



**State Services
Assurance Act
Annual Report**

March 31, 2026

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

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

James Jennings
Director



ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

2520 WEST ILES AVENUE, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217) 782-3397

JB PRITZKER, GOVERNOR

JAMES JENNINGS, ACTING DIRECTOR

Executive Summary

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

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

As of March 31, 2026, the Illinois Environmental Protection Agency (IEPA) had two bilingual onboard frontline staff assigned to the Bureau of Safety and Sustainability, two bilingual onboard frontline staff assigned to the Bureau of Land, four bilingual onboard frontline staff assigned to the Bureau of Water, and one bilingual onboard frontline staff assigned to the Administration/Human Resources Division. The breakdown by position for the bilingual staff is: two staff members are Environmental Protection Specialist III, one staff member is an Environmental Protection Specialist I, one staff member is an Office Associate, one staff member is employed as an Executive I, one staff member is an Environmental Protection Engineer II, and three staff members are employed in the title of Environmental Protection Engineer I.

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JAMES JENNINGS, ACTING DIRECTOR

April 1, 2026

To: Honorable Members of the General Assembly:

Subject: State Service Assurance Act

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

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

Sincerely,

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

James Jennings
Director

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JB PRITZKER, GOVERNOR

JAMES JENNINGS, ACTING DIRECTOR

State Services Assurance Act: Annual Report

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

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

The chart below identifies bilingual on-board frontline staff employed by the Illinois Environmental Protection Agency as of March 31, 2026, by name, job title, and languages spoken.

Illinois Environmental Protection Agency					
Bilingual On-Board Frontline Staff (as of March 1, 2023)					
Employee Name	Job Title	Position Number	Bargaining Unit	Languages Spoken	Job Description
Alanis, Rodolfo	Environmental Protection Specialist III	13823-46-30-020-30-01	RC-062	Spanish	Appendix A
Loeza, Jose	Environmental Protection Specialist III	30015-46-30-040-00-01	RC-014	Spanish	Appendix B
Lopez-Santos, Paulina	Executive I	13851-46-30-040-00-01	RC-062	Spanish	Appendix C
Segura, Elisa	Environmental Protection Specialist I	23600-46-15-111-00-03	RC-062	Spanish	Appendix D
Sanchez-Lopez, Rafael	Environmental Protection Engineer II	13791-46-114-112-00-02	RC-063	Spanish	Appendix E
Pelaez Medina, Laura	Environmental Protection Engineer I	13791-46-14-116-00-02	RC-063	Spanish	Appendix F
Portillo, Karen	Environmental Protection Engineer I	13791-46-14-1-12-00-02	RC-063	Spanish	Appendix G
Rebollar Vergara, Eder	Office Associate	30015-46-05-1-00-00-05	RC-014	Spanish	Appendix H
Sancho, Daniela	Environmental Protection Engineer I	13791-46-14-112-00-02	RC-063	Spanish	Appendix I

ⁱ State Services Assurance Act

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



ILLINOIS DEPARTMENT OF
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

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

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DIRECTOR OF CMS SIGNATURE <i>Janel Jorde</i> 39	IMMEDIATE SUPERVISOR SIGNATURE <i>[Signature]</i>	AGENCY HEAD SIGNATURE <i>John J. Kumi ps</i>	DATE 8-12-2020
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CMS-104 (Rev. 10/94) IL-487-0794
 MD 8-21-20
 [Signature]
 BY: _____

16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Senior Public Service Administrator, Opt 4 40070-46-30-020-00-01	WORKING TITLE (IF ANY) OCR Manager	
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR OR <input type="checkbox"/> LEAD WORKER		
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.		
Education and Experience: Requires knowledge, skill and mental development equivalent to the completion of four years of college with coursework in physical, life, or environmental science; and requires three years of progressively responsible professional experience in the field of pollution abatement or a related field. Or, requires knowledge, skill and mental development equivalent to the completion of four years of college with coursework in physical, life, or environmental science supplemented by a master's degree; and requires one year of progressively responsible professional experience in the field of pollution abatement or a related field.		
Knowledge, Skills and Abilities: Requires extensive knowledge of environmental control systems, facilities, techniques and procedures; requires extensive knowledge of state laws, rules, regulations, and standards pertaining to environmental control or pollution abatement; requires extensive knowledge of modern inspectional and investigative techniques and procedures. Requires ability to plan, organize and direct activities of professional and technical staff; requires ability to prepare detailed and comprehensive reports and records of complex and sensitive field inspections and/or investigations; requires ability to analyze and interpret complex and extensive scientific data relating to facilities, installations, equipment and environmental control systems and processes; requires ability to establish and maintain liaison with municipal officials, facility operators and/or owners, plant managers, or their representatives, and agency personnel; requires ability to interpret laws, rules, regulations, concerning pollution control or abatement and to explain to individuals the techniques and procedures that go into enforcing these laws, rules and regulations.		
Specialized Skills: Requires one year of experience in developing educational and/or outreach programs focused on analyzing, interpreting, and communicating highly technical, scientific, and sensitive health-related data regarding bureau/division related programs. Requires experience in speaking to large and diverse group at meetings and requires experience in verbally communicating topics effectively under duress in a public setting.		
Specific Job Requirements: This position requires written and verbal fluency in the Spanish language (Option SS); requires proficiency in translating written technical documents from English to Spanish, proficiency in verbal interpretation between Spanish and English and English to Spanish. Requires a valid driver's license and the ability to travel. Requires the ability to utilize a personal computer and knowledge of Microsoft Word, Access, and Excel software for technical correspondence, database management, and reports.		

