ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY



Report to the General Assembly April 2022



Kristin A. Richards
Acting Director

March 11, 2022

Pursuant to (5 ILCS 382/) State Services Assurance Act the Illinois Department of Employment Security is submitting its FY 2022 report on bilingual frontline staff in the Department. The frontline staff is made up of a Public Service Administrator, Field Office Supervisors, Employment Security Program Representatives, Employment Security Service Representatives, Employment Security Specialists, a Hearing Referee, an Office Administrator, an Office Associate, and Unemployment Insurance Special Agents. The language options represented in this bilingual frontline staff report are Chinese, Polish and Spanish.

5 ILCS 382 requires the Department to maintain at least 127 frontline bilingual staff. Consistent and in compliance with the requirements of the State Assurances Act, IDES employs 136 bilingual frontline employees. Furthermore, in 2008 at the inception of the State Assurances Act, IDES had a workforce of 1,508 compared to our current workforce of 1,154. Fluctuations in the state workforce and overall fiscal situation were not anticipated or allowed for by the provisions of the State Assurances Act. However, IDES has been able to maintain and increase its bilingual workforce even though its overall workforce size has declined since 2008, which highlights the Department's commitment to providing meaningful access to our services, benefits and programs to the bilingual community.

With the demand for additional bilingual frontline staff or other language needs increasing across the State of Illinois, IDES is prepared to meet the standard for ensuring effective delivery of essential services. IDES has been recruiting for and hiring more individuals in bilingual positions due to current needs and we anticipate our numbers growing during the current fiscal year. As required by the Act, a list of frontline bilingual employees for the period ending January 2022 is attached, as well as job descriptions for the bilingual titles.

Kristin A. Richards

Acting Director



NAME	POSITION TITLE	POSITION CODE	LANGUAGE OPTION		
Biolik, Eugene	Employment Security Field Office Supervisor (ES FOS)	0013600	POLISH SPEAKING		
Cruz, Natalia	Natalia Employment Security Field Office Supervisor (ES FOS) 0013600				
Franklin-Reyes, Blanca	Employment Security Field Office Supervisor (ES FOS)	0013600	SPANISH SPEAKING		
Gage, Marina	Employment Security Field Office Supervisor (ES FOS)	0013600	SPANISH SPEAKING		
Garcia, Velia	Employment Security Field Office Supervisor (ES FOS)	0013600	SPANISH SPEAKING		
Guillory, Yvette	Employment Security Field Office Supervisor (ES FOS)	0013600	SPANISH SPEAKING		
Ramos, Juanita	Employment Security Field Office Supervisor (ES FOS)	0013600	SPANISH SPEAKING		
Szczesiak, Agnieszka	Employment Security Field Office Supervisor (ES FOS)	0013600	POLISH SPEAKING		
Talis, Maria	Employment Security Field Office Supervisor (ES FOS)	0013600	SPANISH SPEAKING		
Valadez, Sylvia	Employment Security Field Office Supervisor (ES FOS)	0013600	SPANISH SPEAKING		
Valencia, Marcelo	Employment Security Field Office Supervisor (ES FOS)	0013600	SPANISH SPEAKING		
Aguero, Alejandra	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING		
Almeida, Richard	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING		
Alvarado, Erin	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING		
Alvarado, Karen	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING		
Anselmo, Gladys	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING		
Arroyo, Dolores	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING		
Avila, Vereniz	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING		
Baker, Renata	Employment Security Program Representative (ESPR)	0013650	POLISH SPEAKING		
Barajas Purcell, Albertina	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING		
Bolivar, Cruz	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING		



Brito, Grecia	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Cabrejas, Rene	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Chavarria, Miguel	Chavarria, Miguel Employment Security Program Representative (ESPR) 00136		SPANISH SPEAKING
Cho, Juan-Li	Employment Security Program Representative (ESPR)	0013650	CHINESE SPEAKING
Claudio-Katz, Lillian	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Cortez, Guadalupe	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Cruz, Michael	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Cruz, Ramiro	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Curran, Adam	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Dabrowiecka, Renata	Employment Security Program Representative (ESPR)	0013650	POLISH SPEAKING
DeLeon, Antonio	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Diaz, Cristal	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Fernandez, Rita	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Flores, Patricia	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Garibay, Liliana	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Goiz, Olga	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Gomez, Christian	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Gomez, Marcial	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Gontarz, Aleksandra	Employment Security Program Representative (ESPR)	0013650	POLISH SPEAKING
Gutierrez, Sandra	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Hernandez, Beatriz	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Hernandez, Johanna	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Huerta, Bertha	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING



Illanas, Paul	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Isais, Olga	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Janos, Andrea	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Krakowski, Agnes	Employment Security Program Representative (ESPR)	0013650	POLISH SPEAKING
Lopez, Lauren	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Lopez, Leticia	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Luciano, German	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Luevano, Myra	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Maldonado Begaz, Miguel	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Martinez Jr, Domingo	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Martinez, Araceli	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Martinez, Efrain	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Molina, Juanita	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Montes De Oca, Kevin	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Montoya, Sandra	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Mora, Maria	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Navarette, Mayra	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Ortiz, Rodrigo	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Pacheco, David	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Perez, Genesis	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Perez, Maria	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Quetell, Hector	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Quezada, Jose	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING



Ramirez, Claudia	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Ramirez, Lilia	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Reyna, Fernando	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Rickard, Sonia	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Rivera-Swint, Evelyn	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Rodriguez, Cynthia	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Salinas, Patricia	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Sanabria, Luis	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Sanchez, Jemima	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Silva, Guillermo	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Soto, Leonor	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Staples, Corina	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Talamantes, Andrea	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Tubens, Arnaldo	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Valentine-Soto, Cristina	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Varys, Miriam	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Vazquez, Laura	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Vela, Sergio	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Villegas, Mayra	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Zamora, Gustavo	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Zamora, Jessica	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Acosta, Robert	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Almanza, Ralph	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING



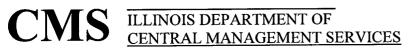
Amaro, Maria	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Cantu, Veronica	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Castellanos, Martha	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Curtis, Pamela	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Gomez, Gloria	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Gonzalez, Lilia	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Hulbert, Maria	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Kolotka, Alicia	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Medina, Francisco	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Mena, Mario	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Moran, Gloria	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Ornelas, Rosaura	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Padilla-Tompkins, Leticia	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Pena, Berta	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Perez, Luis	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Ramirez, Peter	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Regalado, Madel	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Reyes, Edith	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Rodriguez, Maria	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Salcedo, Sandra	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Smith, Marisol	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Valenzuela, Claudia	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Velasquez, Desiree	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING



Villarreal, Blanca	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Zendejas, Guadalupe	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Garcia Jr., Apolonio	Employment Security Specialist 1 (ESS1)	0013671	SPANISH SPEAKING
Gonzalez, Fatima	onzalez, Fatima Employment Security Specialist 1 (ESS1) 0013671		
Revuelta, Edgar	Employment Security Specialist 1 (ESS1)	0013671	SPANISH SPEAKING
Garcia, Gabriela	Employment Security Specialist 2 (ESS2)	0013672	SPANISH SPEAKING
Fabregas, Diana	Employment Security Specialist 3 (ESS3)	0013673	SPANISH SPEAKING
Flores-Quinonez, Rosa	Employment Security Specialist 3 (ESS3)	0013673	SPANISH SPEAKING
Hajzl, Luke	Hearings Referee	0018300	SPANISH SPEAKING
Morris (Suarez), Anna	Office Administrator 4	0029994	SPANISH SPEAKING
Moreno, Crystal	Office Associate	0030015	SPANISH SPEAKING
Garcia, Surami	Public Service Administrator	0037015	SPANISH SPEAKING
Cartagena, Martha	Unemployment Insurance Special Agent	0047096	SPANISH SPEAKING
Diaz, Anita	Unemployment Insurance Special Agent	0047096	SPANISH SPEAKING
Deleon, Xavier	Unemployment Insurance Special Agent	0047096	SPANISH SPEAKING
Forte, Eric	Unemployment Insurance Special Agent	0047096	SPANISH SPEAKING
Gomez Williams, Alma	Unemployment Insurance Special Agent	0047096	SPANISH SPEAKING
Magana, Raquel	Unemployment Insurance Special Agent	0047096	SPANISH SPEAKING
Martinez, Jose Felipe	Unemployment Insurance Special Agent	0047096	SPANISH SPEAKING
Lesus, Tania	Unemployment Insurance Special Agent	0047096	SPANISH SPEAKING
Ramirez, Luis	Unemployment Insurance Special Agent	0047096	SPANISH SPEAKING
Ruiz, Sonia	Unemployment Insurance Special Agent	0047096	SPANISH SPEAKING
Santiago, Elvira	Unemployment Insurance Special Agent	0047096	SPANISH SPEAKING



PERIOD ENDING 1/31/2022		TOTAL: 136
136		
Total number of Bilingua	ll Frontline Staff: 136	
Chinese: 1	Polish: 6	Spanish: 129



1. POSITION TITL	E		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TI OPTION CO	TLE 2. POSI	2. POSITION NUMBER			
Existing Position		****								
New/Revised Position Employment S	Security 29 SS					13600	-44-51-	107-20	0-31	
Field Office Su			A DUDEAU DIVIDIO	<u> </u>	<u> </u>	5. EXMT	6. WORK	7. A/I		9. OFFICE
3. AGENCY Existing Position			4. BUREAU/ DIVISION			CODE				USE
]
	of Employment	Security	Service Delivery/ Fie	ld Opera	tions	12. TRAN	016	N	R . EFFECTIV	E DATE
10. SECTION			11. UNIT			CODE	SACTION		. EFFECTIV	LUAIL
Existing Position								i	02/16/	2019
New/Revised Position			Service Unit I			☐ MA0:	21 ESTAB	LISH		
Chicago Regio	n/ Pilsen Local C	Office	Service Offict		Ruta	🗆 мсо	22 EXEMI 24 POSIT	T COD		
14. WORK LOCAT	ΓΙΟΝ		15. BARGAINING/TERM	CODE	Exer	^{mpt} ⊠ MC0	26 CLARI	FΥ		
Existing Position							27 ADDIT 28 WORK			CHANGE
10 10 11							21 ABOLI 49 DOWN		REALLOC	ATION
New/Revised Position 1700 W. 18 th S	Street		RC062		'	, □ MC1	50 LATER	RAL REA	LLOCATIO	N
Chicago, IL									LLOCATIO	
% OF TIME	16. COMPLETE (URRENT AN	D ACCURATE STATEME	NT OF PO	SITION I	ESSENTIAL	FUNCTI	ONS_		
	employers. Esta objectives which services. Collab evaluation of se	blishes and n most direct orates in dev rvice deliver s in the abse	ns and directs Employm maintains systems to m ly affect the administrativelopment of office budgy programs at the office nce of the manager or a letive services.	onitor en on of Un jet; collal level; as	nployee pemploym oorates ii sumes re	performanch ent Insurar n planning, esponsibility	e agains nce and implem / for ove	st offic Wagr entati erall m	ce goals ner-Pey on and nanagen	s and ser nent of
30%	to recep Exchan agency separat	1. Plans and directs Employment Security programs and services for claimants and employers relevant to reception/intake, claims processing, benefit claims and payment issues resolutions, IL Labor Exchange registration process, vocational counseling, job development, job referral, coordination of agency services, such as job development and job placements to the business community and separation and nonseparation adjudication issues. Utilizes Spanish language to assist clients who request or need interpretive services.								
30%	Provide reassig approve abreasi coordin	s guidance ans staff to me es time off; p of changes ates the imp	ews and evaluates the wand training to assigned eet day-to-day operating repares and signs perfoin policy, procedures an lementation of corrective tunion supervisor to pro-	staff; cou needs; rmance of d progra e action;	unsels st establish evaluatio m operat conducts	aff regardir les annual ns. Conductions. Disc s pre-discip	ig work goals ar cts meet usses p linary m	perfor nd obj ings t roblen eeting	mance; ectives; o keep : n areas	staff and
10%	objectiv Peyser produc	res which mo services; co ion and bud	intains systems to monit ost directly affect the adr llaborates in developme get indicators to monitor rective action.	ninistration	on of Unc ce budge	employmer t and cond	nt Insura ucts fred	ince a quent	nd Wag reviews	ner- of key
DIRECTOR OF C	MS SIGNATURE	IMMED	NATE SUPERVISOR SIGNAT			IEAD SIGNAT		ļ		DATE
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CMS-104 (Rev. 104	/94) IL 301-0794	t		}] .		<u> </u>		. <u>.</u>		
Dis Mayes	4-24-19		MAR 2 8 2019							

16. (CONTINU	ED)				
% OF TIME	16. CON	MPLETE CURRENT AND ACCURATE STATEMENT OF POSITION	ON ESSENTIAL FUNCTIONS (Continued)		
10%	4.	Collaborates in planning, implementation and evaluevel; establishes and maintains systems to monito the UI Act most directly related to ensuring the inteissuance of all notice/determinations.			
10%	5. Processes or assists in the processing of unusual, difficult or potentially controversial claims, benefit issues, job searches or referrals and separation and nonseparation adjudication, including those of former office staff and close friends or relatives of current staff members. Utilizes Spanish language to assist clients who request or need interpretive services.				
05%	6.	6. Assumes responsibility for overall management of office operations in the absence of the manager or as directed.			
05%	7.	Performs other duties as required or assigned whice enumerated above.	h are reasonably within the scope of the duties		
conductir	ng and sig	AND NUMBER OF IMMEDIATE SUPERVISOR (Responsil ning performance evaluations; effectively recommending a f this position.)	ole for assigning and reviewing work, preparing, nd imposing disciplinary action and adjusting grievances		
			WORKING TITLE (IF ANY)		
PSA, Opt. S	S1 3701	5-44-51-107-00-31	Local Office Manager		

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

SUPERVISOR OR ☐ 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
ESPR	13650-44-51-107-21-01	2-5
ESPR, CH, SS	13650-44-51-107-21-21, -31	2-5
ESPR Intermittent	13651-44-51-107-21-01	2-5
ESPR Intermittent, CH, SS	13651-44-51-107-21-21, -31	2-5
ESSR	13667-44-51-107-21-01	2-5
ESSR, SS	13667-44-51-107-21-31	2-5

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

Requires knowledge, skill and mental development equivalent to completion of four years of college with major coursework in the social sciences, public or business administration and three years professional experience with employment and unemployment insurance programs. Requires thorough knowledge of the IL Labor Exchange program, agency programs and services required to meet client needs. Requires ability to understand and respond to the changing employment needs of the community; serve as technical information resource to staff; analyze problems and procedures to provide effective benefit services and to effectively communicate verbally and in written form; to train and supervise professional staff. Requires ability to use a personal computer with related software programs. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

1. POSITION TITE	<u>.</u> E	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER		
Existing Position									
New/Revised Position Employment S Field Office St			29	ss	13600-44-51-107-30-31				
3. AGENCY	ipel visoi	4. BUREAU/ DIVISION		L	5. EXMT CODE				9, OFFICE USE
Existing Position									
New/Revised Position	t of Employment Security	Service Delivery/ Fie	ld Opera	tions	0				
10. SECTION		11. UNIT			12. TRAN CODE	SACTION	1,	B. EFFECTIV	EUATE
Existing Position								02/16/	/2019
New/Revised Position Chicago Region	on/ Pilsen Local Office	Service Unit II				21 ESTAE		E CHANGI	E
		15. BARGAINING/TERM	CODE	Rutan Exempt	1 □ мс	24 POSIT	ION NU		
14. WORK LOCA Existing Position	TION	10. BARGAINING/TERM			1 ☐ MCd	27 ADDIT	IONAL I		
						21 ABOL	ISH		
New/Revised Position 1700 W. 18 th	Street	RC062		N	☐ MC149 DOWNWARD REALLOCATION ☐ MC150 LATERAL REALLOCATION ☐ MC158 UPWARD REALLOCATION			NC	
Chicago, IL % OF TIME	16 COMPLETE CURRE	I NT AND ACCURATE STATEME	NT OF PO	OSITION ESS	L SENTIAL	FUNCT	ONS		
30%	objectives which most services. Collaborates evaluation of service doffice operations in the who request or need in 1. Plans and director reception/in Exchange regagency service separation and request or needs	ects Employment Security progratake, claims processing, beneficiation process, vocational ces, such as job development and nonseparation adjudication is interpretive services.	on of Un let; collal level; as les directe grams ar lit claims ounselin and job p ssues. U	employment borates in plant sumes respect. Utilizes and services for and payments to the services services services to the services services services to the services services services services services to the services	t Insural lanning, onsibilit Spanish for claim ent issue opment, o the built ish lang	implem y for ove langua nants an es resolu job refe usiness	d emputions erral, comm	ner-Pey on and nanager assist cl oloyers i , IL Lab coordina nunity ar t clients	ser ment of lients relevant or ation of nd s who
30%	Provides guida reassigns staf approves time abreast of cha coordinates th supervision of	s, reviews and evaluates the vance and training to assigned f to meet day-to-day operating off; prepares and signs performages in policy, procedures and implementation of corrective a non-union supervisor to procedure and evaluation of corrective and evaluations are to make the scientific and evaluations.	staff; co g needs; rmance d progra e action; ovide rela	unsels staff establishes evaluations. im operation conducts pr evant inform	regardii annual Conduis s. Disc e-discip ation or	ng work goals a cts mee cusses p plinary m assista	performed perfor	rmance; ectives; to keep n areas gs unde	staff and er the
10%	objectives whi Peyser service production an and implemer	nd maintains systems to monition most directly affect the address; collaborates in developmed budget indicators to monitorates corrective action.	ninistrati nt of offic product	on of Unem ce budget a	pioymei nd cond goals ar	nt insura lucts free	ance a quent	reviews problem	of key
	CMS SIGNATURE WI work:	IIVIIVIEDIATE SUPERVISUR SIGNAT		Thomas 12			•		06/2019
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CMS-104 (Rev. 1	0/94 IL 401-0794 4247								
Topus May	W TOYT	MAR 2 8 2019							

16. (CONTINU	
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
10%	4. Collaborates in planning, implementation and evaluation of service delivery programs at the office level; establishes and maintains systems to monitor office processes in the application of sections of the UI Act most directly related to ensuring the integrity of the administration of services and the timely issuance of all notice/determinations.
10%	 Processes or assists in the processing of unusual, difficult or potentially controversial claims, benefit issues, job searches or referrals and separation and nonseparation adjudication, including those of former office staff and close friends or relatives of current staff members. Utilizes Spanish language to assist clients who request or need interpretive services.
05%	6. Assumes responsibility for overall management of office operations in the absence of the manager or as directed.
05%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.
	ON TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing,

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.)

WORKING TITLE (IF ANY)

PSA, Opt. SS1 37015-44-51-107-00-31

Local Office Manager

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

☑ SUPERVISOR

OR

☐ 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:

2-5 2-5
2.5
2-5
2-5
2-5
2-5

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

Requires knowledge, skill and mental development equivalent to completion of four years of college with major coursework in the social sciences, public or business administration and three years professional experience with employment and unemployment insurance programs. Requires thorough knowledge of the IL Labor Exchange program, agency programs and services required to meet client needs. Requires ability to understand and respond to the changing employment needs of the community; serve as technical information resource to staff; analyze problems and procedures to provide effective benefit services and to effectively communicate verbally and in written form; to train and supervise professional staff. Requires ability to use a personal computer with related software programs. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

1. POSITION TITI		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TO OPTION COL	LE 2. POS	ITION NU	MBER		
Existing Position		<u> </u>	CODE	OF HOR COI				······································	
New/Revised Position		 				_			
Employment S			29	SS	13600	-44-53-	105-3	0-31	
Field Office Su	ipervisor	4. BUREAU/ DIVISION			5. EXMT	6. WORK	7. A/I	8.AUDIT	9. OFFICE
3. AGENCY Existing Position	_,	4. BUREAU/ DIVISION			CODE	COUNTY	AUTH	8.40011	USE
Existing Conton				<u>-</u>]	
New/Revised Position	of Employment Security	Service Delivery/ Field	Operation	ons	0	099	N	R	ĺ
10. SECTION	Of Employment Ocounty	11. UNIT	_		12. TRAN CODE	SACTION	1:	3. EFFECTIV	E DATE
Existing Position					JOSE			02/16/	/2019
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New/Revised Position	and Office	Service Unit II				21 ESTA			_
Metro South R	legion/ Joliet Local Office		Rutan					E CHANGI MBER CH	
14. WORK LOCA	TION	15. BARGAINING/TERM CO	DE	Exer	pt 🛛 🖾 MC0	26 CLARI	FY		L CHANGE
Existing Position					☐ MC	28 WORK 21 ABOLI	COUN		
New/Revised Position								REALLOC	ATION
Joliet, IL		RC062		150 LATER 158 UPWA					
% OF TIME	16. COMPLETE CURRENT A	ND ACCURATE STATEME	NT OF P	OSITION E					
	Under general direction, pla								
30%	employers. Establishes and maintains systems to monitor employee performance against office goals and objectives which most directly affect the administration of Unemployment Insurance and Wagner-Peyser services. Collaborates in development of office budget; collaborates in planning, implementation and evaluation of service delivery programs at the office level; assumes responsibility for overall management of office operations in the absence of the manager or as directed. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Plans and directs Employment Security programs and services for claimants and employers relevant							ment of lients	
3078	to reception/intake Exchange registrate agency services, s separation and not request or need in	, claims processing, bene tion process, vocational co uch as job development a nseparation adjudication i terpretive services.	fit claim ounselin and job p ssues. l	s and pay ng, job de placemen Jtilizes Sp	ment issu- velopment is to the bi panish lang	es resoli , job refe usiness guage to	utions erral, d comm assis	i, IL Lab coordina nunity ar st clients	oor ation of nd s who
30%	2. Plans, assigns, reviews and evaluates the work of subordinate staff; serves as a working supervisor. 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 time off; prepares and signs performance evaluations. Conducts meetings to keep staff abreast of changes in policy, procedures and program operations. Discusses problem areas and coordinates the implementation of corrective action; conducts pre-disciplinary meetings under the supervision of a non-union supervisor to provide relevant information or assistance.							staff s and er the	
10%	objectives which n Peyser services; c production and bu	is and maintains systems to monitor employee performance against office goals and which most directly affect the administration of Unemployment Insurance and Wagner-rvices; collaborates in development of office budget and conducts frequent reviews of key and budget indicators to monitor production against goals and to identify problems; plans ments corrective action.					gner- s of key		
DIRECTOR OF	7.7	DIATE SUPERVISOR SIGNAT	URE		EAD SIGNA				DATE
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16. (CONTINUE	D)							
% OF TIME	16. COM	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENT	IAL FUNCTIONS (Continued)			
10%	4. Collaborates in planning, implementation and evaluation of service delivery programs at the office level; establishes and maintains systems to monitor office processes in the application of sections of the UI Act most directly related to ensuring the integrity of the administration of services and the timely issuance of all notice/determinations.							
10%	5. Processes or assists in the processing of unusual, difficult or potentially controversial claims, benefit issues, job searches or referrals and separation and nonseparation adjudication, including those of former office staff and close friends or relatives of current staff members. Utilizes Spanish language to assist clients who request or need interpretive services.							
05%	Assumes responsibility for overall management of office operations in the absence of the manager or as directed.							
05%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.							
conductin	g and sigr	ND NUMBER OF IMN ning performance eval f this position.)	MEDIATE SUPERVISOR (Responsible uations; effectively recommending and	for assignments	gning and reviewing work, preparing, g disciplinary action and adjusting grievances			
				WORK	(ING TITLE (IF ANY)			
		4-53-105-00-01		Local	Office Manager			
18. CHECK TI	HE APPR	OPRIATE BOX IF TH	S POSITION IS A:					
⊠ SUPE	RVISOR	OR 🗌 LEAD V	VORKER					
ti	me perce	ntage(s) allotted.	ponsibilities <u>must</u> be described in a		, ,			
headcour	as cnecké it:	ed above, list position	title, position number, and number of su	ubordina	ite incumbents or authorized funded			
	Position	Title	Position Number		No. of Incumbents or Funded Vacancies			
			13650-44-53-105-31-01		2-5			
ES Program R		ittent	13651-44-53-105-31-01		2-5			
ES Service Rep			13667-44-53-105-31-01		2-5			

Position Title	Position Number	No. of Incumbents or Funded Vacancies
ES Program Rep	13650-44-53-105-31-01	2-5
ES Program Rep Intermittent	13651-44-53-105-31-01	2-5
ES Service Rep	13667-44-53-105-31-01	2-5
ES Service Rep, SS	13667-44-53-105-31-31	2-5
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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.

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1. POSITION TIT	LE			VORKING TI	TLE (IF ANY)	BILINGUAL	POSITION	NTITLE	2. POSI	TION NUI	MBER		
Existing Position			· · · · 			CODE	GPHON	CODE					
New/Revised Position							-						:
Employment S	Security					29	S	s	13600	-44-54- ⁻	102-50	0-31	
Field Office St	upervisor	-					<u> </u>				· · · · · · · · · · · · · · · · · · ·		
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				Contino D	Delivery/ Fiel	d Opera	tions		0	101	1	R	N
IL Department	of Empl	oyment Secur	ity			u Opera	ations		12. TRANSACTION 13. EFFECTIVE DAT				
10. SECTION				11. UNIT					CODE	EDATE			
Existing Position												11/01/	2020
New/Revised Position													
Northern Regi	on/ Rock	ford Local Off	ice	Service U	Jnit IV					21 ESTAB		~ 0	_
110 tille ill i kegi			-	Rutan				Rutan		22 EXEMP 24 POSIT			
	14. WORK LOCATION				INING/TERM (CODE	_ E	xempt	☐ MC0	26 CLARII	FY		
Existing Position										27 ADDIT: 28 WORK			
New/Revised Position									_	21 ABOLIS		DEALLOCA	ATION
	Rockford, IL				RC062			N	☐ MC1	49 DOWN 50 LATER	AL REA	LLOCATIO	NC.
	16 001	ADJETE CURR	 ACCURATE STATEMENT OF POSITION ES						58 UPWA		LLOCATIO	N	
% OF TIME	IO. CON	IPLETE CURK	ENT AND	ACCURATE	ESTATEMEN	VI OF PO	Jamor	V ESS	CNIIAL	FUNCTI	ONS		
30%	objective services evaluate office of who reconstructions of the construction of the c	ers. Establishers which most s. Collaborater ion of service perations in the quest or need. Plans and direct to reception/ii. Exchange regagency service separation are request or need.	t directly as in devel delivery pure absence interpretive ects Empontake, claugistration ces, such and nonsepred interpretional districts.	affect the a copment of programs are of the make services loyment Sims proces process, vas job devocation ad retive servi	administration office langer or as a security progressing, beneficocational covelopment a ljudication is ices.	on of Undet; collable evel; assisted in a directer arms and it claims ounseling and job pressues. U	employ borates sumes ed. Utili ad servi and pa g, job d laceme tilizes S	ments in pla respondizes S ices for ayment levelopents to Spanis	Insurar anning, possibility panish or claiment issue pment, the bu sh lange	ance and implement for over language ants and series resolution for the series country to the series country t	Wagrentation and the committee of the commitment	ler-Peyson and anagen assist clients for the continuation of the c	nent of ients elevant or tion of d who
 Plans, assigns, reviews and evaluates the work of subordinate staff; serves as a working supervisor. 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 time off; prepares and signs performance evaluations. Conducts meetings to keep staff abreast of changes in policy, procedures and program operations. Discusses problem areas and coordinates the implementation of corrective action; conducts pre-disciplinary meetings under the supervision of a non-union supervisor to provide relevant information or assistance. Establishes and maintains systems to monitor employee performance against office goals and objectives which most directly affect the administration of Unemployment Insurance and Wagner-Peyser services; collaborates in development of office budget and conducts frequent reviews of key production and budget indicators to monitor production against goals and to identify problems; plans and implements corrective action. 						staff and the d ner- of key							
DIRECTOR OF C	MS SIGNA	TURE	IMMEDIAT	E SUPERVI	SOR SIGNATU	JRE A	GENCY	HEAD	SIGNAT	JRE	-	D	ATE
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16. (CONTINUE	-D)						
% OF TIME		MPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENT	TAL FUNCTIONS (Continued)		
10%	4.	level; establishes a the UI Act most dir	and maintains systems to monitor o	office pro	ervice delivery programs at the office ocesses in the application of sections of administration of services and the timely		
10%	5. Processes or assists in the processing of unusual, difficult or potentially controversial claims, benefit issues, job searches or referrals and separation and nonseparation adjudication, including those of former office staff and close friends or relatives of current staff members. Utilizes Spanish language to assist clients who request or need interpretive services.						
05%	6. Assumes responsibility for overall management of office operations in the absence of the manager or as directed.						
05%	 Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above. 						
conductin	g and sig		MEDIATE SUPERVISOR (Responsible uations; effectively recommending and	imposin	gning and reviewing work, preparing, g disciplinary action and adjusting grievances		
PSA, Opt. 1	37015-4	14-54-102-00-01		Local	Office Manager		
18. CHECK TI	HE APPR	OPRIATE BOX IF TH	IS POSITION IS A:				
⊠ SUPE	RVISOR	OR 🗌 LEAD V	VORKER				
ti	me perce as check	entage(s) allotted.	sponsibilities must be described in a title, position number, and number of s		• • • • • • • • • • • • • • • • • • • •		
· · · · · · · · · · · · · · · · · · ·	Position	Title	Position Number		No. of Incumbents or Funded Vacancies		
ESPR			13650-44-54-103-51-01		2-5		
ESPR SS			13650-44-54-102-51-31		2.5		

 Position Title
 Position Number
 No. of Incumbents or Funded Vacancies

 ESPR
 13650-44-54-103-51-01
 2-5

 ESPR, SS
 13650-44-54-102-51-31
 2-5

 ESSR
 13667-44-54-102-51-01
 2-5

 ESSR, SS
 13667-44-54-102-51-31
 2-5

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CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TIT	LE		WORKING TITLE (IF ANY)	BILINGUA	L POS	ITION TITLE	2. POS	ITION NU	MBER]
Existing Position												
New/Revised Position Employment Field Office S				22		PO	13600)-44-54-	103-4	10-41		
3. AGENCY	<u> </u>		4. BUREAU/ DIVISION				5. EXMT	6. WORK COUNTY	7. A/I AUTH	6.AUDIT	9. OFFICE USE	1
Existing Position											07/01/21 - Up	
New/Revised Position			Canting Delivery Fig				0	016	4	1 _	location and	section nam
	t of Employment Secui	rity	<u> </u>	Service Delivery/ Field Operations 11. UNIT				016	1	R	IVE DATE	
10. SECTION Existing Position			11. UNII	11. UNIT 12. TRANSACTION CODE 13. EFFECTIVE D					IVE DATE	4		
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New/Revised Position	Wheeling											1
Northern Reg	ion/ Arlington Hts . Loca	al Office	Service Unit III)21 ESTAE)22 EXEM		DE CHANG	3E	
14. WORK LOCA	TION		15. BARGAINING/TERM CODE Rutan Exempt					024 POSIT 026 CLAR		UMBER CH	HANGE	
Existing Position		10. DANGAINING/TERM	OODL			□ MC	27 ADDI	TONAL		AL CHANGE		
							□ MD	028 WORI 021 ABOL	SH			
New/Revised Position		DOCCO MC149 DOWNWARD REALLOCATION										
	hts: L Wheeling, IL						☐ MC1	158 UPW/	ARD RE			4
% OF TIME	16. COMPLETE CURRI	ENT AND	ACCURATE STATEMEN	IT OF F	POSITI	ON ESS	ENTIAL	FUNCTI	<u>ONS</u>			4
30%	employers. Establishes and maintains systems to monitor employee performance against office goals and objectives which most directly affect the administration of Unemployment Insurance and Wagner-Peyser services. Collaborates in development of office budget; collaborates in planning, implementation and evaluation of service delivery programs at the office level; assumes responsibility for overall management of office operations in the absence of the manager or as directed. Utilizes Polish language to assist clients who request or need interpretive services. 1. Plans and directs Employment Security programs and services for claimants and employers relevant to reception/intake, claims processing, benefit claims and payment issues resolutions, IL Labor Exchange registration process, vocational counseling, job development, job referral, coordination of agency services, such as job development and job placements to the business community and separation and nonseparation adjudication issues. Utilizes Polish language to assist clients who											
30% 10%	 Plans, assigns, reviews and evaluates the work of subordinate staff; serves as a working supervisor. 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 time off; prepares and signs performance evaluations. Conducts meetings to keep staff abreast of changes in policy, procedures and program operations. Discusses problem areas and coordinates the implementation of corrective action; conducts pre-disciplinary meetings under the supervision of a non-union supervisor to provide relevant information or assistance. Establishes and maintains systems to monitor employee performance against office goals and objectives which most directly affect the administration of Unemployment Insurance and Wagner-Peyser services; collaborates in development of office budget and conducts frequent reviews of key production and budget indicators to monitor production against goals and to identify problems; plans 											
DIRECTOR OF C			ECEVE ACTION. TE SUPERVISORSIONATU	JRE		CY HEAD			-	-	OATE	
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16. (CONTINUED)								
% OF TIME		PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	NESSENTIAL FUNCTIONS (Continued)				
10%	4. Collaborates in planning, implementation and evaluation of service delivery programs at the office level; establishes and maintains systems to monitor office processes in the application of sections of the UI Act most directly related to ensuring the integrity of the administration of services and the timely issuance of all notice/determinations.							
10%	5. Processes or assists in the processing of unusual, difficult or potentially controversial claims, benefit issues, job searches or referrals and separation and nonseparation adjudication, including those of former office staff and close friends or relatives of current staff members. Utilizes Polish language to assist clients who request or need interpretive services.							
05%	6. Assumes responsibility for overall management of office operations in the absence of the manager or as directed.							
05%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.							
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing,								
conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances								
for the incumbent of this position.)								
				WORKING TITLE (IF ANY)				
PSA, Opt. 1	37015-	14-54-103-00-01		Local Office Manager				
18. CHECK TI	HE APPR	OPRIATE BOX IF TH	IS POSITION IS A:					
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☑ SUPER	RVISOR	OR LEAD V	VORKER					
NOTE: 0	· · · · · · · · · · · · · · · · · · ·			and a dark and a dark and a dark and a dark a dark a				
		ry or lead worker res entage(s) allotted.	ponsibilities <u>must</u> be described in	a detailed duty statement(s) with a				
			title position number and number of	subordinate incumbents or authorized funded				
headcour		ca above, nat position	the, position number, and number of	suboralitate in camberlo or dathorized idiaco				
	Position	Title	Position Number	No. of Incumbents or Funded Vacancies				
ESPR BO	·		13650-44-54-103-41-01	2-5				
ESPR, PO			13650-44-54-103-41-41	2-5				
ESSR			13667-44-54-103-41-01	2-5 2-5				
ESSR, SS			13667-44-54-103-41-31	2-3				
10. SDECIALIZED VAIONALEDGES SKILLS ADJUTIES LICENSLIDE OF CEDTIFICATION NECESSARY FOR THE SUCCESSELL								
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.								
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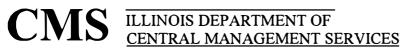
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1. POSITION TIT	LE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER		
Existing Position					,				
New/Revised Position Employment S Field Office S		,	29	SS	13600	-44-54-	103-5	0-31	
3. AGENCY	·	4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position									07/01/21- Up work location
New/Revised Position	t of Employment Security	Service Delivery/ Fiel	d Opera	tions	0	016	1	R	section name
10. SECTION	t or Employment Security	11. UNIT	F			SACTION	1:	I 3. EFFECTIV	<u> </u> Æ DATE
Existing Position					CODE				/2010
N 60 12 15 15 15								02/16	72019
New/Revised Position Northern Regi	Wheeling on/ Arlington Hts. Local Office	Service Unit IV		1	☐ WC0	21 ESTAB 22 EXEM	PT COD		
14. WORK LOCA	TION	15. BARGAINING/TERM (CODE	Rutan Exempt	☑ MC0	24 POSIT 26 CLARI	FY		
Existing Position						27 ADDIT 28 WORK			
New/Revised Position					☐ MD0	21 ABOLI 49 DOWN	SH		
	hts, IL Wheeling, IL	RC062		N	☐ MC1	50 LATER 58 UPWA	RAL REA	LLOCATIO	ON
% OF TIME	16. COMPLETE CURRENT AN	D ACCURATE STATEMEN	NT OF PC	SITION ESS					
services. Collaborates in development of office budget; collaborates in planning, implementation and evaluation of service delivery programs at the office level; assumes responsibility for overall management of office operations in the absence of the manager or as directed. Utilizes Spanish language to assist clients who request or need interpretive services.									
30%	to reception/intake, o Exchange registratio agency services, suc	nployment Security prog claims processing, benef n process, vocational co ch as job development a eparation adjudication is pretive services.	it claims unseling nd job pl	and payme , job develo acements to	nt issue pment, o the bu	es resolu job refe siness d	itions, rral, c comm	IL Labo oordina unity an	or tion of d
30%	reassigns staff to me approves time off; pr abreast of changes i coordinates the imple	ws and evaluates the wand training to assigned set day-to-day operating epares and signs perform policy, procedures and ementation of corrective funion supervisor to prove	staff; cou needs; e mance e I progran action; c	nsels staff restablishes a valuations. In operations conducts pre-	egardin annual g Conduc s. Discu e-discipl	g work p goals an ts meet usses pr inary m	perfor d objectings to oblen eeting	mance; ectives; o keep s n areas	staff and
10%	 Establishes and maintains systems to monitor employee performance against office goals and objectives which most directly affect the administration of Unemployment Insurance and Wagner-Peyser services; collaborates in development of office budget and conducts frequent reviews of key production and budget indicators to monitor production against goals and to identify problems; plans and implements corrective action. 							ner- of key	
DIRECTOR OF C	MS SHGNATURE IMMEDI	ATE, SUPERVISOR SIGNATI		GENCY HEAD		-		D	ATE
Lan	l mele	DECENT	iana 🗎	thoma	3Ch	m	-	03/06	6/2019
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16. (CONTINUED)								
% OF TIME		PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)				
10%	4.	level; establishes a	and maintains systems to monitor o ectly related to ensuring the integri	ion of service delivery programs at the office iffice processes in the application of sections of ty of the administration of services and the timely				
10%	5.	issues, job searche former office staff a	es or referrals and separation and r	ficult or potentially controversial claims, benefit nonseparation adjudication, including those of rent staff members. Utilizes Spanish language to es.				
05%	6.	Assumes responsit as directed.	oility for overall management of offi	ice operations in the absence of the manager or				
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.)								
				WORKING TITLE (IF ANY)				
PSA, Opt. 1	37015-4	4-54-103-00-01		Local Office Manager				
18. CHECK TH	IE APPR	OPRIATE BOX IF THI	S POSITION IS A:					
⊠ SUPEF	RVISOR	OR LEAD W	/ORKER					
NOTE: Si	uperviso	ry or lead worker res entage(s) allotted.	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a				
If a box wa	as checke		itle, position number, and number of se	ubordinate incumbents or authorized funded				
headcount	t:							
	Position	Title	Position Number	No. of Incumbents or Funded Vacancies				
ESPR			13650-44-54-103-51-01	1				
ESSR			13667-44-54-103-51-01	2				
ESSR, SS			13667-44-54-103-51-31	1				
19 SPECIALI	ZED KNC	JWI EDGES SKILLS	ARII ITIES LICENSLIRE OR CERTIE	CATION NECESSARY FOR THE SUCCESSE!!!				
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.								
Requires knowledge, skill and mental development equivalent to completion of four years of college with major coursework in the social sciences, public or business administration and three years professional experience with employment and unemployment insurance programs. Requires thorough knowledge of the IL Labor Exchange program, agency programs								
and services required to meet client needs. Requires ability to understand and respond to the changing employment needs								

of the community; serve as technical information resource to staff; analyze problems and procedures to provide effective benefit services and to effectively communicate verbally and in written form; to train and supervise professional staff. Requires ability to use a personal computer with related software programs. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking

clients.

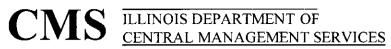


1. POSITION TITLE	WORKING TITLE (IF ANY) BILINGUAL POSITION TITLE 2. POSITION NUMBER							
Existing Position	` '	CODE	, OPTION CODE	i				
New/Revised Position Employment Security Field Office Supervisor		29	SS	13600)-44-54-	107-5	0-31	
3. AGENCY	4. BUREAU/ DIVISION		•	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position								09/01/2020 -
New/Revised Position IL Department of Employment Security	Service Delivery/ Fiel	d Opera	tions	0	045	-N	R	update to A/I code and supervisor PN
10. SECTION	11. UNIT			12. TRAN	SACTION	13	B. EFFECTIV	E DATE
Existing Position				ì			02/16/	2019
New/Revised Position	<u> </u>	-{		<u>i </u>				
Northern Region/ North Aurora Local Office	Service Unit III				21 ESTAB		E CHANGE	<u>.</u>
14. WORK LOCATION	15. BARGAINING/TERM C	ODE	Rutan Exemp	☐ MC	24 POSIT 26 CLARI	ION NU		
Existing Position	15. DARGAINING/TERM C	JODE		MCC	27 ADDIT	IONAL I		
							TY CHANG	E
New/Revised Position	RC062	RC062 N					REALLOCA	
North Aurora, IL		☐ MC1	58 UPWA	RD REA				
% OF TIME 16. COMPLETE CURRENT AN	D ACCURATE STATEMEN	II OF PC	DSITION ES	SENTIAL	FUNCTI	ONS		
employers. Establishes and objectives which most direct services. Collaborates in development of service delivery office operations in the abse who request or need interpression. 1. Plans and directs Ento reception/intake, of Exchange registration agency services, suggested agency services, suggested and nons request or need interpression.	Under general direction, plans and directs Employment Security programs and services for claimants and employers. Establishes and maintains systems to monitor employee performance against office goals and objectives which most directly affect the administration of Unemployment Insurance and Wagner-Peyser services. Collaborates in development of office budget; collaborates in planning, implementation and evaluation of service delivery programs at the office level; assumes responsibility for overall management of office operations in the absence of the manager or as directed. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Plans and directs Employment Security programs and services for claimants and employers relevant to reception/intake, claims processing, benefit claims and payment issues resolutions, IL Labor Exchange registration process, vocational counseling, job development, job referral, coordination of agency services, such as job development and job placements to the business community and separation and nonseparation adjudication issues. Utilizes Spanish language to assist clients who request or need interpretive services.							
Provides guidance a reassigns staff to me approves time off; pr abreast of changes i coordinates the implesupervision of a non-	 Plans, assigns, reviews and evaluates the work of subordinate staff; serves as a working supervisor. 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 time off; prepares and signs performance evaluations. Conducts meetings to keep staff abreast of changes in policy, procedures and program operations. Discusses problem areas and coordinates the implementation of corrective action; conducts pre-disciplinary meetings under the supervision of a non-union supervisor to provide relevant information or assistance. Establishes and maintains systems to monitor employee performance against office goals and 							
objectives which most directly affect the administration of Unemployment Insurance and Wagner-Peyser services; collaborates in development of office budget and conducts frequent reviews of k production and budget indicators to monitor production against goals and to identify problems; pla and implements corrective action.						of key ; plans		
DIRECTOR OF CMS SIGNATURE IMMEDI	OR OF CMS SIGNATURE IMMEDIATE SUPERVISOR SIGNATURE AGENCY HEAD SIGNATURE					D	ATE	
fault forte by Jamlaydon			6.	1-50	m	ين	03/0	6/2019
CMS-104 (ReV)10/949 11 401-0794	المات الحاك	· ·					•	

16. (CONTINUE		DI ETE CUODENT AND	ACCURATE STATEMENT OF POSITION	CCCNT	AL FUNCTIONS (Continued)			
% OF TIME	16. COM	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION I	E22ENII	ALFUNCTIONS (Continued)			
10%	4.	level; establishes a	and maintains systems to monitor of ectly related to ensuring the integrit	ffice pro	ervice delivery programs at the office ocesses in the application of sections of administration of services and the timely			
10%	5. Processes or assists in the processing of unusual, difficult or potentially controversial claims, benefit issues, job searches or referrals and separation and nonseparation adjudication, including those of former office staff and close friends or relatives of current staff members. Utilizes Spanish language to assist clients who request or need interpretive services.							
05%	6. Assumes responsibility for overall management of office operations in the absence of the manager or as directed.							
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.)								
DSA Opt 1 3	27015-4/	I-54-107-00-01		WORK	ING TITLE (IF ANY)			
•		5 -44-54-107-00-31	-	Local Office Manager				
18. CHECK TH	HE APPR	OPRIATE BOX IF THI	S POSITION IS A:	l				
⊠ SUPE	RVISOR	OR LEAD W	VORKER					
NOTE O	•			.1 . 4 - 11	1 1 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4			
		ry or iead worker res entage(s) allotted.	ponsibilities <u>must</u> be described in a	detailed	duty statement(s) with a			
	as checke		title, position number, and number of su	ubordina	te incumbents or authorized funded			
	Position	Title	Position Number		No. of Incumbents or Funded Vacancies			
ESPR		1	13650-44-54-107-51-01		5			
ESPR, SS			13650-44-54-107-51-31 ·		1			
ESSR			13667-44-54-107-51-01		2			
·								
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION"								

CAN NO LONGER BE USED.

Requires knowledge, skill and mental development equivalent to completion of four years of college with major coursework in the social sciences, public or business administration and three years professional experience with employment and unemployment insurance programs. Requires thorough knowledge of the IL Labor Exchange program, agency programs and services required to meet client needs. Requires ability to understand and respond to the changing employment needs of the community; serve as technical information resource to staff; analyze problems and procedures to provide effective benefit services and to effectively communicate verbally and in written form; to train and supervise professional staff. Requires ability to use a personal computer with related software programs. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



1. POSITION TIT	ΓLE			WORKING TITLE (IF ANY)	BILINGUA	L POS	ITION TITLE	2. POS	ITION NU	MBER		· ·
Existing Position				,	CODE	OP	TION CODE				·	
New/Revised Position Employment					29		ss	13600	,			
Field Office S	Superviso	or			29		33	13000	-44-55-	100-0	0-31	
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				0 ' 0 " (F)				_	070		1	
	nt of Emp	loyment Secu	rity	Service Delivery/ Fig	eld Obe	ration	S	0	072	1	R	17
10. SECTION				11. UNIT				12. FRAN CODE	SACTION	1	3. EFFECTIV	/E DATE
Existing Position											08/16/	2020
New/Revised Positron		-		C				E2 1400	O4 FCTAI			
Northwest Re	gion/ Pe	oria Local Offi	ce	Service Unit V			Dutan	□ мсс		PTCO	DE CHANG	
14. WORK LOCA	ATION			15. BARGAINING/TERM	CODE		Rutan Exempt		124 PUSI 126 CLAR		JMBER CH	ANGE
Existing Position								☐ MC0		K COUN	IDENTICA: ITY CHANG	LCHANGE SE
New/Revised Position		· <u></u>		50000				☐ MC1	49 DOW	WARD	REALLOC	
Peoria, IL				RC062			N				ALLOCATI ALLOCATI	
% OF TIME	16. COI	MPLETE CURR	ENT AND	DACCURATE STATEMEN	NT OF F	POSITI	ON ESS	ENTIAL	FUNCTI	ONS		
30%	objecti service evalua office o who re	nployers. Establishes and maintains systems to monitor employee performance against office goals and objectives which most directly affect the administration of Unemployment Insurance and Wagner-Peyser ervices. Collaborates in development of office budget; collaborates in planning, implementation and reluation of service delivery programs at the office level; assumes responsibility for overall management of fice operations in the absence of the manager or as directed. Utilizes Spanish language to assist clients no request or need interpretive services. 1. Plans and directs Employment Security programs and services for claimants and employers relevant to reception/intake, claims processing, benefit claims and payment issues resolutions, IL Labor Exchange registration process, vocational counseling, job development, job referral, coordination of agency services, such as job development and job placements to the business community and separation and nonseparation adjudication issues. Utilizes Spanish language to assist clients who request or need interpretive services.								ment of ients relevant or ation of id		
10%	3.	Provides gui reassigns sta approves tim abreast of ch coordinates supervision of Establishes objectives w Peyser servi production a	dance a aff to me off; property in anges in the imployed a non-and main hich mores; colland budg	reviews and evaluates the work of subordinate staff; serves as a working supervisince and training to assigned staff, counsels staff regarding work performance; or meet day-to-day operating needs; establishes annual goals and objectives; off; prepares and signs performance evaluations. Conducts meetings to keep staff ges in policy, procedures and program operations. Discusses problem areas and implementation of corrective action; conducts pre-disciplinary meetings under the non-union supervisor to provide relevant information or assistance. maintains systems to monitor employee performance against office goals and most directly affect the administration of Unemployment Insurance and Wagner; collaborates in development of office budget and conducts frequent reviews of keyoudget indicators to monitor production against goals and to identify problems; plane corrective action.							staff and r the d iner- of key	
DIRECTOR OF C	MS SIGN	ATURE, I	IMMEDIA	ATE SUPERVISOR SIGNATI	JRE	AGEN	CY HEAD	SIGNAT	URE		D.	ATE
	y saw	l forte 39				this	stin Ri	chand	Dear Me	hi	08/2	6/2020

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16. (CONTINUE				
% OF TIME	16. COM	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
10%	4.	level; establishes the UI Act most di	and maintains systems to monitor o	tion of service delivery programs at the office office processes in the application of sections of ity of the administration of services and the timely
10%	5.	issues, job search former office staff	es or referrals and separation and i	ficult or potentially controversial claims, benefit nonseparation adjudication, including those of trent staff members. Utilizes Spanish language to es.
05%	6.	Assumes respons as directed.	ibility for overall management of off	ice operations in the absence of the manager or
05%	7.	Performs other du enumerated above		are reasonably within the scope of the duties
conductin	g and sig			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
				WORKING TITLE (IF ANY)
PSA, Opt. 1	37015-4	4-55-108-00-01		Local Office Manager
18. CHECK TH	HE APPRO	OPRIATE BOX IF TH	IS POSITION IS A:	
☑ SUPE	RVISOR	OR 🗌 LEAD V	VORKER	
ti	<mark>me perce</mark> as checke	ntage(s) allotted.	ponsibilities must be described in a title, position number, and number of si	detailed duty statement(s) with a ubordinate incumbents or authorized funded
	Position	Title	Position Number	No. of Incumbents or Funded Vacancies
ESPR			13650-44-55-108-61-01	2-5
ESPR, SS			13650-44-55-108-61-31	2-5
ESSR			13667-44-55-108-61-01	2-5
ECCD CC			13667_44_55_108_61_31	1 25

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

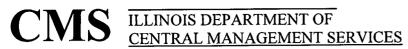
Requires knowledge, skill and mental development equivalent to completion of four years of college with major coursework in the social sciences, public or business administration and three years professional experience with employment and unemployment insurance programs. Requires thorough knowledge of the IL Labor Exchange program, agency programs and services required to meet client needs. Requires ability to understand and respond to the changing employment needs of the community; serve as technical information resource to staff; analyze problems and procedures to provide effective benefit services and to effectively communicate verbally and in written form; to train and supervise professional staff. Requires ability to use a personal computer with related software programs. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



1. POSITION TIT	LE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSIT	ON CODE	2. POSI	TION NU	MBER					
Existing Position				1									
New/Revised Position Employment S Field Office St			29	,	SS	13600	-44-60-	101-4	0-31	<u> </u>			
3. AGENCY	aper vioor	4. BUREAU/ DIVISION		.l		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE			
Existing Position		Service Delivery/ Call C	enter O	perat	ions								
New/Revised Position	t of Employment Security	Service Delivery/ Field	0	022	N	R							
10. SECTION	or Employment decurity	11. UNIT							12. TRANSACTION 13. EFFECTIVE DA				
Existing Position									02/16	/2019			
Lombard Call	Center - Section A							<u> </u>		· · · · · ·			
	perations/ Lombard Call ion A	all Service Unit A-4					21 ESTAE 22 EXEMI	PT COD					
14. WORK LOCA	TION	15. BARGAINING/TERM CO	DE		Rutan Exempt	⊠ MC0	24 POSIT 26 CLARI	FY					
Existing Position					. ====	MC0	27 ADDIT 28 WORK 21 ABOLI	COUN'	TY CHANG	Ε			
New/Revised Position Lombard, IL		RC062			N	MC1	49 DOWN 50 LATER 58 UPWA	RAL REA	LLOCATION	NC			
% OF TIME	16. COMPLETE CURRENT A	ND ACCURATE STATEMEN	NT OF PO	OSITIO	ON ESS								
30%	to reception/intake Exchange registra agency services, s separation and no request or need in	evelopment of office budg ery programs at the office sence of the manager or a	et; collal evel; as s directe rams ar fit claims bunselin nd job p ssues. U	borate sume ed. U nd ser s and g, job lacer Itilizes	es in places responsible sides of tilizes so	anning, onsibility or claim ont issue opment, o the bu	implem y for ove langua ants and es resolu job refe usiness o uage to	entatierall m ge to a d emp utions erral, c comm assis	on and nanager assist c oloyers (IL Lab coordina unity ar t clients	ment of lients relevant or ation of ad			
30%	Provides guidance reassigns staff to a approves time off; abreast of change coordinates the improvision of a new supervision of a new s	e and training to assigned a meet day-to-day operating prepares and signs perfor s in policy, procedures and aplementation of corrective on-union supervisor to pro-	staff; con needs; mance of progra action; vide rele	unsel estab evalu m op cond evant	s staff roblishes ations. erations ucts proint informations.	regardir annual Conduct s. Disc e-discip ation or	ng work goals ar cts meet usses p linary m assistar	perfor nd obj ings t robler reeting nce.	mance; ectives; o keep n areas gs unde	staff and r the			
10%	objectives which n Pevser services: o	naintains systems to monity and the systems to monity affect the admits and the solution and the systems to monitory action.	ninistrati nt of offic	on of ce bu	Unemp	oloymer nd cond	nt Insura ucts frec	ince a quent	nd Wag reviews roblems	gner- s of key s; plans			
DIRECTOR OF	U forle	EDIATE SUPERVISOR SIGNAT	URE /		umo	SIGNAT		نۃ	-	OATE 06/2019			
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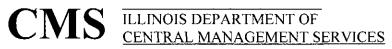
16. (CONTINUE	D)								
% OF TIME	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)						
10%	4. Collaborates in planning, implementation and evaluation of service delivery programs at the office level; establishes and maintains systems to monitor office processes in the application of sections of the UI Act most directly related to ensuring the integrity of the administration of services and the timely issuance of all notice/determinations.								
10%	 Processes or assists in the processing of unusual, difficult or potentially controversial claims, benefit issues, job searches or referrals and separation and nonseparation adjudication, including those of former office staff and close friends or relatives of current staff members. Utilizes Spanish language to assist clients who request or need interpretive services. 								
05%	 Assumes responsibility for overall management of office operations in the absence of the manager or as directed. 								
05%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.								
conducting			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances						
			WORKING TITLE (IF ANY)						
PSA, Opt. 1	37015-44-60-101-00-01		Call Center Manager						
18. CHECK TH	IE APPROPRIATE BOX IF THI	S POSITION IS A:							
tir	upervisory or lead worker res ne percentage(s) allotted. as checked above, list position	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a ubordinate incumbents or authorized funded						
	Position Title	Position Number	No. of Incumbents or Funded Vacancies						
ES Program R	ер	13650-44-60-101-41-01	3-10						
ES Program R	ep, SS	13650-44-60-101-41-31	2-5						
			*						
PERFORM ABILITIES	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.								
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clients.



