOYMENT

1. Requires the ability to pass a background check.
2. Requires ability to travel in the performance of duties.
3. 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 Illinois Department of Children and Family Services is seeking an organized, professional, and results oriented individual to serve as Cook County Regional Counsel. Under general direction, this position will represent the Department at hearings on assigned calendar in the Juvenile Court of Cook County, including temporary custody, adjudication, disposition, permanency, status, progress, termination of parental rights, and motion hearings. The position will appear personally in court, especially on high profile or complex cases. This position will also provide input into or conduct screenings to determine whether matters are legal sufficient to present to the court and will utilize Spanish speaking skills in the performance of duties. This position is a great opportunity for anyone who would like to use their skills as an attorney to benefit child welfare services. DCFS offers a competitive compensation plan, excellent benefits, and a pension program. The ideal candidate for this position will have excellent legal, research, and organizational skills. We invite all qualified applicants to apply to join our innovative team to help make a difference in the lives of children and families.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

DCFS is deeply committed to the welfare and protection of children. Our goal is to protect children by strengthening and supporting families. In every effort, from receiving hotline calls to reaching family reunification or foster care and adoption, children and families are our focus.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Gene D'Amico by Barbara M. Johnson 5/26/23</i>		<i>Marc D. Smith By Doug Mathis</i>	05-08-23

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION		Administrative Law Judge		29	SS	45253-16-65-100-05-99		
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A1 AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Office of the Chief of Staff		4d5	016	2	R	
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 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"/> MCL49 DOWNWARD REALLOCATION <input type="checkbox"/> MCL50 LATERAL REALLOCATION <input type="checkbox"/> MCL58 UPWARD REALLOCATION		06-16-22		
NEW/REVISED POSITION		Administration						
ALL/Administrative Hearings								
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC010		N				
Chicago								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
25%	1. Serves as Administrative Law Judge <ul style="list-style-type: none"> Monitors the adjudication of complaints issued under the Illinois Department of Children and Family Services from the date of issuance until completion of an order recommending final disposition thereof to the Director Composes formal written recommendations for the Director's action Reviews tapes and transcripts, documentary evidence, and post hearing briefs in order to prepare recommendations for the Director Prepares recommended orders and decisions, setting forth specific findings of fact, conclusions of law, and analysis of the relevant statutes, regulations, and court decisions Identifies issues on appeal and parties entitled to notice 							
20%	2. Guides the appeal through pre-hearing phases <ul style="list-style-type: none"> Rules upon contested motions Convenes pre-hearing conferences in order to clarify issues and/or facilitate settlement Monitors the activities of the parties to ensure steady progress to hearing 							
20%	3. Presides at formal administrative hearings convened throughout the state of Illinois <ul style="list-style-type: none"> Applies the Administrative Procedure Act, Children and Family Services Act, Child Care Act, Abused and Neglected Child Reporting Act, and related statutes and rules and regulations of the Department of Children and Family Services 							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
	<ul style="list-style-type: none"> • Applies the appropriate Rules of Evidence in ruling on admissibility of evidence • Supplements interrogation as needed to ensure a complete record • Drives or travels to various locations in the performance of duties 	
10%	4. Prepares complete administrative records in cases appealed to the Circuit Court on administrative review in accordance with the Illinois Administrative Procedure Act <ul style="list-style-type: none"> • Prepares statistical and substantive reports on workflow and case status 	
10%	5. Translates and interprets, both orally and in writing, for Spanish speaking clients regarding services available and the proper completion of forms	
5%	6. On a regular basis, reviews developments in the relevant law, both state and federal, and conducts legal research into more complex issues	
5%	7. Provides input to the Chief Administrative Law Judge in formulating and reviewing rules and procedures pertaining to the Administrative Hearings Unit	
5%	8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above	
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Senior Public Service Administrator 40070-16-65-100-00-01	WORKING TITLE (IF ANY) Chief Administrative Law Judge	
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker		
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.		
Minimum Qualifications <ol style="list-style-type: none"> 1. Requires graduation from a recognized law school 2. Requires possession of a valid license to practice law in Illinois 3. Requires 2 years of professional experience in the practice of law 4. Requires ability to speak and write Spanish at a colloquial skill level 		

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.

Preferred Qualifications (In Order of Significance)

1. 2 years of experience applying thorough knowledge of common law and of state and federal laws, particularly relating to administrative and regulatory functions
2. 2 years of experience applying extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings, and trial procedures
3. 2 years of experience applying extensive knowledge in the field of law with which primarily concerned
4. 2 years of experience applying the ability to plan, lay out, and review work relating to complicated legal problems
5. 2 years of experience utilizing litigation skills
6. 2 years of experience utilizing skill and ability in analyzing, appraising, and organizing facts, evidence, and precedents concerned in difficult and complex cases and in presenting such material in clear and logical form for oral or written presentation, as briefs, orders, reports, or decisions
7. 2 years of experience applying the ability to exercise sound judgment in appraising and evaluating problems of a procedural nature
8. 2 years of experience in a professional setting demonstrating the ability to maintain satisfactory working relationships with superiors, other attorneys, employees, and the general public

20. CONDITIONS OF EMPLOYMENT

1. Requires the ability to pass a background check
2. Requires possession of a valid driver's license and ability to travel

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 Illinois Department of Children and Family Services is seeking an organized, professional, and results oriented individual to serve as Administrative Law Judge. Under administrative direction, this position will monitor the adjudication of complaints issued under the Illinois Department of Children and Family Services from the date of issuance until completion of an order recommending final disposition thereof to the Director. The position will compose formal written recommendations for the Director's action and will review tapes and transcripts, documentary evidence, and post hearing briefs in order to prepare recommendations for the Director. The position will prepare recommended orders and decisions and set forth specific findings of fact, conclusions of law, and analysis of the relevant statutes, regulations, and court decisions. This position will guide the appeal through pre-hearing phases and will preside at formal administrative hearings convened throughout the state. The position will utilize Spanish speaking skills in the performance of duties. This position is a wonderful opportunity for anyone who would like to use their skills as an attorney to ensure appropriate actions are taken through the administrative hearings process. DCFS offers a competitive compensation plan, excellent benefits, and a pension program. The ideal candidate for this position will have excellent legal, analytical, and organizational skills. We invite all qualified applicants to apply to join our innovative team to help make a difference in the lives of children and families.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

DCFS is deeply committed to the welfare and protection of children. Our goal is to protect children by strengthening and supporting families. In every effort, from receiving hotline calls to reaching family reunification or foster care and adoption, children and families are our focus.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Anthony Pascauto by Siobhan M. Johnson 9/15/2022</i>		<i>Marc D. Smith By Doug Mathis</i>	07-06-22