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

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16. (CONTINUED)

% OF TIME

20%

3) Attends, speaks and participates at public hearings, public meetings, availability sessions, and group meetings for each of the bureaus. Identifies questions and concerns that the public has about bureau/division programs or facility permits. Speaks to large and diverse groups and communicates highly technical and scientific topics effectively under duress in a public setting; translates functions/procedures into Spanish for individuals who cannot speak or read English; Coordinates information exchange with bureau/division staff and management to develop response documents for OCR Manager's review and signature.

15%

4) Assists, evaluates, advises, and consults with others in OCR on bureau/division related areas of environmental protection. Gathers the latest regulatory, scientific, environmental, and public health information on each of the Agency's bureau/division programs; analyzes potential impacts on programs and assesses positions from the affected public or impacted municipalities/communities; assists with recommendations and briefing documents useable by management and other staff.

05%

5) Identifies Agency Bureau/Division highly technical and scientific topics of public interest for development of documents, social media posts, meetings, and other public outreach activities to promote understanding of Agency programs. Provides input, develops, and implements such public outreach documents, language and activities. Reviews, maintains and analyzes data regarding the effectiveness, comprehensiveness and reach of outreach activities. Ensures a consistent Agency message across all Agency Bureaus and Programs.

05%

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

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

Senior Public Service Administrator, Opt 4 -- 40070-46-30-020-00-01

WORKING TITLE (IF ANY)

OCR Manager

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

SUPERVISOR Or LEAD WORKER

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

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

Position Title

Position Number

No. of Incumbents or Funded Vacancies

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

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

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

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

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

13/1/20

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Appendix B

POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	POSITION NUMBER	LEGACY POSITION NUMBER	AGENCY SPECIFIC POSITION CODE
ENV PROT SPECIALIST III-Spanish	ENVIRONMENTAL PROTECTION SPECIALIST III (Spanish Speaking)	Spanish	None	90696141	13823-46-15-111-00-03	13823-46-15-111-00-03
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	EXMT CODE	SITE	POSITION TYPE	MI	TARGET FTE
true	No	Not Exempt	In-Office	SP	true	3
AGENCY	DIVISION	SECTION	UNIT	EFFECTIVE DATE		
Environmental Protection Agency	Bureau of Land	Deputy Bureau Chief/Land Pollution Control	North East Region Manager (Des Plaines)	2024.06.10		
WORK COUNTY	WORK LOCATION	BARGAINING CODE	JOB PROTECTED	ALTERNATE RATE OF PAY	MERIT COMP CODE	
Cook	Des Plaines - 9511 Harrison St	USA/RC062	Yes	N		

% OF TIME	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
35	1. Independently conducts highly technical and scientific field inspections/investigations of hazardous and solid waste management and disposal facilities and remediation sites for the Field Operations Section (FOS), Bureau of Land (BOL), Northern Region/Des Plaines; • Completes a thorough review of the site's activities • Determines regulated status, and whether the site is in compliance with laws and regulations. • Mentors and assists in training lower level staff • Conducts activities that utilize safety equipment and performs rigorous physical activity to meet safety standards to comply with OSHA 29 CFR 1910.120. • Travels in performance of duties.
25	2. Develops and prepares highly technical and scientific inspection/investigation;• Reports, letters, and memorandums by data collected• Takes pertinent photos• Confers with Manager and senior staff as needed regarding compliance, enforcement and permitting issues • Utilizes a personal computer, with word processing and database software
20	3. Provides information (verbally or in writing) on relevant environmental matters to facility owners/operators, the public, governmental agencies and others outside the Agency. • Prepares necessary compliance and enforcement documents to be utilized in hearings or court cases • Attends and participates in legal proceedings. • Serves as expert witness
10	4. Collects water, soil and waste samples to substantiate violations and/or determine the extent of contamination; • Consults with higher level agency staff in drawing conclusions for recommendations of approval or denial of permits or variances and or the development of new or revised pollution control standards
5	5. Attends and participates in meetings and keeps current on relevant laws, regulations, policies and procedures related to waste management in Illinois; • Attends training and studies related documents to develop skills.
5	6. Perform other duties as assigned or required, which are reasonably within the scope of duties enumerated above
	7.
	8.
	9.
	10.

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

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

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

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 the knowledge, skill and mental development equivalent to the completion of four years of college with coursework in the physical, life or environmental sciences. 2. Requires three years of professional experience in pollution abatement or a related field. 3. Requires the ability to communicate verbally and written in Spanish at a colloquial level with Spanish-speaking clients. Or 4. Requires knowledge, skill and mental development equivalent to the completion of four years college with coursework in physical, life, or environmental science supplemented by a master's degree. 5. Requires one year progressively responsible professional experience in the field of pollution abatement or a related field.