1. POSITION TITE	E		WORK	(ING TITLE (IF ANY)	BILINGUAL CODE	POSITION OPTION C	TITLE 2. POS	TION NU	MBER				
Existing Position									_				
New/Revised Position				22 PO 13600-44-60-102-3									
Employment S					22	PO	13600	-44-60-	102-3	0-41	ļ		
Field Office Su	ipervisor		4. BUF	REAU/ DIVISION	<u> </u>	J	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE		
Existing Position				ce Delivery/ Call	Center C	neration		COUNT	AUTH				
New/Revised Position									-	ł _			
IL Department	of Empl	oyment Securi	<u> </u>	ce Delivery/ Field	Operation	ons	0	022	N	R			
10. SECTION			11. UN	IIT	12. TRAN CODE	SACTION	13	3. EFFECTIV	E DATE				
Existing Position										02/16/	2019		
Lombard Call	Center- S	Section B				·	 		L				
Call Center Op Center- Section		/ Lombard Cal	l Servi	Service Unit B-3					☐ MA021 ESTABLISH ☐ MC022 EXEMPT CODE CHANGE ☐ MC024 POSITION NUMBER CHANGE				
14. WORK LOCA	TION		15. BA	RGAINING/TERM C	ODE		empt 🗵 MC0	26 CLARI	FY				
Existing Position							☐ MC	27 ADDIT 28 WORK 21 ABOLI	COUN				
New/Revised Position				RC062				49 DOWN 50 LATER					
Lombard, IL						1	`` мс1	58 UPWA	RD REA				
% OF TIME	16. COM	IPLETE CURRE	NT AND ACC	URATE STATEME	NT OF P	OSITION	ESSENTIAL	FUNCTI	ONS				
	employ objectiv services evaluat office o	general direction, plans and directs Employment Security programs and services for claimants and yers. Establishes and maintains systems to monitor employee performance against office goals and wes which most directly affect the administration of Unemployment Insurance and Wagner-Peyser es. Collaborates in development of office budget; collaborates in planning, implementation and tion of service delivery programs at the office level; assumes responsibility for overall management of operations in the absence of the manager or as directed. Utilizes Polish language to assist clients who set or need interpretive services.								and ser nent of nts who			
30%	1.	to reception/ir Exchange reg	ntake, claims pistration process, such as j d nonsepara	ment Security pro processing, bend cess, vocational of iob development tion adjudication re services.	efit claim counselin and job :	s and pa ng, job de placeme	ayment issue evelopment, nts to the bu	es resoli job refe isiness (utions erral, c comm	, IL Lab coordina unity ar	or ition of id		
30%		Provides guid reassigns sta approves time abreast of cha coordinates the supervision of	ance and tra ff to meet da e off; prepare anges in poli- ne implemen f a non-unior	nd evaluates the valuates the valuates the valuates the valuates and signs perfectly, procedures are tation of corrective supervisor to pressure the valuates are supervisor to pressure t	I staff; cog needs; ormance nd programe action; ovide release.	eunsels s establis evaluation am opera conduct evant inf	staff regardir hes annual ons. Conducations. Disc ts pre-discip formation or	ng work goals ar cts meet usses p llinary m assistar	performed objectings to the transfer of the tr	rmance; ectives; o keep ; m areas gs unde	staff and r the		
10%	3.	objectives wheelers between Peyser service production are	stablishes and maintains systems to monitor employee performance against office goals and bjectives which most directly affect the administration of Unemployment Insurance and Wagner-eyser services; collaborates in development of office budget and conducts frequent reviews of key roduction and budget indicators to monitor production against goals and to identify problems; plans and implements corrective action.							ner- of key			
DIRECTOR OF	MS/SIGN	ATURE	I IMMEDIATE OUR ELAMONATIONS I MOSTAGE LIMIT OF THE PROPERTY O						DATE				
1 yan	U Jacki							06/2019					
CMS±104 (Rev. 10	194) IL 401	7 <u> </u>	1 i i i i i i i i i i i i i i i i i i i	MAR 2 0 2253	, <u>L</u>		3 0						
CMS+104 (Rev. 10	, Ho	26-19											
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16. (CONTINUE) % OF TIME	D) 16. COMI	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)						
10%	4. Collaborates in planning, implementation and evaluation of service delivery programs at the office level; establishes and maintains systems to monitor office processes in the application of sections of the UI Act most directly related to ensuring the integrity of the administration of services and the timely issuance of all notice/determinations.									
10%	 Processes or assists in the processing of unusual, difficult or potentially controversial claims, benefit issues, job searches or referrals and separation and nonseparation adjudication, including those of former office staff and close friends or relatives of current staff members. Utilizes Polish language to assist clients who request or need interpretive services. 									
05%	6. Assumes responsibility for overall management of office operations in the absence of the manager or as directed.									
05%	 Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above. 									
conducting	and sign			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances						
				WORKING TITLE (IF ANY)						
PSA, Opt. PC	01 3701	5-44-60-102-00-41		Call Center Manager						
18. CHECK TH	E APPRO	OPRIATE BOX IF THI	S POSITION IS A:							
tir	uperviso me perce as checke	ntage(s) allotted.	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a ubordinate incumbents or authorized funded						
	Position	Title	Position Number	No. of Incumbents or Funded Vacancies						
ES Program R		1110	13650-44-60-102-31-01	10-40						
ES Program R	ep, PO		13650-44-60-102-31-41	2-5						
PERFORM	MANCE O S AND LIC	F THE WORK OF TH CENSURE OR CERTI	IS POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"						
Requires knowledge, skill and mental development equivalent to completion of four years of college with major coursework in the social sciences, public or business administration and three years professional experience with employment and unemployment insurance programs. Requires thorough knowledge of the IL Labor Exchange program, agency programs and services required to meet client needs. Requires ability to understand and respond to the changing employment needs of the community; serve as technical information resource to staff; analyze problems and procedures to provide effective benefit services and to effectively communicate verbally and in written form; to train and supervise professional staff. Requires ability to use a personal computer with related software programs. Requires ability to speak and write the Polish language at a colloquial skill level in carrying out position duties in conjunction with Polish speaking clients.										



1. POSITION TIT	LE	WORKING TITLE (IF AN	Y) BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSI	TION NU	MBER			
Existing Position			,	1	13600	-44-60-	102-4	0-01		
New/Revised Position	Dan exemite s				13600-44-60-102-40-31					
Employment S Field Office St			29	SS	13600	-44-60-	102-4	0-31		
3. AGENCY	450111001	4. BUREAU/ DIVISION	ı		5. EXMT CODE	6, WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE	
Existing Position										
New/Revised Position	t of Coopleyment Coo	Service Delivery/ Fig	eld Operatio	ns	0	022	1	R		
10 SECTION	t of Employment Secu	11. UNIT			12. TRAN		13	EFFECTIV] /E DATE	
Existing Position					CODE			4404		
]			11/01	/2020	
New/Revised Position Call Center Or	perations/ Lombard C	all Service Unit B-4				21 ESTAE 22 EXEMI		E CHANC	=	
Center - Sect				L	1					
14. WORK LOCA	TION	15. BARGAINING/TERM	CODE	Rutan Exempt		24 POSIT 26 CLARI		MBER CH	ANGE	
Existing Position						27 ADDIT 28 WORK			CHANGE	
New/Revised Position						21 ABOLI 49 DOWN	***	REALLOC	ATION	
Lombard, IL		RC06	2	N	☐ MC1	50 LATER	AL REA	LLOCATIO	ON	
% OF TIME	16. COMPLETE CURI	RENT AND ACCURATE STATE	MENT OF PC	SITION ÉS						
	employers. Establish objectives which mo services. Collaborate evaluation of service office operations in the service of the s	r general direction, plans and directs Employment Security programs and services for claimants and byers. Establishes and maintains systems to monitor employee performance against office goals and tives which most directly affect the administration of Unemployment Insurance and Wagner-Peyser ses. Collaborates in development of office budget; collaborates in planning, implementation and action of service delivery programs at the office level; assumes responsibility for overall management of operations in the absence of the manager or as directed. Utilizes Spanish language to assist clients equest or need interpretive services.								
30%	to reception. Exchange re agency serv separation a	irects Employment Security p /intake, claims processing, be egistration process, vocationa ices, such as job developmen and nonseparation adjudication eed interpretive services.	enefit claims il counseling nt and job pl	and payme , job develo acements to	ent issue opment, o the bu	s resolu job refe siness c	itions, rral, c comm	IL Labo oordina unity an	or Ition of Id	
30%	Provides gu reassigns st approves tin abreast of c coordinates	ns, reviews and evaluates the idance and training to assign aff to meet day-to-day operatine off; prepares and signs perhanges in policy, procedures the implementation of correct of a non-union supervisor to	ed staff; cou ing needs; e rformance e and progran tive action; c	nsels staff in establishes valuations. In operation conducts pro	egardin annual g Conduc s. Discu e-discipl	g work p goals an ts meeti gsses pr inary me	perform d objectings to oblem eeting	mance; ectives; o keep s n areas	staff and	
10%	objectives w Peyser serv production a and impleme	s and maintains systems to monitor employee performance against office goals and which most directly affect the administration of Unemployment Insurance and Wagner-vices; collaborates in development of office budget and conducts frequent reviews of key and budget indicators to monitor production against goals and to identify problems; plans nents corrective action.								
DIRECTOR OF C	MS SIGNATURE	IMMEDIATE SUPERVISOR SIGN		GENCY HEAD				D	ATE	
	39	LECEMIE	7 5	rustin Ri	thand	1 pt to	11-4	11/0	6/2020	
CMS-104 (Rev. 10/	/94) IL 401-0794 TANK	A-MEULE -	11					•		
PSUREN 1	() 39 194) IL 401-0795 Japas 2/10/20	NOV 16 2020	y							

16. (CONTINUE	D)		*						
% OF TIME		PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)					
10%		Collaborates in pla level; establishes a	inning, implementation and evaluat and maintains systems to monitor o ectly related to ensuring the integri	ion of service delivery programs at the office ffice processes in the application of sections of ty of the administration of services and the timely					
10%	 Processes or assists in the processing of unusual, difficult or potentially controversial claims, benefit issues, job searches or referrals and separation and nonseparation adjudication, including those of former office staff and close friends or relatives of current staff members. Utilizes Spanish language to assist clients who request or need interpretive services. 								
05%	Assumes responsibility for overall management of office operations in the absence of the manager or as directed.								
05%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.								
conducting	and sign	AND NUMBER OF IMM ning performance eval f this position.)	MEDIATE SUPERVISOR (Responsible uations; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances					
				WORKING TITLE (IF ANY)					
PSA, Opt. PC	01 3701	5-44-60-102-00-41		Call Center Manager					
18. CHECK TH	IE APPR	OPRIATE BOX IF THI	S POSITION IS A:						
⊠ SUPEF	RVISOR	OR ☐ LEAD V	VORKER						
tir	ne perce as checke	ntage(s) allotted.	ponsibilities must be described in a title, position number, and number of si	detailed duty statement(s) with a ubordinate incumbents or authorized funded					
	Position	Title	Position Number	No. of Incumbents or Funded Vacancies					
ES Program R			13650-44-60-102-41-01	3-10					
ES Program R			13650-44-60-102-41-31	2-5					
ES Program R	ep Int, SS	<u>`</u>	13651-44-60-102-41-31	2-5					
PERFORM ABILITIES CAN NO L	MANCE C AND LIC ONGER	OF THE WORK OF TH CENSURE OR CERTI BE USED.	IS POSITION. NOTE: SINCE THERE FICATION IDENTIFIED ON STANDAR	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"					
Requires knowledge, skill and mental development equivalent to completion of four years of college with major coursework									

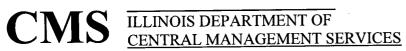
in the social sciences, public or business administration and three years professional experience with employment and unemployment insurance programs. Requires thorough knowledge of the IL Labor Exchange program, agency programs and services required to meet client needs. Requires ability to understand and respond to the changing employment needs of the community; serve as technical information resource to staff; analyze problems and procedures to provide effective benefit services and to effectively communicate verbally and in written form; to train and supervise professional staff. Requires ability to use a personal computer with related software programs. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking

clients.

1. POSITION TITL	.E	WORI	KING TITLE (IF ANY)	BILINGUAL CODE	POSITION	TITLE CODE	2. POS	ITION NÜ	MBER		
Existing Position										_	
New/Revised Position Employment S Program Repr	Security esentative			29	ss		_	-44-22-		1-31	
3. AGENCY Existing Position		•	4. BUREAU/ DIVISION				CODE	& WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
New/Revised Position	<u> </u>									4	الما
	of Employment Secu	rity	Service Delivery/ Ur Insurance Programs		ment		0 2 TRAN	084	2	R 3. EFFECTIV	/E DATE
Existing Position	_	<u>_</u>	11.000				CODE				2020
New/Revised Position	 :	-							L	05/01/	
Claims			Special Programs				MCC	21 ESTAB	PTCO		
14. WORK LOCAT	TION		15. BARGAINING/TERM	CODE			■ MC	24 POSIT	IFY		
Existing Position					1		MCC	28 WORI	COUN		L CHANGE SE
New/Revised Position							MC1	21 ABOLI	WARD		
Springfield, IL			RC062			<u>''</u> i	MC1	50 LATER 58 UPWA	RDRE		
% OF TIME	16. COMPLETE CURRE Under general super									ent Insu	rance
	limited to interstate with clients to deduce discern employment provides informations of the IL Laboration provides for controllers.	acluding bots intervient claim issueferrals, pairs data ce or part pred works for ksites. It dresses to the proof te, military termine unlent history tion on avor Excharrocess to compliance	ut not limited to intersus; provides orientationes. Using the IL Lab blacement and followusing automated systems staff; establishes sites within the servicultilizes Spanish languant Unemployment Incessing of claims for upy and other federal or nemployment insurancy and work status; provided allable job training and and system, determined facilitate reemployment; explains client right	tate, milition and coor Exchup service tems; refeand maire deliver usge to a surancontemploy trade resculation of dor educes relevant; assists and res	tary and larifies of ange sinces on a fers clie of a said varea of a said vare	d other eligibil ystem, availabents with activity other the lients when the control of the contr	federity factorist federate fe	ral or tra tors; adj ets suital orders aplex iss is. As di ie prima quest or ser servi nefits, in cts bene imoneta es eligib orovides applicant of work s y pertain	de re udica ole jol or tra ues a rected ry ass r need ce ne icludii fit rigi ry eligi ility fa s infor t and earch to b	adjustmates b opening production signed of interpreteds. Production action coaches action enefits	ent; ags for ograms; ervice ms ffice. etive ovides ot views and on the s in plan
programs. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Utilizes Spanish language to assist clients who request or need interpretive services. 25% 2. Performs functions related to receipt, review, entry, analysis and resolution of all types of routine, complex and special claims on benefit entitlement programs administered by the Illinois Department of Employment Security (IDES). Loads and extracts claims data using automated systems including but not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and GenTax. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office.								need ent of g but			
DIRECTOR OF CM	MS SIGNATURE	IMMEDIA	ENWAERY GRAPS EVANCES		GENCY I					D	ATE
	famel force			- 1	thus	mas	Sh	m	ٺ	05/1	1/2020
15-104 (Rev. 10/94 Shoul 5//6	Janel Janes 4)11/401-0794 39 4/20 Shelle 19	ON H	MAY 12 REC'D CHNICAL SERVIC	ES							

16. (CONTINUE				
% OF TIME	16.		ACCURATE STATEMENT OF POSITION	
20%	3.	Security (IDES) and particles and particles system. As employers and hiring for a employers; trains client clients with information up on training program referrals and need for opportunities; assists applicants and employ performs these duties	artner agencies. Assists or register sesses, researches and selects cliairs for job interviews; selects suita applicants requiring services availats to use and interpret self-assessing regarding training programs or sens or job orders for employers requadditional referrals; verifies and rewith the planning, recruitment, and iters in the use of self-service of the for assigned worksites within the sels to fairs and worksites. Utilizes Sels	ed by the Illinois Department of Employment rs job seekers and employers using the IL Labor lient skills; refers clients to training programs or able job openings as listed in the IL Labor able through computer programs and contacts sment vocational exploration tools; provides elected jobs and job interview procedures; follows uesting service from IDES to determine status of ecords placements; as directed, solicits job I execution of hiring fairs. Coaches both e IL Labor Exchange System. As directed, service delivery area other than the primary spanish language to assist clients who request or
10%	4.	routine, initial or continuous written determinations.	ued claims; investigates, research ; conducts reconsidered determina	sues, providing eligibility determinations for nes, and explains case disposition; provides ations and accepts appeals. As directed, performs divery area other than the primary assigned office
10%	5.	clients with more comp Conducts employment claims; processes data extracts and utilizes da	olex or specialized issues and/or so workshops to enhance client emp a from file construction and mainte	nd attire as related to a specific job referral; refers ervice needs to relevant office or partner staff. ployability. Assists clients with registration and enance for all relevant IDES automated data files; uties for assigned worksites within the service
05%	6.	Establishes and maint	ains activity reports to demonstrate	e work activity and detail time charging.
05%	7.	Performs other duties a enumerated above.	as required or assigned which are	reasonably within the scope of the duties
17. POSITIOI	N TIT		MEDIATE SUPERVISOR (Responsible	e for assigning and reviewing work, preparing,
conductir	ng an			d imposing disciplinary action and adjusting grievances
				WORKING TITLE (IF ANY)
Employmen	t Sed	curity Field Office Superv	visor 13600-44-22-320-20-01	, , , , , , , , , , , , , , , , , , ,
		PPROPRIATE BOX IF THI		
☐ SUPE	RVIS	OR OR LEAD V	VORKER	
NOTE: S	iunei	visory or lead worker res	ponsibilities <u>must</u> be described in a	a detailed duty statement(s) with a
ti	ime p	ercentage(s) allotted.		• • • • • • • • • • • • • • • • • • • •
If a box w head cou		necked above, list position	title, position number, and number of s	subordinate incumbents or authorized funded
	Pos	sition Title	Position Number	No. of Incumbents or Funded Vacancies
N/A				
				ICATION NECESSARY FOR THE SUCCESSFUL
				E ARE NOW SEVERAL OPTIONS OF SKILLS AND
		D LICENSURE OR CERTI GER BE USED.	FICATION IDENTIFIED ON STANDA	RDS, THE PHRASE "SAME AS SPECIFICATION"

Requires knowledge, skills and mental development equivalent to four years college with academic background in social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member; or 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. Requires working knowledge of those provisions of the Unemployment Insurance (UI) Act impacting on areas of responsibility; job knowledge of employers and their UI and employment service needs. Requires the ability to effectively communicate with employers and/or clients; determine an effective work search plan for clients and identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



1. POSITION TITE	E	WORK	(ING TITLE (IF ANY)	BILINGUAL CODE	POSITION	N TITLE I CODE	2. POSI	TION NUI	MBER		
Existing Position											
New/Revised Position Employment S Program Representation				29	S	s	13650	-44-51-	101-2	1-31	
3. AGENCY	esentative		4. BUREAU/ DIVISIO	N			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position								L.			
New/Revised Position		ritus	Service Delivery/ Field Operations					016	Υ	R	
10. SECTION	of Employment Secur	rity	11. UNIT	•			12. TRAN	SACTION	1:	I. 3. EFFECTIV	E DATE
Existing Position			,		· · · ·		CODE			02/16/	/2010
										02/10/	2019
New/Revised Position Chicago Region	on/ Lawrence Local Of	ffice	Service Unit I		1 7	Rutan	☐ MC0	21 ESTAE 22 EXEM 24 POSIT	PT COD		
14. WORK LOCA	TION		15. BARGAINING/TE	RM CODE		Exempt	⊠ MC0	26 CLARI	FY		
Existing Position							☐ MC	28 WORK	COUN		L CHANGE SE
New/Revised Position							☐ MC1	21 ABOLI 49 DOWN	WARD		
2444 West La	wrence		, RC0	62		N		50 LATER			
Chicago, IL			A COLUBATE STATE:	AENT OF S	LOCITIO	N ESS					
% OF TIME	16. COMPLETE CURR Under general super	VISION FOR	an assigned area	ASSESSES	and add	dresse	s clien	Unemr	olovm	ent Insu	rance
25%	conducts benefit right nonseparation beneficiants, provides loads and extracts of needs to relevant off these duties for assign Travels to fairs and viservices. 1. Assesses and asservices related limited to interstate with clients to dediscern employing provides informations of the IL Late the registration pand reviews for programs. As disother than the printerpretive services.	Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Pro services related to the processing of claims for unemployment insurance benefits, including but no limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interview with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information of use of the IL Labor Exchange system, determines relevant services for the applicant and coaches the registration process to facilitate reemployment; assists in the formation of work search action pand reviews for compliance; explains client rights and responsibilities as they pertain to benefits programs. As directed, performs these duties for assigned worksites within the service delivery another than the primary assigned office. Utilizes Spanish language to assist clients who request or							ngs for ograms; ervice ms office. retive ovides not views nd on the s in plan rea r need		
25% 2. Performs functions related to receipt, review, entry, analysis and resolution of all types of routine, complex and special claims on benefit entitlement programs administered by the Illinois Department Employment Security (IDES). Loads and extracts claims data using automated systems including the not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and GenTax. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. DIRECTOR OFFICMS SCRNATURE IMMEDIATE SUPERVISOR SIGNATURE AGENCY HEAD SIGNATURE DA							ent of g but the				
DIRECTOR OF	CMS SCONATURE	TE SUPERVISOR SIGN	NATURE					.	1	DATE	
	and forde	1. /			ba	Je	em	لنتر	03/	/22/2019	
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16. (CONTINUE					·
% OF TIME			ACCURATE STATEMENT OF POSITION		
% OF TIME 20%	3 .	Assists clients with various Security (IDES) and part Exchange system. Assemployers and hiring fait Exchange system for an employers; trains clients clients with information up on training programs referrals and need for an opportunities; assists with applicants and employe	ous programs and services offered tner agencies. Assists or registers esses, researches and selects clie irs for job interviews; selects suital oplicants requiring services availab to use and interpret self-assessman regarding training programs or sel	by the III job seek int skills; r ole job op ole throughent vocal ected jobs esting serv ords place execution IL Labor I	inois Department of Employment ers and employers using the IL Labor refers clients to training programs or enings as listed in the IL Labor h computer programs and contacts tional exploration tools; provides and job interview procedures; follows vice from IDES to determine status of ements; as directed, solicits job of hiring fairs. Coaches both Exchange System. As directed,
			to fairs and worksites. Utilizes Sp		guage to assist clients who request or
10%	4.	routine, initial or continu written determinations;		s, and ex ions and a	
10%	5.	clients with more comple Conducts employment v claims; processes data extracts and utilizes data	ex or specialized issues and/or se workshops to enhance client emplo from file construction and mainten	rvice need byability. ance for a	related to a specific job referral; refers ds to relevant office or partner staff. Assists clients with registration and all relevant IDES automated data files; signed worksites within the service
05%	6.	Establishes and maintai	ns activity reports to demonstrate	work activ	vity and detail time charging.
05%	7.	Performs other duties as enumerated above.	s required or assigned which are r	easonabl	y within the scope of the duties
conducting	g and		EDIATE SUPERVISOR (Responsible ations; effectively recommending and		ng and reviewing work, preparing, disciplinary action and adjusting grievances
				WORKIN	G TITLE (IF ANY)
Employment	Sec	urity Field Office Supervis	sor 13600-44-51-101-20-01		
18. CHECK TH	IE A	PPROPRIATE BOX IF THIS	S POSITION IS A:		
SUPE	RVIS	OR OR LEADW	ORKER		
NOTE: S	upei	visory or lead worker resp	oonsibilities <u>must</u> be described in a	detailed o	duty statement(s) with a
		percentage(s) allotted.	Ma manifian mumban and asserting of a	والمحطاب والمحطان	incumbants or sutherimed for ded
If a box w headcoun	ıt:	•	tle, position number, and number of s	upordinate	
11/0	Pos	sition Title	Position Number		No. of Incumbents or Funded Vacancies
N/A 19 SPECIALI	IZED	KNOWLEDGES SKILLS	ARII ITIES LICENSURE OR CERTIFI	CATION N	ECESSARY FOR THE SUCCESSFUL
PERFORI ABILITIES CAN NO I	MAN S AN LON	CE OF THE WORK OF THI ID LICENSURE OR CERTIF GER BE USED.	S POSITION. NOTE: SINCE THERE FICATION IDENTIFIED ON STANDA	ARE NOV RDS, THE	V SEVERAL OPTIONS OF SKILLS AND PHRASE "SAME AS SPECIFICATION"
			velopment equivalent to four years		
social/behavi					operience as a department intermittent

Requires knowledge, skills and mental development equivalent to four years college with academic background in social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member; or 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. Requires working knowledge of those provisions of the Unemployment Insurance (UI) Act impacting on areas of responsibility; job knowledge of employers and their UI and employment service needs. Requires the ability to effectively communicate with employers and/or clients; determine an effective work search plan for clients and identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



Existing Position Service Service Delivery/ Field Operations Service Delivery/ Field Operation Service Delivery/ Field Operations Service Delivery/	1. POSITION TITLE		WORKING TITLE (IF ANY)			BILINGUAL CODE	POSITION TIT	LE 2. POS	POSITION NUMBER				
Employment Security Program Representative 4. BUREAU/DIVISION 5. CONTROL 1. Section 1. Department of Employment Security Service Delivery/ Field Operations 1. Department of Employment Security Service Unit II 1. UNIT 5. TRANSACTION 1. SECTION 1. Lawrence Local Office Service Unit II 1. Was a service Program Representative 1. Service Unit II 1. Was a service Service Unit II 1. Was a service Service Unit II 1. Was a service Service Conservation 1. Was a service Service Unit II 1. Was a service Service Service Service Service Service Unit II 1. Was a service Service Service Unit II 1. Was a service Service Service Service Service Service Unit II 1. Was a service Service Service Service Unit II 1. Was a service					50.5								
3. AGENCY 4. BUREAU DIVISION 5. CONTROL 1.0	Employment Security			22 PO			13650	13650-44-51-101-31-41					
IL Department of Employment Security			4. BUREAU/	DIVISION	<u> </u>	L		6. WORK COUNTY		8.AUDIT	9. OFFICE USE		
IL Department of Employment Security Service Delivery Field Operations 11. UNIT 11. SECTION 11. UNIT 11. SECTION 11. UNIT 12. TRANSCETION 12. TRANSCETION 13. EMPERITMENT OF CODE 14. WORK LOCATION 15. BARGAINING/TERM CODE 15. BARGAINING/TERM CODE 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS 17. Under general supervision, for an assigned area, assesses and addresses client tumemployment insurance benefits, including but not limited to interstate, military and other federal or there feed to or partner staff, establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned of fice. 25% 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or complex issues used and restrict the processing of claims for unemployment insurance benefits, or partner staff, establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. 25% 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment, or the services are provides referrally	Existing Position												
IL Department of Employment Security 15. SECTION 15. SECTION 15. SECTION 15. DEPARTMENT ON 15. DEPARTM	New/Revised Position		On its Delivery Field Or continue				016	\	Ь В				
Chicago Region/ Lawrence Local Office Service Unit II MADT ESTABLISH MADT ESTAB	IL Department of Employment Security									l .		/E DATE	
NewWindowset Position Chicago Region/ Lawrence Local Office Service Unit II 14. WORK LOCATION 15. BARGAINING/TERM CODE RESIDENT 15. BARGAINING/TERM CODE RESIDENT 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION NUMBER CHANGE AND MORE ACCURATE STATEMENT OF POSITION NUMBER CHANGE AND MORE ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS Chicago, IL 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS Chicago, IL 17. Worker of the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment, conducts benefit rights interviews, provides orientation and clarifies eligibility factors, adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training programs loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff, establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Polish language to assist clients who request or need interpretive services. 25% 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit insurance with complex information on available job training and/or educational programs, provides information on available job training and/or educational programs, provides information on the use of the IL Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to facilitate reemployment; assists in the f				11. UNIT								- I	
Chicago Region/ Lawrence Local Office 15. BARGAINING/TERM CODE 15. BARGAINING/TERM CODE 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS Under general supervision, for an assigned area, assesses and addresses client Unemployment Insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claims issues. Using the IL Labor Exchange system, selects or training programs these duties for assigned worksites. Utilizes Polish language to assist clients with complex issues and/or service services. 25% 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service or partner staff; establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Polish language to assist clients with complex sissues and/or service services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; or than the primary assigned office. Travels to fairs and worksites. Utilizes Polish language to assist clients with complex sissues and/or service services. 25% 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance and Wagner-Peyser service needs. Provides services related to the processin	Existing Position								02/16/2019				
15. BARGAINING/TERM CODE				Service Unit II				писс	☐ MC022 EXEMPT CODE CHANGE ☐ MC024 POSITION NUMBER CHANGE				
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2444 West Lawrence Chicago, IL N Grime 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS Under general supervision, for an assigned area, assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training programs loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff; establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Polish language to assist clients who request or need interpretive services. 25% 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and orther federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment binstory and work status, provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs, provides information on the use of the IL Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to facilitate reemployment assists in the formation of work search action plan and reviews for compliance; expl								🔲 мо	MD021 ABOLISH MC149 DOWNWARD REALLOCATION MC150 LATERAL REALLOCATION				
Chicago, IL 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS Under general supervision, for an assigned area, assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training programs loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff, establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Polish language to assist clients who request or need interpretive services. 25% 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on the use of the IL Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to facilitate reemployment; assists in the formation of work search action plan and reviews for compliance; explains client rights and respo				DO000				□ MC1					
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Under general supervision, for an assigned area, assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training programs loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff; establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Polish language to assist clients who request or need interpretive services. 25% 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility and discern employment history and work status; provides orientation and clarifies eligibility and discern employment history and work status; provides orientation and clarifies eligibility and discern employment process to facilitate reemployment, assists in the formation of work search action plan and reviews for compliance; explains client rights and responsibilities as they pertain to benefits programs. As directed, performs these duties for assigned worksite	% OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS												
complex and special claims on benefit entitlement programs administered by the Illinois Department of Employment Security (IDES). Loads and extracts claims data using automated systems including but not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and GenTax. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. DIRECTOR OF CMS SIGNATURE IMMEDIATE SUPERVISOR SIGNATURE WAR 2 8 20:3 MAR 2 8 20:3		nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training programs; loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff; establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Polish language to assist clients who request or need interpretive services. 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on the use of the IL Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to facilitate reemployment; assists in the formation of work search action plan and reviews for compliance; explains client rights and responsibilities as they pertain to benefits programs. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Utilizes Polish language to assist clients who request or need interpretive services.											
MAR 2 8 20:3 1 1 1 1 03/22/2019		complex and special claims on benefit entitlement programs administered by the Illinois Department of Employment Security (IDES). Loads and extracts claims data using automated systems including but not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and GenTax. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. CMS SIGNATURE IMMEDIATE SUPERVISOR SIGNATURE AGENCY HEAD SIGNATURE DATE											
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MS-104 (Kev. 10/94) IL-401-0/94	<u> </u>	27		MAK 28 26):3 <u> </u>			3 20	vvv				
72 N - 1 / 1 / 1 / 1 / 1 / 1 / 1 / 1 / 1 / 1	MS-104 (Rev. 10/)	94) IL-401-0794		,	Ũ								

% OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
 OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued) Assists clients with various programs and services offered by the Illinois Department of Employers Security (IDES) and partner agencies. Assists or registers job seekers and employers using the Exchange system. Assesses, researches and selects client skills; refers clients to training programs and hiring fairs for job interviews; selects suitable job openings as listed in the IL Exchange system for applicants requiring services available through computer programs and employers; trains clients to use and interpret self-assessment vocational exploration tools; proclients with information regarding training programs or selected jobs and job interview procedure on training programs or job orders for employers requesting service from IDES to determine 	ne IL Labor ograms or abor contacts ovides ures; follows e status of
referrals and need for additional referrals; verifies and records placements; as directed, solicit opportunities; assists with the planning, recruitment, and execution of hiring fairs. Coaches be applicants and employers in the use of self-service of the IL Labor Exchange System. As directly performs these duties for assigned worksites within the service delivery area other than the properties of the IL Labor Exchange System. As directly assigned office. Travels to fairs and worksites. Utilizes Polish language to assist clients who remaind interpretive services.	s job oth cted, imary
4. Adjudicates monetary and nonmonetary benefit claim issues, providing eligibility determination routine, initial or continued claims; investigates, researches, and explains case disposition; prowritten determinations; conducts reconsidered determinations and accepts appeals. As directed these duties for assigned worksites within the service delivery area other than the primary assigned.	ovides ed, performs
5. Advises clients on work attitudes, habits, relationships and attire as related to a specific job re clients with more complex or specialized issues and/or service needs to relevant office or part Conducts employment workshops to enhance client employability. Assists clients with registra claims; processes data from file construction and maintenance for all relevant IDES automate extracts and utilizes data. As directed, performs these duties for assigned worksites within the delivery area other than the primary assigned office.	ner staff. ation and d data files;
05% 6. Establishes and maintains activity reports to demonstrate work activity and detail time chargin 05% 7. Performs other duties as required or assigned which are reasonably within the scope of the details of the	
enumerated above.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, prepare conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting for the incumbent of this position.)	aring, ng grievances
WORKING TITLE (IF ANY)	
Employment Security Field Office Supervisor 13600-44-51-101-30-01	
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:	
☐ SUPERVISOR OR ☐ 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 fur headcount:	nded
Position Title Position Number No. of Incumbents or Funde	d Vacancies
N/A AD EDECIALIZED KNOWLEDGES SKILLS ADJUTIES LICENSLIDE OF CERTIFICATION NECESSARY FOR THE SLICE	CECELII
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCEPERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF S ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECICAN NO LONGER BE USED.	KILLS AND FICATION"
Requires knowledge, skills and mental development equivalent to four years college with academic background	
social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department staff member and a minimum of two years college credits completed with passing grades in social/behavioral sc	
business; or four years (6,000 work hours) as a department intermittent staff member; or qualifying state employ	ees, in the
employee Upward Mobility Program may complete combinations of specific proficiency tests and training program to a certificate of proficiency. Requires working knowledge of those provisions of the Unemployment Insurance	

16 (CONTINUED)

social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member; or 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. Requires working knowledge of those provisions of the Unemployment Insurance (UI) Act impacting on areas of responsibility; job knowledge of employers and their UI and employment service needs. Requires the ability to effectively communicate with employers and/or clients; determine an effective work search plan for clients and identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Polish language at a colloquial skill level in carrying out position duties in conjunction with Polish speaking clients.

CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

1. POSITION TIT	LE	WOR	KING TITLE (IF ANY)	BILINGUAL	POSITION TITL	2. POS	ITION NU	MBER		
Existing Position										
New/Revised Position Employment: Program Rep	Security			29	SS	13650	0-44-51-	102-1	0-31	
3. AGENCY Existing Position			4. BUREAU/ DIVISION	·		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	6.AUDIT	9. OFFICE USE
New/Revised Position						_				١,
	nt of Employment Secur	rity	Service Delivery/ F	ield Oper	ations	12 TRAI	016	2	R 3. EFFECTIVE	VE DATE
Existing Position			11. UNII			CODE				
New/Revised Position						4		L	05/16/	/2020
Chicago Regi	on/71st Street Local O	ffice				 MC	021 ESTAI 022 EXEM	PTCO		
14. WORK LOCA	TION		15. BARGAINING/TERM	CODE	Rutan Exemp	□ MC	024 POSI 026 CLAR	IFY		
Existing Position			·			□ MC	027 ADDI 028 WOR 021 ABOL	K COUN		L CHANGE BE
New/Revised Position Daley College 7500 S. Pulas	e ski; Chicago, IL		RC062		N	MC MC	149 DOW 150 LATE! 158 UPW/	NWARD RAL RE	ALLOCATI	ON
% OF TIME	16. COMPLETE CURRE	NT AND A	ACCURATE STATEMEN	NT OF PC	SITION ES	SENTIAL	FUNCT	ONS	-	
25% 25%	Provides sen including but benefit rights eligibility and training and/o system, deteracilitate self-compliance; o assist clients	t interview Using the acement a acts data us office or s for assig es Spanis d address vices relat not limite interview discem e or educati mines rel service; a explains ri who requi	vs; provides orientation IL Labor Exchange sound follow-up services sing automated data sound partner staff; establishined worksites within	en and cla ystem, so son avail systems; hes and r the service clients when and oth mine une and work so des informed application of work ties on be we service	arifies eligicelects suitelects suitelects suitelects suitelects continued and requested and request	bility fact able job or ders or to nts with or activity re- activity re- area, of area, of tor need Wagner- ployment or trade nt insurar vides info he use of ches in the ches in the grams. U	ors; adjuberings raining promplex eports. A their than interpression and revision and revisions Stillizes S	dicates for a programment of the petive service on avaluation riews panis	es mino applicant arms; es and sected, orimary ervices. e needs enefits, Conductary vallable je Exchana proces for h langua	r ts; ervice cts job ige is to age to
	complex and of Employme incentive pro	special cl nt Securit grams. Lo	aims on benefit entitly (IDES); processes ads and extracts clair enefit Information System MAY 19 2020	ement pr client vou ms data i	ograms acuchers or e using auto	lminister ligibility t mated sy	ed by the forms for stems in	e Illind r targe noludi	ois Depa et funde ng but n	artment d or tax
DIRECTOR OF C	MS)SIGNATURE	IMMEDIATE	SUPERVISOR SIGNATI		GENCY HEA	asc	ran	ا د	1	ATE
CMS-104 (Rev. 10	/ 30 30		/			1-16	an	انت	05/1	7/2020
ent 5/20/2	. State Town 570	7/2		7						

16. (CONTINUE					
% OF TIME	16. COM	IPLETE CURRENT AND	DACCURATE STATEMENT OF POSITION	ESSENT	IAL FUNCTIONS (Continued)
20%	3.	Security (IDES) ar Labor Exchange s refers clients to en IL Labor Exchange contacts employer job interview proce determine status of directed, solicits jo Coaches both app	nd partner agencies. Assists or reging system. Assesses client skills, resemployers and hiring fairs for job intellie system for applicants requiring sens; provides clients with information edures; follows up on job orders for of referrals and need for additional rob opportunities; assists with the plablicants and employers in the use of divorksites. Utilizes Spanish languages	isters job parches a prviews; pervices a pregardin employ referrals anning, refersels	y the Illinos Department of Employment b seekers and employers using the IL and modifies the skills to match the client; selects suitable job openings as listed in available through computer programs and ng selected training programs or jobs and yers requesting service from IDES to so yerifies and records placements; as recruitment, and execution of hiring fairs assist clients who request or need
10%	4.	continued claims;	benefit claim issues, providing elig investigates, researches, and expla onducts reconsidered determination	ains cas	e disposition; provides written
10%	5.	relationships and a specialized service client employability		erral; ref Conduct nd claim	fers clients with more complex or ts employment workshops to enhance as; processes data from file construction
05%	6.	Establishes and m	naintains activity reports to demonst	trate wo	rk activity and detail time charging.
05%		enumerated above	e.		sonably within the scope of the duties
conducting	g and sig		MEDIATE SUPERVISOR (Responsible uations; effectively recommending and		gning and reviewing work, preparing, ig disciplinary action and adjusting grievances
				WORK	ING TITLE (IF ANY)
• •		-44-51-102-00-01		Local	Office Manager
18. CHECK TH	IE APPRO	OPRIATE BOX IF THI	S POSITION IS A:		
☐ SUPER	NISOR	OR 🗆 LEAD W	VORKER		
			ponsibilities <u>must</u> be described in a	detailed	duty statement(s) with a
tii If a box wa headcoun	as checke	entage(s) allotted. ed above, list position	title, position number, and number of su	ubordina	ite incumbents or authorized funded
	Position	Title	Position Number		No. of Incumbents or Funded Vacancies
N/A					
			<u> </u>		
PERFORM	MANCE O	F THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	ARE NO	NECESSARY FOR THE SUCCESSFUL OW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"

Requires knowledge, skills and mental development equivalent to four years college with academic background in

social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member; or 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. Requires working knowledge of those provisions of the Unemployment Insurance (UI) Act impacting on areas of responsibility; job knowledge of employers and their UI and employment service needs. Requires the ability to effectively communicate with employers and/or clients; determine an effective work search plan for clients and identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



1. POSITION TITL	.E	WORK	(ING TITLE (IF ANY)	BILINGUAL CODE	POSITION 1	TITLE 2. POS	ITION NU	MBER		
Existing Position										
New/Revised Position	Courity			1 22		40050	. 44.54	100.0	4 24	
Employment S Program Repre				29	SS	13650	-44-51-	102-3	1-31	
3. AGENCY	COCITATIVE		4. BUREAU/ DIVISION	I		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position										
New/Revised Position			Service Delivery/ f	Field Oper	ations	0	016	Υ	R	
IL Department 10. SECTION	of Employment Secur	rity	11. UNIT	leid Oper	alions		SACTION		B. EFFECTIV	/E DATE
Existing Position			TT. ONE			CODE	·			
Existing (osition)									02/16/	/2019
New/Revised Position Chicago Regio	n/ 71st Street Local C	Office	Service Unit II				21 ESTAE		E CHANG	F
14. WORK LOCAT		· · · · · · · · · · · · · · · · · · ·	15. BARGAINING/TER	RM CODE	Rut	tan MC0	24 POSIT	ION NU		
Existing Position	HON		13. BAROAININO/TEI	WOODL		□ MC	27 ADDIT	IONAL I		
						🗖 мос	28 WORK 21 ABOLI	SH		
New/Revised Position 1515 East 71st	t Street		DOO	•		I E MC	49 DOWN 50 LATER			
Chicago, IL			RC06	2		N MC1	58 UPWA	RD REA	ALLOCATION	NC
% OF TIME	16. COMPLETE CURR Under general super	ENT AND A	CCURATE STATEM	ENT OF PC	SITION	ESSENTIAL	FUNCTI	ONS		
25%	services related limited to intersta with clients to de discern employmerovides information use of the IL Lab the registration pand reviews for coprograms. As direction other than the printerpretive servi	it claim issine ferrals, paims data in ice or partrigned works worksites. Ut ddresses clate the proceste, military termine unnent history tion on avaion Exchanion cess to feed, perfimary assignes.	ues. Using the IL L lacement and follow using automated syner staff; established sites within the service Utilizes Spanish land lient Unemployment essing of claims for and other federal of employment insural and work status; per allable job training a ge system, determit acilitate reemployment; explains client right forms these duties figured office. Utilizes	abor Exchivup service stems; refised main ice delivering guage to a strange to a strange to a strange claims arovides or ind/or educines relevants and resion assigned Spanish la	ange sy ces on a ers clier ntains ac y area o assist clie e and W ment in adjustme s monetation cational nt service ts in the sponsibiled works anguage	stem, selectivation selectivity reports ther than the ents who restructed and clarific programs;	ts suitakt orders of plex isses. As directed orders or orders or orders or orders or orders eligiborovides applicant of work service orders or	ole job or trai ues a ected ry ass need ce need cludir fit right ry eligility fa information to be ce de tho red	o opening production of the control	ograms; ervice ms ffice. etive ovides ot views nd on the s in plan
25%	complex and spe Employment Sec not limited to the	ecial claims curity (IDES Illinois Be ns these du	to receipt, review, es on benefit entitlem S). Loads and extra nefit Information Sy uties for assigned w	ent progra acts claims stem (IBIS	ams adn s data us S), Illinoi:	ninistered b sing automa s Job Link (y the Illir ited syst IJL) and	nois D ems i Gen	epartm ncludin Fax. As	ent of g but
		1		T. (== 1 -	OFNIC	ICAD OLONIA	1105			DATE
DIRECTOR OF C	MS STENATURE	1 1 5	E SUPERVISOR SIGNA	ATURE A		HEAD SIGNAT		1	1	DATE
DIRECTOR OF C	MS STENATURE MU MU 27	1 1 5	E SUPERVISOR SIGNA	ATURE A		nas Ch		ا د ح		DATE 22/2019

16. (CONTINUED)
% OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
3. Assists clients with various programs and services offered by the Illinois Department of Employment Security (IDES) and partner agencies. Assists or registers job seekers and employers using the IL Labor Exchange system. Assesses, researches and selects client skills; refers clients to training programs or employers and hiring fairs for job interviews; selects suitable job openings as listed in the IL Labor Exchange system for applicants requiring services available through computer programs and contacts employers; trains clients to use and interpret self-assessment vocational exploration tools; provides clients with information regarding training programs or selected jobs and job interview procedures; follows up on training programs or job orders for employers requesting service from IDES to determine status of referrals and need for additional referrals; verifies and records placements; as directed, solicits job opportunities; assists with the planning, recruitment, and execution of hiring fairs. Coaches both applicants and employers in the use of self-service of the IL Labor Exchange System. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretive services.
4. Adjudicates monetary and nonmonetary benefit claim issues, providing eligibility determinations for routine, initial or continued claims; investigates, researches, and explains case disposition; provides written determinations; conducts reconsidered determinations and accepts appeals. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office.
5. Advises clients on work attitudes, habits, relationships and attire as related to a specific job referral; refers clients with more complex or specialized issues and/or service needs to relevant office or partner staff. Conducts employment workshops to enhance client employability. Assists clients with registration and claims; processes data from file construction and maintenance for all relevant IDES automated data files; extracts and utilizes data. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office.
6. Establishes and maintains activity reports to demonstrate work activity and detail time charging.
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.)
WORKING TITLE (IF ANY)
Employment Security Field Office Supervisor 13600-44-51-102-30-01
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:
☐ SUPERVISOR OR ☐ 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
N/A
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, skills and mental development equivalent to four years college with academic background in
social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or
business; or four years (6,000 work hours) as a department intermittent staff member; or qualifying state employees, in the

Requires knowledge, skills and mental development equivalent to four years college with academic background in social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member; or 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. Requires working knowledge of those provisions of the Unemployment Insurance (UI) Act impacting on areas of responsibility; job knowledge of employers and their UI and employment service needs. Requires the ability to effectively communicate with employers and/or clients; determine an effective work search plan for clients and identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



1. POSITION TIT	LE	WOR	KING TITLE (IF ANY)	BILINGUAL CODE	POSITIO	ON TITLE N CODE	2. POS	ITION NU	MBER		
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Chicago, IL				NCUUZ			14	∐ MC1	58 UPWA	KU KEA	ALLOGATIC	אנ
% OF TIME	16. COMPLETE CURR	ENT AND	ACCURATE	STATEME	NT OF PO	OSITIO	N ESS	ENTIAL	FUNCT	ONS		
	Under general super	vision, for	an assigne	d area, as	sesses a	ind ad	dresse	s client	Unemp	loyme	ent Insu	rance
	and Wagner-Peyser	service ne	eds. Provid	des service	es related	to the	e proce	essing (of claims	s for u	inempio Idiustm	yment ont:
	insurance benefits, in conducts benefit right	icluding bi	ut not iimite	ea to inters	iale, milli on and c	lary ar Iorifice	ia oirit : Aliaih	ility fact	arurua hors: adi	ue rec	aujusiiii tes	511t,
	nonseparation benefit	it claim iss	ws, provide ues Usino	the II I a	bor Exch	ange :	svsten	n selec	ts suitat	ole iob	openin	as for
	applicants, provides	referrals. r	placement a	and follow-	up servi	ces on	availa	ble iob	orders	or trai	ning pro	ograms;
	loads and extracts cla	aims data	using auto	mated sys	tems; ref	ers cli	ents w	ith com	plex iss	ues a	nd/or se	rvice
	needs to relevant offi	ce or parti	ner staff; es	stablishes	and mair	ntains	activity	/ report	s. As dii	ected	l, perfor	ms
	these duties for assig	ned work	sites within	the servic	e deliver	y area	other	than th	e prima	ry ass	igned o	ffice.
	Travels to fairs and w	vorksites.	Utilizes Chi	inese langi	uage to a	assist (clients	who re	quest o	need	ınterpr	etive
	services.											
25%	1. Assesses and ac	ldresses c	lient Unem	ployment l	nsurance	e and	Wagn	er-Peys	er servi	ce ne	eds. Pro	ovides
	services related t	to the proc	essing of o	claims for u	inemploy	ment	insura	nce bei	nefits, in	cludir	ng but n	ot
	limited to intersta											
	with clients to de	termine ur	nemployme	ent insuran	ce claim:	s mon	etary a	and non	moneta	ry elig	jibility a	nd
	discern employm	ent histor	y and work	status; pro	ovides or	rentati	on and	ciaritie	es eligib erovidos	HITY TA	ctors;	on the
	provides informa use of the IL Lab	tion on av	aliable job ide system	ıraınıng an determine	u/or euu: es releva	nt ser	ai prog vices f	or the a	nnlican	and	coaches	s in
1	the registration p	rocess to	facilitate re	emplovme	nt: assis	ts in th	ne forn	nation c	of work s	earch	action	plan
	and reviews for o	compliance	e: explains	client right	s and re	sponsi	ibilities	as the	y pertair	to be	enefits	•
	programs. As dire	ected, per	forms thes	e duties fo	r assigne	ed wor	ksites	within t	he servi	ce de	livery a	rea
	other than the pr		gned office	e. Utilizes (Chinese I	langua	age to	assist c	lients w	ho red	quest or	need
	interpretive servi	ces.										
25%	2. Performs function	ne related	to receint	review en	try analy	vsis ar	nd reso	olution (of all typ	es of	routine.	
2576	complex and spe	cial claim	s on benefi	it entitleme	nt progra	ams a	dminis	tered b	v the Illin	nois D	epartm	ent of
	Employment Sec	curity (IDE	S). Loads	and extrac	ts claims	s data	using	automa	, ited syst	ems i	ncluding	g but
	not limited to the	Illinois Be	nefit Inforn	nation Syst	tem (IBIS	3), Illin	ois Jo	b Link (IJL) and	Gen	Tax. As	
	directed, perform		uties for as	signed wo	rksites w	ithin th	ne ser	vice del	ivery are	ea oth	er than	the
	primary assigned	d office.										
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16. (CONTINUE	D)				
% OF TIME	16.	COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTI	AL FUNCTIONS (Continued)
20%	3.	Security (IDES) and pa Exchange system. Ass employers and hiring fa Exchange system for a employers; trains client clients with information up on training programs referrals and need for a opportunities; assists w applicants and employe performs these duties for	rtner agencies. Assists or registers sesses, researches and selects clie airs for job interviews; selects suital pplicants requiring services availables to use and interpret self-assessman regarding training programs or select or job orders for employers reques additional referrals; verifies and recreith the planning, recruitment, and evers in the use of self-service of the for assigned worksites within the select of fairs and worksites. Utilizes Ch	job see int skills ole job ole throu nent voc ected jo esting se ords pla executio IL Laboraryice de	gh computer programs and contacts ational exploration tools; provides bs and job interview procedures; follows rvice from IDES to determine status of cements; as directed, solicits job of hiring fairs. Coaches both Exchange System. As directed,
10%	4.	routine, initial or continu written determinations;	conducts reconsidered determinati	s, and e ions and	viding eligibility determinations for explains case disposition; provides accepts appeals. As directed, performs a other than the primary assigned office.
10%	5.	clients with more comp Conducts employment claims; processes data extracts and utilizes da	lex or specialized issues and/or set workshops to enhance client emplo from file construction and mainten	rvice ne oyability ance foi	is related to a specific job referral; refers eds to relevant office or partner staff. . Assists clients with registration and all relevant IDES automated data files; ssigned worksites within the service
05%	6.	Establishes and mainta	ins activity reports to demonstrate	work ac	tivity and detail time charging.
05%	7.	Performs other duties a enumerated above.	as required or assigned which are re	easonal	ply within the scope of the duties
conducting	g and		MEDIATE SUPERVISOR (Responsible uations; effectively recommending and		ning and reviewing work, preparing, g disciplinary action and adjusting grievances
				WORK	ING TITLE (IF ANY)
Employment	Sec	urity Field Office Supervi	isor 13600-44-51-107-20-31		
		PPROPRIATE BOX IF THI			
SUPE	RVIS	OR OR LEAD W	VORKER		
			ponsibilities <u>must</u> be described in a	detailed	duty statement(s) with a
	as ch	ercentage(s) allotted. ecked above, list position t	itle, position number, and number of su	ubordina	te incumbents or authorized funded
	Pos	sition Title	Position Number		No. of Incumbents or Funded Vacancies
N/A			. Comon name		
19. SPECIALI PERFORM ABILITIES	MAN(S AN	CE OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	ARE NO	NECESSARY FOR THE SUCCESSFUL DW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"
			velopment equivalent to four years	college	with academic background in

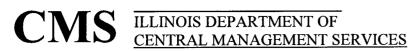
Requires knowledge, skills and mental development equivalent to four years college with academic background in social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member; or 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. Requires working knowledge of those provisions of the Unemployment Insurance (UI) Act impacting on areas of responsibility; job knowledge of employers and their UI and employment service needs. Requires the ability to effectively communicate with employers and/or clients; determine an effective work search plan for clients and identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Chinese language at a colloquial skill level in carrying out position duties in conjunction with Chinese speaking clients.