Preferred Qualifications (In Order of Significance)

1. Prefers three (3) years of experience of modern inspectional and investigative techniques and procedures. 2. Prefers three (3) years of experience of modern environmental control systems, facilities, techniques and procedures. 3. Prefers three (3) years of experience of state laws, rules and regulations as pertaining to environmental protection or pollution abatement. 4. Prefers ability to prepare comprehensive, technical and scientific reports of field investigations and/or inspections. 5. Prefers ability to analyze and interpret the scientific data of plans for facilities, installations and equipment. 6. Prefers ability to establish and maintain working relationships with municipal officials, facility operators and owners, plant managers, or their representatives. 7. Prefers ability to interpret pertinent state laws, rules, regulations, policies or procedures of the agency to individuals and municipal bodies. 8. Prefers ability to operate field equipment such as a camera, dissolved oxygen testing and monitoring equipment, Hach field kit, real time analyzer, and sound level meters. 9. Prefers three (3) years of experience utilizing a personal computer with knowledge of Microsoft Word, Excel and Access software

Specialized Skills (Used for certain BU Employees only)

CONDITIONS OF EMPLOYMENT

1. Requires ability to participate in the medical monitoring program. 2. Requires ability to pass a physical examination, which is intended to determine whether a person can wear respiratory protection and function in high heat stress situations while wearing chemical protective clothing. 3. Requires ability to wear a respirator or other form of respiratory protection. 4. Requires ability to carry and utilize a self-contained breathing apparatus (weighing approximately 25 pounds). 5. Requires ability to wear chemical resistant clothing in high heat stress situations while performing strenuous physical tasks (e.g. carrying equipment up a steep ravine at a temperature up to 100F). 6. Requires ability to lift heavy equipment (e.g. 45 pounds). 7. Requires ability of hiking, climbing, wading in streams or getting in/out of boats or swimming in emergency situations to get to sites (as required by OSHA 29 CFR 1910.120). 8. This position will be required to complete (within 90 days of employment) and maintain working knowledge of (8-hour annual refresher) and/or certification to ensure position is up to date with laws, rules and regulations to maintain compliance with IL Department of Labor Occupational Safety Regulations: 40-hour OSHA training. 10. Requires a valid driver's license. 11. Requires the ability to travel. 12. Requires the ability to pass a name-based background check.

COMMENTS

Appendix C

POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	POSITION NUMBER	LEGACY POSITION NUMBER	AGENCY SPECIFIC POSITION CODE
EXECUTIVE I-Spanish	EXECUTIVE I (ENVIRONMENTAL JUSTICE POLICY ADMINISTRATOR)	Spanish	None	90671012	13851-46-30-040-00-01	
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	EXMT CODE	SITE	POSITION TYPE	MI	TARGET FTE
true	No	Not Exempt	In-Office	RP	true	1
AGENCY	DIVISION	SECTION		UNIT	EFFECTIVE DATE	
Environmental Protection Agency	Bureau of Safety and Sustainability	Office of Environmental Justice		Policy Administrator	2023.05.01	
WORK COUNTY	WORK LOCATION	BARGAINING CODE	JOB PROTECTED	ALTERNATE RATE OF PAY	MERIT COMP CODE	
Cook	Chicago - 115 S Lasalle St	USA/RC062	Yes	N		
% OF TIME	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
30	1. Serves as the policy administrator of the Environmental Justice (EJ) Public Participation program within the Illinois Environmental Protection Agency, Associate Director's Office;					
	<ul style="list-style-type: none"> • Organizes, plans, executes, and implements the EJ Public Participation program including: generating, distributing, and tracking EJ notifications • Develops and implements tracking and follow-up procedures by monitoring program activities and preparing complex technical reports • Analyzes program and policy issues, establishes priorities, and makes recommendations for program development including the Illinois EPA's EJ Policy, EJ Public Participation Policy, Language Access Plan and Disability Access Plan. • Monitors the Agency's achievement of EJ goals • Promotes access to Agency programs through education and assistance to underserved and underrepresented communities • Coordinates special projects, including workshops and training sessions 					
30	2. Cultivates and maintains internal and external relationships;					
	<ul style="list-style-type: none"> • Facilitates the development of alliances with outside stakeholders including, diverse community groups, social/environmental justice partners, local residents, community leaders, environmental groups, regulated entities, and elected officials to implement program initiatives • Communicates in Spanish to individuals who do not read or speak English or whose preferred language is Spanish • Represents the Office of EJ at events and meetings with outside stakeholders • Travels in performance of duties 					
20	3. Assists the EJ Coordinator in the administration of the Illinois Commission on Environmental Justice by providing expert level administrative, organizational, and technical supports;					
	<ul style="list-style-type: none"> • Fulfills Open Meetings Act requirements by planning and executing all administrative requirements including, scheduling of meetings, reserving spaces, generating minutes, and posting information online and the Agency 					
15	4. Integrates EJ principles into Agency operations, programs, and policies;					
	<ul style="list-style-type: none"> • Develops and maintains ongoing communication with the Bureaus of Air, Land, and Water to verify and reconcile site, facility, and program information to ensure compliance and consistency with policies, procedures, and program objectives 					
5	5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.					
	6.					
5	7.					
	8.					
	9.					
	10.					

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

SUPERVISOR POSITION TITLE	POSITION	WORKING TITLE (IF ANY)
PUBLIC SERVICE ADMINISTRATOR-General Administration/Business Marketing/Labor/Personnel	90671194	PUBLIC SERVICE ADMINISTRATOR

CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

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

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

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration.
2. Requires one year of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program.
3. Requires proficiency in translating written documents from English to Spanish and Spanish to English.
4. Requires proficiency in verbal interpretation between Spanish to English and English to Spanish.
5. Requires written and verbal fluency in the Spanish language (Option SS).

Preferred Qualifications (In Order of Significance)

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

Specialized Skills (Used for certain BU Employees only)

1. Of the one year of experience; requires one year of work experience in environmental justice, social justice, or a similar field; experience in environmental governance and regulatory structures at the state and federal level; experience effectively interacting, communicating, and collaborating with large groups of people from culturally diverse backgrounds including: members of the public, community organizations, business and industry representatives, and members of local government.

CONDITIONS OF EMPLOYMENT

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

COMMENTS

Appendix D

POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	POSITION NUMBER	LEGACY POSITION NUMBER	AGENCY SPECIFIC POSITION CODE
ENV PROT SPECIALIST I-Spanish	ENVIRONMENTAL PROTECTION SPECIALIST I (Spanish Speaking)	Spanish	None	90696139	13821-46-15-11-00-03	13821-46-15-111-00-03
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	EXMT CODE	SITE	POSITION TYPE	MI	TARGET FTE
true	No	Not Exempt	In-Office	SP	true	3
AGENCY	DIVISION	SECTION	UNIT	EFFECTIVE DATE		
Environmental Protection Agency	Bureau of Land	Deputy Bureau Chief/Land Pollution Control	North East Region Manager (Des Plaines)	2024.06.10		
WORK COUNTY	WORK LOCATION	BARGAINING CODE	JOB PROTECTED	ALTERNATE RATE OF PAY	MERIT COMP CODE	
Cook	Des Plaines - 9511 Harrison St	USA/RC062	Yes	N		

% OF TIME COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS

- 40 1. Observes and participates in or conducts routine field inspections/investigations of hazardous and solid waste management and disposal facilities and remediation sites for the Field Operations Section (FOS), Bureau of Land (BOL), Northern Region/Des Plaines; • Completes a thorough review of the site's activities • Determines regulated status, and whether the site is in compliance with laws and regulations. • Conducts activities that utilize safety equipment and performs rigorous physical activity to meet safety standards to comply with OSHA 29 CFR 1910.120. • Travels in performance of duties.
- 25 2. Provides for Region Manager's close review and signature;• Technical and basic scientific inspection/investigation reports, letters, and memorandums by data collected• Takes pertinent photos • Utilizes a personal computer, with word processing and database software
- 20 3. Assists in providing information (verbally or in writing) on relevant environmental matters to facility owners/operators, the public, governmental agencies and others outside the Agency. • Prepares necessary compliance and enforcement documents to be utilized in hearings or court cases • Attends and participates in legal proceedings.
- 5 4. Assists with collecting water, soil and waste samples to substantiate violations and/or determine the extent of contamination; • Requires the utilization of field and safety equipment; • Participates in multi-media inspections and investigations with bureaus and shares pertinent information with them.
- 5 5. Attends and participates in meetings and keeps current on relevant laws, regulations, policies and procedures related to waste management in Illinois; • Attends training and studies related documents to develop skills.
- 5 6. Perform other duties as assigned or required, which are reasonably within the scope of duties enumerated above
- 7.
- 8.
- 9.
- 10.

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

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

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

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

Minimum Qualifications

1. 1. Requires the knowledge, skill and mental development equivalent to the completion of four years of college with coursework in the physical, life or environmental sciences and requires either:a) one year of professional experience in pollution abatement or a related field, orb) completion of an agency approved training program.2. Requires the ability to communicate verbally and written in Spanish at a colloquial level with Spanish-speaking clients. OR3. Requires a master's degree with coursework in the physical, life, or environmental sciences.

Preferred Qualifications (In Order of Significance)

1. 1. Prefers one (1) year of experience of modern inspectional and investigative techniques and procedures. 2. Prefers one (1) year of experience of modern environmental control systems, facilities, techniques and procedures. 3. Prefers one (1) year of experience of state laws, rules and regulations as pertaining to environmental protection or pollution abatement. 4. Prefers ability to prepare comprehensive, technical and scientific reports of field investigations and/or inspections. 5. Prefers ability to analyze and interpret the scientific data of plans for facilities, installations and equipment. 6. Prefers ability to establish and maintain working relationships with municipal officials, facility operators and owners, plant managers, or their representatives. 7. Prefers ability to interpret pertinent state laws, rules, regulations, policies or procedures of the agency to individuals and municipal bodies. 8. Prefers ability to operate field equipment such as a camera, dissolved oxygen testing and monitoring equipment, Hach field kit, real time analyzer, and sound level meters. 9. Prefers one (1) year of experience utilizing a personal computer with knowledge of Microsoft Word, Excel and Access software

Specialized Skills (Used for certain BU Employees only)

CONDITIONS OF EMPLOYMENT

1. 1. Requires ability to participate in the medical monitoring program.2. Requires ability to pass a physical examination, which is intended to determine whether a person can wear respiratory protection and function in high heat stress situations while wearing chemical protective clothing.3. Requires ability to wear a respirator or other form of respiratory protection.4. Requires ability to carry and utilize a self-contained breathing apparatus (weighing approximately 25 pounds). 5. Requires ability to wear chemical resistant clothing in high heat stress situations while performing strenuous physical tasks (e.g. carrying equipment up a steep ravine at a temperature up to 100F).6. Requires ability to lift heavy equipment (e.g. 45 pounds). 7. Requires ability of hiking, climbing, wading in streams or getting in/out of boats or swimming in emergency situations to get to sites (as required by OSHA 29 CFR 1910.120). 8. This position will be required to complete (within 90 days of employment) and maintain working knowledge of (8-hour annual refresher) and/or certification to ensure position is up to date with laws, rules and regulations to maintain compliance with IL Department of Labor Occupational Safety Regulations: 40-hour OSHA training. 10. Requires a valid driver's license.11. Requires the ability to travel.12. Requires the ability to pass a name-based background check.