Existing Position New/Revised Position IL Department of Employment Security Service Delivery/ Field Operations 0 016 Y	1		BER	/BER	TION NUM	2. POSI	TION TITLE ION CODE	L POSIT	BILINGUAL CODE	KING TITLE (IF ANY)	WORK			TLE	I. POSITION TIT
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Chicago Region/ Pilsen Local Office 14. WORK LOCATION		02/10	Ĺ	L										<u> </u>	New/Revised Position
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Chicago, IL % OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS Under general supervision, for an assigned area, assesses and addresses client Unemploym and Wagner-Peyser service needs. Provides services related to the processing of claims for insurance benefits, including but not limited to interstate, military and other federal or trade reconducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudice nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable jo applicants, provides referrals, placement and follow-up services on available job orders or frest loads and extracts claims data using automated systems; refers clients with complex issues in needs to relevant office or partner staff; establishes and maintains activity reports. As directed these duties for assigned worksites within the service delivery area other than the primary as Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need services. 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service mesorices. 25% 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service mesorices. 25% 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service mesorices. 25% 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service mesorices. 25% 25% 25% 25% 25% 25% 25% 25	ALLOCATION	ALLOCAT	L REA	AL RE	50 LATER	☐ MC1	N			RC062			reet		
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and Wagner-Peyser service needs. Provides services related to the processing of claims for insurance benefits, including but not limited to interstate, military and other federal or trade re conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudication negaration benefit claim issues. Using the IL Labor Exchange system, selects suitable jo applicants, provides referrals, placement and follow-up services on available job orders or trace and sand extracts claims data using automated systems; refers clients with complex issues needs to relevant office or partner staff; establishes and maintains activity reports. As directed these duties for assigned worksites within the service delivery area other than the primary as Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or nee services. 25% 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service not services related to the processing of claims for unemployment insurance benefits, included limited to interstate, military and other federal or trade readjustment. Conducts benefit right clients to determine unemployment insurance claims monetary and nonmonetary eligibility for provides information on available job training and/or educational programs; provides information on available job training and/or educational programs; provides information on available job training and/or educational programs; provides information process to facilitate reemployment; assists in the formation of work search and reviews for compliance; explains client rights and responsibilities as they pertain to the programs. As directed, performs these duties for assigned worksites within the service dother than the primary assigned office. Utilizes Spanish language to assist clients who reinterpretive services. 25% 2. Performs functions related to receipt, review, entry, analysis and resolution of all types of complex and special claims on benefit entitlement programs administered by the	ent Incur	ent Inc	NS Nm	UNS Iovm	LIDENT	ENTIAL	ON ESS	POSITION OF	NT OF P	ACCURATE STATEMEN	ENT AND A	TE CURR	COMP	16.	% OF TIME
complex and special claims on benefit entitlement programs administered by the Illinois Employment Security (IDES). Loads and extracts claims data using automated systems not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and Ger directed, performs these duties for assigned worksites within the service delivery area of primary assigned office. DIRECTOR OF CMS SIGNATURE IMMEDIATE SUPERVISOR SIGNATURE AGENCY HEAD SIGNATURE HAR 29 233	b opening aining progrand/or ser d, perform signed off d interpreseeds. Proving but no phts intervigibility anactors; rmation of coaches the action propenefits elivery are equest or resident of the coaches of the coaches elivery are equest or resident or resident of the coaches of the coach	b openining properties of the control of the contro	e job r trai es a ected / ass need e ne- cludir t righ y elig ity fa earch to be e de o red	le jol or tra ues a ecter y ass need ce ne cludi fit rig y eli infor and earch to b ce de no re	ts suitable orders of plex issues. As directly orders or the services eligibited or the services eligibited or the services of work services or the services of work services where services or the services of the services o	n, selectable job with com y report than the who re- er-Peys ance ber Conduc- and non d clarified grams; per for the a mation of s as the within that	e system n availadients was activity a other clients d Wagnet insuration and projection and proj	change vices of efers contintains ery are assist ce and commen eadjust ms monorienta ucation vant se ists in espon- ned wo i langu	oor Exchup servitems; re and mai e deliver uage to a nsurance claim ovides or dorredus servites and re rassignes panish	sues. Using the IL Laterland placement and follow- using automated systemer staff; establishes a sites within the service Utilizes Spanish langual client Unemployment I cessing of claims for usy and other federal or nemployment insurancy and work status; provailable job training and ge system, determine facilitate reemployme e; explains client right- forms these duties for igned office. Utilizes Signed office.	t claim iss referrals, paims data ce or partrined works worksites. It dresses conthe proceste, military termine ur ent history tion on avaor Exchan rocess to compliance ected, per imary assices.	cion beneficion benefi	separ blicants ds and ds to se dut vels to vices. Asses service limite with of disce provice use of the re and r progr other interp	non app load nee the: Tra ser	
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16. (CONTINUE	D)			
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	3.	Assists clients with vari Security (IDES) and pa Exchange system. Ass employers and hiring fa Exchange system for a employers; trains client clients with information up on training program referrals and need for a opportunities; assists w applicants and employe performs these duties if	artner agencies. Assists or registers sesses, researches and selects clie airs for job interviews; selects suital applicants requiring services availables to use and interpret self-assessman regarding training programs or select or job orders for employers reques additional referrals; verifies and receivith the planning, recruitment, and ears in the use of self-service of the for assigned worksites within the sets to fairs and worksites. Utilizes Sp	I by the Illinois Department of Employment is job seekers and employers using the IL Labor ent skills; refers clients to training programs or one job openings as listed in the IL Labor one through computer programs and contacts the intervent vocational exploration tools; provides extend jobs and job interview procedures; follows esting service from IDES to determine status of order placements; as directed, solicits job execution of hiring fairs. Coaches both IL Labor Exchange System. As directed, ervice delivery area other than the primary anish language to assist clients who request or
10%	4.	Adjudicates monetary a routine, initial or contin written determinations;	and nonmonetary benefit claim issuued claims; investigates, researche conducts reconsidered determinat	les, providing eligibility determinations for es, and explains case disposition; provides ions and accepts appeals. As directed, performs very area other than the primary assigned office.
10%	5.	clients with more comp Conducts employment claims; processes data extracts and utilizes da	olex or specialized issues and/or se workshops to enhance client emplor from file construction and mainten	d attire as related to a specific job referral; refers rvice needs to relevant office or partner staff. by ability. Assists clients with registration and ance for all relevant IDES automated data files; ies for assigned worksites within the service
05%	6.	Establishes and mainta	ains activity reports to demonstrate	work activity and detail time charging.
05%		enumerated above.		easonably within the scope of the duties
conducting	g and			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
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Employment	Sec	urity Field Office Superv	risor 13600-44-51-107-20-31	
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☐ SUPE	RVIS	SOR OR LEAD V	VORKER	
		rvisory or lead worker res percentage(s) allotted.	sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
	as cl		title, position number, and number of s	ubordinate incumbents or authorized funded
	Po	sition Title	Position Number	No. of Incumbents or Funded Vacancies
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PERFORI ABILITIES	MAN S AN	CE OF THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
Requires kno	wle		evelopment equivalent to four years	s college with academic background in

Requires knowledge, skills and mental development equivalent to four years college with academic background in social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member; or 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. Requires working knowledge of those provisions of the Unemployment Insurance (UI) Act impacting on areas of responsibility; job knowledge of employers and their UI and employment service needs. Requires the ability to effectively communicate with employers and/or clients; determine an effective work search plan for clients and identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

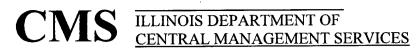


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Chicago, IL								58 UPWA		ALLUCATIO	/N
6 OF TIME	16. COMPLETE CURR Under general super	ENT AND	ACCURATE STATEME	NT OF PC	OSITIO	ON ESS	ENTIAL	FUNCTI	ONS	l	
25%	services related t	aims data ce or parti gned works vorksites. Idresses c	using automated sysner staff; establishes sites within the servicus Jtilizes Spanish lang lient Unemployment tessing of claims for	tems; reformation and main the delivery uage to a lineurance	ers clatains y area issist e and ment	ients was activity a other clients Wagnatinsura	vith com y report than th who re- er-Peys ince bei	plex issons. As direction of the primare quest or er service of the primare of th	ues a ected y ass need ce need	nd/or se I, perfori signed o I interpre eds. Pro	rvice ms ffice. etive
·	with clients to de discern employm provides informa use of the IL Lab the registration p and reviews for corograms. As directly other than the pr	termine un ent history tion on av- or Exchan rocess to compliance ected, per imary assi	y and other federal or nemployment insurar y and work status; pr ailable job training ar ge system, determin facilitate reemployme e; explains client righ forms these duties for gned office. Utilizes	r trade rea ace claims ovides ori nd/or educ es releva ent; assist ts and res or assigne	s mor ientat cation nt sei ts in t spons ed wo	tment. netary a tion and nal prog rvices f he forn sibilities rksites	and non discription of clarified grams; properties and the control of the control	ets benefandetandes eligibiorovides epplicant f work sypertair he servienes	ry eligility fainform and earch to be ce de	nts internations; internation of coaches action coaches englished action enefits	ot views and on the s in plan
25%	with clients to de discern employm provides informa use of the IL Lab the registration p and reviews for comparts. As dinother than the printerpretive service. 2. Performs function complex and specific Employment Second Imited to the	termine un nent history tion on av- or Exchan- rocess to compliance ected, per imary assi ces. ns related ecial claims curity (IDE Illinois Be ns these di	nemployment insurar y and work status; pr ailable job training ar ge system, determin facilitate reemployme e; explains client righ forms these duties fo	r trade rea nce claims ovides ori nd/or educ es releva ent; assist ts and res or assigne Spanish la ntry, analy ent progra cts claims stem (IBIS	s mor ientat cation nt sei ts in t spons ed wor angua ysis a ams a s data S), Illir	tment actary a tion and progress for the form sibilities rksites age to a tion of the form	and nond clarification of the amount of the	tts benef monetar es eligibi provides pplicant f work s y pertain he servi- lients whe of all type y the Illin ted syst IJL) and	ry eligility far information in the bearch in to be ce de no record es of mois Diems in Gen	nts internation of coaches a action enefits divery arquest or routine, pepartmental for the coaches are action enefits divers arquest or action architectuding Tax. As	ot views and on the sin plan ea need ent of g but
	with clients to de discern employm provides informa use of the IL Lab the registration p and reviews for comparts. As directed, performs	termine ur tent history tion on av- or Exchan- rocess to compliance ected, per imary assi- ces. ns related ecial claims curity (IDE Illinois Be as these did office.	nemployment insurary and work status; prailable job training arge system, determing facilitate reemployment; explains client rightforms these duties forms these duties forms these duties for receipt, review, ergs on benefit entitlements. Loads and extrainefit Information Systems	r trade rea nce claims ovides ori nd/or educt es releva ent; assist ts and res or assigne Spanish la ntry, analy ent progra cts claims stem (IBIS orksites wi	s mor ientat cation nt sei ts in t sponsed wor angua ysis a ams a s data S), Illir ithin t	tment. netary a tion and nal prog rvices f he forn sibilities rksites age to nd reso nd minis using nois Jo he serv	and non d clarific grams; pror the a nation of as the within transist contered by automa b Link (vice del	ets benef monetar es eligibi provides pplicant f work s y pertain he servi- lients whe of all type the Hilin ted syst IJL) and very are	ry eligility far information in the bearch in to be ce de no record es of mois Diems in Gen	nts internation of coaches of action enefits livery are quest or routine, pepartment of the coaches of the coac	ot views and on the sin plan ea need ent of g but
	with clients to de discern employm provides informa use of the IL Lab the registration p and reviews for compograms. As directed, perform primary assigned	termine ur tent history tion on av- or Exchan- rocess to compliance ected, per imary assi- ces. ns related ecial claims curity (IDE Illinois Be as these did office.	nemployment insurary and work status; prailable job training arge system, determing facilitate reemploymes; explains client righ forms these duties for gned office. Utilizes to receipt, review, ers on benefit entitlemes). Loads and extrainefit Information Systems for assigned wo	r trade rea nce claims ovides ori nd/or educt es releva ent; assist ts and res or assigne Spanish la ntry, analy ent progra cts claims stem (IBIS orksites wi	s mor ientat cation nt sei ts in t sponsed wor angua ysis a ams a s data S), Illir ithin t	tment. netary action and progryices for form sibilities rksites age to administ using nois Johe services age to a control of the ser	and nond clarification of the anation of as the within the assist of the automa belief by automa belief of the del	ets benefit monetaries eligibi provides poplicant f work s y pertain he servi- lients what of all type the lilling ted syst IJL) and very are	ry elig lity fa informand and earch to be ce de no reconsolisems in Gentea oth	nts intervalues in action of coaches of action enefits livery arquest or routine, ro	ot views and on the sin plan ea need ent of g but

16. (CONTINUE	D)			
% OF TIME	16.	COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
20%	3.	Security (IDES) and par Exchange system. Ass employers and hiring fa Exchange system for an employers; trains clients clients with information up on training programs referrals and need for a opportunities; assists with applicants and employed performs these duties for	rtner agencies. Assists or registers sesses, researches and selects clie airs for job interviews; selects suitable pplicants requiring services availables to use and interpret self-assessman regarding training programs or selects or job orders for employers reques additional referrals; verifies and receith the planning, recruitment, and evers in the use of self-service of the for assigned worksites within the sets to fairs and worksites. Utilizes Spirit	d by the Illinois Department of Employment is job seekers and employers using the IL Labor ent skills; refers clients to training programs or ble job openings as listed in the IL Labor ole through computer programs and contacts ment vocational exploration tools; provides lected jobs and job interview procedures; follows esting service from IDES to determine status of cords placements; as directed, solicits job execution of hiring fairs. Coaches both IL Labor Exchange System. As directed, ervice delivery area other than the primary panish language to assist clients who request or
10%	4.	routine, initial or continu written determinations;	ued claims; investigates, researche conducts reconsidered determinati	ues, providing eligibility determinations for es, and explains case disposition; provides tions and accepts appeals. As directed, performs very area other than the primary assigned office.
10%	5.	clients with more compl Conducts employment v claims; processes data extracts and utilizes data	lex or specialized issues and/or set workshops to enhance client employ from file construction and mainten	d attire as related to a specific job referral; refers ervice needs to relevant office or partner staff. oyability. Assists clients with registration and nance for all relevant IDES automated data files; ties for assigned worksites within the service
05%	6.	Establishes and mainta	ins activity reports to demonstrate	work activity and detail time charging.
05%	7.	enumerated above.		reasonably within the scope of the duties
conducting	g and			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
				WORKING TITLE (IF ANY)
Employment	Sec	urity Field Office Supervi	isor 13600-44-51-107-30-31	
		PPROPRIATE BOX IF THIS		
SUPER		<u></u>		
**OTE: 0			and the second s	44.3
			ponsibilities must be described in a	detailed duty statement(s) with a
	as ch	percentage(s) allotted. hecked above, list position ti	itle, position number, and number of se	ubordinate incumbents or authorized funded
	Pos	sition Title	Position Number	No. of Incumbents or Funded Vacancies
N/A				
				ICATION NECESSARY FOR THE SUCCESSFUL
ABILITIES	S AN			ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
			velopment equivalent to four years	s college with academic background in
social/behavi	ioral	sciences or business; or	r requires two years (3,000 work ho	ours) of experience as a department intermittent
				assing grades in social/behavioral sciences or
				f member; or qualifying state employees, in the
				proficiency tests and training programs leading ons of the Unemployment Insurance (UI) Act
				If and employment service needs. Requires the
				an effective work search plan for clients and

identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in

conjunction with Spanish speaking clients.



	E	WORK	(ING TITLE (IF ANY)	BILINGUAL		TION TITLE ION CODE	2. POSI	TION NUI	MBER		
Existing Position	W. F. C.										
New/Revised Position Employment S Program Repre			·	29		SS	13650	-44-53-	101-2	1-31	
3. AGENCY	Cocilialive		4. BUREAU/ DIVISIO	N			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position					-						
New/Revised Position										_	
	of Employment Secur	ity	Service Delivery/	Field Oper	ration	s	0	016	Y	R	
10. SECTION			11. ÜNIT				12. TRAN	SACTION	18	. EFFECTIV	EDATE
Existing Position										02/16	2019
New/Revised Position	Parian/ Hansay Logal O	effico	Service Unit I					21 ESTAB			_
	tegion/ Harvey Local O	ince				Rutan	□ мсо	22 EXEMI 24 POSIT	ION NU		
14. WORK LOCA Existing Position	TION		15. BARGAINING/TE	KIM CODE		Exempt		26 CLARI 27 ADDIT		DENTICAL	. CHANGE
								28 WORK 21 ABOLI		TY CHANG	Ε
New/Revised Position							☐ MC1	49 DOWN	IWARD		
Harvey, IL			RC0			N	☐ MC1	50 LATER 58 UPWA	RD REA		
% OF TIME	16. COMPLETE CURRI	ENT AND A	ACCURATE STATE	MENT OF P	OSITI	ON ESS	ENTIAL	FUNCTI	ONS		-
	nonseparation benefit applicants, provides reloads and extracts claneeds to relevant offit these duties for assignavels to fairs and was ervices.	eferrals, paims data ce or parti ned works	placement and follousing automated some staff; establishes within the ser	ow-up servi systems; re es and mai vice delive	ces o fers c ntains ry are	n availa dients was activited activited activities activited activity activities activities activited activity activities activited activities activities activited activities activited a	able job vith com y report than th	orders o plex iss s. As dir e prima	or trai ues a ected ry ass	ning pro nd/or se , perfor igned o	ograms ervice ms ffice.
25%	services related to limited to intersta with clients to defined discern employmerovides informatuse of the IL Labothe registration p	o the proceed te, military termine ur ent history tion on averse to exchange to the termine to the termine ter	lient Unemployme ressing of claims for y and other federal nemployment insur y and work status; ailable job training ige system, determates facilitate reemploye	or unemplo or trade re ance claim provides o and/or edu nines releva	ymen eadjus is mo rienta icatio ant se	it insura stment. netary a ition and nal prog ervices f	ince bei Conduct and non d clarific grams; i for the a	nefits, in its bene moneta es eligib provides applicant	cludir fit righ ry elig ility fa infori t and	ig but notes interiability and interiors; mation of coaches	ot views nd on the
	programs. As dire	ected, per mary assi	e; explains client rig forms these duties gned office. Utilize	ghts and re for assign	espon ed wo	sibilities orksites	s as the within t	y pertair he servi	n to be ce de	enefits livery a	plan ea
25%	programs. As directly other than the printerpretive service. 2. Performs function complex and speed Employment Second Innited to the	ected, per mary assi ces. ns related cial claims urity (IDE Illinois Be is these di	forms these duties	ghts and re for assign is Spanish entry, anal ment progr racts claim system (IBI	esponed wo langu lysis a ams a s data S), Illi	sibilities orksites uage to and rese adminis using inois Jo	s as the within t assist coolution of tered by automa b Link (y pertair he servi lients who of all typ y the Illin ted syst IJL) and	es of tems i	enefits livery and quest or routine, epartmencluding Fax. As	rea need ent of g but
DIRECTOR OF	programs. As dire other than the printerpretive service. 2. Performs function complex and speed Employment Second Ilmited to the directed, perform primary assigned. CMS SIGNATURE	ected, per mary assi ces. ns related cial claims urity (IDE Illinois Be s these di office.	forms these duties gned office. Utilize to receipt, review, s on benefit entitle S). Loads and extenefit Information S	ghts and re for assign s Spanish entry, anal ment progr racts claim system (IBI worksites w	esponed working lysis a ams a s data S), Illi vithin	sibilities orksites uage to and rescadminis a using inois Jo the ser	olution of tered by automa b Link (vice del	y pertair he servi lients wi of all typ y the Illin ted syst IJL) and ivery are	es of the search	enefits livery and quest or routine, repartment ncluding Tax. As er than	rea need ent of g but
DIRECTOR OF	programs. As dire other than the printerpretive service. 2. Performs function complex and speed Employment Second Ilmited to the directed, perform primary assigned.	ected, per mary assi ces. ns related cial claims urity (IDE Illinois Be s these di office.	forms these duties gned office. Utilize to receipt, review, s on benefit entitle S). Loads and extending Information Suties for assigned versions.	ghts and re for assign s Spanish entry, anal ment progr racts claim system (IBI worksites w	esponed working lysis a ams a s data S), Illi vithin	sibilities orksites uage to and rescadminis a using inois Jo the ser	olution of tered by automa b Link (vice del	y pertair he servi lients wi of all typ y the Illin ted syst IJL) and ivery are	es of the search	enefits livery and an energy an energy and a	plan rea need ent of g but the
DIRECTOR OF	programs. As dire other than the printerpretive service. 2. Performs function complex and speed Employment Second Ilmited to the directed, perform primary assigned. CMS SIGNATURE	ected, per mary assi ces. ns related cial claims urity (IDE Illinois Be s these di office.	forms these duties gned office. Utilize to receipt, review, s on benefit entitle S). Loads and extending Information Suties for assigned versions.	ghts and re for assign s Spanish entry, anal ment progr racts claim system (IBI worksites w	esponed working lysis a ams a s data S), Illi vithin	sibilities orksites uage to and rescadminis a using inois Jo the ser	olution of tered by automa b Link (vice del	y pertair he servi lients wi of all typ y the Illin ted syst IJL) and ivery are	es of the search	enefits livery and an energy an energy and a	plan rea need ent of g but the

16. (CONTINUE	D)		
% OF TIME		ACCURATE STATEMENT OF POSITION E	
% OF TIME 20%	3. Assists clients with variable Security (IDES) and pare Exchange system. Assemployers and hiring fare Exchange system for a employers; trains clients with information up on training program referrals and need for a opportunities; assists wapplicants and employer performs these duties for the security of the securit	ous programs and services offered rtner agencies. Assists or registers is esses, researches and selects clier airs for job interviews; selects suitable pplicants requiring services availables to use and interpret self-assessment regarding training programs or seles or job orders for employers request additional referrals; verifies and recovith the planning, recruitment, and expers in the use of self-service of the II for assigned worksites within the sers to fairs and worksites. Utilizes Spa	by the Illinois Department of Employment ob seekers and employers using the IL Labor at skills; refers clients to training programs or e job openings as listed in the IL Labor ethrough computer programs and contacts ent vocational exploration tools; provides cted jobs and job interview procedures; follows atting service from IDES to determine status of trds placements; as directed, solicits job secution of hiring fairs. Coaches both Labor Exchange System. As directed, vice delivery area other than the primary nish language to assist clients who request or
10%	routine, initial or continuous written determinations;	ued claims; investigates, researches conducts reconsidered determination	es, providing eligibility determinations for s, and explains case disposition; provides ons and accepts appeals. As directed, performs ery area other than the primary assigned office.
10%	clients with more comp Conducts employment claims; processes data extracts and utilizes da	lex or specialized issues and/or services workshops to enhance client employ from file construction and maintenation	attire as related to a specific job referral; refers vice needs to relevant office or partner staff. yability. Assists clients with registration and nce for all relevant IDES automated data files; es for assigned worksites within the service
05%	6. Establishes and mainta	ains activity reports to demonstrate v	vork activity and detail time charging.
05%	7. Performs other duties a enumerated above.	as required or assigned which are re	asonably within the scope of the duties
conducting			or assigning and reviewing work, preparing, mposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
		isor 13600-44-53-101-20-01	
18. CHECK TH	HE APPROPRIATE BOX IF THI	S POSITION IS A:	
☐ SUPE	RVISOR OR LEAD V	VORKER	
		ponsibilities <u>must</u> be described in a d	detailed duty statement(s) with a
	me percentage(s) allotted.	title manitime mumber and mumber of au	hardinata ingumbanta ar authorizad fundad
headcoun	t:	•	bordinate incumbents or authorized funded
NI/A	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A 19. SPECIAL	ZED KNOWLEDGES SKILLS	ABILITIES, LICENSURF OR CERTIFIC	ATION NECESSARY FOR THE SUCCESSFUL
PERFORI ABILITIES CAN NO I	MANCE OF THE WORK OF THE SAND LICENSURE OR CERTILLONGER BE USED.	IS POSITION. NOTE: SINCE THERE A	ARE NOW SEVERAL OPTIONS OF SKILLS AND DS, THE PHRASE "SAME AS SPECIFICATION"
Requires kno	wiedge, skills and mental de	evelopment equivalent to four years or requires two years (3,000 work hou	college with academic background in urs) of experience as a department intermittent
JUDIAN DUNAY	T. E. COLOLIDOS OF BUSINESS, U	I gan oo in a yaara (a,aaa mark nat	, a. arpariana do di dopuninioni intornittorit

Requires knowledge, skills and mental development equivalent to four years college with academic background in social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member; or 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. Requires working knowledge of those provisions of the Unemployment Insurance (UI) Act impacting on areas of responsibility; job knowledge of employers and their UI and employment service needs. Requires the ability to effectively communicate with employers and/or clients; determine an effective work search plan for clients and identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



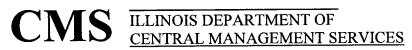
CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

1. POSITION TITL	E	WORK	(ING TITLE (IF ANY)	BILINGUAL CODE	POSI	TION TITLE	2. POS	TION NU	MBER			
Existing Position	- M-1/- 11		·	CODE	1 000	OH CODE	13650-44-53-220-42-31					
New/Revised Position Employment S Program Repre				29		SS	13650	-44-53-	104-10	0-31		
3. AGENCY	csentative		4. BUREAU/ DIVISION				5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE	
Existing Position				-								
New/Revised Position		•	Service Delivery/ Field Operations					016	Υ	R		
10. SECTION	of Employment Secur	ity	11. UNIT				12. TRANSACTION 13. EFFECTIVE DA					
Existing Position							CODE		_	07/40/	2040	
Metro South R	egion		Employment Service	es ———						07/16/	2018	
New/Revised Position Metro South R	egion/ Burbank Local	Office						21 ESTAB 22 EXEM		E CHANGE		
			15. BARGAINING/TERM	4 CODE		Rutan Exempt	⊠ MC0	24 POSIT 26 CLARII	IUN NUI			
14. WORK LOCAT	ION		15. BARGAINING/TERM	VI CODE			☐ MC0	27 ADDIT 28 WORK	IONAL II			
							☐ MD0	21 ABOLI	SH			
New/Revised Position			RC062	! :		N	☐ MC1	49 DOWN 50 LATER	AL REA	LLOCATIO	ON	
Maywood, IL % OF TIME	16. COMPLETE CURRI	ENT AND A	t		OSITIO	ON FSS		58 UPWA FUNCTI		LLOCATIO	N.	
% OF TIME	Under general superv	ision, for	an assigned area, as	sesses a	and a	ddresse	s client	Unemp	ioyme	nt Insu	rance	
	and Wagner-Peyser s	service ne	eds. Provides service	es related	d to th	ne proce	essing (of claims	s for u	nemplo	yment	
	insurance benefits, in	cluding bu	it not limited to inters	tate, mili	tary,	other fe	deral o	re: adiu	eadjus dicate	stment; se minor		
	conducts benefit right	Through t	s; provides orientation	n and dia or Excha	nae s	vstem.	matche	s candi	dates	to iob		
	openings, provides re	ferrals, pl	acement and follow-૫	e use of the IL Labor Exchange system, matches candidates to job cement and follow-up services on available job orders or training programs; ng automated data systems; refers clients with complex issues and service							grams;	
	processes and extract	ts data us	ing automated data s	systems;	refer	s clients	s with c	omplex	issues	s and se	ervice	
	needs to the appropri	ate office	or partner staff; establishes and maintains activity reports. As needed,									
	performs these duties	s for assig	gned worksites within the service delivery area, other than the primary pretive services for Spanish speaking clients.									
	•											
25%	 Using the Sp 	anish lang	uage when necessary, interviews clients to determine unemp						emplo	yment		
	insurance cla	ims mone	etary eligibility and dis	ary eligibility and discern employment history and work status						provide on the	3S	
	information o	n availabl	le job training and/or educational programs nge system, determines appropriate service				s; provide for the	es mior applica	mano int an	d coach	es in	
	the registration	on process	s to facilitate self-serv	ists ir	the for	mation	of work	searc	h actior	ı plan		
	and reviews	for compli	ance; explains rights	and resp	onsil	bilities o	n bene	fits prog	rams.			
				م برمامید م	nd or	social of	aime ar	henefit	entitle	oment		
25%	2. Takes and pr	ocesses a ministerec	all types of routine, co I by IDES; process cl	lient vou	chers	or eliqil	bility for	ms for t	arget	funded	or tax	
	incentive pro	grams. Lo	pads and extracts da	ta from a	utom	ated sy	stems.		J		,	
		•••				4 P. 1D.	EC and	nartnar	aaan	sioe usi	na the	
20%	3. Assists client	s with var	ious programs and sen n necessary. Assists	ervices o	mere ters i	ob seek	ers and	partitei Lemplov	ers u	sina the	IIG tile	
	Labor Excha	nae syste	m. Assesses client s	kills, res	earch	es and	modifie	s the sk	ills to	match t	:he	
	client: refers	clients to	emplovers and hiring	ı fairs for	job ir	nterview	/s; sele	cts appr	opriat	e job		
	openings as	listed in IL	Labor Exchange sy	stem for	appli	cants re	quiring	services	s avail	lable thi	ough	
	computer pro	ograms an	d contacts employers procedures; follows u	s; provid:	es cli	ents Wit re for Al	n intorri molovei	ialion re	stina s	ng selet service	from	
	Jobs and Job IDES to dete	tus of referrals and n	eed for a	dditic	nal refe	errals; v	erifies a	nd rec	cords			
1	placements:	d. solicits job opportu	unities; a	ssists	s with th	e plann	ing, rec	ruitme	ent, and			
	execution of	airs. Coaches both applicants and employers in the use of self-service				ervice of	the IL					
	Labor Excha	System. Travels to fairs and worksites.										
DIRECTOR OF C	MS SIGNATURE	IMMEDIAT	MMEDIATE SUPERVISOR SIGNATURE AGENCY HEAD SIGNATURE				DATE					
1.1.	MISE		AUG 0.8 som		<	二次	D D	May	l-	07/3	31/2018	

				<u> </u>
16. (CONTINUE) % OF TIME	0) 16.00M	PLETE CLIRRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
10%	- "	Adjudicates minor l	benefit claim issues, providing eligi nvestigates, researches, and expla	bility determinations for routine, initial or lins case disposition; provides written s and accepts appeal when appropriate.
10%	5.	relationships and a service to fellow off Assists clients with	ttire as related to a specific job refe fice staff. Conducts employment we registration and claims as work flo	dvises clients on work attitudes, habits, erral transferring more complex or specialized orkshops to enhance client employability. ow necessitates; processes data from file S automated data files; extracts and utilizes data
05%	6.	Establishes and ma	aintains activity reports to demonst	rate work activity and detail time charging.
05%	7.	Performs other dut enumerated above		are reasonably within the scope of the duties
conducting	g and sign	AND NUMBER OF IMM ning performance eval of this position.)	MEDIATE SUPERVISOR (Responsible uations; effectively recommending and	for assigning and reviewing work, preparing, I imposing disciplinary action and adjusting grievances
		······································		WORKING TITLE (IF ANY)
PSA, Opt. 1	37015	-44-53-104-00-01		Local Office Manager
18. CHECK TH	IE APPR	OPRIATE BOX IF THE	IS POSITION IS A:	
☐ SUPE	RVISOR	OR ☐ LEAD V	VORKER	
ti	me perce as check	entage(s) allotted.	sponsibilities must be described in a title, position number, and number of s	a detailed duty statement(s) with a subordinate incumbents or authorized funded
	Position	n Title	Position Number	No. of Incumbents or Funded Vacancies
N/A				
				•
PERFORI ABILITIES	MANCE (S AND LI	OF THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	ICATION NECESSARY FOR THE SUCCESSFUL E ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
Requires kno social/behavi staff member business; or provisions of service need	owledge, foral scie and a r four yea the UI A s. Requ	, skills and mental de ences or business; o minimum of two year ers (6,000 work hours act impacting on area wires the ability to effo	r requires two years (3,000 work he s college credits completed with pa s) as a department intermittent staf as of responsibility; job knowledge ectively communicate with employe	s college with academic background in ours) of experience as a department intermittent assing grades in social/behavioral sciences or f member. Requires working knowledge of those of employers and their UI and employment ers and/or clients; determine an effective work is; effectively organize and analyze pertinent

information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in

carrying out position duties in conjunction with Spanish speaking clients.



1. POSITION TIT	LE	WORK	(ING TITLE (IF ANY)	BILINGUAL CODE	POSITIO	ON TITLE N CODE	2. POS	TION NU	MBER		
Existing Position	-										
New/Revised Position Employment S				29	S	ss	13650				
Program Repr 3. AGENCY	esentative	<u> </u>	4. BUREAU/ DIVISION	1			5. EXMT 6. WORK 7. A/I 8.AUDIT 9. O U				
Existing Position							5052				
New/Revised Position			Service Delivery/ Field Operations					016	Y	R	
IL Department	t of Employment Secui	rity	11. UNIT		audis		0 12. TRAN	SACTION		3. EFFECTIV	E DATE
Existing Position			II. ONI				CODE	<u>-</u>	+		
										02/16/	/2019
New/Revised Position Metro South F	Region/ Burbank Local	Office	Service Unit II				☐ MC0		PT COE	E CHANG	
14. WORK LOCA	ATION		15. BARGAINING/TERM	M CODE		Rutan Exempt		24 POSIT 26 CLARI		MBER CH	ANGE
Existing Position										IDENTICAL	CHANGE
New/Revised Position							☐ MD0	21 ABOLI	SH	REALLOC	
Burbank, IL			RC062	2	1.	N	☐ MC1	50 LATER	RAL REA	ALLOCATION	NC
% OF TIME	16. COMPLETE CURR Under general super						ENTIAL	FUNCT	ONS		
25%	and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training programs; loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff; establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on the use of the IL Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to facilitate reemployment; assists in the formation of work search action plan and reviews for compliance; explains client rights and responsibilities as they pertain to benefits programs. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Utilizes Spani										
 Performs functions related to receipt, review, entry, analysis and resolution of all types of routine, complex and special claims on benefit entitlement programs administered by the Illinois Department of Employment Security (IDES). Loads and extracts claims data using automated systems including but not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and GenTax. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. 											
f 1	CMS SIGNATURE	IMMEDIAT	E SUPERVISOR SIGNAT				SIGNAT		:		DATE
J.A.	nel parti	3	MAR 2 8 2213		104	Bod	- Ju	em	انت	03/2	22/2019
MS-194 (Rev 1/10/5)	94(yl 401-30794 US 425-19	BY:		,							

% OF TIME	16.	COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTI.	AL FUNCTIONS (Continued)
20%	3.	Assists clients with var	ious programs and services offered	by the	Illinois Department of Employment
		Security (IDES) and pa	irtner agencies. Assists or registers	job see	kers and employers using the IL Labor
	1	Exchange system. Ass	sesses, researches and selects clie	nt skills	; refers clients to training programs or
	İ	employers and hiring fa	airs for job interviews; selects suitat	ole job o	penings as listed in the IL Labor
					gh computer programs and contacts
					ational exploration tools; provides
					bs and job interview procedures; follows
					ervice from IDES to determine status of
,			additional referrals; verifies and rec		
			with the planning, recruitment, and e		
	İ		ers in the use of self-service of the		
	l		for assigned worksites within the se		
					nguage to assist clients who request or
	İ			anish ia	nguage to assist clients who request or
		need interpretive service	ces.		
400/	ا ا	A dividia atau mana atau			idina aliaibilib, datamainationa for
10%	4.		and nonmonetary benefit claim issu		
			ued claims; investigates, researche		
					accepts appeals. As directed, performs
		these duties for assign	ed worksites within the service deliv	very are	a other than the primary assigned office.
	l _				
10%	5.				is related to a specific job referral; refers
					eds to relevant office or partner staff.
	l				. Assists clients with registration and
					all relevant IDES automated data files;
	ľ	extracts and utilizes da	ita. As directed, performs these dut	ies for a	ssigned worksites within the service
		delivery area other that	n the primary assigned office.		
05%	6.	Establishes and mainta	ains activity reports to demonstrate	work ac	tivity and detail time charging.
05%	7.		as required or assigned which are r	easonat	oly within the scope of the duties
	<u> </u>	enumerated above.			
17. POSITIO	N TII	LE AND NUMBER OF IMM	MEDIATE SUPERVISOR (Responsible	for assig	Ining and reviewing work, preparing,
		a signing performance evaluent of this position.)	uations; enectively recommending and	imposing	g disciplinary action and adjusting grievances
ioi the inc	ullib	ent of this position.)		MODIC	NO TITLE (IE ANDO
				WORK	ING TITLE (IF ANY)
			risor 13600-44-53-104-30-01		
18. CHECK TI	HE A	PPROPRIATE BOX IF TH	IS POSITION IS A:		
	D) // O	OD OD 01540.V	NODKED		
SUPE	KVIS	OR OR LEAD V	VORKER		,
NOTE: S	unei	visory or lead worker res	sponsibilities <u>must</u> be described in a	detailed	I duty statement(s) with a
		ercentage(s) allotted.	<u></u>		
			title, position number, and number of si	ubordina	te incumbents or authorized funded
headcour	ıt:				
	Pos	sition Title	Position Number		No. of Incumbents or Funded Vacancies
N/A					
					NECESSARY FOR THE SUCCESSFUL
					OW SEVERAL OPTIONS OF SKILLS AND
			IFICATION IDENTIFIED ON STANDAI	RDS, TH	E PHRASE "SAME AS SPECIFICATION"
		GER BE USED.			
			evelopment equivalent to four years		
social/behav	ioral	sciences or business; o	r requires two years (3,000 work ho	ours) of	experience as a department intermittent
					ades in social/behavioral sciences or
					er; or qualifying state employees, in the
					ncy tests and training programs leading
					e Unemployment Insurance (UI) Act
					mployment service needs. Requires the
l ability to effe	ctive	ly communicate with em	ployers and/or clients; determine a	n effecti	ive work search plan for clients and

identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in

conjunction with Spanish speaking clients.

16. (CONTINUED)



1. POSITION TIT	LE	WORK	(ING TITLE (IF ANY)	BILINGUAL CODE	POSITION	CODE	2. POS	TION NU	MBER		
Existing Position											
New/Revised Position Employment S				29	SS	S	13650				
Program Repr 3. AGENCY	esentative	L	4. BUREAU/ DIVISION		L	-	5. EXMT 6. WORK 7. A/I CODE COUNTY AUTH 8.AUDIT				
Existing Position					_		CODE COUNTY AUTH				
New/Revised Position								000	-		
IL Departmen	t of Employment Secur	ity	Service Delivery/ Field Operations					099	Y 1	R	E DATE
10. SECTION			11. UNIT				12. TRANSACTION 13. EFFECTIVE D. CODE				
Existing Position			4							02/16/	2019
New/Revised Position Metro South F	Region/ Joliet Local Off	ice	Service Unit III								
			15 PARCAINING/TER	M CODE		Rutan Exempt	☐ MC0	24 POSIT	ION NU		
14. WORK LOCA Existing Position	ATION		15. BARGAINING/TERI	VI CODE			☐ MC0	26 CLARI 27 ADDIT	IONAL		
								28 WORK 21 ABOLI	SH		
New/Revised Position Indicat III RC062 N						N		49 DOWN 50 LATER			
Joliet, IL	Lan column ett outen	CAIT AND			VOITION		☐ MC1	58 UPWA	RD RE		
% OF TIME	16. COMPLETE CURR Under general super									ent Insu	rance
25% 25%	and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployme insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training prograt loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff; establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provide services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interview with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on the use of the IL Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to facilitate reemployment, assists in the formation of work search action plan and reviews for compliance; explains client rights and responsibilities as they pertain to benefits programs. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Utilizes Spanish lan									ograms; ervice ms ffice. etive ovides ot views nd on the s in plan rea need	
complex and special claims on benefit entitlement programs administered by the Illinois Department of Employment Security (IDES). Loads and extracts claims data using automated systems including but not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and GenTax. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office.									ent of g but the		
fi	CMS SIGNATURE		E SUPERVISOR SIGNA				SIGNAT	URE	i		DATE
4	and only			1	100			em	إنت	03/2	22/2019
MS-104 (Rev. 10/5) My May	94) (401-0794 y 4.2 9 19	В	EIGS 8 2 7AM Y:	<u>リ</u>							

16. (CONTINUE			COCKITIAL FUNCTIONS (C
% OF TIME		ACCURATE STATEMENT OF POSITION E	
20%			by the Illinois Department of Employment
			job seekers and employers using the IL Labor
	Exchange system. As	sesses, researches and selects clier	nt skills; refers clients to training programs or
			le job openings as listed in the IL Labor
			e through computer programs and contacts
			ent vocational exploration tools; provides
			ected jobs and job interview procedures; follows
			sting service from IDES to determine status of
			rds placements; as directed, solicits job
			xecution of hiring fairs. Coaches both
			L Labor Exchange System. As directed,
			vice delivery area other than the primary
	assigned office. Travel	s to fairs and worksites. Utilizes Spa	inish language to assist clients who request or
	need interpretive servi	ces.	
	·		
10%	4. Adjudicates monetary	and nonmonetary benefit claim issue	es, providing eligibility determinations for
			s, and explains case disposition; provides
			ons and accepts appeals. As directed, performs
			ery area other than the primary assigned office.
	l acciding	ou workers warm are convice usin	ory area carer arear are primary accingned critical
10%	5 Advises clients on wor	k attitudes habits relationships and	attire as related to a specific job referral; refers
1078			vice needs to relevant office or partner staff.
			yability. Assists clients with registration and
·			nce for all relevant IDES automated data files;
			es for assigned worksites within the service
	delivery area other tha	n the primary assigned office.	
05%	6. Establishes and mainta	ains activity reports to demonstrate v	vork activity and detail time charging.
250/	7 8 6		
05%		as required or assigned which are re	easonably within the scope of the duties
47 DOCUTION	enumerated above.	AFDIATE CUDEDVICOD (Beenensible f	or assigning and reviewing work, preparing,
			mposing disciplinary action and adjusting grievances
	umbent of this position.)	dations, encouvery recommending and i	mposing disciplinary action and adjusting grievances
101 1110 1110			WORKING TITLE (IF ANY)
		_	WORKING TITLE (IF AIVI)
		visor 13600-44-53-105-40-01	
18. CHECK TI	HE APPROPRIATE BOX IF TH	IS POSITION IS A:	
SUPE	RVISOR OR TILEAD V	WORKER	
	KVIOOK OK LEAD	VOINCEN	
NOTE: S	upervisory or lead worker res	sponsibilities <u>must</u> be described in a d	detailed duty statement(s) with a
	me percentage(s) allotted.		•
If a box w	as checked above, list position	title, position number, and number of su	bordinate incumbents or authorized funded
headcour	nt:		
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A			
			CATION NECESSARY FOR THE SUCCESSFUL
			ARE NOW SEVERAL OPTIONS OF SKILLS AND
		IFICATION IDENTIFIED ON STANDAR	DS, THE PHRASE "SAME AS SPECIFICATION"
	LONGER BE USED.		
			college with academic background in
			urs) of experience as a department intermittent
staff member	r and a minimum of two year	s college credits completed with pas	ssing grades in social/behavioral sciences or member; or qualifying state employees, in the
	(0.000		

Requires knowledge, skills and mental development equivalent to four years college with academic background in social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member; or 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. Requires working knowledge of those provisions of the Unemployment Insurance (UI) Act impacting on areas of responsibility; job knowledge of employers and their UI and employment service needs. Requires the ability to effectively communicate with employers and/or clients; determine an effective work search plan for clients and identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

1. POSITION TITI	F		\//	ORKING TITLE (IF ANY)	BILINGU	AL POS	ITION TITLE	2. POS	TION NU	MBER		
Existing Position			44,	The transfer of the court	CODE	OP1	TION CODE		-44-54-2		1-31	
New/Revised Position								1.5050				
Employment S			l l		29		SS	13650	-44-54-	102-10	0-31	
Program Repr 3. AGENCY	esentativ	/e		4. BUREAU/ DIVISION		L		5. EXMT	5. EXMT 6. WORK 7. A/I			9. OFFICE
Existing Position								CODE	COUNTY	AUTH	8.AUDIT	USE
New/Revised Position									6=-		_	
IL Department	of Empl	oyment Secur	ity	Service Delivery/ F	ield Opera	tions		0	056	Y	R	
10. SECTION				11. UNIT				12. TRAN CODE	SACTION	13	B. EFFECTIV	E DATE
Existing Position				Employment Service	ces						07/16/	2018
Northern Region New/Revised Position	un			. ,		<u> </u>						
Northern Regi	on/ Rock	ford Local Off	ice						21 ESTAE 22 EXEMI		E CHANG	E
14. WORK LOCATION				15. BARGAINING/TERI	M CODE		Rutan Exempt	⊠ MC0	24 POSIT 26 CLARI	ION NU		
Existing Position	HON			10. DANOMINIOTERI	5000		F.	☐ MC0	27 ADDIT	IONAL I		
								☐ MD0	28 WORK 21 ABOLI	SH		
New/Revised Position				RC00	62		N	☐ MC1	49 DOWN 50 LATER	AL REA	LLOCATION	ON
	Woodstock, IL % OF TIME 16. COMPLETE CURRENT A					POSITI		MC1	58 UPWA	RD REA		
% OF TIME	10. COM	general super	<u>ini AN</u> ∕ision ¹	for an assigned area	. assesse	and a	ddresse	es client	Unemo	lovme	ent Insu	rance
	and Wa	agner-Peyser s	ervice	needs. Provides ser	vices rela	ted to t	he proc	essing (of claims	s for u	nemplo	yment
	insuran	ce benefits, in	cluding	g but not limited to in	terstate, m	nilitary,	other fe	ederal o	r trade r	eadju	stment;	
	conduc	ts benefit right	intervi	ews; provides orientation and clarifies eligibility factors; adjudicates minor h the use of the IL Labor Exchange system, matches candidates to job							=	
	penetit	ciaim issues. Te providee ro	I NFOU(ferrale	gh the use of the IL I s, placement and follo	.abor EXCl	iange s rices or	system, n availal	maiche ble iob 4	orders o	uales r train	ina proc	arams:
	process	ses and extrac	ts data	a using automated da	ata system	s; refe	rs client	s with c	omplex	issues	s and se	ervice
	needs t	o the appropri	ate offi	ta using automated data systems; refers clients with complex issues and ser- ffice or partner staff; establishes and maintains activity reports. As needed,								
	perform	ns these duties	for as	ssigned worksites within the service delivery area, other than the primary								
	assigne	ed office. Provi	des int	s interpretive services for Spanish speaking clients.								
25%	1.	Using the Sp.	anish la	anguage when nece	ssary. inte	rviews	clients	to deter	mine un	emplo	oyment	
2070		insurance cla	ims m	language when necessary, interviews clients to determine unemployment monetary eligibility and discern employment history and work status; provice							; provide	es
		information o	n avail	ailable job training and/or educational programs					les infor	matio	n on the	use
		of the IL Labo	or Exch	nange system, deterr cess to facilitate self-	nines app	ropriate	e service	e tor the	e applica	ını anı	u coach h action	ies in Inlan
				cess to facilitate self- npliance; explains rig								. Piall
				•								
25%	2.	Takes and pr	ocesse	es all types of routine	e, complex	and s	oecial cl	aims or	benefit	entitl	ement	or 4=:-
		programs add	ministe grama	ered by IDES; proces . Loads and extracts	s client vo	uchers	or eligi	pility for	ms tor t	arget	iunded	or tax
		incentive pro	yranıs.	. Luaus and extracts	uala IIUII	auton	ialeu sy	otomo.				
20%	3.	Assists client	s with	various programs an	d services	offere	d by IDI	ES and	partner	agend	cies, usi	ng the
		Spanish lang	uage v	when necessary. Ass	ists or reg	isters j	ob seek	ers and	employ	ers u	sing the	IL.
		Labor Excha	nge sy:	stem. Assesses clie to employers and hi	nt skills, re ring foirs f	esearch	nes and	modifie	s the sk	IIIS TO noriat	maten 1 e iob	iie
		openings as	chents listed in	n IL Labor Exchange	system for	or job i or appli	cants re	eguirina	services	s avail	lable thi	ough
		computer pro	grams	and contacts emplo	yers; prov	ides cli	ents wit	h inforn	nation re	gardi	ng seled	cted
		jobs and job	intervie	ew procedures; follow	vs up on jo	b orde	rs for e	mployer	s reque	sting	service	from
,				status of referrals an								
		placements;	as dire hirina f	ected, solicits job opp fairs. Coaches both	ortunities; applicants	assists	s with th molover	e piann s in the	ing, reci	unme elf-ee	ervice of	the II
execution of hiring to Labor Exchange Sys						pivyci	5 m aic	200 OI 8	. J. 1 3C	01		
						0.4				7	\A+=	
DIRECTOR OF C	MS SIGN	ATURE	IMMED	DIATE SUPERVISOR SIG	SNATURE	AGEN	CY HEAD	SIGNAT	URE	·		DATE
1:11	マノノ						_\\ <i>(</i>	וא היו	May		07/3	31/2018

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16. (CONTINUE	D)									
% OF TIME	16. COM	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION I	ESSENTIAL FUNCTIONS (Continued)						
10%	4.	continued claims: ir	rvestigates, researches, and explai	bility determinations for routine, initial or ins case disposition; provides written and accepts appeal when appropriate.						
10%	5.	relationships and a service to fellow off Assists clients with	ttire as related to a specific job refe ice staff. Conducts employment wo registration and claims as work flo	dvises clients on work attitudes, habits, erral transferring more complex or specialized orkshops to enhance client employability. w necessitates; processes data from file S automated data files; extracts and utilizes data						
05%	6.	Establishes and ma	aintains activity reports to demonstr	rate work activity and detail time charging.						
05%		enumerated above		are reasonably within the scope of the duties						
conducting	g and sig	AND NUMBER OF IMN ning performance evalunt this position.)	EDIATE SUPERVISOR (Responsible pations; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances						
				WORKING TITLE (IF ANY)						
PSA, Opt. 1	37015	-44-54-102-00-01		Local Office Manager						
18. CHECK TI	HE APPR	OPRIATE BOX IF THI	S POSITION IS A:							
☐ SUPE	RVISOR	OR LEAD W	/ORKER							
NOTE: S	uperviso	orv or lead worker res	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a						
ti	me perc e as check	entage(s) allotted.		ubordinate incumbents or authorized funded						
	Position	n Title	Position Number	No. of Incumbents or Funded Vacancies						
N/A										
		· · · · · · · · · · · · · · · · · · ·								
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PERFORI ABILITIE	MANCE (S AND L I	OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	ICATION NECESSARY FOR THE SUCCESSFUL EARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"						
Requires knowledge, skills and mental development equivalent to four years college with academic background in social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or										

Requires knowledge, skills and mental development equivalent to four years college with academic background in social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member. Requires working knowledge of those provisions of the UI Act impacting on areas of responsibility; job knowledge of employers and their UI and employment service needs. Requires the ability to effectively communicate with employers and/or clients; determine an effective work search plan for clients and identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