COMMENTS

Appendix E

POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	POSITION NUMBER	LEGACY POSITION NUMBER	AGENCY SPECIFIC POSITION CODE
ENV PROT ENGINEER II- Spanish	ENVIRONMENTAL PROTECTION ENGINEER II OPT. SP (Spanish Speaking)	Spanish	None	90696146	13792-46-14-12-00-02	13792-46-14-112-00-02
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	EXMT CODE	SITE	POSITION TYPE	MI	TARGET FTE
true	No	Not Exempt	In-Office	SP	true	3
AGENCY	DIVISION	SECTION	UNIT	EFFECTIVE DATE		
Environmental Protection Agency	Bureau of Water	Division of Water Pollution Control	Des Plaines Regional Office	2024.06.10		
WORK COUNTY	WORK LOCATION	BARGAINING CODE	JOB PROTECTED	ALTERNATE RATE OF PAY	MERIT COMP CODE	
Cook	Des Plaines - 9511 Harrison St	USA/RC063	Yes	N		
% OF TIME	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
40	1. Conducts inspections and sampling surveys of municipal and industrial wastewater treatment facilities; MS4, industrial, and construction storm water facilities, livestock facilities and agrichemical facilities for the Des Plaines Regional Office, Field Operation Section (FOS) in the Division of Water Pollution Control, Bureau of Water; Assesses compliance and adequacy of operation and maintenance with applicable State and federal laws, rules, and regulations • Utilizes field water testing equipment to collect samples, weighing up to 50 lbs• Prepares engineering data and reports for supervisor review• Prepares Agency correspondence to facility owners and operators, State and federal agencies, and other such entities• Utilizes a personal computer to update inspection tracking systems• Travels in performance of duties					
20	2. Conducts routine investigations/evaluates citizen complaints and emergency response incidents of water pollution, sewage and livestock waste odors, and fish kills;• Utilizes field water testing equipment to collect samples, weighing up to 50 lbs• Prepares engineering data and reports findings• Prepares Agency correspondence to facility owners and operators, State and federal agencies, and other such entities• Updates complaint and incident tracking systems					
15	3. Provides routine technical support for the enforcement process;• Prepares Non-Compliance Advisory (NCA) letters • Submits Violation Notice (VN) requests • Participates in enforcement meetings• Reviews enforcement documents• Provides testimony in court proceedings					
10	4. Reviews routine technical documents associated with National Pollutant Discharge Elimination System (NPDES) and State operating permits, facility plans and specifications, Long Term Control Plans (LTCP), Capacity, Management, Operation, and Maintenance (CMOM) plans.					
10	5. Participates in and assists higher level field staff in conducting meetings and communicating with facility owners and operators, local officials, or concerned citizens;• Interpreting and explaining Agency policies and water pollution control regulations.					
5	6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above					
	7.					
	8.					
	9.					
	10.					
POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)						
SUPERVISOR POSITION TITLE			POSITION	WORKING TITLE (IF ANY)		
ENV PROT SPECIALIST IV			90670958	ENVIRONMENTAL PROTECTION SPECIALIST IV		
CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:						

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

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

Minimum Qualifications

1. 1. Requires knowledge, skill and mental development equivalent to completion of four years college with a bachelor's degree in an engineering science. Typically, the subject matter would involve the type of coursework associated with environmental (sanitary, hydraulic, hydrology, and air pollution specialties), civil (sanitary, hydraulic, and hydrology specialties), general, industrial, mechanical, chemical, public health, electronic, acoustical or aeronautical engineering or engineering mechanics or a closely related engineering specialty. 2. Requires one year of professional engineering experience in one of the fields listed above. 3. A master's degree in engineering or business administration may be substituted for the required experience. 4. Requires the ability to communicate verbally and written in Spanish at a colloquial level with Spanish-speaking clients.

Preferred Qualifications (In Order of Significance)

1. 1. Prefers the ability to prepare technical engineering reports. 2. Prefers the ability to make mathematical computations and calculations involving the application of standard theory. 3. Prefers the ability to independently conduct routine engineering investigations and assist higher level engineering personnel in making complex or difficult investigations. 4. Prefers the ability to conduct personal interviews concerning routine problems with a wide variety of representatives of the general public. 5. Prefers the ability to prepare clear and concise written reports and correspondence, good organizational skills and decision-making abilities. 6. Prefers the ability to establish and maintain oral communication and working relationships with municipal officials, facility operators and owners, plant managers, or their representatives. 7. Prefers the ability to utilize a personal computer with knowledge of Microsoft Word, Excel and Access software.

Specialized Skills (Used for certain BU Employees only)

CONDITIONS OF EMPLOYMENT

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

COMMENTS

Appendix F

POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	POSITION NUMBER	LEGACY POSITION NUMBER	AGENCY SPECIFIC POSITION CODE
ENV PROT ENGINEER I-Spanish	ENVIRONMENTAL PROTECTION ENGINEER I	Spanish	None	90703284		13791-46-14-116-00-02
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	EXMT CODE	SITE	POSITION TYPE	MI	TARGET FTE
true	No	Not Exempt	In-Office	SP	true	4
AGENCY	DIVISION	SECTION	UNIT	EFFECTIVE DATE		
Environmental Protection Agency	Bureau of Water	Division of Water Pollution Control	Southern Region	2025.08.13		
WORK COUNTY	WORK LOCATION	BARGAINING CODE	JOB PROTECTED	ALTERNATE RATE OF PAY	MERIT COMP CODE	
Madison	Collinsville - 1101 Eastport Plaza Dr	USA/RC063	Yes	N		

% OF TIME	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
40	<p>1. Assists higher level field staff to gain knowledge and training in conducting inspections of municipal and industrial wastewater treatment facilities; combined and separate sanitary sewer systems; municipal separate storm sewer system (MS4), industrial, and construction storm water facilities; mine facilities; and livestock facilities for the Collinsville Regional Office, Field Operation Section (FOS), Division of Water Pollution Control, Bureau of Water;</p> <ul style="list-style-type: none"> • Assists in assessing compliance with applicable State and Federal laws, regulations, and permits. • Utilizes field water testing and sampling equipment weighing up to 50 pounds. • Conducts inspections that comply with the safety requirements of OSHA 29 CFR 1910.120 (24-hour OSHA HAZWOPER training). • Utilizes a personal computer to prepare engineering data and reports for supervisor review and to update inspection and report tracking systems within designated timeframes. • Assists in preparing Agency correspondence to facility owners and operators, State and Federal agencies, and other such entities. • Travels in performance of duties.
20	<p>2. Assists higher-level field staff to gain knowledge and training in investigating/evaluating citizen complaints and emergency response incidents related to water pollution, odors from wastewater treatment and livestock facilities, and fish kills.</p> <ul style="list-style-type: none"> • Assists in assessing compliance with applicable State and federal laws, regulations, and permits. • Utilizes field water testing and sampling equipment weighing up to 50 pounds. • Conducts investigations that comply with the safety requirements of OSHA 29 CFR 1910.120 (24-hour OSHA HAZWOPER training). • Utilizes a personal computer to prepare engineering data and reports for supervisor review and to update inspection and report tracking systems within designated timeframes. • Assists in preparing Agency correspondence to facility owners and operators, State and federal agencies, and other such entities. • Travels in performance of duties.
15	<p>3. Assists higher level field staff to gain knowledge and training in providing technical support for the enforcement process.</p> <ul style="list-style-type: none"> • Preparing Non-Compliance Advisory (NCA) letters. • Submitting Violation Notice (VN) requests. • Participating in enforcement meetings. • Reviewing enforcement documents. • Providing testimony in court proceedings.
10	<p>4. Assists higher level field staff to gain knowledge and training in reviewing technical documents associated with federal National Pollutant Discharge Elimination System (NPDES) and State water pollution control permits; facility plans and specifications; long term control plans (LTCP); Capacity, Management, Operation, and Maintenance (CMOM) plans; wastewater operator contracts; and loan projects.</p>

- 10 5. Participates with higher level field staff to gain knowledge and training in conducting meetings and communicating with internal and external stakeholders;
 - In preparing and presenting correspondence in writing, electronically and verbally to owners and/or their representatives, facility operators, local, State, Federal officials, and the public.
 - Interpreting and explaining Agency policies and water pollution control regulations.
 - Presenting findings, results, and recommendations.
 - Attends meetings, conferences, and training to maintain industry knowledge on related topics and relevant policies and procedures.
- 05 6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.
- 7.
- 8.
- 9.
- 10.

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

SUPERVISOR POSITION TITLE	POSITION	WORKING TITLE (IF ANY)
ENV PROT SPECIALIST IV	90705701	ENVIRONMENTAL PROTECTION SPECIALIST IV

CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

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

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

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of four years of college with a bachelor's degree in an engineering science. Typically, the subject matter would involve the type of coursework associated with environmental (sanitary, hydraulic, hydrology, and air pollution specialties), civil (sanitary, hydraulic, and hydrology specialties), agricultural, general, industrial, mechanical, chemical, public health, electronic, acoustical, or aeronautical engineering or engineering mechanics or a closely related engineering specialty.
2. Requires the ability to communicate verbally and written in Spanish at a colloquial level with Spanish-speaking clients.

Requires no previous experience.

This class is included as an Upward Mobility Program credential title.

Preferred Qualifications (In Order of Significance)

1. Prefers a bachelor's degree in civil, environmental, or agricultural engineering.
2. Prefers knowledge of water pollution control technologies, facilities, and technical documents.
3. Prefers knowledge of inspection and investigative techniques, equipment, and procedures.
4. Prefers knowledge of laws, regulations, and permit requirements concerning water pollution control or abatement and ability to explain the process of enforcing these laws, regulations, and permit requirements.
5. Prefers ability to prepare comprehensive and timely reports of inspection findings.
6. Prefers ability to analyze and interpret complex and extensive scientific data relating to facilities, installations, equipment, and water pollution control systems and processes.
7. Prefers ability to establish and maintain liaison and communicate inspection findings with local, State, and federal officials; facility owners, operators, plant managers, or their representatives; and the public.
8. Prefers the ability to utilize a personal computer and software applications.

Specialized Skills (Used for certain BU Employees only)

CONDITIONS OF EMPLOYMENT

1. Requires a valid and current appropriate drivers' license.
2. As required by OSHA 29 CFR 1910.120, this position will be required to take (within 90 days of employment) and maintain working knowledge of (8-hour annual refresher) and/or certification to ensure position is up to date with laws, rules and regulations to maintain compliance with IL Department of Labor Occupational Safety Regulations: 24-hour OSHA HAZWOPER training.
3. Requires the ability to travel in performing duties, with overnight stays as appropriate.
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.
5. Requires ability to attend seminars, conferences, and training to stay current on methods, tools, ideologies, or other industry-related topics to the job duties.
6. Requires the ability to lift equipment up to 50 pounds.
7. Requires the ability to operate field water testing and sampling equipment.
8. Requires the ability to pass a name-based background check.
9. Certain provisions of the revolving door restrictions contained in 5 ILCS 430/5-45 apply to this position. As a result, the employee should be aware that if offered non-State employment during state employment or within one year immediately after ending State employment, the employee shall, prior to accepting any such non-State employment offer, notify the Office of the Executive Inspector General for the Agencies of the Illinois Governor (OEIG) or may be subject to a fine.