New/Revised Position Service Delivery/ Field Operations 12. TRANSACTION 13. EFFECTIVE DATE CODE COUNTY CODE CODE COUNTY CODE COUNTY CODE COUNTY CODE COUNTY CODE COUNTY CODE COUNTY CODE COUNTY CODE COUNTY COUNTY CODE COUNTY	1. POSITION TIT	TLE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER		
Employment Security Program Representative 4. BUREAU/DIVISION Section 1. Department of Employment Security Service Delivery/ Field Operations 1. Department of Employment Security Service Unit I Northern Region/ Rockford Local Office Northern Region/ Rockford Local Office Northern Region/ Rockford Loc	Existing Position									
3. AEBNCY 4. BUREAU DIVISION 5. SECTION 1. Department of Employment Security 5. Service Delivery/ Field Operations 0. 101 Y R 10. SECTION 11. UNIT 10. SECTION 11. UNIT 10. SECTION 11. UNIT 10. SECTION 11. UNIT 10. SECTION 11. UNIT 10. SECTION 10. SECTION 11. UNIT 10. SECTION 10. SE		t Security 29 SS 13650-44-54-102-21-31								
IL Department of Employment Security	3. AGENCY	resentative	4. BUREAU/ DIVISION		L	5. EXMT CODE	6. WORK COUNTY		8.AUDIT	
IL Department of Employment Security Service Delivery/ Field Operations 11. UNIT OSECTION 11. UNIT OSECTION OZ/16/2019 Northern Region/ Rockford Local Office Service Unit I WORK LOCATION 15. BARGAINING/TERM CODE Northern Region/ Rockford Local Office Service Unit I WORK LOCATION 15. BARGAINING/TERM CODE Northern Region/ Rockford Local Office RC062 NORTHERN ROCKFORD RC067 R	Existing Position									
1. UNIT SECTION 1. UNIT S. PRECINE DATE D2/16/2019 SECTION SEC			Service Delivery/ F	ield Oner	ations	0	101	V	R	
Code Code		nt of Employment Secur	ity	leid Opei				·	1	E DATE
Northern Region/ Rockford Local Office Service Unit			11. 0111			CODE		-		
Northern Region/ Rockford Local Office 14, WORK LOCATION						<u> </u>			02/16/	/2019
15. BARGAININGTERM CODE			Service Unit I			∐ псо	22 EXEM	PT COD		
	14. WORK LOCA	ATION	15. BARGAINING/TER	RM CODE		」⊠ мсо	26 CLARI	FY		
Rockford, IL RC062 N Mo150 DAVINNARD REALLOCATION ROckford, IL RC067 N Mo150 LATERAL REALLOCATION MO150 LATERAL REAL	Existing Position									
Rockford, IL 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS Under general supervision, for an assigned area, assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training programs loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff, establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretive services. 25% 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonsometary eligibility and discern employment history and work status, provides orientation and clarifies eligibility and discern employment because the programs continued in the registration process to facilitate reemployment; assists in the formation on work search action plan and reviews for compliance; explains client rights and responsibilities as they pertain to benefits programs. As directed, performs these duties for assigned worksites within the service delivery area other than t	New/Revised Position					∫ 🗀 мос	21 ABOLI	SH		
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Under general supervision, for an assigned area, assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training programs loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff, establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on available job training and/or educational programs; provides information on available job training and/or educational programs; provides information on available job training and/or educational programs; provides information on available job training and/or educational programs; provides information on available job training and/or educational programs; provid	% OF TIME	16. COMPLETE CURR	ENT AND ACCURATE STATEM	ENT OF PO	SITION ES	SENTIAL	FUNCT	ONS		
services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on the use of the IL Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to facilitate reemployment; assists in the formation of work search action plan and reviews for compliance; explains client rights and responsibilities as they pertain to benefits programs. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Utilizes Spanish language to assist clients who request or need interpretive services. 25% 2. Performs functions related to receipt, review, entry, analysis and resolution of all types of routine, complex and special claims on benefit entitlement programs administered by the Illinois Department of Employment Security (IDES). Loads and extracts claims data using automated systems including but not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and GenTax. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. DIRECTOR OF CMS SIGNATURE IMMEDIATE SUPERVISOR SIGNATURE IMMEDIATE SUPERVISOR SIGNATURE AGENCY HEAD SIGNATURE DATE 03/22/2019		nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training program loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff; establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretive								
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101/27 NAR 28 233 Thomas Chan 03/22/2019	complex and special claims on benefit entitlement programs administered by the Illinois Department of Employment Security (IDES). Loads and extracts claims data using automated systems including but not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and GenTax. As directed, performs these duties for assigned worksites within the service delivery area other than the									ent of g but
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	DIRECTOR OF	CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNA					r		DATE
MS-104 (Rev. 10/94) IL 401-0794	1	mu forac	3 MAD 20 COCO		thome	1 SK	em	نت	03/	22/2019
My May 4-25-19 BY:	V MS-104 (Rev. 10	/94) IL 401-0794	I I I I I I I I I I I I I I I I I I I	l	· · · · · · · · · · · · · · · · · · ·	, 2)	· · · · · · · · · · · · · · · · · · ·			
	My Ma	4-25-19	!! (! Бу:	<u> </u>						

% OF TIME	16.	COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION E	ESSENTIAL FUNCTIONS (Continued)
20%	3.	Security (IDES) and pa Exchange system. Ass employers and hiring fa Exchange system for a employers; trains client clients with information up on training programs referrals and need for a opportunities; assists w applicants and employed performs these duties f	rtner agencies. Assists or registers sesses, researches and selects clienters for job interviews; selects suitable pplicants requiring services availables to use and interpret self-assessmoregarding training programs or selects or job orders for employers requested ditional referrals; verifies and receivith the planning, recruitment, and evers in the use of self-service of the later assigned worksites within the select to fairs and worksites. Utilizes Spatials	by the Illinois Department of Employment job seekers and employers using the IL Labor nt skills; refers clients to training programs or alle job openings as listed in the IL Labor le through computer programs and contacts ent vocational exploration tools; provides ected jobs and job interview procedures; follows sting service from IDES to determine status of ords placements; as directed, solicits job xecution of hiring fairs. Coaches both L Labor Exchange System. As directed, rvice delivery area other than the primary anish language to assist clients who request or
10%	4.	routine, initial or continumitten determinations;	ued claims; investigates, researche conducts reconsidered determinati	es, providing eligibility determinations for s, and explains case disposition; provides ons and accepts appeals. As directed, performs erry area other than the primary assigned office.
10%	5.	clients with more comp Conducts employment claims; processes data extracts and utilizes da	lex or specialized issues and/or ser workshops to enhance client emplo from file construction and maintena	lattire as related to a specific job referral; refers vice needs to relevant office or partner staff. byability. Assists clients with registration and ance for all relevant IDES automated data files; es for assigned worksites within the service
05%	6.	Establishes and mainta	ains activity reports to demonstrate	work activity and detail time charging.
05%		enumerated above.		easonably within the scope of the duties
conductin	g and	LE AND NUMBER OF IMA	MEDIATE SUPERVISOR (Responsible uations; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
				WORKING TITLE (IF ANY)
Employment	Sec	urity Field Office Superv	isor 13600-44-54-102-20-01	
		PPROPRIATE BOX IF THE		
SUPE		_		
			ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
	as cl	percentage(s) allotted. necked above, list position	title, position number, and number of su	ubordinate incumbents or authorized funded
Headcour		sition Title	Position Number	No. of Incumbents or Funded Vacancies
N/A				
19. SPECIAL PERFORI ABILITIES CAN NO	MAN S AN LON	CE OF THE WORK OF TH ID LICENSURE OR CERTI GER BE USED.	IIS POSITION. NOTE: SINCE THERE IFICATION IDENTIFIED ON STANDAR	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
Requires kno	owle	dge, skills and mental de	evelopment equivalent to four years	college with academic background in
social/behav	ioral	sciences or business; o	r requires two years (3,000 work hose college credits completed with ha	ours) of experience as a department intermittent ssing grades in social/behavioral sciences or
business: or	four	vears (6,000 work hours	s) as a department intermittent staff	member, or qualifying state employees, in the
employee Up	owar	d Mobility Program may	complete combinations of specific	proficiency tests and training programs leading
to a certificat	a of	proficiency Requires w	orking knowledge of those provision	ns of the Unemployment Insurance (UI) Act

16 (CONTINUED)

social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member; or 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. Requires working knowledge of those provisions of the Unemployment Insurance (UI) Act impacting on areas of responsibility; job knowledge of employers and their UI and employment service needs. Requires the ability to effectively communicate with employers and/or clients; determine an effective work search plan for clients and identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

1. POS TION To	TLE	WORK	(ING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER		
Existing Position		1								
New/Revised Position Employment Program Rep	Security			29	ss	13650)-44-54-	102-3	1-31	
3. AGENCY			4. BURÉAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Positor										
New/Revised Position IL Departmen 10. SECTION	t of Employment Secu	rity	Service Delivery/ F		101 SACTION	2	R 3. EFFECTIV	/E DATE		
Existing Post of						12/01/201				
Northern Reg	ion/ Roc∢ford Local Of	fice	Service Unit III				21 ESTAE		DE CHANG	E
14. WORK _OCA	ATICN		15. BARGAINING/TERI	M CODE	Rutan Exempt	☐ MC0	24 POSIT 26 CLARI	ION NU FY	MBER CH	ANGE
Evising Position						□ MC0	27 ADDIT 28 WORK 21 ABOLI	COUN		
New/Revised Position			RC062)	N	☐ MC1	49 DOWN 50 LATER	WARD		
Rockford IL % OF TIME	16. COMPLETE CURR	ENT ALS				☐ MC1	58 UPWA	RD REA		
25%	and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training programs loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff; establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on the use of the IL Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to facilitate reemployment; assists in the formation of work search action plan and reviews for compliance; explains client rights and responsibilities as they pertain to benefits programs. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Utilizes Spanis								ent; gs for ograms; ervice ms ffice. etive ovides ot views and on the s in plan	
25% 2. Performs functions related to receipt, review, entry, analysis and resolution of all types of routine, complex and special claims on benefit entitlement programs administered by the Illinois Department of Employment Security (IDES). Loads and extracts claims data using automated systems including but not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and GenTax. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. **RECTOR OF CMS SIGNATURE** IMMEDIATE SUPERVISOR SIGNATURE** AGENCY HEAD SIGNATURE** DATE **DATE** DATE** DATE** DATE** **DATE** DATE** **DESTOR OF CMS SIGNATURE** DATE**										
- 11 a a 17 a	CMS SIGNATURE				GENCY HEAD				D	ATE
And nel	E Mulogodon		DEC 1 3 2019		thema	-Ja	m	- -:	12/1	3/2019
Shuf B	116/19	Pe	r	•						

16. (CONTINUE	D)				
% OF TIME			ACCURATE STATEMENT OF POSITION		
20%	3.				Illinois Department of Employment
					ekers and employers using the IL Labor
					s; refers clients to training programs or
			airs for job interviews; selects suita		
					ugh computer programs and contacts
					cational exploration tools; provides
					obs and job interview procedures; follows
					ervice from IDES to determine status of
	ł		additional referrals; verifies and rec		
	i		vith the planning, recruitment, and e		
			ers in the use of self-service of the		
			for assigned worksites within the se		
	į.			anish ia	inguage to assist clients who request or
		need interpretive servi	ces.		
10%	١,	Adjudicates monetons	and nanmanatary banafit alaim isau	ioo pro	viding oligibility dotorminations for
10%	4 .		and nonmonetary benefit claim issu		explains case disposition; provides
					d accepts appeals. As directed, performs
}					ea other than the primary assigned office.
		these duties for assign	ed worksites within the service den	very are	a other than the primary assigned office.
10%	5	Advises clients on wor	k attitudes, habits relationships and	d attire :	as related to a specific job referral; refers
'370	•				eeds to relevant office or partner staff.
					Assists clients with registration and
					r all relevant IDES automated data files;
					assigned worksites within the service
			n the primary assigned office.		3
		·	, , ,		
05%	6.	Establishes and mainta	ains activity reports to demonstrate	work ac	ctivity and detail time charging.
	_				
05%	7.		as required or assigned which are r	reasona	bly within the scope of the duties
47 50017101	<u> </u>	enumerated above.	AFDIATE OUR EN MOOR OF	<u> </u>	
17. POSITION	N III	LE AND NUMBER OF IMP	MEDIATE SUPERVISOR (Responsible	tor assig	gning and reviewing work, preparing, g disciplinary action and adjusting grievances
		ent of this position.)	dations, enectively recommending and	mposm	g disciplinary action and adjusting grievances
101 010				LWORK	ING TITLE (IF ANY)
	_	:		WORK	ING TILE (IF ANT)
			risor 13600-44-54-102-30-01		
18. CHECK TH	HE A	PPROPRIATE BOX IF TH	IS POSITION IS A:		
☐ SUPE	21/10	OR OR □ LEAD V	NOBKED		
L SUFE	7010	OK OK LILEADY	VORKER		
NOTE: S	uper	visory or lead worker res	ponsibilities must be described in a	detaile	d duty statement(s) with a
		ercentage(s) allotted.			
		ecked above, list position	title, position number, and number of s	ubordina	ite incumbents or authorized funded
headcoun					
	Pos	sition Title	Position Number		No. of Incumbents or Funded Vacancies
N/A	700	KNOWIEDOEG OKU 10	ADULTIES LIGENSUPE OF CENTER	10 A T 10 11	I NECECCARY FOR THE SUSCESSE!
					NECESSARY FOR THE SUCCESSFUL OW SEVERAL OPTIONS OF SKILLS AND
					IE PHRASE "SAME AS SPECIFICATION"
		GER BE USED.	. IOATION IDENTIFIED ON GTANDAI	, 10	ETTIMAGE ONINE AS SPECIFICATION
			velopment equivalent to four years	college	with academic background in

Requires knowledge, skills and mental development equivalent to four years college with academic background in social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member; or 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. Requires working knowledge of those provisions of the Unemployment Insurance (UI) Act impacting on areas of responsibility; job knowledge of employers and their UI and employment service needs. Requires the ability to effectively communicate with employers and/or clients; determine an effective work search plan for clients and identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



	ΓLE	W	ORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION T	TLE 2. POS	SITION NU	MBER	_	
Existing Position	-				OF HOREC		0-44-54-	220-4	3-31	
New/Revised Position Employment Program Rep	Security			29	ss	1365	0-44-54-	103-1	0-31	
3. AGENCY Existing Position	_		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position										07/01/21 - U section nam
New/Revised Position	nt of Employment Secu	urity.	Service Delivery/ Field	d Operatio	ns	0	049	2 👱	R	
10. SECTION	it of Employment Secu	irity	11. UNIT			12. TRAI	NSACTION		B. EFFECTIN	/E DATE
Existing Position				·		CODE		+		
Northern Reg	ion		Employment Services						07/16	/2018
New/Revised Position	Wheeling					—)21 ESTAE	ı ısh		
Northern Reg Office	ion/ Arlington-Heights	Local			Ruta	☐ MC	022 EXEM	PT COD		
14. WORK LOCA	ATION		15. BARGAINING/TERM C	ODE	Exer	npt 🛛 MC	26 CLARI	FΥ		
Existing Position)27 ADDIT)28 WORK			
New/Revised Position							21 ABOLI 149 DOWN		REALLOC	ΔΤΙΩΝ
Waukegan, IL			RC062		N		50 LATER	AL REA	LLOCATIO	ON
% OF TIME		RENT AN	D ACCURATE STATEME	NT OF PO	SITIONE		58 UPWA FUNCTI		LLOCATIO	<u>N</u>
25%	processes and extra needs to the appropr performs these dutie assigned office. Prov	cts data riate offices s for associates vides inter panish la	placement and follow- using automated data ce or partner staff; esta signed worksites within erpretive services for S inguage when necessa	systems; r blishes an the service panish spe ry, intervie	refers cli ad mainta e deliver eaking cl ews clier	ents with c ins activity y area, otl ients. ts to deter	omplex y reports ner than mine un	ssues . As n the pr	s and se needed, rimary nyment	ervice
	information of of the IL Lab the registrati	on availa or Excha on proce	netary eligibility and dis able job training and/or ange system, determin ess to facilitate self-ser pliance; explains rights	educationa es appropi vice; assis	al progra riate ser its in the	ms; providuosice for the formation	e applica of work	mation nt and searcl	n on the	e use es in
25%	information of of the IL Lab the registrati and reviews 2. Takes and p programs ad	on availa for Excha fon proce for comp rocesses Iminister	able job training and/or ange system, determin ess to facilitate self-ser	educationates appropriate; assistant responsible and responsib	al progra riate ser its in the onsibilitie d specia ners or e	ms; providuo provide for the formation son bene claims or igibility for igibility for the provide management of the formation	e applica of work fits prog n benefit	mation nt and search rams.	n on the d coach h action ement	e use es in plan
25% 20%	information of the IL Lab the registratic and reviews 2. Takes and programs ad incentive pro 3. Assists client Spanish lang Labor Exchate client; refers openings as computer projobs and job IDES to deterplacements; execution of	on availation Exchange for comprocessed iminister ograms. Its with viguage willinge system ograms at interviewermine stas direct hiring fa	able job training and/or ange system, determin less to facilitate self-ser- pliance; explains rights as all types of routine, co led by IDES; process cl	educationales approprivice; assis and responsive an	al progra riate ser- its in the onsibilitie d specia ners or e tomated fered by ers job searches a bob interv pplicants s clients orders for ditional r sists with d employ	ms; providured for the formation son bene I claims or igibility for systems. IDES and eekers and modified ews; select requiring with inform employer eferrals; version the plann	e applica of work fits prog h benefit ms for ta partner a l employ s the sk ets appro services nation re res reques erifies ar ing, recr	mation tand search cams. entitle arget for a search care argence availagardire sting search cuitment to the control of the control of the control of the care are	ies, using the match to able throng selectords int, and	e use es in n plan or tax ng the IL he cough cted from
20%	information of the IL Lab the registratic and reviews 2. Takes and programs ad incentive pro 3. Assists client Spanish lang Labor Exchate client; refers openings as computer projobs and job IDES to deterplacements; execution of	on availation Excharged for comprocessed minister ograms. Its with viguage with the comprocessed interviewermine states as direct hiring fainge Systems	able job training and/or ange system, determiness to facilitate self-serpliance; explains rights all types of routine, or ed by IDES; process of Loads and extracts da arious programs and shen necessary. Assists tem. Assesses client so employers and hiring IL Labor Exchange system of the contacts employers and contacts employers are procedures; follows usuatus of referrals and noted, solicits job opportuirs. Coaches both app	educationales appropriates appropriates; assistant responsibility and responsibility and responsibility. The second register for a portion or p	al progra riate ser its in the consibilitie d specia ners or e tomated rered by ers job searches a cob interv pplicants s clients orders fo ditional r sists with d employ es.	ms; providured for the formation son bene I claims or igibility for systems. IDES and eekers and modified ews; select requiring with inform employer eferrals; version the plann	e applica of work fits prog n benefit ms for ta partner a l employ s the sk cts appro services nation re reservices erifies ar ing, recr use of s	mation tand search cams. entitle arget for a search care argence availagardire sting search cuitment to the control of the control of the control of the care are	ies, using the match to able through selection of the cords of the cor	e use es in n plan or tax ng the IL he cough cted from

16. (CONTINUE	D)			FORENTIAL FUNDTIONS (O
% OF TIME	16. COM	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
10%	4.	continued claims: ir	nvestigates, researches, and explain	polity determinations for routine, initial or ins case disposition; provides written and accepts appeal when appropriate.
10%	5.	relationships and a service to fellow off Assists clients with	ttire as related to a specific job refe fice staff. Conducts employment wo registration and claims as work flo	dvises clients on work attitudes, habits, erral transferring more complex or specialized orkshops to enhance client employability. w necessitates; processes data from file automated data files; extracts and utilizes data
05%	6.	Establishes and ma	aintains activity reports to demonst	rate work activity and detail time charging.
05%	7.	Performs other dut enumerated above		are reasonably within the scope of the duties
conducting	g and sigi	AND NUMBER OF IMN ning performance evaluations of this position.)	MEDIATE SUPERVISOR (Responsible uations; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
				WORKING TITLE (IF ANY)
•		-44-54-103-31-01		Local Office Manager
18. CHECK TH	HE APPR	OPRIATE BOX IF THI	S POSITION IS A:	
SUPE	RVISOR	OR LEAD V	VORKER	
NOTE: S	unerviso	rv or lead worker res	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
		entage(s) allotted.	,ponolonido <u>indot</u> 20 decembra in d	
If a box w	as check	ed above, list position	title, position number, and number of s	ubordinate incumbents or authorized funded
headcoun	it:			
	Position	Title	Position Number	No. of Incumbents or Funded Vacancies
N/A	1 0318101	THE	1 Coldon Number	Tro. of mountained to a fundou vacarioise
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PERFORI ABILITIE	MANCE (S AND LI	OF THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
Requires kno social/behav staff member business; or provisions of	owledge, ioral scie r and a n four yea the UI A	skills and mental de ences or business; o ninimum of two year rs (6,000 work hours act impacting on area	r requires two years (3,000 work hose college credits completed with pass) as a department intermittent staffas of responsibility; job knowledge	s college with academic background in burs) of experience as a department intermittent assing grades in social/behavioral sciences or f member. Requires working knowledge of those of employers and their UI and employment ers and/or clients; determine an effective work

search plan for clients and identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



Existing Position	TLE	WORK	(ING TITLE (IF ANY)	BILINGUAL CODE	POSITIO	ON TITLE N CODE	2. POSI	HON NU	MBER		
			· · ·	CODE	OF HO	5555					
New/Revised Position Employment Program Rep	Security	İ		29	s	SS	13650	-44-54-	103-3	1-31	
3. AGENCY	n o o many o		4. BUREAU/ DIVISION	1	<u> </u>		5. EXMT CODE	6. WORK COUNTY	13. EFFECTIVE DA 13. EFFECTIVE DA 24. R 13. EFFECTIVE DA 24. R 27. CABLISH EMPT CODE CHANGE SITION NUMBER CHANGE SITION STATE CHANGE SITION PRICE CHANGE SITION PRICE CHANGE SITION NUMBER CHANG	9. OFFICE USE	
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New/Revised Position	nt of Employment Secur	rity	Service Delivery/ I	Field Oper	ations		0	016	2 📈	R	section na
10. SECTION	it of Employment Secur	lity I	11. UNIT				12. TRANS				VE DATE
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	gion/ Arlington Heights L	_ocal	Service Unit II					21 ESTAB 22 EXEM		E CHANG	E
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New/Revised Position	1	ľ					☐ MD0	21 ABOLI	SH		
	ghts;-IL Wheeling, IL		RC06	RC062 N					RAL REA	LLOCATION	ON
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% OF TIME	10.	COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
20%	3.	Security (IDES) and particles and hiring far Exchange system. Assemployers and hiring far Exchange system for a employers; trains client clients with information up on training program referrals and need for a opportunities; assists wapplicants and employed performs these duties for the exchange of th	artner agencies. Assists or registers sesses, researches and selects clie airs for job interviews; selects suital applicants requiring services available to use and interpret self-assessman regarding training programs or seles or job orders for employers requested ditional referrals; verifies and receivith the planning, recruitment, and evers in the use of self-service of the for assigned worksites within the sets to fairs and worksites. Utilizes Sp	d by the Illinois Department of Employment is job seekers and employers using the IL Labor ent skills; refers clients to training programs or ble job openings as listed in the IL Labor ole through computer programs and contacts ment vocational exploration tools; provides ected jobs and job interview procedures; follows esting service from IDES to determine status of ords placements; as directed, solicits job execution of hiring fairs. Coaches both IL Labor Exchange System. As directed, ervice delivery area other than the primary anish language to assist clients who request or
10%		routine, initial or continuous written determinations; these duties for assign	ued claims; investigates, researche conducts reconsidered determinat ed worksites within the service deli	ues, providing eligibility determinations for es, and explains case disposition; provides ions and accepts appeals. As directed, performs very area other than the primary assigned office.
10%	5.	clients with more comp Conducts employment claims; processes data extracts and utilizes da	plex or specialized issues and/or se workshops to enhance client emplor from file construction and mainten	d attire as related to a specific job referral; refers rvice needs to relevant office or partner staff. oyability. Assists clients with registration and ance for all relevant IDES automated data files; ties for assigned worksites within the service
05%	6.	Establishes and mainta	ains activity reports to demonstrate	work activity and detail time charging.
05%	7.	Performs other duties a enumerated above.	as required or assigned which are r	reasonably within the scope of the duties
conducting	g and	LE AND NUMBER OF IMM	MEDIATE SUPERVISOR (Responsible uations; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
				WORKING TITLE (IF ANY)
Employment	Sec	urity Field Office Superv	risor 13600-44-54-103-30-01	
18. CHECK TI	HE A	PPROPRIATE BOX IF TH	IS POSITION IS A:	
☐ SUPE	RVIS	OR OR LEAD V	VORKER	
_		•		
		rvisory or lead worker res percentage(s) allotted.	sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
	as cl		title, position number, and number of s	ubordinate incumbents or authorized funded
Headcour		sition Title	Position Number	No. of Incumbents or Funded Vacancies
N/A				
PERFORI ABILITIES	MAN S AN	CE OF THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	ICATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
Requires kno	owle	dge, skills and mental de		s college with academic background in
				ours) of experience as a department intermittent
				assing grades in social/behavioral sciences or f member; or qualifying state employees, in the
				proficiency tests and training programs leading
to a certificat	e of	proficiency. Requires w	orking knowledge of those provision	ons of the Unemployment Insurance (UI) Act
				JI and employment service needs. Requires the
				an effective work search plan for clients and nalyze pertinent information for the determination

of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in

conjunction with Spanish speaking clients.

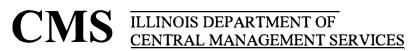
16. (CONTINUED)

1. POSITIONT	ITLE	WOR	KING TITLE (IF ANY)	BIUNGUAL CODE	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER		
Existing Position	<u>—</u> .									
New/Revised Position Employment Program Re	t Security			22	РО	13650)-44-54-	103-4	1-41	
3. AGENCY			4. BUREAU/ DIVISION	•	·	5 EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position										07/01/21 - Up work location
New/Revised Position	ent of Employment Secu	rity	Service Delivery/ Fi	eld Oper	ations	0	016	2	l R	section name
10. SECTION	ent of Employment Secu	iity	11. UNIT	•			SACTION		3. EFFECTI	VE DATE
Existing Position						CODE		\dashv	05/01	/2020
New/Revised Position	Maralina.							L	05/01	/2020
	wheeling gion/ Arlington Fits. Loca	al Office	Service Unit III		I Bidee	_ мс	21 ESTAB	PTCO		
14. WORK LOC	ATION		15. BARGAINING/TERM	CODE	Rutan Exempt] □ мс	024 POSIT	IFY		
Existing Position						□ MC	28 WOR	COUN		IL CHANGE GE
New/Revised Position	n						021 ABOLI 149 DOW		REALLO	CATION
Arlington He	ights: IL- Wheeling, IL		RC062		N		150 LATEI			
% OF TIME	16. COMPLETE CURRE Under general super					ENTIAL	FUNCTI	ONS		
25%	services related to limited to interstate with clients to detend discern employment provides informations of the IL Laborate registration programs. As directly other than the printerpretive services.	cluding bits interviet to claim isseferrals, paims data ce or partined work orksites. In dresses co the proceste, military termine urent history compliance ected, per mary assises.	ut not limited to intersives; provides orientations. Using the IL Lab clacement and follow-using automated systemer staff, establishes a sites within the service Utilizes Polish langual client Unemployment I bessing of claims for usy and other federal or nemployment insurancy and work status; provided by the system, determined facilitate reemployment; explains client rights forms these duties for igned office. Utilizes Provided in the service of the se	tate, milition and cloor Exchup servicems; refeand maine delivering to assurance nemploy trade reaches relevant; assists and reservices and r	tary and other arifies eligited ange system was on availables clients was area other arifies and Wagner and Wagner and Wagner and wagnest insuration and actional proposition of the fore ponsibilities of worksites guage to as	er feder bility factors, select able job with control of the order than the order er-Peysonce be Condu- ance be Condu- grams, for the or mation of s as the within is	ral or tra ctors; adj cts suital o orders nplex iss ts. As di ne prima uest or n ser servi enefits, in cts bene enemonetal es eligib provides applicant of work s y pertair the servi	de reacted and the second and the se	adjustmentes o opening production of the contempt of the conte	nent; ngs for ograms; ervice rms office. tive ovides not rviews nd on the s in plan rea eed
25%	Employment Sec not limited to the directed, perform primary assigned	cial claims urity (IDE Illinois Be s these du office.	s on benefit entitleme S). Loads and extrac enefit Information Syst uties for assigned wor	nt progra ts claims em (IBIS ksites wi	ms adminis data using), Illinois Jo thin the ser	tered b automa b Link (vice del	y the Illir ated syst IJL) and ivery are	nois D ems i Gen	epartm ncludin Tax. As er than	ent of g but the
DIRECTOR OF	CMS SIGNATURE	IMMEDIATI	E SUPERVISOR SIGNATU		GENCY HEAD	-		1		ATE
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18-104 (Rev. 10) Swart 5/2	10/20 Medi 1400 10/20 Medi 1400	W 57/1	MAY 1 9 2020	7						

16. (CONTINUE					
% OF TIME			DACCURATE STATEMENT OF POSITION		
20%	3.	Assists clients with va	rious programs and services offere	ed by the Illinois Department of Employment	
	1			rs job seekers and employers using the IL Labor	
				ient skills; refers clients to training programs or	
				able job openings as listed in the IL Labor	
				able through computer programs and contacts	
				ment vocational exploration tools; provides	
				elected jobs and job interview procedures, follow	
				uesting service from IDES to determine status of	
	l			cords placements; as directed, solicits job	
				execution of hiring fairs. Coaches both	
		applicants and employ	vers in the use of self-service of the	e IL Labor Exchange System. As directed,	
		performs these duties	for assigned worksites within the s	service delivery area other than the primary	
				olish language to assist clients who request or	
		need interpretive serv		onor language to acciet onorite who request of	
	l	need interpretive serv	1003.		
400/		A ali alia ata a manamatana.	and name at any banadit alaine inc		
10%	4.			sues, providing eligibility determinations for	
				nes, and explains case disposition; provides	
				ations and accepts appeals. As directed, perform	
		these duties for assign	ned worksites within the service del	livery area other than the primary assigned office	₽.
	•				
10%	5.	Advises clients on wo	rk attitudes, habits, relationships an	nd attire as related to a specific job referral; refer	s
				ervice needs to relevant office or partner staff.	
				ployability. Assists clients with registration and	
				nance for all relevant IDES automated data files	
				uties for assigned worksites within the service	,
				dies for assigned worksites within the service	
		delivery area other tha	an the primary assigned office.		
050/	۱ _	F-4-1-1:-1			
05%	D.	Establishes and main	iains activity reports to demonstrate	e work activity and detail time charging.	
050/	۱ ـ				
05%	7.		as required or assigned which are	reasonably within the scope of the duties	
		enumerated above.			
17. POSITION	1 TIT	LE AND NUMBER OF IM	MEDIATE SUPERVISOR (Responsible	e for assigning and reviewing work, preparing,	
			luations; effectively recommending and	d imposing disciplinary action and adjusting grievance	S
for the inc	umb	ent of this position.)			
				WORKING TITLE (IF ANY)	
Employment	Sec	curity Field Office Super	visor 13600-44-54-103-40-41		
18 CHECK TH	IF A	PPROPRIATE BOX IF TH	IS POSITION IS A		
☐ SUPER	RVIS	OR OR LEAD V	WORKER		
NOTE: S	uper	visory or lead worker res	sponsibilities <u>must</u> be described in a	a detailed duty statement(s) with a	
		ercentage(s) allotted.	·	• , ,	
If a box w	as ch	necked abové, list position	title, position number, and number of s	subordinate incumbents or authorized funded	
headcour	nt:	•			
	Pos	ition Title	Position Number	No. of Incumbents or Funded Vacancies	
N/A					
	ZED	KNOWLEDGES, SKILLS.	ABILITIES, LICENSURE OR CERTIFI	ICATION NECESSARY FOR THE SUCCESSFUL	
	MANC	E OF THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	ARE NOW SEVERAL OPTIONS OF SKILLS AND	
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CAN NO LONGER BE USED.

Requires knowledge, skills and mental development equivalent to four years college with academic background in social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member; or 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. Requires working knowledge of those provisions of the Unemployment Insurance (UI) Act impacting on areas of responsibility; job knowledge of employers and their UI and employment service needs. Requires the ability to effectively communicate with employers and/or clients; determine an effective work search plan for clients and identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Polish language at a colloquial skill level in carrying out position duties in conjunction with Polish speaking clients.



NewPhanted Paulian Northern Region/ Adlington Heights Local Office Northern Region Heights Local Office Northern Region Heights Local Office Northern Region Heights Local Office Northern Region Heights Local Office Northern Region Heights Local Office Northern Region Heights Local Office Northern Region Heights Local Department Northern Region Heights Local Department Northern Region Heights Local Department Northern R	No. No.	1. POSITION TIT	[LE	WOR	KING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE	2. POS	ITION NU	MBER		
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Service Delivery/ Field Operations Service Delivery Peach Service Delivery Additional Operations Service Delivery Peach Service Delivery Field Operations Service Deli	Service Delivery/Field Operations 0.06	Employment :				29	SS	13650	-44-54-	103-6	1-31	
Northern Region/ Artilegton-Heights Local Service Delivery/ Field Operations 0 0 16 2 x R STRANSACTION 13 EFFETING DATE 17. UNIT 19. TERRITORY	Northern Region/ Artington-Heights Local Service Delivery/ Field Operations 1.1. UNIT 1.2. ERRECTIVE DATE 1.2. ERRECTIVE DATE 1.3. ERRECTIVE D	3. AGENCY		•	4. BUREAU/ DIVISION		•			7. A/l AUTH	8.AUDIT	USE
Northern Region	Northern Region	Existing Position										work location
11. UNIT 1. 12. TAMBAGETION 1. 12. EFFECTIVE DATE CODE CODE CODE CODE CODE CODE CODE COD	15. SECTION 11. UNIT 12. TANABACTION 13. EFFECTIVE DATE COSE COSE COSE COSE COSE COSE COSE COS		t of Employment Secur	itv	Service Delivery/ F	Field Opera	ations	0	016	2 🕌	R	section name
D2/16/2019 Northerm Region/ Arlington-Heights Local Service Unit V	C2/16/2019		it of Employment coour	,	11. UNIT				SACTION		B. EFFECT!	VE DATE
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Northern Region/ Artington-Heights Local Service Unit V	Northern Region/ Artington-Heights Local Service Unit V	New/Revised Position	Wheeling		<u> </u>			┪		<u>l</u>		
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## OFTIME 18. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS Under general supervision, for an assigned area, assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training programs; loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff, establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on the use of the IL Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to facilitate reemployment; assists in the formation of work search action plan and reviews for compliance; explains client rights and responsibi	OFTIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	New/Revised Position					<u> </u>	☐ MC1	49 DOWN	IWARD I		
Under general supervision, for an assigned area, assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training programs; loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff; establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on the use of the IL Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to facilitate reemployment; assists in the formation of work search action plan and reviews for compliance; explains client rights and responsibilities as they pertain to benefits programs. As directed, performs these duties for assi	Under general supervision, for an assigned area, assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training programs; loads and extracts claims data using automated systems; refers clients with complex issues anal/or service needs to relevant office or partner staff, establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretive services. 25% 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on available job training and/or educational programs; provides information on the use of the IL Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to facilitate reemployment, assists in the formation of work search action plan and reviews for compliance; explains client rights and responsibilities							☐ MC1	58 UPWA	RD REA		
and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training programs; loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff, establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretive services. 25% 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on available job training and/or educational programs; provides information on the use of the IL Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to facilitate reemployment; assists in the formation of work search action plan and reviews for compliance; explains client rights and responsibilities as they pertain to benefits programs. As directed, performs these duties for assigned worksites within	and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training programs; loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff, establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretive services. 25% 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on the use of the IL Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to facilitate reemployment; assists in the formation of work search action plan and reviews for compliance; explains client rights and responsibilities as they pertain to benefits programs. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. 25% 2.	% OF TIME										
complex and special claims on benefit entitlement programs administered by the Illinois Department of Employment Security (IDES). Loads and extracts claims data using automated systems including but not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and GenTax. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. DIRECTOR OF CMS SIGNATURE IMMEDIATE SUPERVISOR SIGNATURE IMAR 28 2013 AGENCY HEAD SIGNATURE O3/22/2019	complex and special claims on benefit entitlement programs administered by the Illinois Department of Employment Security (IDES). Loads and extracts claims data using automated systems including but not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and GenTax. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. DIRECTOR OF CMS SIGNATURE IMMEDIATE SUPERVISOR SIGNATURE IMAR 2 8 25.3 MAR 2 8 25.3 MS-104 (Rev. 1/10/94) 11/14 401-07/94		nonseparation benefit applicants, provides reloads and extracts claneeds to relevant office these duties for assig Travels to fairs and we services. 1. Assesses and addes services related to limited to interstate with clients to detect discern employment provides informated use of the IL Labor the registration programs. As direct other than the principal interpretive services.	claim issipated in the control of the process to formal and the control of the process to formal and the control of the process to formal and the control of the process to formal and the control of the	ues. Using the IL Lablacement and follow using automated symer staff; establishes sites within the serviutilizes Spanish language system, determing an automate system, determing an automate system, determing an automate system, determing an automate system, determing an automate system, determing an automate system, determinated automate system, determinated automate system, determinated automate system, determinated automate system, determinated automate system, determinated autom	abor Excha y-up services stems; references and main ce delivery guage to a Insurance unemploy r trade real noce claims rovides ori nd/or educe nes relevant ent; assistats and reservant or assigneres Spanish la	ange syste es on avai ers clients tains activi y area othe ssist client e and Wag ment insur adjustment monetary entation ar eational pro at services s in the for ponsibilitie d worksites anguage to	m, selectiable job with common ty report or than the service beronded and non and clarified grams; profer the amation of the service service and the service service and the s	ts suitals orders orders or plex isse. As directly orders or orders or orders or orders er services eligibitation orders or orders or orders or orders or orders or orders or orders or orders or orders order orders order	ole job or train ues ar rected ry ass need ce need cludin fit righ ry elig lity fact inforr and ce earch no req	opening prond/or set, perforing peds. Prong but notes interprocessive action enefits ivery arrows action enefits ivery arrows action enefits ivery arrows.	ograms; ervice ms iffice. etive ovides ot views nd on the s in plan rea need
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1 MAN 20 25.13 63 Jan 103/22/2019	15-104 (Rev. 1/0/94) W. 401-0794 03/22/2019	11	. 17	T /								ATE
		Y AM	Ne forte		MAR 28 25.3	,	prod	1- Ju	m	 	03/2	22/2019

16. (CONTINUE	D)			
% OF TIME	16.		ACCURATE STATEMENT OF POSITION ESS	
20%	3.	Security (IDES) and particle Exchange system. Assemployers and hiring far Exchange system for a employers; trains client clients with information up on training program referrals and need for a opportunities; assists wapplicants and employer performs these duties it assigned office. Travel need interpretive services	artner agencies. Assists or registers job sesses, researches and selects client searches for job interviews; selects suitable jupplicants requiring services available to use and interpret self-assessment regarding training programs or selecters or job orders for employers requesting additional referrals; verifies and records with the planning, recruitment, and executes in the use of self-service of the IL Lefor assigned worksites within the services to fairs and worksites. Utilizes Spanishes.	hrough computer programs and contacts vocational exploration tools; provides ed jobs and job interview procedures; follows g service from IDES to determine status of s placements; as directed, solicits job cution of hiring fairs. Coaches both abor Exchange System. As directed, se delivery area other than the primary sh language to assist clients who request or
10%	4.	routine, initial or contin written determinations;	conducts reconsidered determinations	providing eligibility determinations for and explains case disposition; provides and accepts appeals. As directed, performs area other than the primary assigned office.
10%	5.	clients with more comp Conducts employment claims; processes data extracts and utilizes da	plex or specialized issues and/or servic workshops to enhance client employa a from file construction and maintenanc	tire as related to a specific job referral; refers e needs to relevant office or partner staff. bility. Assists clients with registration and e for all relevant IDES automated data files; for assigned worksites within the service
05%	6.	Establishes and mainta	ains activity reports to demonstrate wor	k activity and detail time charging.
05%		enumerated above.	as required or assigned which are reas	
conducting	g and		MEDIATE SUPERVISOR (Responsible for luations; effectively recommending and imp	assigning and reviewing work, preparing, osing disciplinary action and adjusting grievances
			W	ORKING TITLE (IF ANY)
Employment	Sec	urity Field Office Superv	risor 13600-44-54-103-60-01	
18. CHECK TI	HE A	PPROPRIATE BOX IF TH	IS POSITION IS A:	
☐ SUPE	RVIS	SOR OR LEAD V	VORKER	
NOTE, S	una	nvicony or load worker re-	sponsibilities <u>must</u> be described in a del	ailed duty statement(s) with a
ti	me į	percentage(s) allotted.	· —	
If a box w headcour		hecked above, list position	title, position number, and number of subor	dinate incumbents or authorized funded
	Ро	sition Title	Position Number	No. of Incumbents or Funded Vacancies
N/A	1766	VAIOWI EDOES SKILLS	ADULTICS LICENSURE OF CERTIFICAT	TION NECESSARY FOR THE SUCCESSFUL
PERFORI ABILITIES CAN NO	MAN S AN LON	CE OF THE WORK OF TH ID LICENSURE OR CERT GER BE USED.	HIS POSITION. NOTE: SINCE THERE AR IFICATION IDENTIFIED ON STANDARDS	E NOW SEVERAL OPTIONS OF SKILLS AND 5, THE PHRASE "SAME AS SPECIFICATION"
social/behav staff member business; or employee Up to a certificat impacting on ability to effe	ioral r and four owar te of are octive	sciences or business; of a minimum of two year years (6,000 work hours of Mobility Program may proficiency. Requires was of responsibility; job kely communicate with em	es college credits completed with passings) as a department intermittent staff me complete combinations of specific provorking knowledge of those provisions of knowledge of employers and their UI and applying and an employers and/or clients; determine an e	of experience as a department intermittent on grades in social/behavioral sciences or ember, or qualifying state employees, in the ficiency tests and training programs leading of the Unemployment Insurance (UI) Act and employment service needs. Requires the ffective work search plan for clients and
identification	of ir	nappropriate work searcl	h efforts; effectively organize and analy	ze pertinent information for the determination

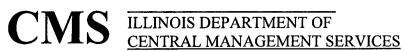
of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in

conjunction with Spanish speaking clients.

Existing Position	LE	WOR	(ING TITLE (IF ANY)	BILINGUAL	POSITION	N TITLE 2.	POSIT	ION NUI	MBER		
				CODE	OFTION	CODE					
New/Revised Position		<u> </u>									
Employment S	-			29	SS	S 13	3650-4	44-54-1	105-2	1-31	
Program Repr 3. AGENCY	esentative	<u>l. ——</u>	4. BUREAU/ DIVISION		<u> </u>	5. E	XMT	6. WORK	7. A/I	8.AUDIT	9. OFFICE
Existing Position			4. BOTTE TO BITTOTO		-		CODE	COUNTY	HTUA	-	USE
										-	
New/Revised Position IL Department	t of Employment Secur	rity	Service Delivery/ F	ield Opera	ations		0	045	Υ	R	
10. SECTION		•	11. UNIT				. TRANSA DDE	ACTION	13	3. EFFECTIV	'E DATE
Existing Position										02/16	2019
New/Revised Position									L		
	on/ Carpentersville Pro	ocessing	Service Unit I				MC022		PT COD	E CHANG	
14. WORK LOCA	TION		15. BARGAINING/TER	M CODE				4 POSIT 6 CLARI		IMBER CH	ANGE
Existing Position	IIION		10. 07.1107.1111.07.12.11				MC02	7 ADDIT	IONAL	IDENTICAL	
						🗄	MD02	1 ABOLI	SH		
New/Revised Position	••		RC06	2		N E				REALLOC ALLOCATION	
Carpentersville	e, IL 16. COMPLETE CURR	ENT AND			CITION	LESSEN				ALLOCATION	ON
% OF TIME	Under general super	vision for	an assigned area as	ssesses a	nd add	resses o	client	Unemp	lovme	ent Insu	rance
25%	nonseparation benefi applicants, provides loads and extracts clineeds to relevant offi these duties for assig Travels to fairs and viservices.	referrals, paims data ice or parti gned work: worksites.	placement and follow using automated symer staff; establishes sites within the servi	y-up servicestems; refeated main main ce deliver guage to a	ces on a fers clied trains a sy area of a sesist clied to the control of the cont	available ents with activity re other tha lients wh	e job o comp eports an the no req	orders orders order issolex iss direction of the contraction of the co	or trai ues a rected ry ass r need	ining pro ind/or se i, perfor signed o i interpr	ograms; ervice ms ffice.
	services related limited to interstate with clients to de discern employmerovides information use of the IL Laborathe registration pand reviews for coprograms. As direction in the programs of the limited programs.	to the process of the process to compliance tested, per rimary assistant of the per ri	cessing of claims for y and other federal on nemployment insural y and work status; pro- ailable job training a nge system, determing facilitate reemployme; explains client right forms these duties for igned office. Utilizes	unemploy r trade rea nce claims rovides or nd/or educ nes releva ent; assis nts and res or assigne	adjustnes mone ientationa cationa int servits in the sponsited work	nsurance ment. Co etary and on and co al progra- rices for e format bilities as esites wil	e benduct I nonn larifies ms; po the aption of sthey thin the	efits, in s bene moneta s eligib rovides oplicant work s pertair s eservi	cludir fit right ry eligity fa infor t and search n to be ce de	ng but notes intergibility and actors; mation coaches action enefits elivery as	ot views nd on the s in plan
25%	services related limited to interstate with clients to de discern employmerovides informatuse of the IL Lab the registration pand reviews for corpograms. As directed, performerovides and specific complex and specific programs functions complex and specific performerovides and	to the product of the	cessing of claims for y and other federal of nemployment insurally and work status; plailable job training ange system, determined facilitate reemploymer; explains client right forms these duties for gned office. Utilizes to receipt, review, es on benefit entitlem S). Loads and extrained in formation Systems for assigned were so that the systems of	unemploy r trade rea nce claims rovides or nd/or educ nes releva ent; assis nts and res or assigne Spanish I ntry, analy ent progra cts claims stem (IBIS orksites w	adjustnes mone ientational int servits in the sponsible work anguage ysis and ams additional ithin the ithin the sponsible ith	nsurance ment. Co etary and co al progra rices for e format bilities as esites wit ge to ass d resolut liminister using au bis Job L e service	e beneral beneral services the application of a street the sist climate the delivership of the sist climate. In the delivership of the delivership of the sist climate. In the delivership of the delivership of the sist climate the delivership of the sist climate. In the delivership of the sist climate the sist c	efits, in its bene moneta seligible rovides oplicant work servite servite fall type the Illired systems wery are	cludir fit right ry eligility fa infort and search to be ce de ho recessions De tems in Gen	ng but notes intergibility and actors; mation of coaches of action enefits elivery and action proutine, Departmincluding Tax. As ner than	ot views and on the s in plan rea ent of g but the
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DIRECTOR OF	services related limited to interstate with clients to de discern employmerovides informatuse of the IL Lab the registration pand reviews for corpograms. As directed, performerovides and specific complex and specific programs functions complex and specific performerovides and	to the product of the	cessing of claims for y and other federal of nemployment insurally and work status; plailable job training ange system, determined facilitate reemploymer; explains client right forms these duties for gned office. Utilizes to receipt, review, es on benefit entitlem S). Loads and extrained in formation Systems for assigned were so that the systems of	unemploy r trade reaction recorded or relevance relevance relevance relevance resigner resignation assigner resignation resignation recorded resignation recorded resignation resignation resignation recorded resignation recorded recorded resignation recorded record	adjustness mone ientational cational int servits in the sponsited work anguage ysis and ams additional ithin the agency	nsurancement. Contains and cont	e beneated induction of the application of the strength of the sist climated by tomation (I.e. delivers).	efits, in its bene moneta seligibility rovides oplicant work servite servite servite servite servite systems wery are servite systems.	ecludir fit right ry eligility far infort t and eearch to be ce de ho rece es of nois De ems i Gen ea oth	ng but notes intergibility and actors; mation according action enefits elivery and action routine, Departmincluding Tax. As ner than	ot views and on the sin plan rea ent of g but the

16. (CONTINUE	D)				
% OF TIME	16.	COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION I	ESSENTI	AL FUNCTIONS (Continued)
20%	3.	Security (IDES) and pa Exchange system. Ass employers and hiring fa Exchange system for a employers; trains client clients with information up on training programs referrals and need for a opportunities; assists wa applicants and employed performs these duties f	rtner agencies. Assists or registers sesses, researches and selects clie airs for job interviews; selects suitable pplicants requiring services availables to use and interpret self-assessmoregarding training programs or selects or job orders for employers requestational referrals; verifies and receivith the planning, recruitment, and evers in the use of self-service of the later assigned worksites within the sets to fairs and worksites. Utilizes Spare	job see nt skills ble job o le throus ent voc ected jo sting se ords pla executio L Labo rvice de	igh computer programs and contacts attional exploration tools; provides bs and job interview procedures; follows ervice from IDES to determine status of cements; as directed, solicits job n of hiring fairs. Coaches both r Exchange System. As directed,
10%	4.	routine, initial or continu written determinations;	conducts reconsidered determinati	s, and e	viding eligibility determinations for explains case disposition; provides discepts appeals. As directed, performs a other than the primary assigned office.
10%	5.	clients with more comp Conducts employment claims; processes data extracts and utilizes da	lex or specialized issues and/or ser workshops to enhance client emplo from file construction and maintena	vice ne yability ance fo	as related to a specific job referral; refers eds to relevant office or partner staff. Assists clients with registration and rall relevant IDES automated data files; assigned worksites within the service
05%	6.	Establishes and mainta	ains activity reports to demonstrate	work ac	ctivity and detail time charging.
05%	7.	Performs other duties a enumerated above.	as required or assigned which are re	easonal	bly within the scope of the duties
conducting	g and	LE AND NUMBER OF IMN d signing performance evaluent of this position.)	MEDIATE SUPERVISOR (Responsible uations; effectively recommending and	for assig	ning and reviewing work, preparing, g disciplinary action and adjusting grievances
		<u> </u>		WORK	ING TITLE (IF ANY)
Employment	Sec	urity Field Office Superv	isor 13600-44-54-105-20-01		
		PPROPRIATE BOX IF THI			
10. OFFECK 11	/ .	11110111,112 BOX II 1111	5. 55m5m6m		
☐ SUPE	RVIS	OR OR LEAD W	VORKER		
		rvisory or lead worker res percentage(s) allotted.	ponsibilities <u>must</u> be described in a	detailed	d duty statement(s) with a
	as cl		title, position number, and number of su	ubordina	te incumbents or authorized funded
- Ilcadocui		sition Title	Position Number		No. of Incumbents or Funded Vacancies
N/A	1 0	Subit tide	1 Oslabii I Valinbei		140. Of mounibonts of 1 unded vacancies
	IZED	KNOWLEDGES, SKILLS.	ABILITIES, LICENSURE OR CERTIFIC	CATION	NECESSARY FOR THE SUCCESSFUL
PERFORI ABILITIES CAN NO	MAN S AN LON	CE OF THE WORK OF TH ID LICENSURE OR CERTI GER BE USED.	IS POSITION. NOTE: SINCE THERE FICATION IDENTIFIED ON STANDAR	ARE NO	OW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"
			evelopment equivalent to four years		
					experience as a department intermittent
business; or	four	years (6,000 work hours	s) as a department intermittent staff	membe	rades in social/behavioral sciences or er; or qualifying state employees, in the
					ncy tests and training programs leading
i io a certificat	e ot	proticiency Requires w	orking knowledge of those provisio	ns of th	e Unemployment Insurance (UI) Act

scial/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member; or 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. Requires working knowledge of those provisions of the Unemployment Insurance (UI) Act impacting on areas of responsibility; job knowledge of employers and their UI and employment service needs. Requires the ability to effectively communicate with employers and/or clients; determine an effective work search plan for clients and identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



1. POSITION TIT	LE	WORKING T	ITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	TION NU	MBER		
Existing Position		1								
New/Revised Position Employment S	_			29	SS	13650	-44-54-	105-3	1-31	
Program Repo	esentative	4. BU	IREAU/ DIVISION	<u> </u>	L	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	6.AUDIT	9. OFFICE USE
Existing Position										
New/Revised Position			ina Dalisanii C	iold One-		0	045	Y	R	
	t of Employment Secur	ıty	vice Delivery/ F	ieia Opera	ations	12. TRAN		·	B. EFFECTIV	E DATE
10. SECTION	<u> </u>	11. U	NII			CODE	3AC11014			
Existing Position								-	02/16/	2019
New/Revised Position						waa	21 ESTAE			
Northern Regi Center	ion/ Carpentersville Pro	ocessing Serv	vice Unit II		I. Distan	□ мсо	22 EXEMI	PT COD		
14. WORK LOCA	TION	15. B	ARGAINING/TERI	M CODE	Rutan Exempt	∫⊠ мсо	24 POSIT 26 CLARI	FY		
Existing Position							27 ADDIT 28 WORK			
N				<u> </u>		_	21 ABOLI 49 DOWN		REALLOG	ATION
New/Revised Position Carpentersvill	ا م	İ	RC062	2	N	│ ☐ MC1	50 LATER	AL REA	LLOCATIO	NC
% OF TIME	16. COMPLETE CURR Under general supen	ENT AND ACCU	RATE STATEME	NT OF PO	SITION ESS	ENTIAL	58 UPWA FUNCTI	ONS		
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25%	2. Performs function complex and specific Employment Section 1. In the directed, perform primary assigned.	ecial claims on b curity (IDES). L Illinois Benefit ns these duties t	penefit entitlem oads and extra Information Sys	ent progra icts claims stem (IBIS	ams adminis data using 3), Illinois Jo	stered b automa b Link (y the Illii ated sys IJL) and	nois D tems i I Gen	epartm includin Tax. As	ent of g but
DIRECTOR	CMS SIGNATURE	IMMEDIATE SUF	PERVISOR SIGNA		GENCY HEA				-	DATE
	CMS SIGNATURE	IMMEDIATE SUF			theme	sch		نت ا	-	DATE 22/2019