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

COMMENTS

Appendix G

POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	POSITION NUMBER	LEGACY POSITION NUMBER	AGENCY SPECIFIC POSITION CODE
ENV PROT ENGINEER I-Spanish	ENVIRONMENTAL PROTECTION ENGINEER I OPT. SP (Spanish Speaking)	Spanish	None	90696145	13791-46-14-12-00-02	13791-46-14-112-00-02
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	EXMT CODE	SITE	POSITION TYPE	MI	TARGET FTE
true	No	Not Exempt	In-Office	SP	true	3
AGENCY	DIVISION	SECTION	UNIT	EFFECTIVE DATE		
Environmental Protection Agency	Bureau of Water	Division of Water Pollution Control	Des Plaines Regional Office	2025.10.01		
WORK COUNTY	WORK LOCATION	BARGAINING CODE	JOB PROTECTED	ALTERNATE RATE OF PAY	MERIT COMP CODE	
Cook	Des Plaines - 9511 Harrison St	USA/RC063	Yes	N		

% OF TIME	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
40	1. Assists higher level field staff in conducting inspections and sampling surveys of municipal and industrial wastewater treatment facilities; MS4, industrial, and construction storm water facilities, livestock facilities and agrichemical facilities for the Des Plaines Regional Office, Field Operation Section (FOS) in the Division of Water Pollution Control, Bureau of Water;• Assists in assessing compliance and adequacy of operation and maintenance with applicable State and federal laws, rules, and regulations• Utilizes field water testing equipment to collect samples, weighing up to 50 pounds• Prepares engineering data and reports for supervisor review• Assists in preparing Agency correspondence to facility owners and operators, State and federal agencies, and other such entities• Utilizes a personal computer to update inspection tracking systems• Travels in performance of duties
20	2. Assists higher level field staff in investigating/evaluating citizen complaints and emergency response incidents of water pollution, sewage and livestock waste odors, and fish kills;• Utilizes field water testing equipment to collect samples, weighing up to 50 pounds• Prepares for supervisor review engineering data and reports findings• Assists in preparing Agency correspondence to facility owners and operators, State and federal agencies, and other such entities• Updates complaint and incident tracking systems
15	3. Assists higher level field staff in providing technical support for the enforcement process;• Preparing Non-Compliance Advisory (NCA) letters • Submitting Violation Notice (VN) requests • Participating in enforcement meetings• Reviewing enforcement documents• Providing testimony in court proceedings
10	4. Assists higher level field staff in reviewing technical documents associated with National Pollutant Discharge Elimination System (NPDES) and State operating permits, facility plans and specifications, Long Term Control Plans (LTCP), Capacity, Management, Operation, and Maintenance (CMOM) plans.
10	5. Participates in and observes higher level field staff in conducting meetings and communicating with facility owners and operators, local officials, or concerned citizens;• Interpreting and explaining Agency policies and water pollution control regulations.
5	6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above
	7.
	8.
	9.
	10.

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

SUPERVISOR POSITION TITLE	POSITION	WORKING TITLE (IF ANY)
ENV PROT SPECIALIST IV	90670958	ENVIRONMENTAL PROTECTION SPECIALIST IV

CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

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

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

Minimum Qualifications

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

Preferred Qualifications (In Order of Significance)

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

Specialized Skills (Used for certain BU Employees only)

CONDITIONS OF EMPLOYMENT

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

COMMENTS

Appendix H

POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	POSITION NUMBER	LEGACY POSITION NUMBER	AGENCY SPECIFIC POSITION CODE
OFFICE ASSOCIATE-Keyboarding-Spanish	OFFICE ASSOCIATE	Spanish	Keyboarding	90703520	30015-46-05-100-00-05	
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	EXMT CODE	SITE	POSITION TYPE	MI	TARGET FTE
false	No	Not Exempt	In-Office	RP	false	2
AGENCY	DIVISION	SECTION	UNIT	EFFECTIVE DATE		
Environmental Protection Agency	Office of the Chief of Staff	Division of Administration	Northern - Region Office Manager	2025.03.28		
WORK COUNTY	WORK LOCATION	BARGAINING CODE	JOB PROTECTED	ALTERNATE RATE OF PAY	MERIT COMP CODE	
Cook	Chicago - 115 S Lasalle St	USA/RC014	Yes	N		

% OF TIME	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
35	1. Performs a variety of complex and specialized clerical duties for the Northern Region/Des Plaines Regional Office. <ul style="list-style-type: none"> Utilizing a personal computer and related office equipment to prepare materials from handwritten drafts and hard copy including charts, statistical reports, correspondence, memos, technical reports, tables, miscellaneous forms, and travel vouchers for the technical/professional staff. Proofreads material for accuracy of spelling, grammar, punctuation, and format. Performs Regional Office database file maintenance. Compiles and produces reports from databases, utilizing required knowledge of specialized terms to ensure clarity and accuracy. Inputs data and maintains vehicle travel software as required.
30	2. Receives, screens, and directs incoming telephone calls from general public and Agency staff. <ul style="list-style-type: none"> Provides authorized general information concerning operations and personnel. Handles citizen complaints and inquiries by telephone, or in person by referring to appropriate Agency staff or proper authority ensures prompt and courteous response. Answers inquiries of a nontechnical nature in person or by phone, exercising discretion and judgment in referring sensitive issues, complex technical matters, and policy concerns to the appropriate managers.
20	3. Maintains complex and specialized filing systems. <ul style="list-style-type: none"> Utilizing Agency established methods and procedures ensures files are properly maintained. Maintains written methods and procedures manuals.
10	4. Receives, opens, sorts, and distributes incoming mail, posts outgoing mail, and maintains procedure manual for specialized mailing practices. <ul style="list-style-type: none"> Assists with ordering and maintaining off supply inventory as requested.
5	5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.
	6.
	7.
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	9.
	10.