16. (CONTINUED	0)	- AND THE STATE OF BOOK OF	SSENTIAL FUNCTIONS (Continued)									
% OF TIME	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION E	by the Illinois Department of Employment									
20%	Security (IDES) and par Exchange system. Ass employers and hiring fa	esses, researches and selects clier irs for job interviews; selects suitab	by the Illinois Department of Employment job seekers and employers using the IL Labor at skills; refers clients to training programs or le job openings as listed in the IL Labor le through computer programs and contacts ont vecational exploration tools; provides									
	clients with information up on training programs referrals and need for a opportunities; assists w applicants and employed performs these duties for	regarding training programs or seles or job orders for employers request idditional referrals; verifies and recortion the planning, recruitment, and elers in the use of self-service of the loor assigned worksites within the selections.	ent vocational exploration tools; provides ected jobs and job interview procedures; follows sting service from IDES to determine status of ords placements; as directed, solicits job execution of hiring fairs. Coaches both L Labor Exchange System. As directed, rvice delivery area other than the primary anish language to assist clients who request or									
	need interpretive service											
10%	4. Adjudicates monetary and nonmonetary benefit claim issues, providing eligibility determinations for routine, initial or continued claims; investigates, researches, and explains case disposition; provides written determinations; conducts reconsidered determinations and accepts appeals. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office.											
10%	clients with more comp Conducts employment claims; processes data extracts and utilizes da	5. Advises clients on work attitudes, habits, relationships and attire as related to a specific job referral; refers clients with more complex or specialized issues and/or service needs to relevant office or partner staff. Conducts employment workshops to enhance client employability. Assists clients with registration and claims; processes data from file construction and maintenance for all relevant IDES automated data files; extracts and utilizes data. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office.										
05%	6. Establishes and mainta	ins activity reports to demonstrate	work activity and detail time charging.									
05%	Performs other duties a enumerated above.	as required or assigned which are re	easonably within the scope of the duties									
conducting	TITLE AND NUMBER OF IMM		for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances									
			WORKING TITLE (IF ANY)									
		isor 13600-44-54-105-30-01										
18. CHECK TH	HE APPROPRIATE BOX IF THI	S POSITION IS A:										
☐ SUPE	RVISOR OR LEAD W	VORKER										
	NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.											
	x was checked above, list position title, position number, and number of subordinate incumbents or authorized funded											
	Position Title	Position Number	No. of Incumbents or Funded Vacancies									
N/A	755 (A)OM 55 050 010 10	ADULTIES LISENS INC.	04701445050484505715014050511									
PERFORM ABILITIES CAN NO I	MANCE OF THE WORK OF TH S AND LICENSURE OR CERTI LONGER BE USED.	IS POSITION. NOTE: SINCE THERE FICATION IDENTIFIED ON STANDAR	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"									
Requires knowledge, skills and mental development equivalent to four years college with academic background in social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent												

CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

1. POSITION TI Existing Position	TLE	WOR	KING TITLE (IF ANY)	BILINGUAL CODE	POSITION	CODE	2. POS	ITION NU	MBER		
New/Revised Position Employment Program Rep	Security			29	ss	5	13650	-44-54-	BLISH IPT CODE CHANGE TIONAL IDENTICA K COUNTY CHANGE ISH INWARD REALLOCATE ARD REALLOCATE ARD REALLOCATE IONS DIODOMENT INSUS STORY UNEMPLO TO TRAINING PROPER TO TRAINING PROPE TO TO THE TO		
3. AGENCY			4. BUREAU/ DIVISION			5	CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position											
New/Revised Position		:4	Service Delivery/ Fig	eld Oper	ations		0	045	Υ	R	
10. SECTION	nt of Employment Secur	ıty	11. UNIT				12. TRAN	SACTION	i	1	/E DATE
Existing Position							CODE				
										02/16	/2019
New/Revised Position Northern Reg	ion/ North Aurora Local	Office	Service Unit II				MA021 ESTABLISH MC022 EXEMPT CODE CHANGE				
14. WORK LOCA	ATION		15. BARGAINING/TERM	CODE				24 POSIT 26 CLARI		MBER CH	ANGE
Existing Position											
New/Revised Position						[☐ MD0	21 ABOLI	SH		
North Aurora,	IL		RC062			$N \mid \bar{I}$	☐ MC1	50 LATER	AL REA	ALLOCATIO	NC
% OF TIME	16. COMPLETE CURRI	ENT AND A	L ACCURATE STATEMEN	NT OF PC	SITION					ALLOCATIO	JN
25%	insurance benefits, in conducts benefit right nonseparation benefit applicants, provides r loads and extracts claneeds to relevant offic these duties for assig Travels to fairs and w services. 1. Assesses and adservices related to limited to interstat with clients to det discern employments.	service ne cluding bu s interviev t claim iss eferrals, paims data ce or partr ned works orksites. Undersees co the proces, military ermine unent history	eds. Provides service at not limited to interst ws; provides orientation ues. Using the IL Laborates and follow-lusing automated system staff; establishes a sites within the service Utilizes Spanish langulation of claims for unand other federal or eemployment insurance.	es related to the processing of claims for unemple state, military and other federal or trade readjust ion and clarifies eligibility factors; adjudicates abor Exchange system, selects suitable job operup services on available job orders or training patems; refers clients with complex issues and/or and maintains activity reports. As directed, perfuse delivery area other than the primary assigned uage to assist clients who request or need interfunction and Wagner-Peyser service needs. Funemployment insurance benefits, including but trade readjustment. Conducts benefit rights into the claims monetary and nonmonetary eligibility ovides orientation and clarifies eligibility factors;						nemplo adjustmentes o openin ning pro nd/or se l, perform igned or interpre eds. Pro ag but no its interpre ibility ar ctors;	yment ent; gs for ograms; ervice ms ffice. etive
25%	use of the IL Laborathe registration programs. As directly other than the principle interpretive service. 2. Performs function complex and specific programs.	or Exchan rocess to fompliance ected, performary assigness. as related cial claims urity (IDES)	ge system, determine acilitate reemploymen; explains client rights forms these duties for gned office. Utilizes S	es relevant; assist s and res assigner panish la try, analy nt progra	nt services in the ponsibility of works anguage sis and ms adnuate us	ces forma forma ilities a sites wi e to as resolu ninister sing au	the a tion o s they ithin the sist cl ation of red by itoma	pplicant f work s pertain ne service ients wh f all type the Illin ted syste	and of earch to be ce del no req es of of loois Doems in	coaches action penefits livery ar puest or routine, epartmencluding	s in plan ea need ent of
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MS-104 (ReV. 10/9	ayıs 5/19	L.	LY:								

16. (CONTINUE	יט	· · · · · · · · · · · · · · · · · · ·	•		
% OF TIME		COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENT	TAL FUNCTIONS (Continued)
20%		Assists clients with var Security (IDES) and particles and particles and hiring for a employers and hiring for a employers; trains client clients with information up on training program referrals and need for opportunities; assists to applicants and employ performs these duties	rious programs and services offered artner agencies. Assists or registers is esses, researches and selects clie airs for job interviews; selects suital applicants requiring services available to use and interpret self-assessman regarding training programs or seles or job orders for employers reques additional referrals; verifies and receivith the planning, recruitment, and evers in the use of self-service of the for assigned worksites within the sells to fairs and worksites. Utilizes Sp	d by the s job seent skills ble job ble throment voo lected jo esting se ords pla execution IL Laborice d	Illinois Department of Employment ekers and employers using the IL Labor is; refers clients to training programs or openings as listed in the IL Labor ugh computer programs and contacts cational exploration tools; provides obs and job interview procedures; follows ervice from IDES to determine status of accements; as directed, solicits job on of hiring fairs. Coaches both or Exchange System. As directed,
10%	4.	routine, initial or continuous written determinations		es, and ions an	
10%	5.	clients with more comp Conducts employment claims; processes data extracts and utilizes da	plex or specialized issues and/or se workshops to enhance client emplo from file construction and mainten	rvice ne oyability ance fo	as related to a specific job referral; refers eeds to relevant office or partner staff. A. Assists clients with registration and or all relevant IDES automated data files; assigned worksites within the service
05%	6.	Establishes and mainta	ains activity reports to demonstrate	work a	ctivity and detail time charging.
05%	7.	Performs other duties enumerated above.	as required or assigned which are r	easona	bly within the scope of the duties
conducting	g and		MEDIATE SUPERVISOR (Responsible luations; effectively recommending and		gning and reviewing work, preparing, g disciplinary action and adjusting grievances
			·	WORK	(ING TITLE (IF ANY)
Employment	Sec	urity Field Office Superv	visor 13600-44-54-107-40-01		
18. CHECK TH	IE A	PPROPRIATE BOX IF TH	IS POSITION IS A:	·	
SUPER	RVIS	OR OR LEAD V	VORKER		
tir	me p as ch	ercentage(s) allotted.	sponsibilities must be described in a title, position number, and number of su		
noadoun		sition Title	Position Number		No. of Incumbents or Funded Vacancies
N/A	1 03	Juon Tigo	1 Osldon Number		140. Of medifiberits of Funded Vacancies
19. SPECIALI	ZED	KNOWLEDGES, SKILLS, CE OF THE WORK OF TH	ABILITIES, LICENSURE OR CERTIFI IIS POSITION. NOTE: SINCE THERE	CATION	I NECESSARY FOR THE SUCCESSFUL DW SEVERAL OPTIONS OF SKILLS AND

ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

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a ir c n a lc n tt T	and Wagner-Peyser some surance benefits, in conducts benefit right conseparation benefit applicants, provides roads and extracts clauseds to relevant office.	service ne ncluding bu ts interviev it claim iss referrals, p aims data ice or partr	eds. Provides servicut not limited to inter- ws; provides oriental ues. Using the IL La placement and follow using automated sys- ner staff; establishes	es related state, militation and cla abor Excha r-up servic	to the pro ary and otl arifies eligi ange syste es on avai	cessing her feder bility fac m, selec lable job	of claims al or trac tors; adji ts suitab	s for u de rea udica ole job	unemploy adjustme ites	yment ent;			
	ravels to fairs and we ervices. . Assesses and ad services related to interstate with clients to definite discern employments of the IL Labethe registration produces for coprograms. As directions.	ddresses class the process to feed a variable. It is the process to feed a perfected, pe	sites within the servicutilizes Spanish language lient Unemployment ressing of claims for and other federal onemployment insurary and work status; prailable job training ange system, determinated it and the second states of the system of th	Insurance unemployer trade rea claims ovides ories relevarent; assists and res or assigned	tains active area other ssist client and Wag ment insur adjustment monetary entation areational profit services in the for ponsibilitied worksites	ity reporter than the swho re ner-Peys ance bear and none or clarific or the amation cos as the swithin t	nplex issues. As directed are entirected	ce ne cludir right	ining pro and/or se d, perforr signed of d interpre eeds. Pro ng but no hts interv gibility an actors; mation o coaches n action p enefits	grams rivice ms ffice. etive vides or iews and on the bian blan ea			
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DIRECTOR OF CMS		IMMEDIAT	E SUPERVISOR SIGNA	TURE A	GENCY HEA	D SIGNAT	URE	:	D.	ATE			
5-104 (Rev. 10/94) 1	ineli 27		MAY 0 1 2	019	thomas	1- Ju	m	تۃ	03/2	2/2019			

16. (CONTINUE			
% OF TIME	16. COMPLETE CURRENT AND ACCURAT		
20%	Security (IDES) and partner age Exchange system. Assesses, re employers and hiring fairs for joint Exchange system for applicants employers; trains clients to use clients with information regarding up on training programs or job or referrals and need for additional opportunities; assists with the plapplicants and employers in the performs these duties for assign	encies. Assists or registers judgesearches and selects clients interviews; selects suitable requiring services available and interpret self-assessments of training programs or selected for employers request referrals; verifies and recolanning, recruitment, and excuse of self-service of the IL lated worksites within the service	by the Illinois Department of Employment job seekers and employers using the IL Labor at skills; refers clients to training programs or le job openings as listed in the IL Labor e through computer programs and contacts ent vocational exploration tools; provides cted jobs and job interview procedures; follows sting service from IDES to determine status of rds placements; as directed, solicits job secution of hiring fairs. Coaches both Labor Exchange System. As directed, vice delivery area other than the primary mish language to assist clients who request or
10%	routine, initial or continued claim written determinations; conducts	ns, investigates, researches s reconsidered determinatio	es, providing eligibility determinations for s, and explains case disposition, provides ons and accepts appeals. As directed, performs ery area other than the primary assigned office.
10%	clients with more complex or spe Conducts employment workshop claims; processes data from file	ecialized issues and/or serves to enhance client employ construction and maintena ected, performs these dutie	attire as related to a specific job referral; refers vice needs to relevant office or partner staff. yability. Assists clients with registration and nce for all relevant IDES automated data files; es for assigned worksites within the service
05%	6. Establishes and maintains activi	ty reports to demonstrate w	vork activity and detail time charging.
05%	enumerated above.		asonably within the scope of the duties
conducting	N TITLE AND NUMBER OF IMMEDIATE S g and signing performance evaluations; ef umbent of this position.)	SUPERVISOR (Responsible for fectively recommending and in	or assigning and reviewing work, preparing, mposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
Employment	Security Field Office Supervisor 1360	00-44-54-107-50-31	
18. CHECK TH	HE APPROPRIATE BOX IF THIS POSITION	ON IS A:	
☐ SUPEF	RVISOR OR LEAD WORKER		
NOTE: St	upervisory or lead worker responsibilit	ies <u>must</u> be described in a d	letailed duty statement(s) with a
	me percentage(s) allotted.	an aumhar and austra af a d	
headcount		on number, and number of sub	pordinate incumbents or authorized funded
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A	ZED KNOWI EDGES SKILLS ARLITIES	LICENSUDE OD CEDTIEIO	ATION NECESSARY FOR THE SUCCESSFUL
PERFORM	MANCE OF THE WORK OF THIS POSITI	ON. NOTE: SINCE THERE A	RE NOW SEVERAL OPTIONS OF SKILLS AND
ABILITIES	S AND LICENSURE OR CERTIFICATION LONGER BE USED.	I IDENTIFIED ON STANDARE	DS, THE PHRASE "SAME AS SPECIFICATION"
11110	<u></u>		

1. POSITION TIT	LE	WOR	KING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITL OPTION CODE	E 2. POS	ITION NU	MBER		
Existing Position	_									
New/Revised Position Employment S Program Repr				29	SS	13650	-44-54-	107-6	1-31	
3. AGENCY			4. BUREAU/ DIVISION			5. EXMT CODE	6 WORK COUNTY	7 A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position										l at
	t of Employment Secur	ity	Service Delivery/ F	ield Opera	ations	0	045	2	R	N
10. SECTION Existing Position			11. UNIT			CODE	SACTION	13	B. EFFECTIV	EDATE
Existing Position									12/01/	/2019
New/Revised Position			Service Unit IV			□ MΔ∩	21 ESTAB	ш		
Northern Regi	on/ North Aurora Local	Office	Gervice Offictiv		Rutan	□ MC0	22 EXEMP 24 POSITI	T COD		
14. WORK LOCA Existing Position	TION		15. BARGAINING/TERN	/ CODE	Exemp	<u>└</u>	26 CLARII	FY		
Existing Position						☐ MC0	27 ADDITI 28 WORK	COUNT		
New/Revised Position			5000		 	☐ MC1	21 ABOLI: 49 DOWN	WARD		
North Aurora,			RC062		N	☐ MC1	50 LATER 58 UPWA	RD REA		
% OF TIME	16. COMPLETE CURRI Under general superv									
25%	and Wagner-Peyser's insurance benefits, in conducts benefit right nonseparation benefit applicants, provides r loads and extracts claneeds to relevant offic these duties for assig Travels to fairs and w services. 1. Assesses and adservices related to limited to interstat with clients to det discern employment provides informat use of the IL Labor the registration programs. As directly other than the principal reviews services.	service necluding bus interview is claim issueferrals, paims data to be or partraned works orksites. Understand the process to formpliance octed, perfmary assignes.	eds. Provides service it not limited to inters vs; provides orientations. Using the IL La lacement and follow-using automated system staff; establishes sites within the servicultilizes Spanish langulation of claims for use and other federal or employment insurant and work status; probable job training and ge system, determined acilitate reemployment; explains client right forms these duties forms of the system of the s	es related tate, milita on and classion exchiperations; reference and main e delivery uage to assistant; assistant responsible la sepanish	to the product of the	cessing of her fed	of claims all or trace cors; adjusts suitable orders or plex issues. As directly and the services energies energies energies incomplete energies policant or pertain the service ients where the service ients where energies energi	s for under readudicate le job or trairues ar ected y assined ce need litty faction and ce arch to be del joo required.	nemplo adjustme es openin ing pro ind/or se perform gned of interpre eds. Pro g but no ts inten ibility ar ctors; nation of action pro action pro interpre action pro interpre	yment ent; gs for ograms; ervice ms effice. etive ovides ot views and on the s in plan
25%	complex and spec Employment Sect not limited to the directed, performs primary assigned	cial claims urity (IDES Illinois Bei s these du office.	to receipt, review, en s on benefit entitleme S). Loads and extract nefit Information Syst tries for assigned wor	int prograi its claims tem (IBIS) rksites wit	ms admin data using), Illinois J hin the se	stered by g automa ob Link (l rvice deli	the Illin ted syste JL) and very are	ois Do ems ir GenT	epartme ncluding ax. As er than t	g but the
DIRECTOR OF C	MS SIGNATURE			URE A	JENCY HEA				D	ATE
and onle	En Ly John Loosdan		DEC 1 3 2019		them	5 Ju	m	<u>ن</u> ــــــــــــــــــــــــــــــــــــ	12/1	3/2019
MS 104 (Ref. 10/9	41 IL 401-0794									

% OF TIME	16.	COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENT	TAL FUNCTIONS (Continued)											
20%	3.	Assists clients with var	ious programs and services offered	by the	Illinois Department of Employment											
		Security (IDES) and pa	artner agencies. Assists or registers	job se	ekers and employers using the IL Lapor											
	ĺ				s; refers clients to training programs or											
			airs for job interviews; selects suitat													
					ugh computer programs and contacts											
			ts to use and interpret self-assessm													
					obs and job interview procedures; follows											
					ervice from IDES to determine status of											
			additional referrals; verifies and reco													
			with the planning, recruitment, and e													
			ers in the use of self-service of the l													
			for assigned worksites within the se													
				anish ia	anguage to assist clients who request or											
		need interpretive servi	ces.													
	l .															
10%	4.		and nonmonetary benefit claim issu													
	routine, initial or continued claims; investigates, researches, and explains case disposition; provides															
	written determinations; conducts reconsidered determinations and accepts appeals. As directed, performs															
	these duties for assigned worksites within the service delivery area other than the primary assigned office.															
	İ	_		-	, , ,											
10%	5.	Advises clients on wor	k attitudes, habits, relationships and	attire	as related to a specific job referral; refers											
		clients with more comp	olex or specialized issues and/or ser	rvice ne	eeds to relevant office or partner staff.											
					/. Assists clients with registration and											
					r all relevant IDES automated data fi es;											
					assigned worksites within the service											
			n the primary assigned office.		g											
		dontory area enter tha	in the primary designed emes.													
05%	6.	Establishes and mainta	ains activity reports to demonstrate	work a	ctivity and detail time charging.											
05%	7.	Performs other duties	as required or assigned which are re	easona	bly within the scope of the duties											
		enumerated above.	, ,		•											
			MEDIATE SUPERVISOR (Responsible													
			uations; effectively recommending and	imposin	g disciplinary action and adjusting grievances											
for the inc	umbe	ent of this position.)			•											
				WORK	(ING TITLE (IF ANY)											
Employment	Sec	urity Field Office Superv	risor 13600-44-54-107-60-01													
18. CHECK TI	IE A	PPROPRIATE BOX IF TH	IS POSITION IS A:													
	-															
☐ SUPEI	RVIS	OR OR □LEAD V	VORKER													
NOTE: S		vicon, or load worker res	enoncibilities must be described in a	.1 . 4 . 11 .	d duty statement(s) with a											
	NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a															
			sponstumiles <u>inust</u> be described in a	detaile	time percentage(s) allotted.											
ti	me p	ercentage(s) allotted.			ate incumbents or authorized funded											
ti	me p as ch	ercentage(s) allotted.	title, position number, and number of su		ate incumbents or authorized funded											
tii If a box w	me p as ch t:	ercentage(s) allotted. ecked above, list position	title, position number, and number of su													
If a box w headcoun	me p as ch t:	ercentage(s) allotted.			No. of Incumbents or Funded Vacancies											
If a box w headcoun	me p as ch t: Pos	ercentage(s) allotted. ecked above, list position	title, position number, and number of su Position Number	ubordina	No. of Incumbents or Funded Vacancies											
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N/A 19. SPECIALI PERFORI ABILITIES CAN NO I	me pas changed to the post of	ercentage(s) allotted. ecked above, list position sition Title KNOWLEDGES, SKILLS, DE OF THE WORK OF THE D LICENSURE OR CERT. GER BE USED. lige, skills and mental de	Position Number of surprise Position Number ABILITIES, LICENSURE OR CERTIFICATION NOTE: SINCE THERE IFICATION IDENTIFIED ON STANDAR Evelopment equivalent to four years	CATION ARE NO RDS, TH	No. of Incumbents or Funded Vacancies I NECESSARY FOR THE SUCCESSFUL DW SEVERAL OPTIONS OF SKILLS AND IE PHRASE "SAME AS SPECIFICATION"											
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N/A 19. SPECIALI PERFORI ABILITIES CAN NO I Requires kno social/behavi staff member	Pos ZED MANIS AN ONCOVIDED	ercentage(s) allotted. ecked above, list position eition Title KNOWLEDGES, SKILLS, DE OF THE WORK OF THE D LICENSURE OR CERT GER BE USED. dge, skills and mental de sciences or business; of a minimum of two year	Position Number Position Number ABILITIES, LICENSURE OR CERTIFICATION NOTE: SINCE THERE IFICATION IDENTIFIED ON STANDAR Evelopment equivalent to four years or requires two years (3,000 work hose college credits completed with pass	CATION ARE NO RDS, TH collegeours) of sssing g	No. of Incumbents or Funded Vacancies I NECESSARY FOR THE SUCCESSFUL DW SEVERAL OPTIONS OF SKILLS AND IE PHRASE "SAME AS SPECIFICATION" With academic background in experience as a department intermittent rades in social/behavioral sciences or											
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N/A 19. SPECIALI PERFORI ABILITIES CAN NO I Requires kno social/behavi staff member business; or employee Up	ZED VANO S AN ONE oral and oward	ercentage(s) allotted. ecked above, list position eition Title KNOWLEDGES, SKILLS, DE OF THE WORK OF THE D LICENSURE OR CERT BER BE USED. elge, skills and mental de sciences or business; of a minimum of two year elge years (6,000 work hours d Mobility Program may	Position Number Position Number ABILITIES, LICENSURE OR CERTIFICATION IDENTIFIED ON STANDAR Evelopment equivalent to four years or requires two years (3,000 work hose college credits completed with pass) as a department intermittent staff complete combinations of specific pass.	CATION ARE NO RDS, TH college ours) of ssing g memberoficie	No. of Incumbents or Funded Vacancies I NECESSARY FOR THE SUCCESSFUL DW SEVERAL OPTIONS OF SKILLS AND IE PHRASE "SAME AS SPECIFICATION" With academic background in experience as a department intermittent rades in social/behavioral sciences or er; or qualifying state employees, in the ncy tests and training programs leading											
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identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in

conjunction with Spanish speaking clients.

16. (CONTINUED)



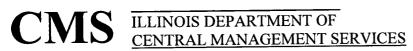
1. POSITION TIT	LE	WORK	(ING TITLE (IF ANY)	BILINGUAL CODE	POSITIO OPTION	N TITLE	2. POSI	TION NU	MBER					
Existing Position														
New/Revised Position Employment S Program Repr	•			29	S	s	13650	O 050 Y R 12. TRÂNSACTION 13. EFFECTIVE DATE CODE 02/16/2019 MA021 ESTABLISH O2/16/2019 MC022 EXEMPT CODE CHANGE POSITION NUMBER CHANGE CLARIFY MC026 CLARIFY MC027 ADDITIONAL IDENTICAL CHARWOOZE MD021 ABOLISH DOWNWARD REALLOCATION MC150 LATERAL REALLOCATION MC158 UPWARD REALLOCATION MTIAL FUNCTIONS client Unemployment Insurance Client Unemployment						
3. AGENCY	CSCIIIAUVC	I	4. BUREAU/ DIVISION				5. EXMT CODE			-21-31 TR				
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IL Departmen	t of Employment Secur	ity	11. UNIT	ieiu Opei	auons				l		E DATE			
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New/Revised Position Northwest Re	gion/ Ottawa Local Offi	ce	Service Unit I											
14. WORK LOCA	TION		15. BARGAINING/TER	M CODE		Rutan Exempt				MBER CHA	ANGE			
Existing Position		· · · · · · · · · · · · · · · · · · ·					☐ MC0	27 ADDIT	IONAL I					
		- <u></u>					☐ MD0	21 ABOLI	SH					
New/Revised Position			RC062	2		N	☐ MC1	50 LATER	RAL REA	ALLOCATIO	N			
Ottawa, IL % OF TIME	16 COMPLETE CURR	FNT AND A	L ACCURATE STATEME	ENT OF P	L OSITIOI	N ESSF				ALLOCATIO	N.			
25%	insurance benefits, in conducts benefit right nonseparation benefit applicants, provides r loads and extracts claneeds to relevant offit these duties for assig Travels to fairs and w services. 1. Assesses and ad services related to interstate with clients to det discern employm provides informatiuse of the IL Labothe registration programs. As directly other than the printerpretive services.	cluding buts interview to claim issueferrals, paims data ce or partraned works worksites. Understeen interview termine under the process to the process to the process to the process to the process to the process to the process to the process to the process to the process to the process to the process to the process to the process to the process to the process to the process to the process to the process to the process.	at not limited to inters ws; provides orientat ues. Using the IL La blacement and follow using automated sys ner staff; establishes sites within the servic Utilizes Spanish lang	state, milition and cabor Exchange for exchange from the calculation of the calculation o	itary an clarifies nange so ces on fers clientains ary area assist of the cational ant servests in the sponsilled work language.	d other eligibilities availal ents wire activity other telients with the ents with the	r federality fact, selection ble job th come report than the who received a conduction of the action of as the within the selection of the act	al or tra- cors; adjusts suitals orders of plex isses. As directed e primal quest or er servi- nefits, in ets bene monetals se eligible provides applicant f work servi- plients with	de rea udica ble jok or trai ues a recteo ry ass ce ne cludir fit righ ry elig ility fa infor and earch to be ce de no rec	adjustmentes o openin ning pro nd/or se l, perfore igned of interpre eds. Pro ng but ne nts inten pibility ar ctors; mation of coaches n action enefits livery ar quest or	gs for ograms; ervice ms office. etive ovides on the s in plan rea need			
	complex and spe Employment Sec not limited to the directed, perform primary assigned	cial claims curity (IDE: Illinois Be is these du I office.	s on benefit entitleme S). Loads and extra nefit Information Sys uties for assigned wo	ent progra cts claims stem (IBIS orksites w	ams ad s data u S), Illind vithin th	Iministe using a ois Job ie servi	ered by automa Link (l ice deli	the Illir ted syst IJL) and ivery are	nois D ems i Gen	epartmonicularing Tax. As er than	ent of g but the			
DIRECTOR OF	CMS SIGNATURE	1	E SUPERVISOR SIGNA		AGENCY				:		ATE			
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16. (CONTINUE	D)				
% OF TIME	16.	COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION I	SSENTIA	L FUNCTIONS (Continued)
20%	3.	Security (IDES) and pa Exchange system. Ass employers and hiring fa Exchange system for a employers; trains client clients with information up on training programs referrals and need for a opportunities; assists wa applicants and employed performs these duties for	sesses, researches and selects clie airs for job interviews; selects suitable pplicants requiring services available to use and interpret self-assessming regarding training programs or selects or job orders for employers reques additional referrals; verifies and receivith the planning, recruitment, and evers in the use of self-service of the loor assigned worksites within the select to fairs and worksites. Utilizes Spare	job seek nt skills; le job op le throug ent voca ected job sting sen ords plac xecution L Labor rvice deli	ters and employers using the IL Labor refers clients to training programs or benings as listed in the IL Labor the computer programs and contacts tional exploration tools; provides and job interview procedures; follows vice from IDES to determine status of ements; as directed, solicits job of hiring fairs. Coaches both Exchange System. As directed,
10%	4.	routine, initial or continu written determinations;		s, and ex ons and	
10%	5.	clients with more comp Conducts employment claims; processes data	lex or specialized issues and/or ser workshops to enhance client emplo from file construction and mainten	vice nee yability. ance for a	s related to a specific job referral; refers ds to relevant office or partner staff. Assists clients with registration and all relevant IDES automated data files; ssigned worksites within the service
			the primary assigned office.		3
05%	6.	Establishes and mainta	ains activity reports to demonstrate	work acti	vity and detail time charging.
05%	7.	Performs other duties a enumerated above.	as required or assigned which are re	easonabl	y within the scope of the duties
17 POSITION	<u> </u>		MEDIATE SUPERVISOR (Responsible	for accion	ing and reviewing work, preparing
conducting	g and				disciplinary action and adjusting grievances
				WORKIN	IG TITLE (IF ANY)
Employment	Sec	urity Field Office Superv	isor 13600-44-55-103-20-01		
18. CHECK TI	IE A	PPROPRIATE BOX IF THI	S POSITION IS A:		
☐ SUPE	RVIS	OR OR LEAD V	VORKER		
NOTE: S	uner	visory or lead worker res	ponsibilities must be described in a	detailed	duty statement(s) with a
		ercentage(s) allotted.	<u> </u>		
		necked above, list position	title, position number, and number of su	bordinate	incumbents or authorized funded
headcoun				· · · · · · · · · · · · · · · · · · ·	
N/A	Pos	sition Title	Position Number		No. of Incumbents or Funded Vacancies
N/A 19 SPECIAL	7FD	KNOWI EDGES SKILLS	ABILITIES LICENSURE OR CERTIFIC	L MINOITAC	NECESSARY FOR THE SUCCESSFUL
PERFORI ABILITIES CAN NO	MAN S AN LON	CE OF THE WORK OF TH ID LICENSURE OR CERTI GER BE USED.	IS POSITION. NOTE: SINCE THERE FICATION IDENTIFIED ON STANDAR	ARE NO\ RDS, THE	N SEVERAL OPTIONS OF SKILLS AND PHRASE "SAME AS SPECIFICATION"
			evelopment equivalent to four years		
					xperience as a department intermittent
					ides in social/behavioral sciences or ; or qualifying state employees, in the
					cy tests and training programs leading



Tampidyment Security 29 SS 13650-44-55-104-11-31	Transference Tran	Emiliary Program Representative 29 SS 13650-44-55-104-11-31	POSITION TITL	LE	WORK	(ING TITLE (IF ANY)	BILINGUAL	POSITION OPTION C	TITLE 2. P	POSI	TION NUI	MBER		
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Interpretation Inte	Department of Employment Security Service Delivery/ Field Operations 0 0.81 Y R	NewTemperator Service Delivery/ Field Operations O		cscillative		4. BUREAU/ DIVISION	<u>. </u>	l					8.AUDIT	
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16. (CONTINUE	D)												
% OF TIME		COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTI	AL FUNCTIONS (Continued)								
20%	3.	Security (IDES) and pa Exchange system. As	sesses, researches and selects clie	i job see ent skills:	kers and employers using the IL Labor refers clients to training programs or								
		employers and hiring fa	airs for job interviews; selects suital	ble job o ole throu	penings as listed in the IL Labor gh computer programs and contacts								
		employers; trains clien	its to use and interpret self-assessm	nent voc	ational exploration tools; provides								
		up on training program	ns or job orders for employers reque	esting se	bs and job interview procedures; follows rvice from IDES to determine status of								
		referrals and need for a opportunities; assists v	additional referrals; verifies and rec with the planning, recruitment, and e	ords pla executio	cements; as directed, solicits job n of hiring fairs. Coaches both								
			ers in the use of self-service of the for assigned worksites within the se										
			ls to fairs and worksites. Utilizes Sp		nguage to assist clients who request or								
10%	4.		and nonmonetary benefit claim issu										
			nued claims; investigates, researche ; conducts reconsidered determinat		explains case disposition; provides I accepts appeals. As directed, performs								
		these duties for assign	ned worksites within the service deli	very are	a other than the primary assigned office.								
10%	5.				as related to a specific job referral; refers								
		clients with more complex or specialized issues and/or service needs to relevant office or partner staff. Conducts employment workshops to enhance client employability. Assists clients with registration and claims; processes data from file construction and maintenance for all relevant IDES automated data files;											
		extracts and utilizes da	ata. As directed, performs these dut		ssigned worksites within the service								
		delivery area other tha	in the primary assigned office.										
05%	6.	Establishes and mainta	ains activity reports to demonstrate	work ac	tivity and detail time charging.								
05%		enumerated above.	as required or assigned which are r		•								
conducting	g and		MEDIATE SUPERVISOR (Responsible luations; effectively recommending and		ning and reviewing work, preparing, g disciplinary action and adjusting grievances								
				WORK	NG TITLE (IF ANY)								
Employment	Sec	urity Field Office Superv	visor 13600-44-55-104-10-01										
18. CHECK TH	HE A	PPROPRIATE BOX IF TH	IS POSITION IS A:										
☐ SUPE	RVIS	SOR OR LEAD V	WORKER										
			sponsibilities <u>must</u> be described in a	detailed	l duty statement(s) with a								
		percentage(s) allotted. necked above, list position	title, position number, and number of s	ubordinat	te incumbents or authorized funded								
headcoun	ıt:												
N/A	Pos	sition Title	Position Number		No. of Incumbents or Funded Vacancies								
N/A 19. SPECIAL	IZFD	KNOWLEDGES SKILLS	ABILITIES LICENSURE OR CERTIFI	CATION	NECESSARY FOR THE SUCCESSFUL								
PERFOR	MAN	CE OF THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	ARE NO	W SEVERAL OPTIONS OF SKILLS AND								
CAN NO	LON	GER BE USED.			E PHRASE "SAME AS SPECIFICATION"								
			evelopment equivalent to four years										
					experience as a department intermittent ades in social/behavioral sciences or								
					er; or qualifying state employees, in the								
					ncy tosts and training programs leading								



1. POSITION TIT	LE	WORK	(ING TITLE (IF ANY)	BILINGUAL CODE	POSITION	CODE	2. POSI	TION NUI	MBER				
Existing Position											-		
New/Revised Position Employment				29	SS	5	13650	-44-55- ⁻	13. EFFECTIVE O2/16 STABLISH EXEMPT CODE CHANGOSTITON NUMBER CH				
Program Rep	resentative	<u> </u>	4. BUREAU/ DIVISION		<u>.l</u>		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE		
Existing Position													
New/Revised Position	t of Employment Secui	ritv	Service Delivery/ F	ield Oper	ations		0	098	Υ	R			
10. SECTION	it of Employment occur	,	11. UNIT				12. TRAN CODE	SACTION	1	3. EFFECTIV	/E DATE		
Existing Position										02/16	/2019		
New/Revised Position Northwest Re	gion/ Sterling Local Of	fice	Service Unit I				☐ MC0	22 EXEM	PT COD				
14. WORK LOCA	ATION		15. BARGAINING/TERI	M CODE		tutan xempt	⊠ MC0	26 CLARI	FY				
Existing Position							☐ MC0	28 WORK	COUN				
New/Revised Position Sterling, IL		,	RC062	2		N	MC1	t Unemployment Insurance of claims for unemployment all or trade readjustment; stors; adjudicates ets suitable job openings for orders or training programplex issues and/or servicats. As directed, performs the primary assigned office					
% OF TIME	16. COMPLETE CURR	ENT AND	ACCURATE STATEME	NT OF PO	OITIZO	N ESS	ENTIAL	FUNCTI	ONS				
25%	nonseparation benefapplicants, provides loads and extracts of needs to relevant off these duties for assignavels to fairs and viservices. 1. Assesses and asservices related limited to interstated limited to interstate with clients to dediscern employn provides informatise of the IL Late the registration pand reviews for programs. As dispersions as dispersions are contracted to the registration pand reviews for programs.	it claim iss referrals, paims data ice or part gned work worksites. ddresses of the product of the product militaries and per excharacted per period of the period of the product of the product of the product of the period of	cues. Using the IL Lablacement and follow using automated system staff; establishes sites within the servicutilizes Spanish language of claims for y and other federal onemployment insurally and work status; plailable job training ange system, determing facilitate reemployme; explains client rightforms these duties for the status of the	abor Excharge to a service tems; reference deliver trade reference claim rovides or and/or edurates relevate ent; assist and reference assigned to a service and reference con assigned to a service and reference assigned to a service and reference assigned to a service and reference assigned to a service assigned to a service and reference assigned to a service and reference assigned to a service and reference assigned to a service and reference assigned to a service and reference assigned to a service and reference assigned to a service and reference assigned to a service and reference assigned to a service and reference assigned to a service and reference assigned to a service and reference as a service assigned to a service and reference assigned to a service and reference assigned to a service assigned to a service as a se	eange soces on fers clientains and area assist compared to a service and leading to the service and service in the sponsile of workers and service and	eystem availa ents wactivity other lients Wagner nsura nent. etary a on and progrices fermibilities esites	n, selection in selection in selection in the ser-Peysonce be Conduction of clarific grams; for the amation of seas the within the selection in the seas the within the seas t	orders orders applex isses. As directed orders or orders	or tra ues a rected ry ass r need ce ne ce ne ce ne dility fa s infor t and search n to b ice de	eds. Properties of the propert	ograms; ervice ms office. retive ovides oot views and on the s in plan		
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16. (CONTINUE				
% OF TIME	16.		ACCURATE STATEMENT OF POSITION	
20%	3.	Security (IDES) and pa Exchange system. Ass employers and hiring fa Exchange system for a	artner agencies. Assists or registers sesses, researches and selects clie airs for job interviews; selects suital applicants requiring services availab	by the Illinois Department of Employment is job seekers and employers using the IL Labor ent skills; refers clients to training programs or ble job openings as listed in the IL Labor ble through computer programs and contacts
		clients with information up on training program referrals and need for a opportunities; assists w applicants and employe performs these duties f	regarding training programs or seles or job orders for employers requested additional referrals; verifies and receith the planning, recruitment, and evers in the use of self-service of the for assigned worksites within the set to fairs and worksites. Utilizes Sp	nent vocational exploration tools; provides lected jobs and job interview procedures; follows esting service from IDES to determine status of ords placements; as directed, solicits job execution of hiring fairs. Coaches both IL Labor Exchange System. As directed, ervice delivery area other than the primary panish language to assist clients who request or
10%	4.	routine, initial or continumitten determinations;	ued claims; investigates, researche conducts reconsidered determinat	ues, providing eligibility determinations for es, and explains case disposition; provides cions and accepts appeals. As directed, performs very area other than the primary assigned office.
10%	5.	clients with more comp Conducts employment claims; processes data extracts and utilizes da	plex or specialized issues and/or se workshops to enhance client empl a from file construction and mainten	d attire as related to a specific job referral; refers rivice needs to relevant office or partner staff. oyability. Assists clients with registration and lance for all relevant IDES automated data files; ties for assigned worksites within the service
05%	6.	Establishes and mainta	ains activity reports to demonstrate	work activity and detail time charging.
05%		enumerated above.	· ·	reasonably within the scope of the duties
conducting	g and			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
				WORKING TITLE (IF ANY)
Employment	Sec	urity Field Office Superv	visor 13600-44-55-106-20-01	
18. CHECK TI	HE A	PPROPRIATE BOX IF THI	IS POSITION IS A:	<u> </u>
☐ SUPE	RVIS	SOR OR LEAD V	VORKER	
ti	me p	percentage(s) allotted.	sponsibilities <u>must</u> be described in a	
If a box w headcour		necked above, list position	title, position number, and number of s	ubordinate incumbents or authorized funded
Hoddoodii		sition Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		Side II Tide	1 SOMOTI NAMES	TVO. OT INCUMINATING OF FUNDOU FURGING
PERFORI ABILITIES	MAN S AN	CE OF THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	ICATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
Requires kno	wle	dge, skills and mental de		s college with academic background in
				ours) of experience as a department intermittent
				assing grades in social/behavioral sciences or



Registrated Present Program Representative 29 SS 13650-44-55-108-31-31	Picture Pict	1. POSITION TI	TLE	WORK	(ING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER		
Employment Security 7. AGENCY 7. ABUREAU DIVISION 8. ASSERVING 8. AUTHORITHM AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 9. OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 17. AUTHORITHM AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 18. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 19. OF TIME 19. OF TIME 10. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 10. OF TIME 10. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 10. OF TIME 10. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 10. OF TIME 10. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 10. OF TIME 10. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 10. OF TIME 10. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 10. OF TIME 10. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 10. OF TIME 10. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 10. OF TIME 10. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 10. OF TIME 10. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 10. OF TIME 10. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 10. OF TIME 10. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 10. OF TIME 10. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 10. OF TIME 10. OF TIME 10. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 10. OF TIME 10. OF TIME 10. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL PUNCTIONS 10. OF TIME 10. OF TIM	Employment Security	Existing Position			1.0.	7002						
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College Coll	Description Description		nt of Employment Secur	ity				12. TRAN		1;		/E DATE
Northwest Region/ Peoria Local Office Service Unit II	Northwest Region/ Peoria Local Office Service Unit II				11.0	· · · · · · · · · · · · · · · · · · ·		CODE		\dashv	00//0	10010
MACCI MACC	Northwest Region/ Peoria Local Office 4. WORK LOCATION 15. BARGAINING/TERM CODE 15. BARGAINING/TERM CODE 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS Work COCATION 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS Under general supervision, for an assigned area, assesses and addresses client Unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment, conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services no available; pot openings for applicants, provides referrals, placement and follow-up services on available; pot on available; pot services related to the processing of claims for unemployment insurance and wards to relevant office or partner staff, establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Spanish language to assist clients with orequest or need interpretive services: 25% 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducta penefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs. Provides information on the use of the IL Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to act										02/16	/2019
15. BARGAINING/TERM CODE	15. BARGAININGTERM CODE			ce	Service Unit II		I Buton	_ □ мсс	22 EXEM	PT COD		
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complex and special claims on benefit entitlement programs administered by the Illinois Department of Employment Security (IDES). Loads and extracts claims data using automated systems including but not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and GenTax. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. DIRECTOR OF DIAS SIGNATURE IMMEDIATE SUPERVISOR SIGNATURE AGENCY HEAD SIGNATURE DATE	complex and special claims on benefit entitlement programs administered by the Illinois Department of Employment Security (IDES). Loads and extracts claims data using automated systems including but not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and GenTax. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. DIRECTOR OF CMS SIGNATURE IMMEDIATE SUPERVISOR SIGNATURE AGENCY HEAD SIGNATURE DATE 103/22/2019 CMS-104 (Rev. 10/94) IL 401-0794 O3/22/2019	25%	nonseparation beneficapplicants, provides reloads and extracts claneeds to relevant officthese duties for assign Travels to fairs and with services. 1. Assesses and adservices related to interstate with clients to dediscern employment provides informate use of the IL Labothe registration pand reviews for coprograms. As direction of the registration of the registration pand reviews for coprograms. As direction of the registration of the registration pand reviews for coprograms. As directions are respectively.	t claim iss referrals, paims data ce or partigned works worksites. It dresses conthe producte, military termine ur tent history to cess to compliance ected, per imary assi	ues. Using the IL La placement and follow using automated system staff; establishes sites within the servicultilizes Spanish langular Unemployment ressing of claims for and other federal or and work status; prailable job training arge system, determing facilitate reemployment rightforms these duties for the system of the s	abor Exchi-up service stems; refused main ce delivery uage to a linear produce or reduces relevates and responses and responses and responses and responses and responses and responses responses and responses responses and responses resp	ange systemes on available son available stains activity area other ssist client and Wag ment insuradjustment in suration areational proposition of the sponsibilitied worksite	m, selection, selection in the selection of the selection	ets suitale orders of plex issets. As directed or servine fits, in the provides applicant of work serviche service servi	ole job or trai ues a rected ry ass need ce need celudir fit righ ry elig ility fa s inform t and search n to be ce de	o opening ning production of the performance of the performance of	ograms; ervice ms ffice. etive ovides ot views nd on the s in plan
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% OF TIME	16.	COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTI	AL FUNCTIONS (Continued)
20%	3.	Assists clients with vari	ious programs and services offered	by the	Illinois Department of Employment
		Security (IDES) and pa	artner agencies. Assists or registers	job see	ekers and employers using the IL Labor
•		Exchange system. Ass	sesses, researches and selects clie	nt skills	; refers clients to training programs or
 	1		airs for job interviews; selects suitat		
					igh computer programs and contacts
			ts to use and interpret self-assessm		
					bs and job interview procedures; follows ervice from IDES to determine status of
			additional referrals; verifies and rec		
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			ers in the use of self-service of the		
ļ		performs these duties f	for assigned worksites within the se	rvice de	elivery area other than the primary
	Ì				inguage to assist clients who request or
	ł	need interpretive service	ces.		
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10%	4.		and nonmonetary benefit claim issu		
		routine, initial or continu	ued ciaims, investigates, researche	ione and	explains case disposition; provides discepts appeals. As directed, performs
		these duties for assign	ed worksites within the service deliv	verv are	ea other than the primary assigned office.
		these duties for assign	ed worksites within the service denv	very are	a other than the primary assigned office.
10%	5.	Advises clients on work	k attitudes, habits, relationships and	dattire a	as related to a specific job referral; refers
					eds to relevant office or partner staff.
		Conducts employment	workshops to enhance client emplo	oyability	. Assists clients with registration and
	1				r all relevant IDES automated data files;
				ies for a	assigned worksites within the service
		delivery area other than	n the primary assigned office.		
05%	6.	Establishes and mainta	ains activity reports to demonstrate	work ac	ctivity and detail time charging.
0.50	_	5 6			
05%	/.	Performs other duties a enumerated above.	as required or assigned which are re	easona	bly within the scope of the duties
17. POSITION	TIT V		MEDIATE SUPERVISOR (Responsible	for assig	ning and reviewing work, preparing,
conducting	g and	d signing performance evalent of this position.)	uations; effectively recommending and	imposin	g disciplinary action and adjusting grievances
				WORK	ING TITLE (IF ANY)
Employment	Sec	urity Field Office Superv	risor 13600-44-55-108-30-01		
		PPROPRIATE BOX IF THI			
	D) ((C		WORKER		
SUPE	KVIS	SOR OR LEAD V	VORKER		
			sponsibilities <u>must</u> be described in a	detailed	d duty statement(s) with a
		percentage(s) allotted.	\$141	۔ حالت ۔ حال	As income and as a subbasined founded
headcour		necked above, list position	title, position number, and number of su	Buinion	tle incumbents of authorized lunded
		sition Title	Position Number		No. of Incumbents or Funded Vacancies
N/A					
					NECESSARY FOR THE SUCCESSFUL OW SEVERAL OPTIONS OF SKILLS AND
					E PHRASE "SAME AS SPECIFICATION"
		GER BE USED.			
Requires kno	owle	dge, skills and mental de	evelopment equivalent to four years	college	e with academic background in
					experience as a department intermittent
					rades in social/behavioral sciences or
					er; or qualifying state employees, in the ncy tests and training programs leading
					e Unemployment Insurance (UI) Act
					mployment service needs. Requires the
					tive work search plan for clients and
					pertinent information for the determination

of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in

conjunction with Spanish speaking clients.

16. (CONTINUED)

CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

1. POSITION TIT	<u> </u>	I WODI	(ING TITLE (IF ANY)	BILINGUAL	POSITIO	ON TITLE	2 000	ITION NU	MDED		
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3. AGENCY Existing Position			4. BUREAU/ DIVISION				CODE	6 WORK COUNTY	7 A/I AUTH	8 AUDIT	9 OFFICE USE
Existing Position]	ſ
New/Revised Position		ei fi	Service Delivery/ F	ield Oper	ations	,	0	072	2	R	N
10. SECTION	nt of Employment Secu	rity	11. UNIT			-		SACTION	ŀ	EFFECTIV	VE DATE
Existing Position							CODE				
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New/Revised Position Northwest Re	gion/ Peoria Local Offi	ce	Service Unit V					21 ESTAE 22 EXEM		DE CHANG	 E
14. WORK LOCA	ATION		15. BARGAINING/TERN	A CODE		Rutan Exempt		24 POSIT 26 CLAR		JMBER CH	IANGE
Existing Position								27 ADDII 28 WORI			L CHANGE
New/Revised Position	· ·				_		□ MD0	21 ABOL 49 DOWI	SH		
Peoria, IL			RC062			N	☐ MC1	50 LATER	RALRE	ALLOCATI:	ON
% OF TIME	16. COMPLETE CURRI	ENT AND A	<u> </u> CCURATE STATEMEN	NT OF PO	SITIO	N ESS		58 UPWA FUNCTI		ALLOCAII	ON
70 01 11012	Under general super									ent Insu	ırance
25%	services related of limited to interstate with clients to deside discern employment provides information use of the IL Lab the registration pland reviews for comprograms. As directly other than the printerpretive service.	ts intervier it claim issue ferrals, paims data ce or part gned works worksites. It diresses to the product military termine under history termine under history excess to compliance ected, per imary assices.	ws; provides orientationes. Using the IL Late lacement and follow- using automated systems that it is sufficient to the systems of the services within the services.	on and combon and combon and combon and main and	larifies hange ces or ers cli htains y area assist of e and ment adjust s mon hientat cation ant ser ts in the spons ed wor angua	s eligible system availation activity a other clients Wagn insuration and all progration and inclients where form in the form	ility facen, selected by selected by the selec	tors; adjuts suital orders in plex issuital orders in plex issuital orders in eprima quest orders eligiborovides applican of work supprisents willents will and the service of the service orders in the service orders will and the service orders will be service orders will an another orders will be serviced orders will be service orders will be serviced orders will be serviced orders will be serviced orders will be serviced orders will be serviced orders will be serviced orders will be serviced orders will be serviced orders will be serviced orders will be serviced orders will be serviced orders will be serviced orders will be serviced orders will be serviced orders will be serviced	udica ble jot or trai cues a rected ry ass r need ce ne celudir fit right ry elig ility fa search tearch to be fice de tho rec	tes o openir ining pro ind/or se d, perfor signed o d interpr eds. Pro ng but n hts inter gibility a inctors; mation o coache n action enefits livery ai quest or	ngs for ograms; ervice rms office. retive ovides not views nd on the s in plan rea
	complex and spe Employment Sec not limited to the	ecial claims curity (IDE Illinois Be as these do I office.	to receipt, review, enson benefit entitlemes). Loads and extracenefit information Sysuties for assigned wo	ent progra ets claims tem (IBIS rksites w	ams ad s data S), Illin ithin th	dminis using lois Jol he sen	tered by automa b Link (y the Illii Ited sys IJL) and ivery are	nois D tems i l Gen	epartm ncludin Tax. As er than	ent of g but
	and only	F	ECENE	ล 🛚	Sus	fin Ro	chard	Dryd C	bus:	08/2	26/2020
MS-104 (Rev. 10/9 D) Stoul	39 04 18/20 Shew? 18/20 Shew?	PANCE TO BY	SEP 0 2 2020	<u>J</u>	, ∨ v	, - ,		0(3^*)		<u> </u>	

16. (CONTINUE	D)		
% OF TIME		COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION	NESSENTIAL FUNCTIONS (Continued)
20%	3.	Assists clients with various programs and services offere Security (IDES) and partner agencies. Assists or register Exchange system. Assesses, researches and selects cliemployers and hiring fairs for job interviews; selects suita Exchange system for applicants requiring services availatemployers; trains clients to use and interpret self-assessical clients with information regarding training programs or set up on training programs or job orders for employers requireferrals and need for additional referrals; verifies and recopportunities; assists with the planning, recruitment, and applicants and employers in the use of self-service of the performs these duties for assigned worksites within the sassigned office. Travels to fairs and worksites. Utilizes Spineed interpretive services.	rs job seekers and employers using the IL Labor lient skills; refers clients to training programs or able job openings as listed in the IL Labor able through computer programs and contacts sment vocational exploration tools; provides elected jobs and job interview procedures; follows uesting service from IDES to determine status of ecords placements; as directed, solicits job execution of hiring fairs. Coaches both to IL Labor Exchange System. As directed, service delivery area other than the primary
10%	4.	Adjudicates monetary and nonmonetary benefit claim iss routine, initial or continued claims; investigates, research written determinations; conducts reconsidered determinations these duties for assigned worksites within the service delayer.	nes, and explains case disposition; provides ations and accepts appeals. As directed, performs
10%	5.	Advises clients on work attitudes, habits, relationships an clients with more complex or specialized issues and/or so Conducts employment workshops to enhance client emp claims; processes data from file construction and mainter extracts and utilizes data. As directed, performs these dudelivery area other than the primary assigned office.	ervice needs to relevant office or partner staff. bloyability. Assists clients with registration and nance for all relevant IDES automated data files,
05%	6.	Establishes and maintains activity reports to demonstrate	e work activity and detail time charging.
05%		Performs other duties as required or assigned which are enumerated above.	*
conductin	g an	LE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible d signing performance evaluations; effectively recommending and ent of this position.)	
			WORKING TITLE (IF ANY)
Employment	Sec	curity Field Office Supervisor 13600-44-55-108-60-31	
18. CHECK TH	HE A	PPROPRIATE BOX IF THIS POSITION IS A:	
☐ SUPER	RVIS	OR OR □ LEAD WORKER	
tii	me p as cl	visory or lead worker responsibilities <u>must</u> be described in a percentage(s) allotted. hecked above, list position title, position number, and number of s	
	Pos	sition Title Position Number	No. of Incumbents or Funded Vacancies
N/A	 -	TANOMA EDOGO OKALO ADVITED LIGHTED ADVITED ADV	IOATION NEOFOCAEY FOR THE CONTRACT
PERFORM ABILITIES	ANC AN	KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFI DE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ID LICENSURE OR CERTIFICATION IDENTIFIED ON STANDAI GER BE USED.	ARE NOW SEVERAL OPTIONS OF SKILLS AND
Requires kno	owle	dge, skills and mental development equivalent to four year	



1. POSITION TITI	LE	WOF	RKING TITLE (IF ANY)	BILINGUAL CODE	POSIT	ON TITLE	2. POS	TION NU	MBER		
Existing Position							13650	-44-56-2	220-4	1-31	
New/Revised Position Employment S Program Repr				29		ss	13650	-44-56 -	101-1	0-31	
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	at Francisco ant Consu	.:4	Service Delivery/ Fig	eld Opera	tions		0	092	Υ	R	
10. SECTION	t of Employment Secui	ıty	11. UNIT				12. TRAN	SACTION	1:	3. EFFECTIV	E DATE
Existing Position							CODE		-	07/46	/2040
Central Region	n	·	Employment Service	es 						07/16	12018
New/Revised Position Northwestern Office	Region/ Champaign L	ocal						21 ESTAE 22 EXEM		E CHANG	E
14. WORK LOCA	TION		15. BARGAINING/TERM	CODE		Rutan Exempt		24 POSIT 26 CLARI		IMBER CH	ANGE
Existing Position	HON		10. BAROANTINO TERM	<u> </u>			☐ MC0	27 ADDIT 28 WORK	IONAL I		
							☐ MD0	21 ABOLI	SH		
New/Revised Position			RC062			N		49 DOWN 50 LATER			
Danville, IL % OF TIME	16 COMPLETE CLIPP	ENT AND	ACCURATE STATEME		<u> </u> NTISC	ON ESS		58 UPWA		ALLOCATION	ON
25%	Under general super and Wagner-Peyser insurance benefits, ir conducts benefit righ benefit claim issues. openings, provides reprocesses and extracement of the lack of the registratical and reviews.	vision, for service no cluding by the interview of the in	r an assigned area, as eeds. Provides service out not limited to intersws; provides orientation the use of the IL Laborated at the use of the IL Laborated at a service or partner staff; estagned worksites within repretive services for Suguage when necessate the post training and/oringe system, determined to facilitate self-services to facilitate self-services all types of routine, could by IDES; process of Loads and extracts dated.	sesses a es related state, mili- on and cla- or Exchai up services systems; blishes a the servi- panish sp ry, intervi- scern em education es appro- vice; assi and resp omplex a ient vouc	and add to the tary, of tary,	ddressed by the process of the proce	es clientessing of deral of deral of the cole job of activity and the cole job of activity area, other attory and the cole for the mation on bene aims or boility for	t Unempor claims restrate rest	oloymes for use adjudicate dates retrain issue s. As retrains the properties and an earch are and a search are and a search are and a search are and a search are and a search are and a search are and a search are and a search are and a search are and a search are and a search are and a search are and a search are and a search are a search ar	unemplo stment; es minor to job ning prog s and se needed, rimary oyment ; provide on on the d coach ch action	grams; grams; ervice es e use nes in
Ji M	Spanish lang Labor Excha client; refers openings as computer pro jobs and job IDES to dete placements; execution of	guage who ange system clients to clients to clisted in I bograms a interview ermine state as direct hiring fair	en necessary. Assists em. Assesses client so employers and hiring IL Labor Exchange synd contacts employers procedures; follows untured to referrals and need, solicits job opporture. Coaches both appem. Trayels to fairs a	or regist kills, rese fairs for stem for s; provide up on job eed for ac unities; as dicants an nd works	ers joe earch job in applices clie order ddition ssists nd en sites.	ob seek es and iterview cants re ents with rs for er nal refe with th	ers and modifients; select quiring h inform mployer errals; vor e plann s in the	l employes the skets appreservices nation receiving requeerifies a ing, receiving of s	vers u cills to opriat s avai egardi sting nd rec ruitme	sing the match the job lable the ing selectords ent, and ervice of	IL the rough cted from
CM9-104 (Rev. 10	194) IL 401-1194										

16. (CONTINUE	D)		
% OF TIME	16. COM	PLETE CURRENT AND ACCURATE STATEMENT OF POSITION I	SSENTIAL FUNCTIONS (Continued)
10%	4.	Adjudicates minor benefit claim issues, providing eligit continued claims; investigates, researches, and explaid determinations; conducts reconsidered determinations	ns case disposition; provides written
10%	5.	Provides services under special contract programs; ac relationships and attire as related to a specific job refeservice to fellow office staff. Conducts employment we Assists clients with registration and claims as work flow construction and maintenance for all appropriate IDES as appropriate.	rral transferring more complex or specialized orkshops to enhance client employability. w necessitates; processes data from file
05%	6.	Establishes and maintains activity reports to demonstr	ate work activity and detail time charging.
05%	7.	Performs other duties as required or assigned which a enumerated above.	re reasonably within the scope of the duties
conducting	g and sigr	AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible ning performance evaluations; effectively recommending and of this position.)	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
PSA, Opt. 1	37015-	-44-56-101-00-01	Local Office Manager
18. CHECK TH	IE APPR	OPRIATE BOX IF THIS POSITION IS A:	
SUPE	RVISOR	OR LEAD WORKER	
-		_	
		ory or lead worker responsibilities <u>must</u> be described in a entage(s) allotted.	detailed duty statement(s) with a
If a box w	as check	ed above, list position title, position number, and number of si	ubordinate incumbents or authorized funded
headcoun	t:		
	Position	Title Position Number	No. of Incumbents or Funded Vacancies
N/A			
	·		
PERFORI ABILITIE:	MANCE O S AND LI	OWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFI DF THE WORK OF THIS POSITION. NOTE: SINCE THERE ICENSURE OR CERTIFICATION IDENTIFIED ON STANDAI BE USED.	ARE NOW SEVERAL OPTIONS OF SKILLS AND
social/behav staff member business; or provisions of service need search plan to information for software pro- Requires abi	ioral scie r and a n four yea the UI A s. Requ for client or the de grams su lity to tra	skills and mental development equivalent to four years ences or business; or requires two years (3,000 work hominimum of two years college credits completed with pairs (6,000 work hours) as a department intermittent staff act impacting on areas of responsibility; job knowledge duires the ability to effectively communicate with employers and identification of inappropriate work search efforts extermination of payment or non-payment of claimants and uch as word processing and spreadsheets, database mayel. Requires ability to speak and write the Spanish on duties in conjunction with Spanish speaking clients.	surs) of experience as a department intermittent ssing grades in social/behavioral sciences or member. Requires working knowledge of those of employers and their UI and employment ers and/or clients; determine an effective work greffectively organize and analyze pertinent and to use a personal computer with related anagement, electronic mail and internet. Ianguage at a colloquial skill level in

Existing Position	TLE	WOR	KING TITLE (IF ANY)	BILINGUAL	POSITION TITL OPTION CODE	2. POS	ITION NU	MBER		
Married Decided of Decide										
New/Revised Position Employment Program Rep	Security			29	ss	13650) -4 4-56-	101-3	31-31	
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 L Departmer	nt of Employment Secur	rity	Service Delivery/ F	ield Opera	ations	0	010	Υ	R	
10. SECTION			11. UNIT			12, TRAN CODE	SACTION	1	3. EFFECTIV	E DATE
Existing Position									02/16/	2019
New/Revised Position Northwest Re	egion/ Champaign Loca	l Office	Service Unit I	,			21 ESTAE 22 EXEM		DE CHANGI	<u> </u>
4. WORK LOC	ATION		15. BARGAINING/TERM	M CODE	Rutan Exemp		26 CLARI	FY	IMBER CHA	
xisting Position			·			☐ MCd	28 WORK	COUN	IDENTICAL TY CHANG	
New/Revised Position			Dooca			☐ MC1		WARD	REALLOCA	
Champaign, I			RC062		N	☐ MC1	58 UPWA	RD REA	ALLOCATIC ALLOCATIC	
6 OF TIME	16. COMPLETE CURR Under general super								ont Inc.	
	applicants, provides r loads and extracts cla needs to relevant offi- these duties for assig Travels to fairs and w services.	aims data ce or partr ned works	using automated sys ner staff; establishes sites within the servic	tems; refe and main e delivery	ers clients tains activ area othe	with comity reporter than the	plex iss s. As dir e primai	ues a ectec y ass	nd/or se I, perforr signed of	rvice ns fice.
25%	limited to intersta with clients to det discern employm provides informat use of the IL Labo the registration pound reviews for coprograms. As directions	o the proceed te, military termine un ent history tion on avaor Exchan rocess to formaliance ected, perferance signification assignments.	lient Unemployment ressing of claims for a rand other federal or remployment insurant rand work status; properties and work status; properties and work status; properties and work status; properties and work status; properties and work status; properties and work status; properties and work status; properties and work status; properties and work status; properties and work status and work status and work st	unemploy r trade rea ce claims ovides ori d/or educ es relevar ent; assist is and res r assigne	ment insuadjustment monetary entation a cational protest in the foponsibilitied worksite	ance ber Conduction and non and clarified ograms; profer the a for the a formation of the ses as the ses within the	nefits, in ts benef monetar es eligibi provides applicant f work s y pertain he servi	cludir fit rightly elig lity fa informand earch to be ce de	ng but no nts inten- pibility ar ctors; mation o coaches a action p enefits livery ar	ot views ad on the in olan
25%	services related to limited to interstate with clients to det discern employmed provides informate use of the IL Laborathe registration per and reviews for comportants. As directly other than the printerpretive services. 2. Performs function complex and speemployment Second limited to the	o the proceed te, military termine under thistory tion on avair or Exchandrocess to fompliance ected, performary assignes. In related cial claims urity (IDES Illinois Besthese dual these	essing of claims for use and other federal or semployment insurant and work status; progallable job training an ge system, determine facilitate reemploymes; explains client right forms these duties for gned office. Utilizes S	unemploying trade real ce claims ovides oried or educies relevant; assist as and reseasing reasigned Spanish latery, analytent progrates claims tem (IBIS)	ment insuadjustment important important important services in the formal properties in the formal insuadjusted worksite anguage to sis and rems administrations. Illinois J	ance ber . Conduct and non and clarified ograms; p for the a mation of es as the s within to assist constitution of stered by grautoma ob Link (I	nefits, in its bene- monetar es eligibi- provides applicant f work s y pertain he servi- lients whe of all type the Illin ted syst- IJL) and	cludir fit righ ry elig lity fa inform and earch to be ce de no rec es of lois D ems i Gen ⁻	ng but no nts inten- gibility ar- ctors; mation of coaches a action penefits livery ar- quest or routine, repartmencluding Tax. As	or the in olan need
25%	services related to limited to interstate with clients to detend discern employment provides information use of the IL Laborate registration programs. As directly other than the printerpretive services. 2. Performs function complex and speed Employment Second limited to the directed, performent primary assigned.	o the proceed te, military termine under thistory tion on avair or Exchandrocess to footble to the compliance of the cested of t	essing of claims for a and other federal or semployment insurant and work status; progalable job training an ge system, determine acilitate reemployment; explains client right forms these duties for gned office. Utilizes so to receipt, review, end son benefit entitlements. Loads and extract nefit Information Systems for assigned wo	unemploy trade rea ce claims ovides ori id/or educt es relevar ent; assist ts and res r assigne Spanish la try, analy ent progra ts claims tem (IBIS rksites with	ment insument insumentary entation a sational protest in the format services in the format services and rems admin data using Hillinois Jehin the services in	rance ber . Conduct and non and clarified ograms; properties of mation of es as the es within the assist constitution of stered by grautoma ob Link (I rvice deli	nefits, in its bene- monetar es eligibi- provides ipplicant f work s y pertain he servi- lients whe of all type y the Illin ted syst- IJL) and very are	cludir fit righ ry elig lity fa inform and earch to be ce de no rec es of lois D ems i Gen ⁻	ng but no nts inten- pibility ar- ctors; mation of coaches a action penefits livery ar- quest or routine, repartment ncluding Tax. As- er than to	ot views and on the in olan ea need ent of but
25%	services related to limited to interstate with clients to detend discern employme provides information use of the IL Laborate registration programs. As directly other than the printerpretive services. 2. Performs function complex and speed Employment Second limited to the directed, performs	o the proceed te, military termine under thistory tion on avair or Exchandrocess to footble to the compliance of the cested of t	essing of claims for a and other federal or semployment insurant and work status; propallable job training an ge system, determine acilitate reemployment; explains client right forms these duties for gned office. Utilizes so to receipt, review, end son benefit entitlements). Loads and extractionerit Information Systems	unemploying trade reaction continuous or con	ment insuadjustment important important important services in the formal properties in the formal insuadjusted worksite anguage to sis and rems administrations. Illinois J	ance ber . Conduct and non not clarified by for the attention of the second sec	nefits, in its bene- monetar es eligibi- provides applicant f work s y pertain he servi- lients whe of all type the Illin ted syst- IJL) and very are	cludir fit righ ry elig lity fa inform and earch to be ce de no rec es of lois D ems i Gen ea oth	ng but no nts inten- pibility ar- ctors; mation of coaches a action penefits livery ar- quest or routine, repartmencluding Tax. As er than to	or the in olan ea need

16. (CONTINUE					
% OF TIME	16.		ACCURATE STATEMENT OF POSITION E		
20%	3.	Security (IDES) and pa Exchange system. Assemployers and hiring fa Exchange system for a employers; trains client clients with information up on training program referrals and need for a opportunities; assists wa applicants and employed performs these duties for	sesses, researches and selects clier airs for job interviews; selects suitab applicants requiring services availables to use and interpret self-assessment regarding training programs or seles or job orders for employers request additional referrals; verifies and recovith the planning, recruitment, and exers in the use of self-service of the later assigned worksites within the sers to fairs and worksites. Utilizes Spa	job seel nt skills; le job op le throug ent voca ected job sting ser ords plac xecution L Labor rvice del	kers and employers using the IL Labor refers clients to training programs or benings as listed in the IL Labor gh computer programs and contacts ational exploration tools; provides and job interview procedures; follows rvice from IDES to determine status of cements; as directed, solicits job of hiring fairs. Coaches both Exchange System. As directed,
10%	4.	routine, initial or continu written determinations;	and nonmonetary benefit claim issue ued claims; investigates, researches conducts reconsidered determination ed worksites within the service deliver	s, and e ons and	
10%	5.	clients with more comp Conducts employment claims; processes data extracts and utilizes da	lex or specialized issues and/or services workshops to enhance client employed	vice nee yability. ance for	s related to a specific job referral; referseds to relevant office or partner staff. Assists clients with registration and all relevant IDES automated data files; ssigned worksites within the service
05%	6.	Establishes and mainta	ins activity reports to demonstrate w	vork act	ivity and detail time charging.
05%		enumerated above.	as required or assigned which are re		
conducting	and	LE AND NUMBER OF IMM signing performance evaluent of this position.)	MEDIATE SUPERVISOR (Responsible for uations; effectively recommending and in	or assigr mposing	ning and reviewing work, preparing, disciplinary action and adjusting grievances
				WORKI	NG TITLE (IF ANY)
Employment	Secu	rity Field Office Supervi	isor 13600-44-56-101-30-01		
18. CHECK TH	E AF	PROPRIATE BOX IF THE	S POSITION IS A:	-	
	RVIS	OR OR LEAD W	/ORKER		
		visory or lead worker res ercentage(s) allotted.	ponsibilities <u>must</u> be described in a c	detailed	duty statement(s) with a
	ıs ch		itle, position number, and number of sub	bordinate	e incumbents or authorized funded
		ition Title	Position Number		No. of Incumbents or Funded Vacancies
N/A	. 00		1 OSMOTI NATIDE	+	Ho. of mouniberts of 1 unded vacalities
	ZED	KNOWLEDGES, SKILLS,	ABILITIES, LICENSURE OR CERTIFIC	ATION	NECESSARY FOR THE SUCCESSFUL

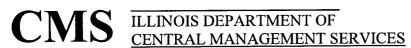
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION"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



1. POSITION TIT	LE	WOR	KING TITLE (IF ANY)	BILINGUAL	. POSITIO	ON TITLE ON CODE	2. POS	TION NU	MBER		
Existing Position	<u></u>						_				
New/Revised Position Employment Program Rep	Security			29	s	s	13650	-44-57-	102-3	1-31	
3. AGENCY	resemblive	1	4. BUREAU/ DIVISIO	N			5. EXMT	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position						-	COOL		AUTH	-	USE
New/Revised Position			Sandaa Daliyand	Field One			_	044			الما
	nt of Employment Secu	rity	Service Delivery/	геа Оре	erations	<u> </u>	0 12 TBAN	041 SACTION	2	R	l N
10. SECTION Existing Position			11. UNIT				CODE	SACTION		EFFECTIV	/E DATE
Existing Position										05/01/	2020
New/Revised Position											
Southern Reg	ion/Mount Vernon Lo	cal Office	Service Unit II					21 ESTAE 22 EXEM		E CHANG	E
14. WORK LOCA	TION		15. BARGAINING/TE	RMCODE		Rutan Exempt		24 POSIT 26 CLAR		MBER CH	ANGE
Existing Position							☐ MC0	27 ADDΠ	TONAL		L CHANGE
							☐ MD0	28 WORI 21 ABOLI	SH		
New/Revised Position Mount Verno	a II		RC06	52		N	☐ MC1	49 DOWN	RALREA	ALLOCATIO	ON
% OF TIME	16. COMPLETE CURR	ENT AND A	L		OSITIO	N ESSI		58 UPWA		ALLOCATIO	ON
70 07 THVIL	Under general super									ent Insu	rance
25%	services related limited to intersta with clients to de discern employmer provides information use of the IL Lab the registration pand reviews for oprograms. As directly other than the printerpretive servi	ncluding botts intervier it claim issued at a aims data ice or partiqued worksites. It didresses of the process to the process to compliance ected, per imary assices.	ut not limited to interest, provides orientates. Using the IL Lolacement and follousing automated syner staff, establishes ites within the servicular of claims for and other federal memployment insurates and work status; particularly and work status; particularly and work status; particularly estable job training and es	erstate, milation and decapor Excursive services and marking age to a trade reance claim or trade reance claim or trade reance claim or trade reance claim or trade reance claim or trade reance claim or trade reance claim or trade reance claim or trade reance claim or trade reance claim or trade reance claim or trade reance claim or trade reance claim or trade reance services services and reance for assign as Spanish	litary arclarifies thanges inces on efers clinintains ery area assist of the eadjusting and serientation and serientations are serientations and serientatio	nd other seligible system availation availation ther clients wagninsural ment. Wagninsural programent al programe form ibilities ksites age to a	er fed	al or tra tors; adj ts suitat orders aplex iss s. As di e prima quest or ser servi nefits, in ts bene moneta es eligib orovides applicant of work s y pertair he servi lients wi	de rea udica ble job or trai ues a rected ry ass rece nee celudir fit righ ry elig ility fa i and o earch to be ce de no rec	edjustmentes o opening production of the product	ent; ngs for ograms; ervice ms office. etive ovides oviews nd on the s in plan rea need
25%	complex and spe Employment Sec not limited to the directed, perform primary assigned	ecial claims curity (IDE Illinois Be as these do d office.	to receipt, review, es on benefit entitlen S). Loads and extra enefit Information Sy uties for assigned w	nent progr acts claim ystem (IBI yorksites v	rams ac ns data S), Illin vithin th	dminis using ois Jol ne sen	tered by automa b Link (vice del	y the Illir ted syst IJL) and ivery are	nois D ems i Gen1	epartmencluding Fax. As er than	ent of g but the
DIRECTOR OF C	MS SIGNATURE	IMMEDIAT	E SUPERVISOR SIGN		AGENCY The				i	D.	ATE
1.7	39		AY 1 9 2020 1		. , ,			m	<u> </u>	05/1	5/2020
MS-104 (Rev. 10/9	(4) IL 401,0794 (100L)	4	R	7							

3. Assists clients with various programs and services offered by the Illinois Departs of the Illinoi	16. (CONTINUE				
Security (IDES) and partner agencies. Assists or registers job seekers and employers using the IL Labor Exchange system. Assesses, researches and selects client skills; refers clients to training programs or employers and hiring fairs for job interviews; selects suitable job openings as listed in the IL Labor Exchange system for applicants requiring services available through computer programs and contacts employers; trains clients to use and interpret self-assessment vocational exploration tools; provides clients with information regarding training programs or selected jobs and job interview procedures; follows up on training programs or job orders for employers requesting service from IDES to determine status of referrals and need for additional referrals; verifies and records placements, as directed, solicits job opportunities; assists with the planning, recruitment, and execution of hiring fairs. Coaches both applicants and employers in the use of self-service of the IL Labor Exchange System. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretive services. 10% 4. Adjudicates monetary and nonmonetary benefit claim issues, providing eligibility determinations for routine, initial or continued claims; investigates, researches, and explains case disposition, provides written determinations; conducts reconsidered determinations and accepts appeals. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. 10% 5. Advises clients on work attitudes, habits, relationships and attire as related to a specific job referral; refers clients with megistration and claims; processes data from file construction and maintenance for all relevant IDES automated data files; extracts and utilizes data. As directed, performs these duties for assigned worksites within the se	% OF TIME				
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	. Assesses and ac services related limited to intersta with clients to de discern employm provides informa use of the IL Lab the registration p and reviews for coprograms. As dir	to the proce ate, military etermine un- nent history ation on ava por Exchançorocess to fa compliance rected, perfe	lient Unemploymessing of claims and other federal employment insurand work status allable job training ge system, deterfacilitate reemplos; explains client if orms these dutie	ent Insurance for unemplo all or trade reprovides on and/or edumines relevants and residents and res	ce and Wayment inseadjustments monetarientation actional pant services in the fesponsibilitied worksi	igner-Peysurance be nt. Conducty and nor and clarification orograms; es for the a cormation of ties as the	ser servi enefits, in cts bene enmoneta es eligib provides applican of work s ey pertain	ce ne ncludir fit right ry eligility fa s infor t and search n to be ice de	eds. Prong but notes intergibility and actors; mation coaches notes action enefits elivery and action actio	ovides ot views nd on the s in plan
DIRECTOR OF CMS MS-104 (Rev. 40/94)4	complex and spe Employment Sec not limited to the directed, perforn primary assigned	ices. ons related the cial claims curity (IDES ellinois Berns these du doffice.	to receipt, review s on benefit entitle S). Loads and ex nefit Information	, entry, ana ement progr tracts claim System (IBI worksites v	lysis and it ams admiss data using S), Illinois within the s	esolution nistered b ng automa Job Link	of all typ by the Illinated sys (IJL) and livery are	oes of nois E tems I Gen ea oth	routine, Departm including Tax. As ner than	ent of g but

16. (CONTINUE	D)		
% OF TIME	16.	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
20%	3.	Assists clients with various programs and services offered Security (IDES) and partner agencies. Assists or registers Exchange system. Assesses, researches and selects clie employers and hiring fairs for job interviews; selects suitate Exchange system for applicants requiring services available employers; trains clients to use and interpret self-assessmiclients with information regarding training programs or seleup on training programs or job orders for employers requereferrals and need for additional referrals; verifies and recomportunities; assists with the planning, recruitment, and eapplicants and employers in the use of self-service of the performs these duties for assigned worksites within the seassigned office. Travels to fairs and worksites. Utilizes Spaneed interpretive services.	job seekers and employers using the IL Labor int skills; refers clients to training programs or ble job openings as listed in the IL Labor ble through computer programs and contacts ment vocational exploration tools; provides exted jobs and job interview procedures; follows esting service from IDES to determine status of pords placements; as directed, solicits job execution of hiring fairs. Coaches both IL Labor Exchange System. As directed, envice delivery area other than the primary
10%	4.	Adjudicates monetary and nonmonetary benefit claim issurroutine, initial or continued claims; investigates, researche written determinations; conducts reconsidered determinations these duties for assigned worksites within the service delivered.	s, and explains case disposition; provides ions and accepts appeals. As directed, performs
10%	5.	Advises clients on work attitudes, habits, relationships and clients with more complex or specialized issues and/or set Conducts employment workshops to enhance client employerams; processes data from file construction and maintenextracts and utilizes data. As directed, performs these dutidelivery area other than the primary assigned office.	rvice needs to relevant office or partner staff. byability. Assists clients with registration and ance for all relevant IDES automated data files;
05%	6.	Establishes and maintains activity reports to demonstrate	work activity and detail time charging.
05%		Performs other duties as required or assigned which are renumerated above.	
conducting	g and	LE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible disigning performance evaluations; effectively recommending and ent of this position.)	
			WORKING TITLE (IF ANY)
Employment	Sec	urity Field Office Supervisor 13600-44-60-101-10-01	
		PPROPRIATE BOX IF THIS POSITION IS A:	
☐ SUPEI		<u>_</u>	•
ti	me p as cl t:	rvisory or lead worker responsibilities <u>must</u> be described in a percentage(s) allotted. necked above, list position title, position number, and number of so	ubordinate incumbents or authorized funded
	Pos	sition Title Position Number	No. of Incumbents or Funded Vacancies
N/A			
PERFORI ABILITIES CAN NO I	MAN S AN LON	NOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ID LICENSURE OR CERTIFICATION IDENTIFIED ON STANDAMERS BE USED.	ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
social/behavi staff member	oral and	dge, skills and mental development equivalent to four years sciences or business; or requires two years (3,000 work he a minimum of two years college credits completed with payears (6,000 work hours) as a department intermittent staff years (6,000 work hours) as a department intermittent staff years (6,000 work hours).	ours) of experience as a department intermittent ssing grades in social/behavioral sciences or



1. POSITION TIT	LE	WOR	(ING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	TION NU	MBER		
Existing Position										
New/Revised Position Employment S Program Rep				22	PO	13650	-44-60-	101-1	1-41	
3. AGENCY	resemanye	I	4. BUREAU/ DIVISION			5. EXMT CODE	6, WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position			Service Delivery/ Ca	all Center	Operations					
New/Revised Position		14	Service Delivery/ F		•	0	022	Y	R	
IL Departmen	t of Employment Secur	ity	11. UNIT	12. TRAN		_	3. EFFECTIV	<u> </u> 'E DATE		
Existing Position						CODE			00/10	(0040
Lombard Call	Center - Section A					02/16/2019				
New/Revised Position Call Center Ope	rations/Lombard Call Ctr.	- Section A	Service Unit A-1			☐ MC0		PT COD	E CHANGI	
14. WORK LOCA	ATION		15. BARGAINING/TERM	M CODE	Rutan Exempt	⊠ MC0	26 CLARI	FΥ	MBER CHA	
Existing Position				☐ MC0	28 WORK	COUN	IDENTICAL TY CHANG			
New/Revised Position							21 ABOLI 49 DOWN		REALLOCA	ATION
Lombard, IL			RC062	2	N	☐ MC1	50 LATER	RAL REA	ALLOCATIO	NC
% OF TIME	16. COMPLETE CURR Under general super	ENT AND	ACCURATE STATEME	NT OF PO	SITION ESS	ENTIAL	FUNCTI	ONS		
25%	and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training programs; loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff; establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Polish language to assist clients who request or need interpretive services. 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not									
	services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on the use of the IL Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to facilitate reemployment; assists in the formation of work search action plan and reviews for compliance; explains client rights and responsibilities as they pertain to benefits programs. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Utilizes Polish language to assist clients who request or need interpretive services.									
25%	complex and spe Employment Sec not limited to the	ecial claim curity (IDE Illinois Be ns these d	to receipt, review, er s on benefit entitleme S). Loads and extra enefit Information Sys uties for assigned wo	ent progra cts claims stem (IBIS	ms adminis data using), Illinois Jo	tered by automa b Link (y the Illii ited syst IJL) and	nois E tems i I Gen	epartme includine Tax. As	ent of g but
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Khis May			년 년							

% OF TIME	16.	COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION I	ESSENTI.	AL FUNCTIONS (Continued)
20%	3.	Assists clients with var	ious programs and services offered	by the	Illinois Department of Employment
2070	J .	Security (IDES) and pa	ertner agencies. Assists or registers	iob see	kers and employers using the IL Labor
		Exchange system Ass	sesses researches and selects clie	nt skills	refers clients to training programs or
	•		airs for job interviews; selects suitat		
		Exchange system for a	applicants requiring services availab	le throu	gh computer programs and contacts
	1		ts to use and interpret self-assessm		
		clients with information	regarding training programs or sele	ont voo	bs and job interview procedures; follows
					rvice from IDES to determine status of
1	1		additional referrals; verifies and rec		
			vith the planning, recruitment, and e		
			ers in the use of self-service of the		
			for assigned worksites within the se		
					juage to assist clients who request or
		•		iisii iarig	juage to assist clients who request of
		need interpretive service	ces.		
400/		A dividir atau managatam.			iding aliaihilib, datauminatiana far
10%	4.		and nonmonetary benefit claim issu		
			ued claims; investigates, researche		
					accepts appeals. As directed, performs
		these duties for assign	ed worksites within the service deliv	very are	a other than the primary assigned office.
	l _				
10%	5.				is related to a specific job referral; refers
					eds to relevant office or partner staff.
					. Assists clients with registration and
					all relevant IDES automated data files;
				ies for a	ssigned worksites within the service
		delivery area other tha	n the primary assigned office.		
05%	6.	Establishes and mainta	ains activity reports to demonstrate	work ac	tivity and detail time charging.
050/	_	5 (" " " " "			the state of the state of the state of
05%	/.		as required or assigned which are r	easonai	bly within the scope of the duties
17 DOSITION	<u> </u>	enumerated above.	MEDIATE SUPERVISOR (Responsible	for occio	ning and reviewing work propering
					g disciplinary action and adjusting grievances
		ent of this position.)			, also pinion , as a contract a contract g give a contract contract g
				WORK	ING TITLE (IF ANY)
Employment	800	urity Field Office Super-	risor 13600-44-60-101-10-01	***************************************	
		<u>`</u>			
18. CHECK II	HE A	PPROPRIATE BOX IF TH	IS POSITION IS A:		
SUPE	RVIS	OR OR LEAD V	VORKER		
			70111211		
NOTE: S	upei	visory or lead worker res	sponsibilities <u>must</u> be described in a	detailed	l duty statement(s) with a
ti	me p	ercentage(s) allotted.			
		necked above, list position	title, position number, and number of su	ubordina	te incumbents or authorized funded
headcour					
	Pos	sition Title	Position Number		No. of Incumbents or Funded Vacancies
N/A					
					NECESSARY FOR THE SUCCESSFUL
					W SEVERAL OPTIONS OF SKILLS AND
		GER BE USED.	IFICATION IDENTIFIED ON STANDAR	KDS, IH	E PHRASE "SAME AS SPECIFICATION"
			evelopment equivalent to four years	college	with academic background in
					experience as a department intermittent
					rades in social/behavioral sciences or
					er; or qualifying state employees, in the
					ncy tests and training programs leading
					e Unemployment Insurance (UI) Act
					mployment service needs. Requires the
					riployment service needs. Requires the live work search plan for clients and
					ertinent information for the determination
	J. 11	appropriate Work scale	i onorio, onconvery organize and ar	iaigeu p	oranon information for the determination

of payment or non-payment of claimants and to use a personal computer with related software programs such as word

processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Polish language at a colloquial skill level in carrying out position duties in conjunction

16. (CONTINUED)

with Polish speaking clients.

1. POSITION TIT	LE	WORKING	TITLE (IF ANY)	BILINGUAL	POSITION	ON CODE	2. POS	TION NU	MBER		
Existing Position			-								
New/Revised Position					-						
Employment S				29		SS	13650	-44-60-	101-2	1-31	
Program Rep 3. AGENCY	resentative	146	BUREAU/ DIVISIO	L			5. EXMT	6. WORK	7. A/I	8.AUDIT	9. OFFICE
S. AGENCY Existing Position		4. 0	SOREAU/ DIVISION				CODE	COUNTY	AUTH	0.50011	USE
New/Revised Position	t of Employment Secur	_{itv} Se	rvice Delivery/	Field Ope	ration	s	0	022	Υ	R	
10. SECTION	it of Employment Good.	11.	UNIT		12. TRAN	SACTION	1:	EFFECTIV	E DATE		
Existing Position				*****		-	CODE			02/16/	/2019
				<u></u> ·						02/10/	
New/Revised Position	LOamton Continu A	Se	rvice Unit A-2					21 ESTAE			_
Lombard Cal	I Center - Section A					Rutan		22 EXEM 24 POSIT			
14. WORK LOCA	ATION	15.	BARGAINING/TE	RM CODE		Exempt		26 CLARI	FΥ		. CHANGE
Existing Position							☐ MC0	28 WORK	COUN		
New/Revised Position								21 ABOLI 49 DOWN		REALLOC	ATION
Lombard, IL			RC06	62		N	□ MC1	50 LATER	RAL REA	LLOCATIO	NC
% OF TIME	16. COMPLETE CURR	ENT AND ACC	URATE STATEN	MENT OF F	POSITIO	ON ESS				LLOCATIO	<u> </u>
70 07 111112	Under general super and Wagner-Peyser	vision, for an a	ssigned area,	assesses	and a	ddresse	es client	Unemp	loyme	ent Insu	rance
25%	conducts benefit righ nonseparation benefit applicants, provides loads and extracts claneeds to relevant off these duties for assig Travels to fairs and varieties. 1. Assesses and acceptated limited to interstate with clients to de discern employm provides informat use of the IL Lab	it claim issues. referrals, place aims data usin ce or partner s gned worksites vorksites. Utiliz ddresses client to the processi ate, military and termine unemple ent history and tion on available for Exchange s	Using the IL I ement and follo ag automated sistaff; establishes within the services Spanish lart Unemployment ing of claims for dother federal ployment insured work status; lole job training system, determined the system of t	Labor Exc w-up serv ystems; re es and ma vice delive nguage to nt Insuran or unemple or trade r ance clair provides of and/or ed ines relev	hangerices of efers of efers of efers of efers of efers of efers of effects o	e system n availa lients w s activity a other clients d Wagn t insura stment netary a tion and nal progervices f	n, selectable job with come y report than the who re er-Peys ance bear Conductand and non diclarifie grams; (sor the a	ts suitate orders plex isses. As directed orders or the control of	ole job or trai ues a rected ry ass r need ce ne icludir fit righ ry elig ility fa s infor t and	o opening production of the control	ograms; ervice ms office. etive ovides ot views nd on the s in
25%	the registration p and reviews for o programs. As dir other than the pr interpretive servi 2. Performs function complex and special services Employment Secund limited to the directed, perform primary assigned	compliance; exected, perform imary assigned ces. Ins related to recial claims on curity (IDES). Illinois Benefins these duties	eplains client rights these duties doffice. Utilize eceipt, review, benefit entitler Loads and extit Information S	ghts and r for assigr s Spanish entry, and ment progracts clain ystem (IB	esponined wo languallysis a rams a rams a las las las las las las las las las	sibilities orksites lage to and reso adminis a using nois Jo	s as the within the assist of the control of the co	y pertain he serving the serving the serving the serving the system of t	n to be ice de ho rec es of nois D tems i	enefits livery a quest or routine, epartm includin Tax. As	rea need ent of g but
DIRECTOR OF	CM/9 SIGNATURE	IMMEDIATE SU	JPERVISOR SIGN	IATURE			SIGNAT			1	DATE
1 31	l jorde	N.E	OEW"	-17	16	wno	3Ch	em	نت	03/	22/2019
1 /1	07		1413 6 2 0040	<u> </u>		• 5	0			1	
MS-104 (Rev. 10/	94) IL 401-0794 US 425-19	M Fil	IAR 28 2019								
7 MW 11149		N_M		U							

% OF TIME	16.	COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTI	AL FUNCTIONS (Continued)				
20%	3.	Security (IDES) and pa Exchange system. Ass employers and hiring fa Exchange system for a employers; trains client clients with information up on training programs referrals and need for a opportunities; assists w applicants and employe performs these duties for	rtner agencies. Assists or registers sesses, researches and selects clie sirs for job interviews; selects suitable pplicants requiring services availables to use and interpret self-assessming regarding training programs or selects or job orders for employers reques additional referrals; verifies and receith the planning, recruitment, and evers in the use of self-service of the loor assigned worksites within the select to fairs and worksites. Utilizes Spare	job see nt skills ole job ole throusent vocected jo sting see ords plack execution IL Laboration de la controle	igh computer programs and contacts attional exploration tools; provides bs and job interview procedures; follows ervice from IDES to determine status of accements; as directed, solicits job of hiring fairs. Coaches both r Exchange System. As directed,				
10%	4.	routine, initial or continu written determinations;	conducts reconsidered determinati	s, and e	viding eligibility determinations for explains case disposition; provides discepts appeals. As directed, performs a other than the primary assigned office.				
10%	5.	clients with more compl Conducts employment claims; processes data extracts and utilizes data	lex or specialized issues and/or set workshops to enhance client emplo from file construction and mainten	vice ne yability ance foi	as related to a specific job referral; refers eds to relevant office or partner staff. Assists clients with registration and r all relevant IDES automated data files; assigned worksites within the service				
05%	6.	Establishes and mainta	ins activity reports to demonstrate	work ac	tivity and detail time charging.				
05%	7.	Performs other duties a enumerated above.	s required or assigned which are re	easonal	oly within the scope of the duties				
conducting	g and		EDIATE SUPERVISOR (Responsible uations; effectively recommending and		ining and reviewing work, preparing, g disciplinary action and adjusting grievances				
				WORK	ING TITLE (IF ANY)				
Employment	Sec	urity Field Office Supervi	sor 13600-44-60-101-20-01		•				
18. CHECK TH	IE A	PPROPRIATE BOX IF THIS	S POSITION IS A:						
SUPE	RVIS	OR OR LEADW	/ORKER						
			ponsibilities <u>must</u> be described in a	detailed	I duty statement(s) with a				
		percentage(s) allotted.	itle, position number, and number of su	bordina	te incumbents or authorized funded				
headcoun		iecked above, list position t	ide, position number, and number of st	iboruma	le incumbents of authorized funded				
	Pos	sition Title	Position Number		No. of Incumbents or Funded Vacancies				
N/A									
PERFORM ABILITIES CAN NO I	MANG AN ONO	CE OF THE WORK OF THE D LICENSURE OR CERTI GER BE USED.	IS POSITION. NOTE: SINCE THERE FICATION IDENTIFIED ON STANDAR	ARE NO	NECESSARY FOR THE SUCCESSFUL DW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"				
			velopment equivalent to four years						
					experience as a department intermittent rades in social/behavioral sciences or				
	business; or four years (6,000 work hours) as a department intermittent staff member; or qualifying state employees, in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading								

16 (CONTINUED)



Transport Tran	1. POSITION TITL	E	WOR	KING TITLE (IF A	NY)	BILINGUAL CODE	POSITIO	ON TITLE N CODE	2. POS	TION NU	MBER	-	
Employment Security Program Representative 4. BUREAUJ DIVISION 5. SETTION 1. Department of Employment Security Service Delivery/ Field Operations 0. 022 Y R 1. Department of Employment Security Service Delivery/ Field Operations 0. 022 Y R 1. SECTION 1. SECTION 1. UNIT 0. UNIT SECTION 1. UNIT 0. UNIT SECTION 1	Existing Position												
3. AGENCY 4. BUREAU DIVISION 5. BUREAU DIVISION 5.	Employment S					29	s	S	13650	-44-60-	101-3	1-31	
IL Department of Employment Security		300 man vo		4. BUREAU/ DI	VISION							Y R 13. EFFECTIVE DA 02/16/20 ISH T CODE CHANGE TO CODE CHANGE TO NUMBER CHANGE TO NUMBER CHANGE TO NAL IDENTICAL CHANGE H VARD REALLOCATION D REALLOCATION D REALLOCATION D REALLOCATION D REALLOCATION D REALLOCATION D REALLOCATION TO REALLOCATION D REALLOCAT	
IL Department of Employment Security Service Delivery/ Field Operations 10 22 Y 1 1 1 1 1 1 1 1 1	Existing Position		,										
10. SECTION 11. UNIT 21. TANABACTION 12. ETRECTIVE DATE CORE CORE CORE CORE CORE CORE CORE COR		of Employment Consu		Service Deliv	verv/ Fie	eld Opera	ations		0	022	Υ	R	
Control Cont		or Employment Secur	ıτy								1 1:	I 3. EFFECTIV	/E DATE
Lombard Call Center - Section A									CODE		-	02/16	/2019
MACH SERVICE UNIT A-3 MACH MA	New/Revised Position										L	02/10/	
15. BARGAINING/TERM CODE		Center - Section A						☐ MC0	22 EXEM	PT COD			
MCC28 MORK COUNTY CHANGE More MORD	14. WORK LOCAT	TON		15. BARGAININ	NG/TERM	CODE			⊠ MC0	26 CLARI	FY		
RC062 N	Existing Position												
COP TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	New/Revised Position		· · · · · ·						☐ MC1	49 DOWN	WARD		
Under general supervision, for an assigned area, assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training programs; loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff; establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on available job training and/or educational programs; provides information on available job training and/or educational programs; provides information on available job training and/or educational programs; provides information on available job training and/or educational programs; provides information on available job training and/or educational programs; provi					RC062			N	☐ MC1	50 LATER	RAL REA	ALLOCATION	NC
and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training programs; loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff; establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on the use of the IL Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to facilitate reemployment; assists in the formation of work search action plan and reviews for compliance; explains client rights and responsibilities as they pertain to benefits programs. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Utilizes Spani		16. COMPLETE CURR	ACCURATE ST	ATEMEN	NT OF PC	SITIO	N ESS	ENTIAL	FUNCT	ONS			
complex and special claims on benefit entitlement programs administered by the Illinois Department of Employment Security (IDES). Loads and extracts claims data using automated systems including but not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and GenTax. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. DIRECTOR OF CMS SIGNATURE IMMEDIATE SUPERVISOR SIGNATURE AGENCY HEAD SIGNATURE DATE DATE	25%	applicants, provides a loads and extracts claneeds to relevant offithese duties for assign Travels to fairs and with services. 1. Assesses and acceptance related to interstate with clients to dediscern employment provides information use of the IL Labothe registration pland reviews for coprograms. As directly other than the process of the programs.	referrals, paims data ce or partigned works worksites. In the product of the product of the product of Exchange or	placement and using automather staff; established within the Utilizes Spanished within the Utilizes Spanished within the Edward Work stable within the Edward work stable within the Edward work stable within the Edward work stable within the Edward work stable within the Edward work stable within the Edward work stable work stable work stable within the Edward work stable work stable work stable work work stable work work stable work work stable work work work work work work work work	follow- ted syst blishes a e service sh langu yment l ms for u deral or insurance atus; pro ning and etermine ployme ent rights uties for	up service ems; refeand main e delivery age to a msurance nemploy trade reace claims vides oridor educes relevant; assists and reseassigne	es on ers cli- etains y area essist of e and ment adjust s mon- ientation to ationa to in the sponsi- to in the sponsi-	availaents wactivity other clients Wagneinsurament. etary a on and progvices for ibilities ksites	able job ith com y report than th who re er-Peys nce bei Conduct and non d clarifie grams; por the a nation of as the within t	orders or plex iss s. As direct or primal quest or er service fits, in the services eligible or ovides applicant of work sypertair he services.	or trainues a rected ry assoned ce ned celudir fit right ry eligible information to be ce de celudired to be ce de	ning prond/or set, perfor igned of interprond interpron	ograms; ervice ms ffice. etive ovides ot views nd on the s in plan
Thomaschan	25%	complex and special claims on benefit entitlement programs administered by the Illinois Department of Employment Security (IDES). Loads and extracts claims data using automated systems including but not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and GenTax. As directed, performs these duties for assigned worksites within the service delivery area other than the											
mel sole: MAR 2 8 2019 1 1 10 103/22/2019	DIRECTOR OF C	MS SIGNATURE	IMMEDIÁT	E SUPERVISOR	SIGNAT						:		DATE
77 71 TO 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Jan	l Jorle	K MA	R 2 x 2019	1.		TIM	orra ba	- Ju	em	إنت	03/3	22/2019
	VIA WIA	4-17-17	∦										

16. (CONTINUE	D)			
% OF TIME	16.	COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION I	ESSENTIAL FUNCTIONS (Continued)
20%	3.	Security (IDES) and pa Exchange system. Ass employers and hiring fa Exchange system for a employers; trains client	rtner agencies. Assists or registers sesses, researches and selects clie airs for job interviews; selects suitat pplicants requiring services availab is to use and interpret self-assessm	by the Illinois Department of Employment job seekers and employers using the IL Labor nt skills; refers clients to training programs or ble job openings as listed in the IL Labor le through computer programs and contacts lent vocational exploration tools; provides ected jobs and job interview procedures; follows
		up on training program referrals and need for a opportunities; assists w applicants and employed performs these duties f	s or job orders for employers reque additional referrals; verifies and reco with the planning, recruitment, and e ers in the use of self-service of the l for assigned worksites within the se is to fairs and worksites. Utilizes Spa	sting service from IDES to determine status of ords placements; as directed, solicits job execution of hiring fairs. Coaches both IL Labor Exchange System. As directed, rvice delivery area other than the primary anish language to assist clients who request or
10%	4.	routine, initial or conting written determinations;	ued claims; investigates, researche conducts reconsidered determinati	es, providing eligibility determinations for s, and explains case disposition; provides ons and accepts appeals. As directed, performs very area other than the primary assigned office.
10%	5.	clients with more comp Conducts employment claims; processes data extracts and utilizes da	lex or specialized issues and/or set workshops to enhance client emplor from file construction and mainten	I attire as related to a specific job referral; refers rvice needs to relevant office or partner staff. by ability. Assists clients with registration and ance for all relevant IDES automated data files; ies for assigned worksites within the service
05%	6.	Establishes and mainta	ains activity reports to demonstrate	work activity and detail time charging.
05%	7.	Performs other duties a enumerated above.	as required or assigned which are re	easonably within the scope of the duties
conducting	g and	LE AND NUMBER OF IMM		for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
				WORKING TITLE (IF ANY)
Employment	Sec	urity Field Office Superv	isor 13600-44-60-101-30-01	
18. CHECK TI	HE A	PPROPRIATE BOX IF THI	S POSITION IS A:	
☐ SUPE	RVIS	OR OR LEAD V	VORKER	
		visory or lead worker res percentage(s) allotted.	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
If a box w	as cl	necked above, list position	title, position number, and number of su	ubordinate incumbents or authorized funded
		sition Title	Position Number	No. of Incumbents or Funded Vacancies
N/A				
19. SPECIAL PERFORI ABILITIES	MAN S AN	CE OF THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
			evelopment equivalent to four years	college with academic background in
social/behav	ioral	sciences or business; o	r requires two years (3,000 work ho	ours) of experience as a department intermittent
staff member	r and	d a minimum of two year	s college credits completed with pa	ssing grades in social/behavioral sciences or



1. POSITION TIT	TLE	WOR	KING TITLE (IF ANY)	BILINGUAL	POSITION TITL	E 2. POS	ITION NU	MBER		
Existing Position										
New/Revised Position Employment Program Rep	Security			29	SS	13650)-44-60-	101-4	1-31	
3. AGENCY	- Cochiative	1	4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	TAME BAUDIT BY R D2/16/20 SH O2/16/20 SH CODE CHANGE NUMBER CHANGE NUMBER CHANGE PARLICATION DEALLOCATION D	9. OFFICE USE
Existing Position										
New/Revised Position		-:4	Service Delivery/ F	ield Oper	ations	0	022	Y	R	
10. SECTION	nt of Employment Secu	rity	11. UNIT			12. TRAN	ISACTION	1:	1	/E DATE
Existing Position						CODE		+	00/46	(2010
								L	02/16/	2019
New/Revised Position Lombard Ca	II Center - Section A		Service Unit A-4		Rutan	🗀 мсс		PT COD		
14. WORK LOCA	ATION		15. BARGAINING/TER	M CODE	Exemp	MCC	26 CLAR	FY		
Existing Position	•				İ	☐ MC	28 WORK	COUN		
New/Revised Position					- -		021 ABOLI 149 DOWN		REALLOC	ATION
Lombard, IL			RC062	2	N					
% OF TIME	16. COMPLETE CURF	RENT AND	ACCURATE STATEME	NT OF PO	SITION E	SSENTIAL	FUNCT	ONS		
25%	nonseparation beneficially applicants, provides loads and extracts or needs to relevant off these duties for assistances. 1. Assesses and asservices related limited to interstance with clients to dediscern employing provides informations of the IL Late the registration pand reviews for programs. As disother than the provides	fit claim iss referrals, plaims data fice or partigued works worksites. In the production on average to the production on average to the production on average to compliance rected, per rimary assistant of the production of the productin of the production of the production of the production of the pr	ues. Using the IL Lablacement and follow using automated systems staff; establishes within the services.	abor Excharge abor Excharge services and mair ce deliver unemploy r trade reaches or nd/or educates and respect assists and responses assigned.	ange systes on availers clients active area others and Wage and Wage and water adjustment insuration a cational profession the formula in the	em, selectial ble job with comvity reporter than the selection of the sele	ets suital o orders applex iss ts. As di ets	ole job or train ues a rected ry ass r need ce ne icludir fit right ry eligi ility fa s infor t and search n to be ice de	o opening promotion of the control o	ograms; ervice ms office. etive ovides ot views nd on the s in plan
25%	interpretive services. 2. Performs functions related to receipt, review, entry, analysis and resolution of all types of routine, complex and special claims on benefit entitlement programs administered by the Illinois Department of Employment Security (IDES). Loads and extracts claims data using automated systems including but not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and GenTax. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. CMS SIGNATURE IMMEDIATE: SUPERVISOR SIGNATURE AGENCY HEAD SIGNATURE DATE									
DIRECTOR OF	CMS SIGNATURE	IVIVIEDIA	E-SUPERVISOR SIGNA	TONE	thon	asch	an			
	/ // 27	1 7	AAR 2 e 2019			1-30	em	نۃ ــــــ	03/	22/2019
MS-104 (Rev. 18) Mis Mayn	, 4-25-19	BY:	7/AIN 2 8 2013							

% OF TIME			ACCURATE STATEMENT OF POSITION						
20%	3.	Security (IDES) and pa Exchange system. Ass employers and hiring fa Exchange system for a employers; trains client clients with information up on training programs referrals and need for a opportunities; assists w applicants and employed performs these duties f	ious programs and services offered inther agencies. Assists or registers sesses, researches and selects clie airs for job interviews; selects suitable pplicants requiring services availables to use and interpret self-assessm regarding training programs or seles or job orders for employers reques additional referrals; verifies and receivith the planning, recruitment, and evers in the use of self-service of the for assigned worksites within the sets to fairs and worksites. Utilizes Spices.	job see int skills ole job cole throughent voc ected joursting secords place execution IL Laboraryice de	ekers and employers using the IL is, refers clients to training program openings as listed in the IL Labor openings as listed in the IL Labor openings as listed in the IL Labor openings and contain ational exploration tools; provide be and job interview procedures; ervice from IDES to determine statements; as directed, solicits job of hiring fairs. Coaches both rexchange System. As directed, elivery area other than the primary	_abor es or ets s follows eus of			
10%	4.	routine, initial or continu written determinations;	and nonmonetary benefit claim issuued claims; investigates, researche conducts reconsidered determinatied worksites within the service deliv	s, and e	explains case disposition; provided accepts appeals. As directed, pe	s erforms			
10%	5.	clients with more comp Conducts employment claims; processes data extracts and utilizes da	k attitudes, habits, relationships and lex or specialized issues and/or sell workshops to enhance client emploration from file construction and maintenate. As directed, performs these duting the primary assigned office.	rvice ne oyability ance fo	eds to relevant office or partner s . Assists clients with registration or all relevant IDES automated data	taff. and a files;			
05%	6.	Establishes and mainta	ains activity reports to demonstrate	work ac	ctivity and detail time charging.				
05%	7.	Performs other duties a enumerated above.	as required or assigned which are re	easonal	oly within the scope of the duties				
conducting	g and	LE AND NUMBER OF IMN	MEDIATE SUPERVISOR (Responsible uations; effectively recommending and			evances			
	8			WORK	ING TITLE (IF ANY)				
Employment	Sec	urity Field Office Superv	risor 13600-44-60-101-40-31						
18. CHECK TI	HE A	PPROPRIATE BOX IF THI	S POSITION IS A:						
☐ SUPE	RVIS	OR OR LEAD W	VORKER						
NOTE: 0				م داده داد					
		visory or lead worker res ercentage(s) allotted.	sponsibilities <u>must</u> be described in a	detalled	duty statement(s) with a				
	as cl		title, position number, and number of su	ubordina	te incumbents or authorized funded				
neadcour		sition Title	Position Number		No. of Incumbents or Funded Vac	ancies			
N/A									
PERFORI ABILITIES CAN NO	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.								
			evelopment equivalent to four years r requires two years (3,000 work ho			nittont			
			s college credits completed with pa						
business; or	four	years (6,000 work hours	s) as a department intermittent staff	membe	er; or qualifying state employees, i	n the			
			complete combinations of specific						
			orking knowledge of those provisio knowledge of employers and their U						
ability to effe	ctive	ly communicate with em	ployers and/or clients; determine a	n effect	ive work search plan for clients ar	ıd			
		annranriata wark agarah	afforts: affactively organize and a	nalvze r	pertinent information for the determ	nination			

of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in

conjunction with Spanish speaking clients.