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

SUPERVISOR POSITION TITLE	POSITION	WORKING TITLE (IF ANY)
PUBLIC SERVICE ADMINISTRATOR-General Administration/Business Marketing/Labor/Personnel	90671158	PUBLIC SERVICE ADMINISTRATOR, OPT 1 (REGIONAL OFFICE MANAGER)

CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

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

POSITION TITLE	POSITION NUMBER	NO. OF INCUMBENTS OR FUNDED VACANCIES
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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 and two years of office experience.
2. Requires the ability to communicate in Spanish verbally and in writing at a colloquial level with Spanish-speaking clients.
3. Requires skill in keyboarding accurately at 45 words per minute.

Preferred Qualifications (In Order of Significance)

1. Prefers extensive knowledge of office practices, procedures, and programs.
2. Prefers extensive knowledge of composition, grammar, spelling, and punctuation.
3. Prefers working knowledge of basic mathematics.
4. Prefers elementary knowledge of agency programs, rules, and regulations.
5. Prefers ability to follow oral or written instructions.
6. Prefers ability to operate commonly used manual and automated office equipment and perform routine maintenance.
7. Prefers the ability to utilize a personal computer with knowledge of Microsoft Word, Access, and Excel software.

Specialized Skills (Used for certain BU Employees only)

CONDITIONS OF EMPLOYMENT

1. Requires the ability to pass a name-based background check.
2. Overtime is a condition of employment, and you may be requested or required/mandated to work overtime including scheduled, unscheduled, or last-minute overtime. This requires the ability to work evenings and weekends.
3. *The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

COMMENTS

Appendix I

POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	POSITION NUMBER	LEGACY POSITION NUMBER	AGENCY SPECIFIC POSITION CODE
ENV PROT ENGINEER I-Spanish	ENVIRONMENTAL PROTECTION ENGINEER I OPT. SP (Spanish Speaking)	Spanish	None	90696145	13791-46-14-12-00-02	13791-46-14-112-00-02
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	EXMT CODE	SITE	POSITION TYPE	MI	TARGET FTE
true	No	Not Exempt	In-Office	SP	true	3
AGENCY	DIVISION	SECTION	UNIT	EFFECTIVE DATE		
Environmental Protection Agency	Bureau of Water	Division of Water Pollution Control	Des Plaines Regional Office	2025.10.01		
WORK COUNTY	WORK LOCATION	BARGAINING CODE	JOB PROTECTED	ALTERNATE RATE OF PAY	MERIT COMP CODE	
Cook	Des Plaines - 9511 Harrison St	USA/RC063	Yes	N		

% OF TIME	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
40	1. Assists higher level field staff in conducting inspections and sampling surveys of municipal and industrial wastewater treatment facilities; MS4, industrial, and construction storm water facilities, livestock facilities and agrichemical facilities for the Des Plaines Regional Office, Field Operation Section (FOS) in the Division of Water Pollution Control, Bureau of Water;• Assists in assessing compliance and adequacy of operation and maintenance with applicable State and federal laws, rules, and regulations• Utilizes field water testing equipment to collect samples, weighing up to 50 pounds• Prepares engineering data and reports for supervisor review• Assists in preparing Agency correspondence to facility owners and operators, State and federal agencies, and other such entities• Utilizes a personal computer to update inspection tracking systems• Travels in performance of duties
20	2. Assists higher level field staff in investigating/evaluating citizen complaints and emergency response incidents of water pollution, sewage and livestock waste odors, and fish kills;• Utilizes field water testing equipment to collect samples, weighing up to 50 pounds• Prepares for supervisor review engineering data and reports findings• Assists in preparing Agency correspondence to facility owners and operators, State and federal agencies, and other such entities• Updates complaint and incident tracking systems
15	3. Assists higher level field staff in providing technical support for the enforcement process;• Preparing Non-Compliance Advisory (NCA) letters • Submitting Violation Notice (VN) requests • Participating in enforcement meetings• Reviewing enforcement documents• Providing testimony in court proceedings
10	4. Assists higher level field staff in reviewing technical documents associated with National Pollutant Discharge Elimination System (NPDES) and State operating permits, facility plans and specifications, Long Term Control Plans (LTCP), Capacity, Management, Operation, and Maintenance (CMOM) plans.
10	5. Participates in and observes higher level field staff in conducting meetings and communicating with facility owners and operators, local officials, or concerned citizens;• Interpreting and explaining Agency policies and water pollution control regulations.
5	6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above
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	8.
	9.
	10.

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

SUPERVISOR POSITION TITLE	POSITION	WORKING TITLE (IF ANY)
ENV PROT SPECIALIST IV	90670958	ENVIRONMENTAL PROTECTION SPECIALIST IV

CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

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

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

Minimum Qualifications

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

Preferred Qualifications (In Order of Significance)

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

Specialized Skills (Used for certain BU Employees only)

CONDITIONS OF EMPLOYMENT

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

COMMENTS