16. (CONTINUED)



1. POSITION TIT	LE	WORK	(ING TITLE (IF ANY)	BILINGUAL CODE	POSIT	ION TITLE ON CODE	2. POSITION NUMBER					
Existing Position												
New/Revised Position Employment S Program Rep				29		SS	13650	-44-60-	102-1	1-31		
3. AGENCY	resemanve	<u> </u>	4. BUREAU/ DIVISION	.l	<u>.</u>		5. EXMT CODE	6. WORK COUNTY	TABLISH EMPT CODE CHANGE O2/16/201 TABLISH EMPT CODE CHANGE OSITION NUMBER CHANGE ORK COUNTY CHANGE OLISH OWNWARD REALLOCATION TERAL REALLOCATION TERAL REALLOCATION TERAL REALLOCATION TERAL REALLOCATION TERAL REALLOCATION TONS IN TO UNE TO THE TONE TO THE T			
Existing Position									CTIONS Employment Insurance insurance readjustment; adjudicates itable job openings for training programissues and/or service service needs. Provides information on the enefit rights interview etary eligibility and gibility factors; des information on the enefits.			
New/Revised Position			Camina Daliyany Fi	ald Open	otion		0	022	\ \ \	Ь		
	t of Employment Secu	rity	Service Delivery/ Fi	ela Oper	ations	5	12. TRAN		•		/F DATE	
10. SECTION			11. UNIT				CODE		- 			
Existing Position		•							-	02/16	/2019	
New/Revised Position			Service Unit B-1				Пмл	04 ECTAB	шеп			
Lombard Call	I Center - Section B		☐ MC022 EXEMPT CODE CHAN									
14. WORK LOCA	ATION		15. BARGAINING/TERM CODE Exempt MC026 CLARIFY						MBER CH	ANGE		
Existing Position												
								21 ABOLI	SH			
New/Revised Position Lombard, IL			RC062			N	☐ MC1	50 LATER	RAL REA	ALLOCATION	NC	
% OF TIME	16. COMPLETE CURR	ENT AND	I ACCURATE STATEME	NT OF PO	L DSITIO	ON ESS				ALLOUATIO	UN	
70 O1 TIME	Under general super	vision, for	an assigned area, as	sesses a	ind ad	dresse	s client	Unemp	loyme	ent Insu	rance	
25%	nonseparation benefapplicants, provides loads and extracts of needs to relevant off these duties for assignavels to fairs and viservices. 1. Assesses and as services related limited to interstawith clients to dediscern employment provides information use of the IL Label the registration pand reviews for oprograms. As directly other than the printerpretive services.	it claim iss referrals, paims data ice or partigned works worksites. Iddresses of the production on average termine urnent history ation on average termine urnecess to compliance rected, per imary assitices.	ues. Using the IL La placement and follow- using automated system staff; establishes sites within the service Utilizes Spanish langular of claims for any and work status; proposed allable job training and ge system, determinated and the semployment insurancy and work status; proposed system, determinated in the system of t	bor Exch- up service tems; reference deliver uage to a Insurance unemploy trade reference claim ovides or id/or edu es relevate est and reference assigne Spanish	e and y areassist e and ymen adjus s more ienta cation is sponsed wo langu	systen n availa lients w s activity a other clients Wagn t insura tment. netary a tion and nal prog rvices f the forn sibilities rksites age to	n, selected by the composition of the conduction	ts suitable orders of applex isses. As directly orders or applementations of the services applicant of work services applicant of work services applicant of the services willients willie	ole job or train ues a rected ry ass ce need ce need ry eligility fa sinfor t and search to be ce de tho red	o opening promotion opening promote of the control	ograms; ervice ms office. etive ovides ot views nd on the s in plan	
25% 2. Performs functions related to receipt, review, entry, analysis and resolution of all types of routine, complex and special claims on benefit entitlement programs administered by the Illinois Department of Employment Security (IDES). Loads and extracts claims data using automated systems including but not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and GenTax. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office.												
	CMS GIGNATURE	IMMEDIAT	ESUPERVISOR SIGNAT				SIGNAT		ŧ	'	DATE	
l <i>[[</i>	nel forde	1 12 1	MAR 2 o 2010			100	-Je	em	انت	03/	22/2019	
:MS-104 (Rev. 10/1 MS MAY	94) 1L 401-0794 15 4-25-19	PY:	VIII 2 0 2013									

16. (CONTINU	JED)										
% OF TIME	16.	COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION I	ESSENTI	AL FUNCTIONS (Continued)						
20%	3.	Security (IDES) and par Exchange system. Ass	tner agencies. Assists or registers esses, researches and selects clie	job see nt skills	Illinois Department of Employment ekers and employers using the IL Labor ; refers clients to training programs or						
		Exchange system for an	irs for job interviews; selects suitab oplicants requiring services availab s to use and interpret self-assessm	le throu	openings as listed in the IL Labor Igh computer programs and contacts Iational exploration tools; provides						
		clients with information up on training programs	regarding training programs or sele or job orders for employers reque	ected jo sting se	bs and job interview procedures; follows ervice from IDES to determine status of						
		opportunities; assists wi applicants and employe performs these duties for	to fairs and worksites. Utilizes Spa	executio IL Labor rvice de	n of hiring fairs. Coaches both						
	,	ricca interpretive service	55.								
10%	Adjudicates monetary and nonmonetary benefit claim issues, providing eligibility determinations for routine, initial or continued claims; investigates, researches, and explains case disposition; provides written determinations; conducts reconsidered determinations and accepts appeals. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office.										
10%	clients with more complex or specialized issues and/or service needs to relevant office or partner staff. Conducts employment workshops to enhance client employability. Assists clients with registration and										
		claims; processes data from file construction and maintenance for all relevant IDES automated data files; extracts and utilizes data. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office.									
05%	6.	Establishes and mainta	ins activity reports to demonstrate	work ac	ctivity and detail time charging.						
05%		enumerated above.	s required or assigned which are re		<i>;</i>						
conduc	ing and		EDIATE SUPERVISOR (Responsible ations; effectively recommending and		ning and reviewing work, preparing, g disciplinary action and adjusting grievances						
				WORK	ING TITLE (IF ANY)						
Employme	nt Sec	urity Field Office Supervi	sor 13600-44-60-102-10-01								
18. CHECK	THE A	PPROPRIATE BOX IF THIS	POSITION IS A:								
☐ SUP	ERVIS	OR OR LEAD W	ORKER								
NOTE:			oonsibilities <u>must</u> be described in a	detailed	d duty statement(s) with a						
If a boy		percentage(s) allotted.	tle, position number, and number of su	ubordina	te incumbents or authorized funded						
headco		recked above, list position to	tite, position number, and number of st	ubordina	te incumberts of authorized funded						
	Po	sition Title	Position Number		No. of Incumbents or Funded Vacancies						
N/A				0.4-71-0.1	V=0=001BV =0B =U=0U00=00EU						
PERFO ABILIT	RMAN ES AN	CE OF THE WORK OF THI	S POSITION. NOTE: SINCE THERE	ARE NO	NECESSARY FOR THE SUCCESSFUL DW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"						
Requires k	nowle	dge, skills and mental de	velopment equivalent to four years								
					experience as a department intermittent						
					rades in social/behavioral sciences or						
business; or four years (6,000 work hours) as a department intermittent staff member; or qualifying state employees, in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading											



1. POSITION TIT	ION TITLE WORKING TITLE (IF ANY) BILINGUAL POSITION TITLE 2. POSITION NUMBER										
Existing Position											
New/Revised Position Employment S Program Rep				29	ss	13650)-44-60-	121-1	1-31		
3. AGENCY	i Cocinidary C		4. BUREAU/ DIVISION	<u></u>		5. EXMT CODE	O 081 Y R 12. TRANSACTION 13. EFFECTIVE DATE CODE 02/16/2019 02/				
Existing Position											
New/Revised Position	t of Employment Secur	rity	Service Delivery/ F	ield Oper	ations	0	081	Υ	R		
10. SECTION	t of Employment Secu	ity	11. UNIT		12. TRANSACTION 13. EFFECTIVE DA						
Existing Position						CODE			02/16	/2019	
New/Revised Position Rock Island (Call Center		Service Unit 1						OF CHANG	F	
14. WORK LOCA			15. BARGAINING/TERI	∏ ⊟ мсс	24 POSIT	ION NU					
Existing Position						☐ MC	28 WORK	COUN			
New/Revised Position				□ мс ⁻	49 DOWN	WARD					
Rock Island, I			RC062		N	☐ MC	58 UPWA	RD REA			
% OF TIME	16. COMPLETE CURR	ENT AND	ACCURATE STATEME	NT OF PO	SITION ES	SENTIAL	FUNCT	ONS			
insurance benefits, including but not limited to interstate, military and other federal or trade readjustment; conducts benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings for applicants, provides referrals, placement and follow-up services on available job orders or training programs; loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to relevant office or partner staff; establishes and maintains activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides orientation and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on the use of the IL Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to facilitate reemployment; assists in the formation of work search action plan and reviews for compliance; explains client rights and responsibilities as they pertain to benefits programs. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Utilizes Spanish language to assist clients who request or need interpretive services.											
25%	2. Performs functions related to receipt, review, entry, analysis and resolution of all types of routine, complex and special claims on benefit entitlement programs administered by the Illinois Department of Employment Security (IDES). Loads and extracts claims data using automated systems including but not limited to the Illinois Benefit Information System (IBIS), Illinois Job Link (IJL) and GenTax. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office.										
DIRECTOR OF	MS SIGNATURE	IMMEDIAT	E SUPERVISOR SIGNA		GENCY HEA					DATE	
\mathcal{A}	2		MAR 2 o 2010	4 1	10.	1- Ju	em	ا بــــــــــــــــــــــــــــــــــــ	03/2	22/2019	
VIS-104 (Rev. 10/9	94) IL 401-0794 Cys 42519		Y:								

16. (CONTINUE	(U)									
% OF TIME	16.	COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION I	ESSENT	IAL FUNCTIONS (Continued)					
20%	3.	Security (IDES) and pa Exchange system. Ass employers and hiring fa Exchange system for a employers; trains client clients with information up on training program referrals and need for a opportunities; assists wa applicants and employed performs these duties for	artner agencies. Assists or registers sesses, researches and selects clie airs for job interviews; selects suitable applicants requiring services available to use and interpret self-assessment regarding training programs or selects or job orders for employers reques additional referrals; verifies and receivith the planning, recruitment, and evers in the use of self-service of the Infor assigned worksites within the sess to fairs and worksites. Utilizes Spare	job see int skills ole job cole throusent vocected job sting seconds place execution in Laborroice de la cole in laborroice de la cole in laborroice de la cole in laborroice de la cole in laborroice de la cole in laborroice de la cole in laborroice de laborroice de la cole in laborroice de la co	aigh computer programs and contacts cational exploration tools; provides also and job interview procedures; follows ervice from IDES to determine status of accements; as directed, solicits job on of hiring fairs. Coaches both r Exchange System. As directed,					
10%	4. Adjudicates monetary and nonmonetary benefit claim issues, providing eligibility determinations for routine, initial or continued claims; investigates, researches, and explains case disposition; provides written determinations; conducts reconsidered determinations and accepts appeals. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office.									
10%	5. Advises clients on work attitudes, habits, relationships and attire as related to a specific job referral; refers clients with more complex or specialized issues and/or service needs to relevant office or partner staff. Conducts employment workshops to enhance client employability. Assists clients with registration and claims; processes data from file construction and maintenance for all relevant IDES automated data files; extracts and utilizes data. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office.									
05%	6.	Establishes and mainta	ains activity reports to demonstrate	work ac	ctivity and detail time charging.					
05%		enumerated above.	as required or assigned which are re		•					
conducting	g and	LE AND NUMBER OF IMN I signing performance eval ent of this position.)	MEDIATE SUPERVISOR (Responsible uations; effectively recommending and	for assig	ning and reviewing work, preparing, g disciplinary action and adjusting grievances					
-	-			WORK	ING TITLE (IF ANY)					
Employment	Sec	urity Field Office Superv	risor 13600-44-60-121-10-01							
18. CHECK TH	IE A	PPROPRIATE BOX IF THI	IS POSITION IS A:							
☐ SUPE	RVIS	OR OR □ LEAD V	VORKER							
tie	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:									
	Pos	sition Title	Position Number		No. of Incumbents or Funded Vacancies					
N/A										
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.										
social/behavi staff member business; or employee Up to a certificate	Requires knowledge, skills and mental development equivalent to four years college with academic background in social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member; or 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. Requires working knowledge of those provisions of the Unemployment Insurance (UI) Act impacting on areas of responsibility; job knowledge of employers and their III and employment service peads. Pequires the									

social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member; or 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. Requires working knowledge of those provisions of the Unemployment Insurance (UI) Act impacting on areas of responsibility; job knowledge of employers and their UI and employment service needs. Requires the ability to effectively communicate with employers and/or clients; determine an effective work search plan for clients and identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

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ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

		121	ODVING TITLE VE ANNA	BILINGUAL.	POSITION TILE	2 800	TION NU	MRED				
1. POSITION TITE Existing Position	.t	W	ORKING TITLE (IF ANY)	CODE	OPTION CODE	2. 703	TION NO	VIDEN	_			
EMBING FORMON						<u> </u>						
New/Revised Position	ecurity Service Rep			29	ss	13667	-44-03-	110-1	0-32			
3. AGENCY	ecunty Service nep		4. BUREAU/ DIVISION	<u>L</u>	L	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	71GUA.8	9, OFFICE USE		
Existing Position			 				5550171	7,011)				
N. D. J. In. Mar.		_			 	 			_]		
New/Revised Position IL Department	of Employment Securi	ity	Legal Services/ Board	of Reviev	V	0	016	Υ	R			
10. SECTION	 		11. UNIT	12. TRANSACTION 13. EFFECTIVE DATE CODE								
Existing Position	 								10/16/2013			
						1		L		2010		
New/Revised Position							21 ESTAB					
Case Manage	ment				Autan		22 EXEMI 24 POSIT					
14. WORK LOCA	TION		15. BARGAINING/TERM CODE Exempt M MC026 CLARIFY MC027 ADDITIONAL IDENT							•		
Existing Position							27 ADDII 28 WORK					
New/Revised Position							21 ABOLI 49 DOWN		REALLOC	ATION		
33 S. State St	reet		RC062		N	MC1	50 LATER	AL REA	LLOCATIO	ON		
Chicago, IL 60			110002		"	I II MC	58 UPWA	NU NEA	ILLOCATIO	N N		
% OF TIME	16. COMPLETE CURRE	ENT AN	ID ACCURATE STATEME	NT OF PC	SITION ESS	ENTIAL	FUNCT	ONS				
	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS Index general direction, performs complex adjudication functions and activities involved in the resolution of											
	Under general direction	nder general direction, performs complex adjudication functions and activities involved in the resolution of nemployment Insurance benefit entitlement resolutions under the provisions of the Illinois Unemployment										
	Insurance Act and in	mployment Insurance benefit entitlement resolutions under the provisions of the Illinois Unemployment rance Act and in compliance with federal and state statutory provisions, rules, regulations and										
	requirements: conduc	uirements: conducts critical analyses of cases submitted, reviewing for sufficiency and adjudication										
	correctness and timel	rrectness and timeliness; creates, enters and extracts data from automated information systems; serves as ison in responding to internal and external inquiries relating to problem resolution of cases pending before										
	liaison in responding	to inter	nal and external inquirie	s relating	to problem	resolut	ion of ca	ases p	enaing	before .		
	the Board. Provides	interpre	etive services for Spanis	n speakii	ig clients.							
40%	1. Performs high	nly con	nplex analytical duties in	the revie	w of appeal	reques	ts from	claima	ants or			
	employers file	ed to th	ne Board of Review, at th	e local o	ffice level, o	r those	related	to doc	kets tha	at are		
	filed in the cir	cuit co	urt system; determines r	equest s	tatus and es	stablishe	es case	routin	g, priori	ty and		
	path based of	n prior opies l	adjudication activity and based on applicable filing	potentia e and ise	rcase outco	svetem	aies ca : produc	se me ses or	s, mare canizec	record		
	for nurnoses	of filina	the agency response in	court in	conjunction	with the	Attorn	ev Ge	neral's	Office;		
	establishes c	ase tra	cking and generates not	ices to cl	laimants, en	nployers	s repres	entativ	ves and	or their		
	attorneys usi	ng the	automated BRDS (Board	d of Revi	ew Docketin	ig Syste	m); revi	ews a	udio re	cordings		
-			mine whether a transcrip	t is requi	red; when n	ecessa	ry, uploa	ads/do	wnload	s files		
	using related	electro	onic systems.									
20%	2 Provides adv	ice and	d technical assistance to	staff em	inlovers, cla	imants.	and the	ir auth	orized			
2078	representativ	es con	cerning aspects of the U	1 Act to p	romote full	underst	anding o	of their	r rights	and of		
	the controver	sial iss	ues to be resolved; acce	esses per	rtinent inforr	nation s	ystems	to res	pond to	internal		
	and external	inquirie	es; investigates, research	nes and e	explains cas	e dispo	sition; re	esolve	s issue	s and		
	processes re	quires	for transcripts, requests	for oral h	earings and	submis	ssion of	writte	n argum	ients.		
	•											
			निवा	N 30 F	$\overline{\Box}$							
				11 11 15		A CONTRACT	-					
DIRECTOR OF C	MS SIGNATURE	IMMED	NATE SUPERVISORISIONAT	URE A	GENCY HEAD	SIGNAT	BRE ()		C	ATE		
- •	MINON			1 2013	וען אין	10	.0		10/3	2013		
Demora	MIXIV AND PERSONAL AS	<i>f</i>		J		'			<u> </u>			
CWS-1980	anteanuco	,	Bv		_							
00	U 12.3/3											
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16. (CONTINUED	2)							7		
% OF TIME	16, COM	PLETE CURRENT AND	ACCURATE STATEMENT OF	POSITION	ESSENTI.	AL FUNCTIONS (Cor	ıtinued)			
15%	3.	Using the Spanish I regarding the Board	ve services to Spanish sports and anguage, provides assisted of Review and the Adm of Review appeals in writted and services.	tance and inistrative	answer Review	rs telephone and i appeal procedure	in-person in es and guid	quiries lelines.		
10%	4.	information as need assessments, trans	cases to determine suffice ded (i.e., the highly compositers and cancellations of advises legal staff as to contact the contact of the contact is a second contact of the c	licated are wage cha	eas of po arges); r	rotested determin eviews, verifies a	ations and nd organize	es data;		
10%	5.	As requested, reseinformation; performation and opinions	arches Board of Review ns special projects and/o ions.	precedent r prepares	s, court s statisti	rulings and opinio cal reports; assist	ons; excerpt ts in publish	ts pertinent ing		
05%	enumerated above.									
17 POSITION	TITLE A	ND NUMBER OF IMA	MEDIATE SUPERVISOR (R	eenoneible	for accid	ning and reviewing	work propa	ring		
conducting	g and sign	ning performance evaluation fithis position.)	uations; effectively recomme	anding and	imposing	g disciplinary action	and adjustin	ng grievances		
					WORK	ING TITLE (IF ANY)			
Public Service	e Admin	, Opt 1 37015-44-0)3-100-00-01	,			-			
18. CHECK TH	IE APPR	OPRIATE BOX IF THE	S POSITION IS A:							
SUPER	ROSIVE	OR LEAD W	VORKER							
NOTE: S	unerviso	rv or lead worker rec	sponsibilities <u>must</u> be des	cribad in a	detaile	d duty statement/s	e) with a			
tir	me perce	entage(s) allotted.								
If a box wa headcoun		ad above, list position	title, position number, and n	umber of s	ubordina	te incumbents or au	uthorized fund	ded		
	Position	Title	Position Nur	nber		No. of Incumber	nts or Funder	d Vacancies		
N/A										
 										
			 							
			<u>-</u>				-			
										
-										
PERFORM ABILITIES	MANCE (S <mark>and Li</mark>	OF THE WORK OF TH	 ABILITIES, LICENSURE O IS POSITION. NOTE: SING IFICATION IDENTIFIED ON	CE THERE	ARE NO	OW SEVERAL OPT	TIONS OF SH	KILLS AND		
Requires knot background in Department of ownership makes a person	owledge, in social/ of Emplo anagem ne appro nal comp	, skill and mental dev /behavioral sciences byment Security; or f ent or operation. Re priate determination buter with related sof	velopment equivalent to to s or business and one year ive years professional ex equires extensive knowled of notificomplex Unemple tware programs. Require on duties in conjunction w	ar as a full perience i dge of clie oyment In es ability to	time pr n perso nt and e surance o speak	ofessional employ nnel administration employer rights and claims benefit isse and write the Spa king clients.	yee with the on, or busine nd obligation sues. Requi	e Illinois ess ns in order to ires ability to age at a		
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CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

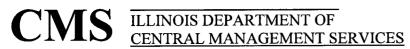
POSITION DESCRIPTION

1. POSITION TIT	LE	WORKING TITLE (IF ANY) BILINGUAL POSITION TITLE 2. POSITION NUMBER OPTION CODE 2. POSITION NUMBER										
Existing Position												
New/Revised Position Employment S	Security Se	nvice Ren		29	S	s	13667	13667-44-08-410-10-32 SEMMT S.WORK T.AM S.AUDIT S.OFFIC				
3. AGENCY	becurity de	stvice rep	4. BUREAU/ DIVISION	1	1		5. EXMT CODE	6, WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE	
Existing Position			,									
New/Revised Position		5 	Legal Services/ Appeals				0	016	Υ	R		
IL Dept of Em 10. SECTION	ployment	security	11. UNIT					SACTION	1:	L 3. ÉFFECTIV	/E DATE	
Existing Position				<u>.</u>								
Case Manage	ment								<i>'</i>	00/01/		
New/Revised Position Administration	/ Case Ma											
		magement				Rutan						
14. WORK LOCA Existing Position	TION		15. BARGAINING/TERM CODE		- E	Exempt				DENTICAL	CHANGE	
						.				TY CHANG	iΕ	
New/Revised Position			RC062	-		N	☐ MC1	49 DOWN	WARD			
Chicago, IL				V= 05 5	0017101		☐ MC1	58 UPWA	RD REA			
% OF TIME			ENT AND ACCURATE STATEME									
40%	Under general direction, performs highly complex analytical and adjudication related duties involved in reviewing and/or processing Unemployment Insurance (UI) appeals cases received by the Illinois Department of Employment Security (IDES) Appeals Division, including both benefit appeals and administrative hearings cases, under the provisions of the Illinois UI Act and in compliance with federal and state statutory provisions, rules, regulations and requirements. Reviews case files for complete and accurate documentation prior to appeals hearings; identifies issues; analyzes findings; takes relevant action based on agency policies, procedures and guidelines. Responds to internal and external inquiries relating to appeals process and problem resolution of cases for the Appeals Division. Conducts critical analyses of appeals cases; explains findings; compiles data and prepares reports. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Performs highly complex analytical and adjudication related duties involved in reviewing and/or processing UI appeals cases received by the IDES Appeals Division, including both benefit appeals and administrative hearings cases, under the provisions of the Illinois UI Act and in compliance with federal and state statutory provisions, rules, regulations and requirements. Reviews case files for complete and accurate documentation prior to appeals hearings; analyzes documentation, including but not limited to a review of hearing requests and all associated correspondence from claimants, employers and other interested parties filed and/or sent to Hearings Referees, the Appeals Division or at a Local Office; uploads documentation into computerized systems, including but not limited to the Illinois Benefit Information System (IBIS) and GenTax; reviews all pertinent documentation for completeness and accuracy, including but not limited to, appellant and appellee letters and documents, Local Office determinations, employer protests, adjudication hist											
DIRECTOR OF C	MS S K GNAT	URŒ	RECEIVE IMMEDIATE SUPERVISOR SIGNAT	ORE A	GENCY	HEAD:	SIGNAT	URE	•	D	ATE	
-		orde	JUN 1 8 2019		the	mas	Sch	m	ಆ	06/1	7/2019	
JUN 1 8 2019 Thomas Chan 06/17/2019								_				

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16. (CONTINUE										
% OF TIME	16. COM	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)						
35%	2.	telephone and via a interested parties r appeals process at rights and issues to viewing by parties. including but not lir retrieve UI adjudica relating to appeals relevant course of	email to employers, claimants and the garding appeals and documents in the despects of the Unemployment Into be resolved. Collaborates with Appearanches case processing issue mited to the Illinois Benefit Information and other case related information process and problem resolution of	provides information and assistance in person, by their authorized representatives and other received in the Appeals Division. Explains the insurance (UI) Act to promote understanding of opeals staff to create appeals files for in-office es; accesses pertinent information systems tion System (IBIS) and GenTax to input and/or lation; responds to internal and external inquiries is cases for the Appeals Division; determines complex issues to supervisor. Utilizes Spanish retive services.						
20%	appeals received in the Appeals Division utilizing systems including but not limited to IBIS and GenTax; investigates timeliness of protests; gathers and analyzes information on wages, benefits and other adjudication related matters to determine timeliness and relevance to the case; explains findings to Appeals Division Hearings Referees and Management. Performs special projects as directed; compiles data and prepares reports.									
05%	4. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.									
conducting	and sign			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances						
				WORKING TITLE (IF ANY)						
PSA, Opt. 1	37015-	44-08-400-00-01								
18. CHECK TH	IE APPR	OPRIATE BOX IF THI	S POSITION IS A:	- 1870						
NOTE: Si	RVISOR	OR LEAD W	ORKER ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a						
If a box wa headcount	as checke	ntage(s) allotted. Id above, list position t	itle, position number, and number of su	ubordinate incumbents or authorized funded						
	Position	Title	Position Number	No. of Incumbents or Funded Vacancies						
N/A										
		,								
10 SPECIALL	ZED KNO	MALEDGES SKILLS	ABILITIES LICENSURE OF CERTIFIC	ICATION NECESSARY FOR THE SUCCESSFUL						
PERFORM	MANCE O	F THE WORK OF TH CENSURE OR CERTI	IS POSITION. NOTE: SINCE THERE	ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"						
Requires kno	wledge	ckill and mental dev	elanment equivalent to the complet	ation of four years of college with academic						

Requires knowledge, skill and mental development equivalent to the completion of four years of college with academic background in the social/behavioral sciences or business/personnel administration and one year as a full-time professional employee with the Illinois Department of Employment Security; or five years professional experience in personnel administration, or business ownership management or operation. Requires through knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing and finding of facts. Requires the ability to effectively communicate both orally and in written form; organize and analyze pertinent information to provide for the determination of highly complex claimant benefit issues, including appropriate payment or non-payment of claimant benefits; write clearly and concisely to report benefit determinations; use a personal computer with related software programs including the Internet. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



1. POSITION TIT	LE	WORKING TITLE (IF ANY)	BILINGUAL	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER			
Existing Position										
New/Revised Position Employment S Service Repre			29	SS	13667	'-44-51-	101-2	1-31		
3. AGENCY	esentative	4. BUREAU/ DIVISION		1	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE	
Existing Position	Anna Transition									
New/Revised Position		Sancias Delivery Fi	iold Oper	otions	0	016	Y	R		
	t of Employment Security	Service Delivery/ Fi	eid Opera	auons	12. TRANSACTION 13. EFFECTIVE DA					
10. SECTION Existing Position		11. UNII			CODE					
Existing Fosition					02/1				/2019	
New/Revised Position Chicago Regi	on/ Lawrence Local Office	Service Unit I				21 ESTAE 22 EXEM		E CHANG	E	
14. WORK LOCA	TION	15. BARGAINING/TERM	15. BARGAINING/TERM CODE Rutan Exempt				☐ MC024 POSITION NUMBER CHANGE MC026 CLARIFY			
Existing Position			10. DATE OF TENED OF THE TOP OF T				IONAL I	DENTICAL	CHANGE	
							SH			
New/Revised Position 2444 West La	wrence	RC062		l N	MC149 DOWNWARD REALLO MC150 LATERAL REALLOCA				ON	
Chicago, IL						58 UPWA		ALLOCATIO	N	
% OF TIME		AND ACCURATE STATEME for an assigned area, perfo								
40%	unemployment related is and prepares reports; may worksites in the service of who request or need into the service of the service of the service delivery request or need in the service delivery request or need in the service delivery request or need in the service delivery request or need in the service delivery request or need in the service delivery request or need in the service delivery request or need in the service delivery request or need in the service delivery request or need in the service delivery request or need in the service delivery request or need in the service delivery request or need in the service delivery request or need in the service delivery request or need in the service delivery request or need in the service of the serv	and State statutory provisions, rules, regulations and requirements; determines client Unemployment Insurance and/or Wagner-Peyser related needs and provides recommendations to address employment and unemployment related issues; loads and extracts data using automated systems; maintains activity records and prepares reports; makes service efficiency assessments and recommendations. As directed, travels to worksites in the service delivery area to perform assigned duties. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Performs more complex employment service and job placement functions and unemployment insurance benefit entitlement resolutions under provision of Unemployment Insurance, Wagner-Peyser and Workforce Investment legislation in compliance with Federal and State statutory provisions, rules, regulations and requirements. Adjudicates monetary and nonmonetary benefit claims issues, interviewing, investigating, and providing eligibility determinations for complex or unique initial or continued claims; makes multi-claimant decisions; investigates, researches and explains case dispositions to clients; provides written determinations; meets and/or exceeds the federally mandated quality and timeliness metrics as defined by the U.S. Department of Labor Education and Training Administration (ETA) handbook. As directed, travels to worksites in the service delivery area to perform assigned duties. Utilizes Spanish language to assist clients who request or need interpretive services.								
30%	monetary and no client rights and	sidered determinations and on-monetary issues pertaini responsibilities as they per o request or need interpreti	ing to the tain to be	Illinois Une nefit progra	mploym	ent Insu	irance	e Act; ex	cplains	
10%	3. Interviews job seekers, taking or updating work history; assesses client skills and refers clients to employers for job interviews and/or to partner agencies for additional employment services; selects suitable job openings as listed in job order records or available through automated files; provides clients with information regarding selected jobs and job interviewing procedures; verifies and records placements. As directed, travels to perform these duties. Utilizes Spanish language to assist clients who request or need interpretive services.									
		MEDIATE SUPERVISOR SIGNAT	TURE A	GENCY HEAD					DATE	
//	and facti	MAR 2 8 2019	.]	thoma	- Ju	em	ايت	03/2	22/2019	
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16. (CONTINUED)											
% OF TIME	16. COM	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIA	L FUNCTIONS (Continued)						
10%	4.	recommendations to referring employ	Unemployment Insurance and/or W to address employment and unemp vers to representatives from Busine emation on available training and ed	oloyment ss Servic	related issues, including but not limited es, identifying barriers to employment						
05%	5.	pending adjudication cases. Loads and concluding but not lire (IBIS) and GenTax inquiries to supervision adjudication cases.	on report in order to maintain timeli extracts data related to job placeme mited to the IL Labor Exchange sys c. Evaluates and reports computer e	ness in the ents and/ stem, the errors or a iciency as	vs individual caseload activity on the ne completion of pending adjudication for claims using automated systems Illinois Benefit Information System deficiencies discovered in analysis of ssessments and recommendations.						
05%	6.	 Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above. 									
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47 50017101	1 TIT! E A	ND NUMBER OF IM	AEDIATE OUDED/ICOD (Decressible	fon opping	in and reviewing week associate						
conducting	g and sigr	ning performance eval f this position.)	MEDIATE SUPERVISOR (Responsible luations; effectively recommending and	imposing	disciplinary action and adjusting grievances						
		-		WORKI	NG TITLE (IF ANY)						
Employment	Security	Field Office Superv	visor 13600-44-51-101-20-01								
18. CHECK TH	HE APPR	OPRIATE BOX IF TH	IS POSITION IS A:								
☐ SUPE	RVISOR	OR LEAD V	VORKER								
NOTE: S	uperviso	rv or lead worker res	sponsibilities <u>must</u> be described in a	detailed	duty statement(s) with a						
		entage(s) allotted.			,						
If a box was headcoun		ed above, list position	title, position number, and number of s	ubordinate	e incumbents or authorized funded						
	Position	Title	Position Number		No. of Incumbents or Funded Vacancies						
N/A	, 										
PERFORM ABILITIES	MANCE C S AND LI	OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	ARE NO	NECESSARY FOR THE SUCCESSFUL W SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"						
Requires knot background i employee wit or operation. finding of fac with employe payment or n	owledge, n the so th IDES; Require ts, test ir ers and c on-paym	skill and mental devicial / behavioral scie or five years profes s thorough knowled nterpretation, and volients; organize and nent of claimant ben	sional experience in personnel adm ge of the provisions of the Illinois U ocational counseling techniques. R analyze pertinent information to pr refits; determine an appropriate wo	istration a ninistration Inemploy equires tovide for rk search	and one year as a full-time professional on, or business ownership management ment Insurance Act; interviewing, he ability to effectively communicate						

work history information and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires the ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish

speaking clients.

1. POSITION TITE	LE	Wo	RKING TITLE (IF AN	IY) [BILINGUAL POSITION TITL CODE OPTION CODE			2. POSITION NUMBER				
Existing Position	· · · · · · · · · · · · · · · · · · ·							****				
New/Revised Position Employment S Service Repre					29	SS	s 1:	3667	-44-51-	102-3	1-31	
3. AGENCY	Sentative	.l	4. BUREAU/ DIVIS	ION		l		EXMT	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position												
New/Revised Position IL Department	of Employment Security		Service Deliver	y/ Field	d Opera	ations		0	016	Υ	R	
10. SECTION			11. UNIT					12. TRANSACTION 13. EFFECTIVE DATE CODE				
Existing Position									-		02/16/	/2019
New/Revised Position Chicago Region	on/ 71st Street Local Offic	е	Service Unit II				1 =	. ☐ MA021 ESTABLISH ☐ MC022 EXEMPT CODE CHANGE				
14. WORK LOCA	TION		15. BARGAINING/TERM CODE Rutan Exempt					☐ MC024 POSITION NUMBER CHANGE MC026 CLARIFY				
Existing Position	HON		10. 5/11(6/11/11/10/1		.022			MC0	27 ADDIT 28 WORK 21 ABOLI	ONAL I		
New/Revised Position 1515 East 71s	t Stroot							MC1	49 DOWN 50 LATER	WARD	REALLOCATION	ATION ON
Chicago, IL	or Ottoer		RC	062			N E		58 UPWA			
% OF TIME	16. COMPLETE CURREN	EMENT	OF PC	SITION	I ESSEN	TIAL	FUNCTI	ONS				
40% 30%	Under general direction, for an assigned area, performs more complex employment service and job placement functions and unemployment insurance benefit entitlement resolutions under provision of Unemployment Insurance, Wagner-Peyser and Workforce Investment legislation in compliance with Federal and State statutory provisions, rules, regulations and requirements; determines client Unemployment Insurance and/or Wagner-Peyser related needs and provides recommendations to address employment and unemployment related issues; loads and extracts data using automated systems; maintains activity records and prepares reports; makes service efficiency assessments and recommendations. As directed, travels to worksites in the service delivery area to perform assigned duties. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Performs more complex employment service and job placement functions and unemployment insurance benefit entitlement resolutions under provision of Unemployment Insurance, Wagner-Peyser and Workforce Investment legislation in compliance with Federal and State statutory provisions, rules, regulations and requirements. Adjudicates monetary and nonmonetary benefit claims issues, interviewing, investigating, and providing eligibility determinations for complex or unique initial or continued claims; makes multi-claimant decisions; investigates, researches and explains case dispositions to clients; provides written determinations; meets and/or exceeds the federally mandated quality and timeliness metrics as defined by the U.S. Department of Labor Education and Training Administration (ETA) handbook. As directed, travels to worksites in the service delivery area to perform assigned duties. Utilizes Spanish language to assist clients who request or need interpretive services.											
30%	monetary and n client rights and assist clients wh	 Conducts reconsidered determinations and accepts appeals; hears, considers and adjudicates monetary and non-monetary issues pertaining to the Illinois Unemployment Insurance Act; explains client rights and responsibilities as they pertain to benefit programs. Utilizes Spanish language to assist clients who request or need interpretive services. 										
10%	employers for jo suitable job ope clients with info placements. As	, taking or updating views and/or to possessisted in job order regarding selected, travels to perfective services.	artner der rec ted job orm the	agenci ords or s and j	ies for a r availa ob inte	additional ble throuving	al em ugh a prod	nployme automat cedures	nt ser ed file ; verifi	vices; s s; provi es and	elects ides records	
DIRECTOR OF	DIRECTOR OF CMS SONATURE IMMEDIAT				TURE AGENCY HEAD SIGNATURE Thomas Chan				DATE			
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10% 10% 10% 10% 10% 10% 10% 10% 10% 10%	16. (CONTINUED)											
recommendations to address employment and unemployment related issues, including but not limited to referring employers to representatives from Business Services, identifying barriers to employment and providing information on available training and education programs. 5. Establishes and maintains activity records and reports. Reviews individual caseload activity on the pending adjudication report in order to maintain timeliness in the completion of pending adjudication cases. Loads and extracts data related to job placements and/or claims using automated systems including but not limited to the IL Labor Exchange system, the Illinos Benefit Information System (IBIS) and GenTax. Evaluates and reports computer errors or deficiencies discovered in analysis of inquiries to supervisor or manager, makes service efficiency assessments and recommendations. Assists supervisor in preparation of statistical reports. 6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above. 7. 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.) 7. 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.) 7. 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. 7. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and reviewing work, preparing of the incumbe		16. COM	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)							
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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 N/A 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 the completion of four years of college with academic background in the social / behavioral sciences or business/personnel administration and one year as a full-time professional												
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Position Title Position Number No. of Incumbents or Funded Vacancies N/A 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 the completion of four years of college with academic background in the social / behavioral sciences or business/personnel administration and one year as a full-time professional				title, position number, and number of s	ubordinate incumbents or authorized funded							
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background in the social / behavioral sciences or business/personnel administration and one year as a full-time professional	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"											
employee with IDES; or five years professional experience in personnel administration, or business ownership management or operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing, finding of facts, test interpretation, and vocational counseling techniques. Requires the ability to effectively communicate	background i employee wit or operation.	in the so th IDES; Require	cial / behavioral scie or five years profes s thorough knowled	ences or business/personnel admin sional experience in personnel adm ge of the provisions of the Illinois U	istration and one year as a full-time professional ninistration, or business ownership management Inemployment Insurance Act; interviewing,							

Requires knowledge, skill and mental development equivalent to the completion of four years of college with academic background in the social / behavioral sciences or business/personnel administration and one year as a full-time professional employee with IDES; or five years professional experience in personnel administration, or business ownership management or operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing, finding of facts, test interpretation, and vocational counseling techniques. Requires the ability to effectively communicate with employers and clients; organize and analyze pertinent information to provide for the determination of appropriate payment or non-payment of claimant benefits; determine an appropriate work search plan for the client and identification of inappropriate work search efforts; write clearly and concisely to record benefit determinations employer job orders and client work history information and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires the ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



1. POSITION TIT	LE	WORKING TITLE (IF ANY)	RKING TITLE (IF ANY) BILINGUAL POSITION TITLE CODE OPTION CODE				2. POSITION NUMBER					
Existing Position			1 2222		Ī							
New/Revised Position					-							
Employment S	•		29	SS	13667	-44-51-	107-2	1-31				
Service Repre	sentative	A DUDGALU DE GOLO:			5 FXMT				9. OFFICE			
3. AGENCY		4. BUREAU/ DIVISION	<u></u>		CODE	COUNTY	AUTH	8.AUDIT	USE			
Existing Position									1			
New/Revised Position	t of Employment Constitut	Service Delivery/ Fi	eld Oper	ations	0	016	Υ	R				
10. SECTION	t of Employment Security	11. UNIT			12. TRANSACTION 13. EFFECTIVE DA							
Existing Position					CODE							
Existing 7 osition					02/16/2019							
New/Revised Position		0 1 1 1 1	Sanda Unit I					□ MAN21 ESTABLISH				
Chicago Region	on/ Pilsen Local Office	Service Unit I										
14. WORK LOCA	TION	15 BARGAINING/TERM	15. BARGAINING/TERM CODE Rutan Exempt									
Existing Position		I.O. DI WOO WINDON I EIVIN	13. DARGAINING/TERIVI CODE CAMPI				IONAL I		CHANGE			
							COUN SH	FY CHANG)C			
New/Revised Position	th Ohns sh							REALLOCATION				
1700 West 18	in Street	RC062		N		58 UPWA						
Chicago, IL	46 COMPLETE CURPENT	AND ACCURATE STATEME	NT OF PO	OSITION ES	SENTIAL	FUNCTI	ONS					
% OF TIME	Under general direction	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS der general direction, for an assigned area, performs more complex employment service and job sement functions and unemployment insurance benefit entitlement resolutions under provision of										
40%	and State statutory provisions, rules, regulations and requirements; determines client Unemployment Insurance and/or Wagner-Peyser related needs and provides recommendations to address employment and unemployment related issues; loads and extracts data using automated systems; maintains activity records and prepares reports; makes service efficiency assessments and recommendations. As directed, travels to worksites in the service delivery area to perform assigned duties. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Performs more complex employment service and job placement functions and unemployment insurance benefit entitlement resolutions under provision of Unemployment Insurance, Wagner-Peyser and Workforce Investment legislation in compliance with Federal and State statutory provisions, rules, regulations and requirements. Adjudicates monetary and nonmonetary benefit claims issues, interviewing, investigating, and providing eligibility determinations for complex or unique initial or continued claims; makes multi-claimant decisions; investigates, researches and explains case dispositions to clients; provides written determinations; meets and/or exceeds the federally mandated quality and timeliness metrics as defined by the U.S. Department of Labor Education and Training Administration (ETA) handbook. As directed, travels to worksites in the service delivery area to perform assigned duties. Utilizes Spanish language to assist clients who request or need interpretive services.											
30%	monetary and no client rights and	sidered determinations and on-monetary issues pertaini responsibilities as they pert o request or need interpreti	ng to the ain to be	Illinois Une enefit progra	employm	ient Inst	ırance	e Act; ex	cplains			
10%	3. Interviews job seekers, taking or updating work history; assesses client skills and refers clients to employers for job interviews and/or to partner agencies for additional employment services; selects suitable job openings as listed in job order records or available through automated files; provides clients with information regarding selected jobs and job interviewing procedures; verifies and records placements. As directed, travels to perform these duties. Utilizes Spanish language to assist clients who request or need interpretive services.											
DIRECTOR OF	MS SICNATURE IM	MEDIATE SUPERVISOR SIGNAT		AGENCY HEA			į	'	DATE			
1 <i>1</i> 1	27	MAR 2 8 2019		them.	1-76	in	ايح	03/	22/2019			
MS-194 (Rev. 10/9	24) II. 404-0704		<u>l</u>					1				
Bus Ma	MS-104 (Rev. 10/94) IL 401-0794 Dus Mayer 409-19											

% OF TIME	16. COM		ACCURATE STATEMENT OF POSITION								
10%	4.	recommendations to referring employ	to address employment and unemp	agner-Peyser related needs and provides bloyment related issues, including but not limited as Services, identifying barriers to employment ucation programs.							
05%	5. Establishes and maintains activity records and reports. Reviews individual caseload activity on the pending adjudication report in order to maintain timeliness in the completion of pending adjudication cases. Loads and extracts data related to job placements and/or claims using automated systems including but not limited to the IL Labor Exchange system, the Illinois Benefit Information System (IBIS) and GenTax. Evaluates and reports computer errors or deficiencies discovered in analysis of inquiries to supervisor or manager; makes service efficiency assessments and recommendations. Assists supervisor in preparation of statistical reports.										
05%	6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.										
47 BOOITION	1 TITLE A	NO NUMBER OF IMA	AFDIATE OLIDEDVICOR (Decrete into								
conducting	g and sigr			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances							
WORKING TITLE (IF ANY)											
Employment	Security	Field Office Superv	risor 13600-44-51-107-20-31								
18. CHECK TH	HE APPR	OPRIATE BOX IF THI	IS POSITION IS A:								
SUPE	RVISOR	OR ☐ LEAD V	VORKER								
NOTE: S	uperviso	rv or lead worker res	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a							
ti	me perce	entage(s) allotted.									
If a box w headcoun		ed above, list position	title, position number, and number of s	ubordinate incumbents or authorized funded							
	Position	Title	Position Number	No. of Incumbents or Funded Vacancies							
N/A			****								
											
PERFORI ABILITIES	MANCE C S AND LI	OF THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"							
background i employee wit or operation. finding of fac	n the soon th IDES; Requirents, test in	cial / behavioral scie or five years profest s thorough knowled terpretation, and vo	ences or business/personnel admin sional experience in personnel adm ge of the provisions of the Illinois U ocational counseling techniques. Re	tion of four years of college with academic istration and one year as a full-time professional ninistration, or business ownership management nemployment Insurance Act; interviewing, equires the ability to effectively communicate ovide for the determination of appropriate							

CURRENT AND A COURAGE CTATEMENT OF DOCUTION ESCENTIAL FUNCTIONS (Continued)

16. (CONTINUED)

employee with IDES; or five years professional experience in personnel administration, or business ownership management or operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing, finding of facts, test interpretation, and vocational counseling techniques. Requires the ability to effectively communicate with employers and clients; organize and analyze pertinent information to provide for the determination of appropriate payment or non-payment of claimant benefits; determine an appropriate work search plan for the client and identification of inappropriate work search efforts; write clearly and concisely to record benefit determinations employer job orders and client work history information and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires the ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



1. POSITION TITE	E	wo	PRKING TITLE (IF ANY) BILINGUAL POSITION TITLE CODE OPTION CODE				2. POSITION NUMBER				
Existing Position				CODE	1 0-1	.SIT SODE					
New/Revised Position Employment S Service Repre				29		SS	13667	-44-51-	107-3°	1-31	
3. AGENCY	Schalive		4. BUREAU/ DIVISION	<u> </u>			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9, OFFICE USE
Existing Position											
New/Revised Position IL Department	of Employment Securit	у	Service Delivery/ Fig	eld Ope	eration	S	0 -	016	Υ	R	
10. SECTION			11. UNIT		-	"	12. TRAN	SACTION	13	. EFFECTIV	E DATE
Existing Position										02/16/	2019
New/Revised Position Chicago Regio	on/ Pilsen Local Office		Service Unit II				☐ MA021 ESTABLISH ☐ MC022 EXEMPT CODE CHANGE				
14. WORK LOCA	TION		15. BARGAINING/TERM CODE Rutan Exempt			☐ MC022 EXEMPT CODE CHANGE ☐ MC024 POSITION NUMBER CHANGE ☐ MC026 CLARIFY					
Existing Position	TION .		TO. DATE OF THE TOTAL OF THE TANK	··OODL		·	☐ MC0	27 ADDIT 28 WORK 21 ABOLI	COUNT		
New/Revised Position 1700 West 181	th Street	-	RC062			N	MC1	49 DOWN 50 LATER 58 UPWA	WARD I	LLOCATIO	ON
Chicago, IL	L 46 COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS										
% OF TIME		COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS der general direction, for an assigned area, performs more complex employment service and job									
40%	Unemployment Insura and State statutory pro Insurance and/or Wag unemployment related and prepares reports; worksites in the service who request or need in 1. Performs more insurance ber Peyser and W provisions, rul claims issues, unique initial of explains case federally man Education and service delive	Diacement functions and unemployment insurance benefit entitlement resolutions under provision of Jnemployment Insurance, Wagner-Peyser and Workforce Investment legislation in compliance with Federal and State statutory provisions, rules, regulations and requirements; determines client Unemployment insurance and/or Wagner-Peyser related needs and provides recommendations to address employment and unemployment related issues; loads and extracts data using automated systems; maintains activity records and prepares reports; makes service efficiency assessments and recommendations. As directed, travels to worksites in the service delivery area to perform assigned duties. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Performs more complex employment service and job placement functions and unemployment insurance benefit entitlement resolutions under provision of Unemployment Insurance, Wagner-Peyser and Workforce Investment legislation in compliance with Federal and State statutory provisions, rules, regulations and requirements. Adjudicates monetary and nonmonetary benefit claims issues, interviewing, investigating, and providing eligibility determinations for complex or unique initial or continued claims; makes multi-claimant decisions; investigates, researches and explains case dispositions to clients; provides written determinations; meets and/or exceeds the federally mandated quality and timeliness metrics as defined by the U.S. Department of Labor Education and Training Administration (ETA) handbook. As directed, travels to worksites in the service delivery area to perform assigned duties. Utilizes Spanish language to assist clients who request or need interpretive services.									
30%	 Conducts reconsidered determinations and accepts appeals; hears, considers and adjudicates monetary and non-monetary issues pertaining to the Illinois Unemployment Insurance Act; explains client rights and responsibilities as they pertain to benefit programs. Utilizes Spanish language to assist clients who request or need interpretive services. 										
10%	employers for suitable job o clients with in placements. A	job inter enings a ormation s directe	taking or updating we views and/or to partners as listed in job order re regarding selected jou d, travels to perform atterpretive services.	er agen ecords obs and	cies fo or ava I job in	or addition ilable the terview	onal em rough a ing prod	nployme automat cedures;	nt ser ed file verifi	vices; se s; provi es and	elects des records
DIRECTOR OF C	MS SIGNATURE		E SUPERVISOR SIGNAT	SOR SIGNATURE AGENCY HEAD			AD SIGNATURE DATE			ATE	
***	27		MAD 2 C 2010		TV	uma by	- Ser	in	ند	03/2	22/2019

16. (CONTINUE!	D)					
% OF TIME	16. COM		ACCURATE STATEMENT OF POSITION			
10%	4.	recommendations to referring employe	to address employment and unemp	oloymen ss Servi	Peyser related needs and provides t related issues, including but not limited ces, identifying barriers to employment programs.	
05%	5.	pending adjudication cases. Loads and exincleding but not lin (IBIS) and GenTax inquiries to supervision.	on report in order to maintain timeli extracts data related to job placeme nited to the IL Labor Exchange sys . Evaluates and reports computer e	ness in tents and tem, the errors or ciency a	ws individual caseload activity on the the completion of pending adjudication lor claims using automated systems elllinois Benefit Information System deficiencies discovered in analysis of assessments and recommendations.	
05%	6.	Performs other duti enumerated above		are reas	onably within the scope of the duties	
conducting	g and sigr		MEDIATE SUPERVISOR (Responsible uations; effectively recommending and		ining and reviewing work, preparing, g disciplinary action and adjusting grievances	
				WORK	ING TITLE (IF ANY)	_
Employment	Security	Field Office Supervi	isor 13600-44-51-107-30-31			
18. CHECK TH	IE APPR	OPRIATE BOX IF THI	S POSITION IS A:			
	RVISOR	OR LEAD W	VORKER			
tir	ne perce as checke	ntage(s) allotted.	ponsibilities <u>must</u> be described in a title, position number, and number of s			
	Position	Title	Position Number		No. of Incumbents or Funded Vacancies	
N/A						_
						_
PERFORM ABILITIES	MANCE C	F THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	ARE NO	NECESSARY FOR THE SUCCESSFUL DW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"	

Requires knowledge, skill and mental development equivalent to the completion of four years of college with academic background in the social / behavioral sciences or business/personnel administration and one year as a full-time professional employee with IDES; or five years professional experience in personnel administration, or business ownership management or operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing, finding of facts, test interpretation, and vocational counseling techniques. Requires the ability to effectively communicate with employers and clients; organize and analyze pertinent information to provide for the determination of appropriate payment or non-payment of claimant benefits; determine an appropriate work search plan for the client and identification of inappropriate work search efforts; write clearly and concisely to record benefit determinations employer job orders and client work history information and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires the ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



1. POSITION TIT	LE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER								
Existing Position													
New/Revised Position Employment S Service Repre	•		29	SS	13667-44-53-101-41-31								
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	t of Employment Security	Service Delivery/ Fig	Service Delivery/ Field Operations					R					
10. SECTION	t of Employment Security	11. UNIT	•		12. TRAN CODE	I SACTION	1 13	3. EFFECTIV	/E DATE				
Existing Position					CODE			02/16	/2019				
					_			02/10/	72019				
New/Revised Position Metro South F	Region/ Harvey Local Office	Service Unit III						☐ MA021 ESTABLISH ☐ MC022 EXEMPT CODE CHANGE ☐ MC024 POSITION NUMBER CHANGE					
14. WORK LOCA	TION	15. BARGAINING/TERM	CODE	Rutan Exempt	_ ⊠ MCd	26 CLARI	FY						
Existing Position					☐ MCC	27 ADDIT 28 WORK	COUN						
New/Revised Position					Т	21 ABOLI 49 DOWN	WARD						
Harvey, IL		RC062		N	☐ MC1	50 LATER	RAL REA	LLOCATION	ON				
% OF TIME		AND ACCURATE STATEMENT AND ACCURATE STATEMENT FOR AN ASSIGNED AREA, PERFORMANT AND ACCURATE STATEMENT AND ACCURATE			SENTIAL	FUNCT	ONS						
40%	Insurance and/or Wagne unemployment related is and prepares reports; may worksites in the service of who request or need interest of the service of the service of the service of the service of the service of the service delivery arequest or need to service delivery arequest or need to service of the servi	Unemployment Insurance, Wagner-Peyser and Workforce Investment legislation in compliance with Federal and State statutory provisions, rules, regulations and requirements; determines client Unemployment Insurance and/or Wagner-Peyser related needs and provides recommendations to address employment and unemployment related issues; loads and extracts data using automated systems; maintains activity records and prepares reports; makes service efficiency assessments and recommendations. As directed, travels to worksites in the service delivery area to perform assigned duties. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Performs more complex employment service and job placement functions and unemployment insurance benefit entitlement resolutions under provision of Unemployment Insurance, Wagner-Peyser and Workforce Investment legislation in compliance with Federal and State statutory provisions, rules, regulations and requirements. Adjudicates monetary and nonmonetary benefit claims issues, interviewing, investigating, and providing eligibility determinations for complex or unique initial or continued claims; makes multi-claimant decisions; investigates, researches and explains case dispositions to clients; provides written determinations; meets and/or exceeds the federally mandated quality and timeliness metrics as defined by the U.S. Department of Labor Education and Training Administration (ETA) handbook. As directed, travels to worksites in the service delivery area to perform assigned duties. Utilizes Spanish language to assist clients who request or need interpretive services.											
30%	monetary and no client rights and assist clients wh	on-monetary issues pertaining responsibilities as they perto request or need interpreting the state of the st	ng to the ain to be ve servic	Illinois Une enefit progra es.	employm ıms. Util	ient Insu izes Spa	irance anish l	e Act; ex languag	kplains je to				
10%	3. Interviews job seekers, taking or updating work history; assesses client skills and refers clients to employers for job interviews and/or to partner agencies for additional employment services; selects suitable job openings as listed in job order records or available through automated files; provides clients with information regarding selected jobs and job interviewing procedures; verifies and record placements. As directed, travels to perform these duties. Utilizes Spanish language to assist clients who request or need interpretive services.								selects ides records clients				
DIRECTOR OF (CMS SIGNATURE IMI	MEDIATE SUPERVISOR SIGNAT	URE A	AGENCY HEA			1		DATE				
	and orde	Thomas Chan by Juni				03/	22/2019						
VIS-104 (Rev. 10/9	1) IL 401-0792; 1) 21-29-19	MAR 2 8 2019											
My Maj	y 42719	L.											

16. (CONTINUE	16 (CONTINUED)										
% OF TIME	16. COM	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTI/	AL FUNCTIONS (Continued)						
10%	4.	recommendations to referring employ	nines client Unemployment Insurance and/or Wagner-Peyser related needs and provides mendations to address employment and unemployment related issues, including but not limited tring employers to representatives from Business Services, identifying barriers to employment oviding information on available training and education programs.								
05%	5.	pending adjudication cases. Loads and including but not lin (IBIS) and GenTax inquiries to supervise to super	blishes and maintains activity records and reports. Reviews individual caseload activity on the ding adjudication report in order to maintain timeliness in the completion of pending adjudication es. Loads and extracts data related to job placements and/or claims using automated systems iding but not limited to the IL Labor Exchange system, the Illinois Benefit Information System (5) and GenTax. Evaluates and reports computer errors or deficiencies discovered in analysis of iries to supervisor or manager; makes service efficiency assessments and recommendations. sts supervisor in preparation of statistical reports.								
05%	6.	Performs other dut enumerated above	ns other duties as required or assigned which are reasonably within the scope of the duties rated above.								
	l										
17. POSITION	N TITLE A	ND NUMBER OF IM	MEDIATE SUPERVISOR (Responsible	for assig	ning and reviewing work, preparing,						
		ning performance eval f this position.)	uations; effectively recommending and	imposing	g disciplinary action and adjusting grievances						
101 the file	- unibent o	i tilis position.)		WORK	ING TITLE (IF ANY)						
				WORKI	NG TITLE (IF ANT)						
Employment	Security	Field Office Superv	risor 13600-44-53-101-40-01	l							
18. CHECK TI	HE APPR	OPRIATE BOX IF TH	IS POSITION IS A:								
☐ SUPE	RVISOR	OR LEAD V	VORKER								
NOTE: S	uperviso	rv or lead worker res	sponsibilities <u>must</u> be described in a	detailed	I duty statement(s) with a						
ti	me perce	entage(s) allotted.	· —		•						
•		ed above, list position	title, position number, and number of s	ubordinat	e incumbents or authorized funded						
headcoun	it:										
	Position	Title	Position Number		No. of Incumbents or Funded Vacancies						
N/A											
PERFORI ABILITIES	MANCE O S and Li	OF THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	ARE NO	NECESSARY FOR THE SUCCESSFUL OW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"						
background in employee with or operation.	equires knowledge, skill and mental development equivalent to the completion of four years of college with academic ckground in the social / behavioral sciences or business/personnel administration and one year as a full-time professional apployee with IDES; or five years professional experience in personnel administration, or business ownership management operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing, ding of facts, test interpretation, and vocational counseling techniques. Requires the ability to effectively communicate										

background in the social / behavioral sciences or business/personnel administration and one year as a full-time professional employee with IDES; or five years professional experience in personnel administration, or business ownership management or operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing, finding of facts, test interpretation, and vocational counseling techniques. Requires the ability to effectively communicate with employers and clients; organize and analyze pertinent information to provide for the determination of appropriate payment or non-payment of claimant benefits; determine an appropriate work search plan for the client and identification of inappropriate work search efforts; write clearly and concisely to record benefit determinations employer job orders and client work history information and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires the ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



1. POSITION TITL	.E	Two	RKING TITLE (IF ANY)	BILINGUAL	POSITION	ION TITLE ON CODE	2. POSI	TION NUI	/BER		
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IL Department	of Employment Security		Service Delivery/ Fig. 11. UNIT	-	0 016 Y R 12 TRANSACTION 13 EFFECTIVE DA						
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% OF TIME	16. COMPLETE CURREN	T AND	ACCURATE STATEME	NT OF P	OSITIC	N ESS	ENTIAL	FUNCTI	ONS		
40%	 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS Under general direction, for an assigned area, performs more complex employment service and job placement functions and unemployment insurance benefit entitlement resolutions under provision of Unemployment Insurance, Wagner-Peyser and Workforce Investment legislation in compliance with Federal and State statutory provisions, rules, regulations and requirements; determines client Unemployment Insurance and/or Wagner-Peyser related needs and provides recommendations to address employment and unemployment related issues; loads and extracts data using automated systems; maintains activity records and prepares reports; makes service efficiency assessments and recommendations. As directed, travels to worksites in the service delivery area to perform assigned duties. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Performs more complex employment service and job placement functions and unemployment insurance benefit entitlement resolutions under provision of Unemployment Insurance, Wagner-Peyser and Workforce Investment legislation in compliance with Federal and State statutory provisions, rules, regulations and requirements. Adjudicates monetary and nonmonetary benefit claims issues, interviewing, investigating, and providing eligibility determinations for complex or unique initial or continued claims; makes multi-claimant decisions; investigates, researches and explains case dispositions to clients, provides written determinations; meets and/or exceeds the federally mandated quality and timeliness metrics as defined by the U.S. Department of Labor Education and Training Administration (ETA) handbook. As directed, travels to worksites in the service delivery area to perform assigned duties. Utilizes Spanish language to assist clients who request or need interpretive services. 										
30% 10%	 Conducts reconsidered determinations and accepts appeals; hears, considers and adjudicates monetary and non-monetary issues pertaining to the Illinois Unemployment Insurance Act; explain client rights and responsibilities as they pertain to benefit programs. Utilizes Spanish language to assist clients who request or need interpretive services. Interviews job seekers, taking or updating work history; assesses client skills and refers clients to employers for job interviews and/or to partner agencies for additional employment services; select suitable job openings as listed in job order records or available through automated files; provides clients with information regarding selected jobs and job interviewing procedures; verifies and record placements. As directed, travels to perform these duties. Utilizes Spanish language to assist clients who request or need interpretive services. 							e to s to elects des records			
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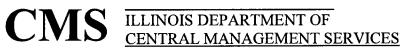
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05%	5.	pending adjudication cases. Loads and experience including but not limit (IBIS) and GenTax. inquiries to supervise	on report in order to maintain time extracts data related to job place nited to the IL Labor Exchange s . Evaluates and reports compute	eliness in ements an system, the er errors o efficiency	ews individual caseload activity on the the completion of pending adjudication d/or claims using automated systems lillinois Benefit Information System or deficiencies discovered in analysis of assessments and recommendations.
05%	6.	Performs other duti enumerated above.	•	ch are rea	sonably within the scope of the duties
conducting	and sig	AND NUMBER OF IMM ning performance evaluation of this position.)	MEDIATE SUPERVISOR (Responsi uations; effectively recommending a	ble for assi and imposir	igning and reviewing work, preparing, ng disciplinary action and adjusting grievances
				WOR	KING TITLE (IF ANY)
Employment	Security	Field Office Supervi	isor 13600-44-53-104-30-01		
18. CHECK TH	IE APPR	OPRIATE BOX IF THIS	S POSITION IS A:		
☐ SUPE	RVISOR	OR LEAD W	VORKER		
tiı	ne perce as check	entage(s) allotted.	ponsibilities <u>must</u> be described i		ed duty statement(s) with a ate incumbents or authorized funded
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Requires kno	wledge,	skill and mental dev	velopment equivalent to the com	pletion of	four years of college with academic

Requires knowledge, skill and mental development equivalent to the completion of four years of college with academic background in the social / behavioral sciences or business/personnel administration and one year as a full-time professional employee with IDES; or five years professional experience in personnel administration, or business ownership management or operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing, finding of facts, test interpretation, and vocational counseling techniques. Requires the ability to effectively communicate with employers and clients; organize and analyze pertinent information to provide for the determination of appropriate payment or non-payment of claimant benefits; determine an appropriate work search plan for the client and identification of inappropriate work search efforts; write clearly and concisely to record benefit determinations employer job orders and client work history information and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires the ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



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MS-104 (Rev. \$6/94) (LA01-0794	! !)	ı							

16. (CONTINUE	D)		ECCENTIAL FUNCTIONS (Continued)							
% OF TIME	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)							
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05%	pending adjudicati cases. Loads and including but not lii (IBIS) and GenTax inquiries to superv	s and maintains activity records and reports. Reviews individual caseload activity on the judication report in order to maintain timeliness in the completion of pending adjudication ds and extracts data related to job placements and/or claims using automated systems ut not limited to the IL Labor Exchange system, the Illinois Benefit Information System GenTax. Evaluates and reports computer errors or deficiencies discovered in analysis of supervisor or manager; makes service efficiency assessments and recommendations. Dervisor in preparation of statistical reports.								
05%	enumerated above	ė.	are reasonably within the scope of the duties							
conductin			imposing disciplinary action and adjusting grievances							
			WORKING TITLE (IF ANY)							
Employment	Security Field Office Superv	visor 13600-44-53-104-40-01								
18. CHECK TI	HE APPROPRIATE BOX IF TH	IS POSITION IS A:								
☐ SUPE	RVISOR OR LEAD	WORKER								
ti	me percentage(s) allotted. as checked above, list position	sponsibilities <u>must</u> be described in a title, position number, and number of s	detailed duty statement(s) with a ubordinate incumbents or authorized funded							
	Position Title	Position Number	No. of Incumbents or Funded Vacancies							
N/A										
PERFOR ABILITIE	MANCE OF THE WORK OF TH	HIS POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"							
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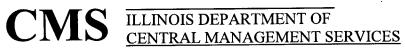


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Existing Position							,,,,,,		
New/Revised Position		Convine Delivery/ F	Service Delivery/ Field Operations					R	
	t of Employment Security	-	Service Delivery/ Field Operations					B. EFFECTIV	/E DATE
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Existing Position								02/16	/2019
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10%	provisions, rules, claims issues, int unique initial or cexplains case dis federally mandate Education and Treservice delivery a request or need in the complete service of th	regulations and requirement regulations and requirement requiremen	on in compents. Adjudent providing the swritten metrics as A) handbout ties. Utilis I accepts a sing to the ream to be tive service work historier agencing to the propose and just these duffers.	dicates with dicates morng eligibility int decisions determinat defined by ok. As directly as Spanis appeals; head the district as sesses for additional and interviews. Utilizes GENCY HEAD	Federa netary a determ s; inves ions; m the U.S cted, tra h langu ars, cor mploym ms. Util s client ional er hrough ving pro	I and Stand nonnations tigates, eets and Depart vels to vage to a siders a siders and sizes Spanskills and automaticedures shi languaruse	ate stanoneta for corresea l/or ex ment vorksi ssist of and addrance anish l d referent serifications	atutory ary ben- complex rches a cceeds f of Labo ites in th clients v ljudicate e Act; ex languag ers clien rvices; s es; prov ies and o assist	er- efit or nd the or ne who es explains ge to ts to selects ides records clients

16. (CONTINUE	2)									
% OF TIME	16 COM	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION E	ESSENTIAL FUNCTIONS (Continued)						
10%	4.	Determines client U recommendations to referring employe	Inemployment Insurance and/or Wa	agner-Peyser related needs and provides bloyment related issues, including but not limited as Services, identifying barriers to employment						
05%	5.	 Establishes and maintains activity records and reports. Reviews individual caseload activity on the pending adjudication report in order to maintain timeliness in the completion of pending adjudication cases. Loads and extracts data related to job placements and/or claims using automated systems including but not limited to the IL Labor Exchange system, the Illinois Benefit Information System (IBIS) and GenTax. Evaluates and reports computer errors or deficiencies discovered in analysis of inquiries to supervisor or manager; makes service efficiency assessments and recommendations. Assists supervisor in preparation of statistical reports. Performs other duties as required or assigned which are reasonably within the scope of the duties 								
05%		enumerated above.								
conducting	g and sigi	AND NUMBER OF IMM ning performance evalu of this position.)	MEDIATE SUPERVISOR (Responsible uations; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances						
				WORKING TITLE (IF ANY)						
Employment	Security	Field Office Supervi	isor 13600-44-53-105-30-31							
18. CHECK TH	IE APPR	OPRIATE BOX IF THIS	S POSITION IS A:							
☐ SUPE				, detailed duty etatement(e) with a						
tiı	me perce as check	entage(s) allotted.	ponsibilities must be described in a title, position number, and number of su	ubordinate incumbents or authorized funded						
	Position	r Title	Position Number	No. of Incumbents or Funded Vacancies						
N/A										
PERFORM ABILITIES	MANCE (OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	ICATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"						
ABILITIES	S AND LI	CENSURE OR CERTI								

Requires knowledge, skill and mental development equivalent to the completion of four years of college with academic background in the social / behavioral sciences or business/personnel administration and one year as a full-time professional employee with IDES; or five years professional experience in personnel administration, or business ownership management or operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing, finding of facts, test interpretation, and vocational counseling techniques. Requires the ability to effectively communicate with employers and clients; organize and analyze pertinent information to provide for the determination of appropriate payment or non-payment of claimant benefits; determine an appropriate work search plan for the client and identification of inappropriate work search efforts; write clearly and concisely to record benefit determinations employer job orders and client

work history information and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires the ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

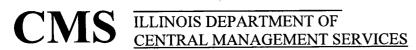


1. POSITION TITL	F	WORKING TITLE (IF ANY) BILINGUAL POSITION TITLE 2. POSITION NUMBER											
Existing Position		"		CODE	OPT	ION CODE							
					-								
New/Revised Position Employment S	ecurity			29		ss	13667	- 44-54-	102-4	1-31			
Service Repres							5. EXMT 6. WORK 7. A/I				9. OFFICE		
3. AGENCY			4. BUREAU/ DIVISION				CODE	COUNTY	AUTH	8.AUDIT	USE		
Existing Position													
New/Revised Position			Service Delivery/ Fi	eld Ope	ration	s	0	101	Υ	R			
IL Department 10. SECTION	of Employment Security		11. UNIT					12. TRANSACTION 13. EFFECTIVE DAT					
Existing Position								CODE					
Existing Footion								02/16/2019					
New/Revised Position			Service Unit II					☐ MA021 ESTABLISH					
Northern Region	on/ Rockford Local Office		Service Official			T**=	☐ MC0	22 EXEM	PT COD				
14. WORK LOCA	TION		15. BARGAINING/TERM	(CODE		Rutan Exempt		24 POSIT 26 CLARI		MBER CHA	ANGE		
Existing Position								27 ADDIT 28 WORK					
								21 ABOLI	SH				
New/Revised Position			RC062			N		49 DOWN 50 LATER					
Rockford, IL	40 COMPLETE OURDEN				OCITI		☐ MC1	58 UPWA	RD REA				
% OF TIME	16. COMPLETE CURRENT Under general direction,	for an	assigned area nerfo	rms mo	re con	nnley e	mplovm	ent serv	ice a	nd iob			
	placement functions and	unem	blovment insurance b	enefit e	ntitler	nent res	solution	s under	provi	sion of			
	Unemployment Insurance	e, Wag	ner-Peyser and Wor	kforce I	nvestr	ment leg	gislatior	in com	pliand	e with F	ederal		
	and State statutory provi	sions. ı	rules, regulations and	d require	ement	ts; deter	mines o	client Ur	ıempl	oyment			
	Insurance and/or Wagne	r-Peys	er related needs and	provide	es rec	ommen	dations	to addre	ess er	nploym	ent and		
ļ	unemployment related is	sues; l	oads and extracts da	ita using	g auto	mated s	systems	s; mainta	uns a	ctivity re	ecoras els to		
	and prepares reports; may worksites in the service	akes se	ervice efficiency asse	ianed d	is and	Utilizes	Spanis	th langu	age to	assist	clients		
	who request or need into			igned d	udco.	Otilizoo	Оралис	,,, ianga			-,,-,,,-		
	·	-											
40%	 Performs more of 	comple	olex employment service and job placement functions and unemployment							t			
	insurance benef	it entitle	tlement resolutions under provision of Unemployment Insurance, Wagner- e Investment legislation in compliance with Federal and State statutory							er-			
	Peyser and Wor	kforce	Investment legislation ations and requireme	n in con	nplian	ce with	redera	nd nonn	ate st	atutory arv bene	afit		
	provisions, rules	, reguia terview	ring, investigating, ar	nd provi	dina e	liaibility	determ	inations	for c	omplex	or		
	unique initial or	continu	ed claims; makes mi	ulti-clain	nant d	ecision	s; inves	tigates,	resea	rches a	nd		
	explains case di	spositio	ons to clients; provide	es writte	en dete	erminati	ions; m	eets and	l/or ex	ceeds t	the		
	federally manda	ted qua	ality and timeliness m	etrics a	s defi	ned by '	the U.S	. Depart	ment	of Labo	r		
	Education and T	raining	Administration (ETA	() handb	ook.	As direc	ted, tra	vels to v	vorks	ites in th	16		
			perform assigned d	uties. U	tilizes	Spanis	n langu	age to a	SSIST	clients v	vno		
	request or need	interpr	euve services.										
30%	2. Conducts recon	sidered	determinations and	accepts	appe	eals; hea	ars, con	siders a	ind ac	ljudicate	es		
0070	monetary and no	on-mon	etary issues pertaini	ng to th	e Illino	ois Une	mploym	ent Insu	irance	e Act; ex	cplains		
	client rights and	respon	sibilities as they perf	tain to b	enefit	prograi	ms. Util	izes Spa	anish	languag	e to		
	assist clients wh	o requ	est or need interpreti	ve serv	ices.								
400/	3. Interviews job seekers, taking or updating work history; assesses client skills and refers clients to								ts to				
10%	3. Interviews job se	h inten	riews and/or to partn	er agen	cies f	or additi	onal en	nplovme	nt se	vices: s	elects		
	suitable iob ope	nings a	s listed in job order r	ecords	or ava	ailable tl	nrough	automat	ed file	es; provi	ides		
	clients with infor	mation	s as listed in job order records or available through automated files; provides on regarding selected jobs and job interviewing procedures; verifies and record						records				
-	placements. As	directe	ected, travels to perform these duties. Utilizes Spanish language to assist cli					clients					
		need in	terpretive services.	TIDE I	ACEN	CV HEVE				DATE			
DIRECTOR OF C	MS/SIGNATURE IM	MFDÌÀÌ	E SUPERVISOR SIGNAT	UKE	AGENCY HEAD SIGNATURE Thomas Chan by Sami			1					
l 1"``	27				.	by	-30	em	نت	03/2	22/2019		

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16. (CONTINUE	D)	DI ETE OLIDOCALT AND	ACCUPATE OTATEMENT OF POOLETON F	COENTIAL	FUNCTIONS (Occidenced)					
% OF TIME			ACCURATE STATEMENT OF POSITION E							
10%	4.	recommendations to referring employe	Unemployment Insurance and/or Wa to address employment and unemplers to representatives from Business mation on available training and edu	oyment res s Service	elated issues, including but not limited s, identifying barriers to employment					
05%	5.	pending adjudication cases. Loads and exincluding but not lin (IBIS) and GenTax. inquiries to supervise	ablishes and maintains activity records and reports. Reviews individual caseload activity on the ding adjudication report in order to maintain timeliness in the completion of pending adjudication es. Loads and extracts data related to job placements and/or claims using automated systems uding but not limited to the IL Labor Exchange system, the Illinois Benefit Information System (S) and GenTax. Evaluates and reports computer errors or deficiencies discovered in analysis of iries to supervisor or manager; makes service efficiency assessments and recommendations. Its supervisor in preparation of statistical reports.							
05%	Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.									
		115 144555 OF 1141	4501475 011050 (1000 (D							
conducting	g and sigr	IND NUMBER OF IMIV ning performance evalu f this position.)	MEDIATE SUPERVISOR (Responsible for uations; effectively recommending and in	mposing d	isciplinary action and adjusting grievances					
				WORKING	G TITLE (IF ANY)					
Employment	Security	Field Office Supervi	isor 13600-44-54-102-40-01							
18, CHECK TH	IE APPR	OPRIATE BOX IF THI	S POSITION IS A:							
SUPE		OR LEAD W								
			ponsibilities must be described in a d	detailed d	uty statement(s) with a					
tii If a box w	me perce as checke	entage(s) allotted. ed above, list position t	title, position number, and number of sul	bordinate i	incumbents or authorized funded					
headcoun	t:									
	Position	Title	Position Number		No. of Incumbents or Funded Vacancies					
N/A										
PERFORM ABILITIES	MANCE C S AND LI	OF THE WORK OF TH		ARE NOW	ECESSARY FOR THE SUCCESSFUL SEVERAL OPTIONS OF SKILLS AND PHRASE "SAME AS SPECIFICATION"					
Requires kno	wledge, n the so	skill and mental dev	relopment equivalent to the completiences or business/personnel adminis	ion of fou stration ar	r years of college with academic nd one year as a full-time professional					

Requires knowledge, skill and mental development equivalent to the completion of four years of college with academic background in the social / behavioral sciences or business/personnel administration and one year as a full-time professional employee with IDES; or five years professional experience in personnel administration, or business ownership management or operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing, finding of facts, test interpretation, and vocational counseling techniques. Requires the ability to effectively communicate with employers and clients; organize and analyze pertinent information to provide for the determination of appropriate payment or non-payment of claimant benefits; determine an appropriate work search plan for the client and identification of inappropriate work search efforts; write clearly and concisely to record benefit determinations employer job orders and client work history information and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires the ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



1. POSITION TIT	LE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER					
Existing Position			1									
New/Revised Position Employment S Service Repre			29	ss	13667	'-44-54-	105-2	1-31				
3. AGENCY	escritative	4. BUREAU/ DIVISION	<u> </u>		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE			
Existing Position												
New/Revised Position	·	Service Delivery/ F	ield Oner	ations	0	045	Υ	R				
IL Departmen	t of Employment Security	11. UNIT	Service Delivery/ Field Operations					U U45 T R				
Existing Position		11. 01411			CODE							
Existing Fosition								02/16	/2019			
New/Revised Position						21 ESTAE	LISH					
Northern Reg Center	ion/ Carpentersville Proces	ssing Service Unit I		Rutan	_ □ мсс	022 EXEMI	PT COD					
14. WORK LOCA	ATION	15. BARGAINING/TERM	M CODE	Exempt	_ ⊠ MC	26 CLARI	FY					
Existing Position					☐ MC	27 ADDIT 28 WORK	COUN					
New/Revised Position						021 ABOLI 149 DOWN		REALLOC	ATION			
Carpentersvill	le, IL	RC062		N	☐ MC	I50 LATER	RAL REA	ALLOCATION	ON			
% OF TIME	16. COMPLETE CURRENT	AND ACCURATE STATEME for an assigned area, perfo	NT OF PO	SITION ES	SENTIAL	FUNCT	ONS					
40%	Insurance and/or Wagner unemployment related is and prepares reports; may worksites in the service of who request or need interest or need interest. 1. Performs more of insurance beneficial provisions, rules claims issues, in unique initial or explains case diffederally manda Education and Techniques or need.	Unemployment Insurance, Wagner-Peyser and Workforce Investment legislation in compliance with Federal and State statutory provisions, rules, regulations and requirements; determines client Unemployment Insurance and/or Wagner-Peyser related needs and provides recommendations to address employment and unemployment related issues; loads and extracts data using automated systems; maintains activity records and prepares reports; makes service efficiency assessments and recommendations. As directed, travels to worksites in the service delivery area to perform assigned duties. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Performs more complex employment service and job placement functions and unemployment insurance benefit entitlement resolutions under provision of Unemployment Insurance, Wagner-Peyser and Workforce Investment legislation in compliance with Federal and State statutory provisions, rules, regulations and requirements. Adjudicates monetary and nonmonetary benefit claims issues, interviewing, investigating, and providing eligibility determinations for complex or unique initial or continued claims; makes multi-claimant decisions; investigates, researches and explains case dispositions to clients; provides written determinations; meets and/or exceeds the federally mandated quality and timeliness metrics as defined by the U.S. Department of Labor Education and Training Administration (ETA) handbook. As directed, travels to worksites in the service delivery area to perform assigned duties. Utilizes Spanish language to assist clients who request or need interpretive services.										
30%	monetary and no client rights and	sidered determinations and on-monetary issues pertain responsibilities as they per o request or need interpret	ing to the tain to be	Illinois Une nefit progra	employn	nent Insu	urance	e Act; ex	(plains			
10%	3. Interviews job seekers, taking or updating work history; assesses c employers for job interviews and/or to partner agencies for addition suitable job openings as listed in job order records or available thro clients with information regarding selected jobs and job interviewing placements. As directed, travels to perform these duties. Utilizes S who request or need interpretive services.						ent se ted file s; verif	rvices; s es; prov ïes and o assist	selects ides records clients			
		MEDIATE SUPERVISOR SIGNA		AGENCY HEA			ı		DATE			
y s	nel forde	MAR 2 8 2019		1000	J Je	in	نت	03/	22/2019			
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16. (CONTINUE	D)					
% OF TIME	16. COMPLETE C		CURATE STATEMENT OF POSIT			
10%	recom to refe	mendations to a rring employers	address employment and un	employm siness Se	r-Peyser related needs and provent related issues, including but ervices, identifying barriers to emon programs.	not limited
05%	pendin cases. includi (IBIS) inquirie	ng adjudication re Loads and extra ng but not limite and GenTax. Ev es to supervisor	report in order to maintain ting racts data related to job place and to the IL Labor Exchange valuates and reports compu	neliness i ements a system, t ter errors efficienc	views individual caseload activity in the completion of pending adjusted or claims using automated system Illinois Benefit Information System or deficiencies discovered in an ey assessments and recommend	udication ystems ystem alysis of
05%		ms other duties erated above.	as required or assigned wh	ch are re	asonably within the scope of the	duties
				20.5		
conducting		ormance evaluation			ssigning and reviewing work, prepari sing disciplinary action and adjusting	
				WOF	RKING TITLE (IF ANY)	
Employment	Security Field C	Office Supervisor	r 13600-44-54-105-20-01			,
18. CHECK TH	HE APPROPRIAT	E BOX IF THIS P	POSITION IS A:	<u> </u>		
☐ SUPEI	RVISOR OR	☐ LEAD WOR	RKER			
NOTE: S	upervisory or lea	ad worker respor	nsibilities must be described	in a detai	iled duty statement(s) with a	
tiı	me percentage(s) allotted.			•	
If a box was headcoun		, list position title,	, position number, and number	of subordi	inate incumbents or authorized fund	ed
	Position Title		Position Number		No. of Incumbents or Funded	Vacancies
N/A						
						<u> </u>
						
PERFORM ABILITIES	MANCE OF THE V	WORK OF THIS F RE OR CERTIFIC	POSITION. NOTE: SINCE TH	ERE ARE	ON NECESSARY FOR THE SUCCE NOW SEVERAL OPTIONS OF SKI THE PHRASE "SAME AS SPECIFI	LLS AND
Requires knot background is employee with or operation. finding of fact with employed payment or necessity.	owledge, skill an in the social / be th IDES; or five y Requires thorouts, test interpreta ers and clients; conon-payment of o	d mental develo havioral science years profession ugh knowledge cation, and vocationganize and anaclaimant benefits	es or business/personnel ac nal experience in personnel of the provisions of the Illino tional counseling techniques alyze pertinent information t s; determine an appropriate	ministrati administr is Unemp . Require o provide work sea	of four years of college with acade ion and one year as a full-time propertion, or business ownership made of the ability to effectively commented for the determination of approprearch plan for the client and identifications employer job orders	rofessional anagement ving, unicate riate fication of

work history information and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires the ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish

speaking clients.

1. POSITION TIT	LE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	TION NU	MBER		
Existing Position									
New/Revised Position Employment S			29	SS	13667	-44-54-	107-2	1-31	
Service Repre	esentative	4. BUREAU/ DIVISION		<u> </u>	5. EXMT	6. WORK	7. A/I	8.AUDIT	9. OFFICE
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New/Revised Position	t of Employment Security_	Service Delivery/ F	ield Oper	ations	0	045	Υ	R	
10. SECTION	And delivery .	11. UNIT			12. TRAN CODE	SACTION	1:	3. EFFECTIV	E DATE
Existing Position								02/16	/2019
New/Revised Position Northern Regi	ion/ North Aurora Local Of	fice Service Unit I				21 ESTAE 22 EXEM		E CHANG	E
14 WORK LOCA	TION	15. BARGAINING/TERI	M CODE	Rutan Exempt		24 POSIT 26 CLARI		MBER CH	ANGE
14. WORK LOCA Existing Position	HON	15. BARGAINING/TERI	VI CODE		MC0	27 ADDIT 28 WORK	IONAL I		L CHANGE SE
New/Revised Position						21 ABOLI 49 DOWN		REALLOC	ATION
North Aurora,	IL	RC062	2	. N		50 LATER			
% OF TIME	16. COMPLETE CURRENT	AND ACCURATE STATEME for an assigned area, perfo	NT OF PO	OSITION ES	SENTIAL	FUNCT	ONS		
40%	and State statutory provi Insurance and/or Wagne unemployment related is and prepares reports; may worksites in the service of who request or need into the service of the	complex employment service tentitlement resolutions under the continued claims; makes me spositions to clients; provided quality and timeliness near a to perform assigned dinterpretive services.	d required provides at a using essments signed du se and job ader providents. Adjund providulti-claims es writter netrics as handbouties. Util	ments; determined and recommentation and recommentation of Unleading and Placementation of Unespliance with a decision of Unespliance with a decision of Unespliance with a decision of Unespliance with a decision of Unespliance with a decision of Unespliance with a decision of Unespliance with a decision of Unespliance with a decision of Unespliance Without Williams and University of Universi	rmines of dations systems mendations function mploym Federa netary a determis; investions; methe U.S. cted, trash langu	client Ur to address; mainta ons. As sh langu as and usent Insu I and Stand nonnations tigates, eets and Depart vels to vage to a	nempless erains addirect age to nemples at estanonets afor correseation extensions and the stanonets afor extensions at estanonets afor extensions at estanonets afor extensions at estanonets afor extensions at estanonets afor extensions at estanonets afore extensions at each estanonet estanonets at each estanonets at each estanonets at each estanonets at each estanonets at each estanonets at each estanonets a	oyment mploymented, travelous assist bloymente, Wagnatutory ary beneatutory ary beneatutory arches a acceeds to of Laborates in the	ent and ecords vels to clients t er- efit or ind the or ine who
30%	monetary and no client rights and	sidered determinations and on-monetary issues pertain responsibilities as they per o request or need interpret	ing to the tain to be	Illinois Une nefit progra	mploym	ent Insu	irance	e Act; ex	kplains
10%	employers for jo suitable job oper clients with infor placements. As	eekers, taking or updating v b interviews and/or to partn nings as listed in job order i mation regarding selected j directed, travels to perform need interpretive services.	er agenc records o jobs and j these du	ies for addi r available job interviev ties. Utilize	ional en hrough ving pro s Spanis	nployme automat cedures sh langu	ent sei ed file ; verif	rvices; s es; prov ies and	selects ides records
DIRECTOR OF	CMS/SIGNATURE IM	MEDIATE SUPERVISOR SIGNA		GENCY HEA			ı	[DATE
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MŞ-194 (ReW,10/9	94) L 401-0794	MAD 2 0 2010				<u>.</u>			
HO in Man	14-29-19	MAR 2 8 2019							
JUNI MUY	ry locity	E.V.							

16. (CONTINUE	D)	· · · · · · · · · · · · · · · · · · ·		
% OF TIME	16 COM	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION I	ESSENTIAL FUNCTIONS (Continued)
10%	4.	Determines client U recommendations to to referring employed	Inemployment Insurance and/or Water and/or Water and Unemployment and unemp	/agner-Peyser related needs and provides ployment related issues, including but not limited ss Services, identifying barriers to employment
05%	5.	pending adjudication cases. Loads and exincluding but not lin (IBIS) and GenTax inquiries to supervise	on report in order to maintain timelin extracts data related to job placeme nited to the IL Labor Exchange syst . Evaluates and reports computer e	s. Reviews individual caseload activity on the ness in the completion of pending adjudication ents and/or claims using automated systems stem, the Illinois Benefit Information System errors or deficiencies discovered in analysis of iciency assessments and recommendations.
05%		enumerated above		are reasonably within the scope of the duties
conducting	g and sigr	ND NUMBER OF IMN ning performance evalu f this position.)	MEDIATE SUPERVISOR (Responsible uations; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
				WORKING TITLE (IF ANY)
Employment	Security	Field Office Supervi	isor 13600-44-54-107-20-01	
18. CHECK TH	IE APPR	OPRIATE BOX IF THI	S POSITION IS A:	
SUPE	RVISOR	OR LEAD W	VORKER	•
tiı	me perce as checke	ntage(s) allotted.	ponsibilities must be described in a title, position number, and number of su	detailed duty statement(s) with a ubordinate incumbents or authorized funded
	Position	Title	Position Number	No. of Incumbents or Funded Vacancies
N/A	7 0010011	. 1	i ostori (tarrisor	THE OF HIGHINGSING OF FUNDOU FUNDATIONS
PERFORM ABILITIES	MANCE C	F THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	ICATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"

Requires knowledge, skill and mental development equivalent to the completion of four years of college with academic background in the social / behavioral sciences or business/personnel administration and one year as a full-time professional employee with IDES; or five years professional experience in personnel administration, or business ownership management or operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing, finding of facts, test interpretation, and vocational counseling techniques. Requires the ability to effectively communicate with employers and clients; organize and analyze pertinent information to provide for the determination of appropriate payment or non-payment of claimant benefits; determine an appropriate work search plan for the client and identification of inappropriate work search efforts; write clearly and concisely to record benefit determinations employer job orders and client work history information and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires the ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

1. POSITION TIT		T wo	RKING TITLE (IF ANY)	BILINGUAL	Post	TION TITLE	2. POS	ITION NU	MBER		
Existing Position		""	(1 7 (17)	CODE	OPT	TON CODE					
New/Revised Position Employment S Service Repre			*	29		SS	13667	-44-54-	107-4	1-31	
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 IL Department	of Employment Security		Service Delivery/ Fi	eld Ope	ration	s	0	045	Υ	R	
10. SECTION			11. UNIT				12, TRAN CODE	SACTION	13	B. EFFECTIV	E DATE
Existing Position										02/16/	/2019
New/Revised Position Northern Regi	on/ North Aurora Local O	ffice	Service Unit II					21 ESTAE 22 EXEMI		E CHANGI	E
14. WORK LOCA	TION		15. BARGAINING/TERM	CODE		Rutan Exempt	⊠ MC0	24 POSIT 26 CLARI 27 ADDIT	FY		
Existing Football							☐ MC0	28 WORK 21 ABOLI	COUNT		
New/Revised Position			50000				☐ MC1	49 DOWN	WARD		
North Aurora,			RC062			N	☐ MC1	50 LATER 58 UPWA	RD REA		
% OF TIME	16. COMPLETE CURREN Under general direction,										
40%	insurance benef Peyser and Wor provisions, rules claims issues, in unique initial or explains case di federally manda Education and T service delivery request or need	ce, Wagisions, er-Peys saues; I akes se delivery erpretive completit entitle kforce, regulaterview continu sposition ted quaraining area to interpretive continuerpretive contin	gner-Peyser and Wor rules, regulations and er related needs and oads and extracts da ervice efficiency asse y area to perform ass e services. Investment legislation ations and requireme ving, investigating, an ed claims; makes mu- pons to clients; provide ality and timeliness may Administration (ETA) perform assigned du etive services.	reforce In require provide ta using ssments igned do der provide and jo der provide provide the claim is writte etrics as handbuties. Ut	nvestrement es reco autor autor s and uties. b place ision en pliane udicate ding en autor de la cok. A ilizes	ment legs; deter ommend mated s recomm Utilizes ement for Unence with I des mon ligibility ecisions erminationed by the Spanish	gislation mines of dations systems nendati Spanis function nployme Federal etary a determ s; invest ons; me he U.S. ted, train langua	in complication to address, maintaions. As hangual and Stand nonminations tigates, peets and Departivels to wage to as	poliance personal enterested and the state of the state o	e with Forment or ployment of travel of the second of the	ent and cords els to clients ter- efit or nd he ree/ho
30% 10%	monetary and no client rights and assist clients wh	on-mor respon o requ	determinations and a letary issues pertaining issibilities as they pertains or need interpreting taking or updating w	ng to the ain to be ve servi	e Illino enefit ces.	ois Unen progran	nploym ns. Utili	ent Insu zes Spa	rance nish la	Act; ex anguag	plains e to
	employers for jo suitable job ope clients with infor placements. As who request or	b intervinings a mation directer	riaking of updating waviews and/or to partners is listed in job order reparding selected job, travels to perform the terpretive services.	er agend ecords of obs and	cies fo or ava job in	or addition ilable the terviewi	onal em rough a ing prod	iployme automate cedures;	nt ser ed file verifi	vices; se s; provie es and l	elects des records
DIRECTOR OF C	MS SIGNATURE IM	MEDIAT	E SUPERVISOR SIGNAT			CY HEAD			-	D	ATE
	27		ECUNI	7		by	Sa	mi	نه ——	03/2	2/2019

CMS-104 (Rev. 10/94) IL 401-0794

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16. (CONTINUE	:D)			
% OF TIME		IPLETE CURRENT ANI	D ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
10%	4.	Determines client recommendations to referring employ	Unemployment Insurance and/or W to address employment and unemplyers to representatives from Busine	lagner-Peyser related needs and provides ployment related issues, including but not limited ass Services, identifying barriers to employment
05%		Establishes and m pending adjudicati cases. Loads and including but not li (IBIS) and GenTax inquiries to superv Assists supervisor	ion report in order to maintain timeli extracts data related to job placememited to the IL Labor Exchange system. Evaluates and reports computer exisor or manager; makes service efficin preparation of statistical reports.	s. Reviews individual caseload activity on the ness in the completion of pending adjudication ents and/or claims using automated systems stem, the Illinois Benefit Information System errors or deficiencies discovered in analysis of iciency assessments and recommendations.
conducting	g and sigr	ND NUMBER OF IMP ning performance eval f this position.)	MEDIATE SUPERVISOR (Responsible luations; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
		, , <u>, , , , , , , , , , , , , , , , , </u>		WORKING TITLE (IF ANY)
		•	risor 13600-44-54-107-40-01	
18. CHECK TH	HE APPR	OPRIATE BOX IF TH	IS POSITION IS A:	
☐ SUPER	RVISOR	OR 🔲 LEAD V	VORKER	
tir	me perce as checke	ntage(s) allotted.	sponsibilities <u>must</u> be described in a title, position number, and number of se	detailed duty statement(s) with a ubordinate incumbents or authorized funded
	Position	Title	Position Number	No. of Incumbents or Funded Vacancies
N/A				
PERFORM ABILITIES	MANCE C	F THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
background in employee wit or operation. finding of fact	n the soon h IDES; Requirents, test in	cial / behavioral scie or five years profes s thorough knowled terpretation, and vo	ences or business/personnel admini sional experience in personnel adm ge of the provisions of the Illinois U ocational counseling techniques. Ro	ation of four years of college with academic istration and one year as a full-time professional ninistration, or business ownership management nemployment Insurance Act; interviewing, equires the ability to effectively communicate ovide for the determination of appropriate

payment or non-payment of claimant benefits; determine an appropriate work search plan for the client and identification of inappropriate work search efforts; write clearly and concisely to record benefit determinations employer job orders and client work history information and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires the ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish

speaking clients.

1. POSITION TIT	TLE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER		
Existing Position									
New/Revised Position Employment Service Repre			29	SS	13667	'-44 - 55-	108-2	1-31	
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		Service Delivery/ Fi	eld Oper	ations	0	072	Υ	R	
10. SECTION	t of Employment Security	11. UNIT			12. TRAN CODE	SACTION	1:	3. EFFECTIV	E DATE
Existing Position					CODE			02/16/	/2019
New/Revised Position		Service Unit I				21 ESTAE			
Northwest Re	egion/ Peoria Local Office			Rutan	1 ⊟ мсо	122 EXEMI 124 POSIT	ION NU		
14. WORK LOCA Existing Position	ATION	15. BARGAINING/TERM	/ CODE	Exempt	1 □ мсо	126 CLARI 127 ADDIT 128 WORK	IONAL I		
						21 ABOLI	SH		
New/Revised Position		RC062		N	I ☐ MC1	49 DOWN	RAL REA	ALLOCATIO	ON
Peoria, IL % OF TIME	1 16 COMPLETE CURRENT	AND ACCURATE STATEME	NT OF PO	SITION ESS	ENTIAL	58 UPWA	ONS	ALLOCATIO	JN
40%	Insurance and/or Wagne unemployment related is and prepares reports; may worksites in the service of who request or need interest or need interest. 1. Performs more of insurance benefit Peyser and Work provisions, rules claims issues, in unique initial or of explains case disfederally mandate Education and Techniques or need.	complex employment service tentitlement resolutions un kforce Investment legislation, regulations and requirement terviewing, investigating, all continued claims; makes meaning to clients; provided quality and timeliness meaning Administration (ETA area to perform assigned dinterpretive services.	I provides at a using essments signed du e and job der provid n in compents. Adjund providulti-claims writter netrics as A) handbouties. Util	arecomment automated: and recomment ties. Utilizes a placement sion of Une- poliance with dicates more ing eligibility ant decision defined by book, As direct lizes Spanis	dations systems mendati s Spanis function mploym Federa determ s; inves ions; m the U.S cted, tra h langu	to address; mainta ons. As sh langu ns and u ent Insu I and Stand nonn ninations stigates, eets and Depart evels to va	nemperance at estance	mploymented, traveled, tra	ecords els to clients t er- efit or nd the r ne vho
30%	monetary and no client rights and	sidered determinations and on-monetary issues pertain responsibilities as they per o request or need interpret	ing to the tain to be	Illinois Une nefit progra	mploym	าent Insเ	irance	e Act; ex	cplains
10%	employers for jo suitable job oper clients with infor placements. As who request or r	eekers, taking or updating v b interviews and/or to partn nings as listed in job order i mation regarding selected j directed, travels to perform need interpretive services.	er agenc records o obs and these du	ies for addit r available t job interviev ties. Utilizes	ional er hrough ving pro s Spanis	nployme automat cedures sh langu	ent sei ted file ; verif	rvices; s es; provi ies and o assist	elects ides records clients
DIRECTOR OF	CMS SIGNATURE IM	MEDIATE SUPERVISOR SIGNA		AGENCY HEAD			1		DATE
	and orde	State of the second sec		thome by	1- Je	em	انت	03/	22/2019
MS-104 (Rev. 10	(P4) IL(4)1-07\(\)	MAR 2 8 2019							
MS-104 (Rev. 10)	n 429-19		,						

46 (CONTINUE	D\			
16. (CONTINUE % OF TIME		PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION I	ESSENTIAL FUNCTIONS (Continued)
10%		Determines client L recommendations t to referring employe	Inemployment Insurance and/or Water and/or Water and unemployment and unemp	agner-Peyser related needs and provides loyment related issues, including but not limited as Services, identifying barriers to employment
05%	5.	pending adjudication cases. Loads and exincleding but not lin (IBIS) and GenTax inquiries to supervise	on report in order to maintain timelir extracts data related to job placeme nited to the IL Labor Exchange syst . Evaluates and reports computer e	Reviews individual caseload activity on the ness in the completion of pending adjudication ents and/or claims using automated systems tem, the Illinois Benefit Information System errors or deficiencies discovered in analysis of ciency assessments and recommendations.
05%	6.	Performs other duti enumerated above.		re reasonably within the scope of the duties
conducting	and sign			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
				WORKING TITLE (IF ANY)
Employment	Security	Field Office Supervi	isor 13600-44-55-108-20-01	
18. CHECK TH	E APPR	OPRIATE BOX IF THE	S POSITION IS A:	
SUPER	RVISOR	OR LEAD W	/ORKER	
NOTE: S	uperviso	ry or lead worker res ntage(s) allotted.	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
	as checke		itle, position number, and number of su	bordinate incumbents or authorized funded
	Position	Title	Position Number	No. of Incumbents or Funded Vacancies
N/A				
PERFORM	MANCE O AND LIC	F THE WORK OF THI CENSURE OR CERTI	IS POSITION. NOTE: SINCE THERE .	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
				ion of four years of college with academic

Requires knowledge, skill and mental development equivalent to the completion of four years of college with academic background in the social / behavioral sciences or business/personnel administration and one year as a full-time professional employee with IDES; or five years professional experience in personnel administration, or business ownership management or operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing, finding of facts, test interpretation, and vocational counseling techniques. Requires the ability to effectively communicate with employers and clients; organize and analyze pertinent information to provide for the determination of appropriate payment or non-payment of claimant benefits; determine an appropriate work search plan for the client and identification of inappropriate work search efforts; write clearly and concisely to record benefit determinations employer job orders and client work history information and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet. Requires the ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

1. POSITION TITE	LE .	l w	ORKING TITLE (IF ANY)	BILINGUAL	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER		
Existing Position			· · · · · · · · · · · · · · · · · · ·	CODE	OF HON CODE		,			
New/Revised Position	·			29	SS	12671	-44-40-2	220.3	0.31	
	Security Specialist 1		4. BUREAU/ DIVISION	29	33	5, EXMT	6. WORK	22U-3	1	9. OFFICE
3. AGENCY Existing Position			4. BUREAU/ DIVISION			CODE	COUNTY	AUTH	8.AUDIT	USE
									1 .	
New/Revised Position IL Department	of Employment Secur	itv	Business Services			0	010	Y	R	
10. SECTION			11. UNIT			12. TRAN CODE	SACTION	1	3. EFFECTIV	E DATE
Existing Position	***************************************								02/16	/2019
New/Revised Position			Migrant and Seasonal	Farm Wo	orker					
Intra-Agency C	Coordination		(MSFW) Program			☐ MC	21 ESTAE 22 EXEM	PT COD		
14. WORK LOCA	TION		15. BARGAINING/TERM C	ODE	Rutan Exempt)24 POSIT)26 CLARI		MBER CHA	ANGE
Existing Position						☐ MC	27 ADDIT	IONAL		
						. MD0	21 ABOLI	SH		
New/Revised Position			RC062		N		49 DOWN 50 LATER	AL REA	ALLOCATIO	N
Champaign, IL % OF TIME		FNT AN	<u> </u> ID ACCURATE STAT <u>E</u> ME	NT OF PO	SITION ESS		58 UPWA		ALLOCATIO	ON
			provides information and						aconal	Farm
·	Worker (MSFW) prog Agricultural Workers conduct frequent field contract compliance.	ram, H (H-2B) I visits Provid	I-2A Temporary Agricult program for the Illinois I to working and living are as assistance and guida mation and referrals for	ural Work Departme eas to offe ince to co	ers (H-2A) ent of Emplo er and verify emmunity ar	orogran yment s employ d State	n and H- Security yment se agencie	2B Te (IDES ervice es. Er	emporar 6). Trave s and jo iters job	y Non- els to b orders
	Establishes and main reports. Attends comi	itains v munity	arious reports; maintain and hiring events. Make . Utilizes Spanish langu	s and mo	nitors files; nendations	develop for prog	s syster ram imp	ns to rover	organize nents to	e)
25%	program, H-2 Agricultural V pertaining to other interest H-2A and H-2 to temporary	A Tem Vorkers MSFW ed part 2B prog worker	n and guidance concern porary Agricultural Worl s (H-2B) program for IDE f, H-2A and H-2B progra ties. Provides informatio gram services and resours, including but not limit lients who request or no	kers (H-2/ ES. Explains to emon and assurces and ed to food	A) program ins rules, re ployers, em sistance to rother state d stamps ar	and H-2 gulation ployees notify in and/or id Medi	2B Tempos, policions, policions, commo dividuals federal a	orary es an unity s of av	Non- d proce groups vailable ance av	dures and MSFW, ailable
20%	workers and compliance; of federal guide	other n conduc lines. (requent field visits to wo nigrant workers to offer a ts random field checks a Coordinates and execute equest or need interpreti	and verify and housi as field-wo	employment ng inspection ork screening	nt servions in a	ces and dherenc	job co e to r	ontract elated s	tate and
15%	2B programs inquiries via e of state and f	by exp email, i ederal	e and guidance to commolaining program rules, ron person, by phone and guidelines related to the lients who request or ne	egulations /or during MSFW,	s, policies a field visits. H-2A and H	nd prod Review -2B pro	edures. s and p	Resp rovide	onds to es interp	retation
15%	maintains vai complaints fr	rious re om em	ssing, spreadsheet and ports, including but not ployers, employees and endations for program i	limited to other into	reports of c erested part	utreach ies. Pre	n activitie pares re	es, an eports	d logs from fir	
DIRECTOR ORC	MS S IG NATURE		IATE SUPERVISOR SIGNAT		GENCY HEAD					ATE .
3 . 3 9 11 0	4 1 / .									
4	ivel facti				~\~#	هر سام	May	•	02/2	2/2019

4C (CONTINUE	D)		
% OF TIME		ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
10%	5. Using the Illinois La Seasonal Farm Wo Non-Agricultural W organize related re H-2B programs to	abor Exchange system, enters job or orker (MSFW), H-2A Temporary Ag orkers (H-2B) programs; maintains ports. Provides information and ref	orders and services relevant to Migrant and ricultural Workers (H-2A) and H-2B Temporary and monitors related files; develops systems to errals for services related to MSFW, H-2A and groups and other interested parties. Utilizes
10%	programs, including Department of Emp	g but not limited to employer orienta ployment Security (IDES) employment services. Utilizes Spanish languag	nts eligible for MSFW, H-2A and H-2B ations. Provides information to promote Illinois ent related services and unemployment e to assist clients who request or need
05%	enumerated above		re reasonably within the scope of the duties
conducting	TITLE AND NUMBER OF IMN and signing performance evalumbent of this position.)	SEDIATE SUPERVISOR (Responsible uations; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
PSA 37015-	44-40-220-00-31		
SUPER	upervisory or lead worker res ne percentage(s) allotted. as checked above, list position t	/ORKER ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a abordinate incumbents or authorized funded
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A			
PERFORM ABILITIES	IANCE OF THE WORK OF TH	S POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in the social sciences; or requires four years of work experience in program research evaluation or design with two of the years at the professional level. Requires working knowledge of IDES bureau programs, service goals, activities and operational systems in area of responsibility, including but not limited to the Illinois Labor Exchange system. Requires the ability to effectively communicate ideas, both orally and in written form; organize and analyze pertinent data and/or information and prepare reports using narrative and/or statistical formats; and to use a personal computer with related software programs, including but not limited to email, word processing, spreadsheet and database management software. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients. Requires possession of an appropriate valid driver's license. Requires ability to travel.

1. POSITION TIT	LE		l w	ORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER		
Existing Position]								
New/Revised Position	Socurity (Specialist 1			29	SS	13671	-44-40-2	220-4	0-31	
Employment S 3. AGENCY	security	Specialist i	L	4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position							CODE	041	AOTH		05/16/2019 -
New/Revised Position				Business Services	 		0		Y	R	update to county
IL Department	t of Emp	loyment Secur	ity	11. UNIT				082 SACTION	<u></u>	3. EFFECTIV	/E DATE
Existing Position				TT. UNIT			CODE		+	0. 2112011	- DATE
										02/16	/2019
New/Revised Position Intra-Agency (Coordina	ation		Migrant and Seasonal (MSFW) Program	Farm W	orker		21 ESTAE 22 EXEM		E CHANG	E
i 14. WORK LOCA	TION			15. BARGAINING/TERM CO)DE	Rutan Exempt	□ мсо	24 POSIT 26 CLARI	ION NU		
Existing Position	11011			10. B/ INO/ INTINO/ PENIN OC	<u> </u>	,	□ мсо	27 ADDIT	IONAL		CHANGE
								28 WORK	SH		
New/Revised Position Mount Vernon	li l	Belleville, IL		RC062		N	☐ MC1	49 DOWN 50 LATER	RAL REA	ALLOCATIO	ON
% OF TIME	•	MPLETE CURRI	ENT AN	<u>l</u> ID ACCURATE STATEMEI	NT OF PO	L DSITION ESS		58 UPWA FUNCTI		ALLOCATIO	ON
70 01 11012				provides information and						aconal	Farm
				-2A Temporary Agricultu							
				program for the Illinois D							
				to working and living are							
				es assistance and guidal mation and referrals for s							
				arious reports; maintains							
	reports	. Attends comr	munity	and hiring events. Make	s recomi	mendations	for prog	ram imp	rover	ments to)
	statewi service		vocate.	Utilizes Spanish langua	ige to as	sist clients v	vho requ	uest or r	ieed i	nterpret	ive
25%	4	Drovidos info	rmotion	n and guidance concerni	na tha N	ligrant and C	`aaaana	l Form \	Morke	or (MCE)	147
25%	1.			porary Agricultural Work							vv)
		Agricultural W	Vorkers	(H-2B) program for IDE	S. Expla	ins rules, re	gulatior	ıs, polici	es an	d proce	
				, H-2A and H-2B program							
				ies. Provides information gram services and resou							
		to temporary	worker	s, including but not limite	ed to foo	d stamps ar	d Medic				
		language to a	assist c	lients who request or ne	ed interp	retive service	es.				
20%	2.	Travels to co	nduct fi	requent field visits to wo	rking and	d living area	s of farn	n worke	rs and	d/or agri	cultural
2070				nigrant workers to offer a							ouna, ai
				ts random field checks a							
				Coordinates and execute equest or need interpretive			igs. Utili	zes Spa	ınısh	languag	je to
		assist CIETILS	WIIO IE	quest of fieed iliterpretiv	re servic	cs.					
15%	3.			and guidance to commi	•	_	_	_		•	
				laining program rules, re							
-				n person, by phone and/ guidelines related to the							
				lients who request or ne				gramo.	JC	о оран	
4504	_			·							
15%	4.			ssing, spreadsheet and operions, including but not I							
				ployers, employees and							ndinas
		and makes re	comm	endations for program in	nprovem	ents to state	wide M	onitor A		ate.	
DIRECTOR OF C	MS SIGNA		IMMED	IATE SUPERVISOR SIGNATI	JRE A	GENCY HEAD	SIGNAT	URE			ATE
<i>[[</i> "	The state of the s	27		MAD 2 6 2019		<-\\/	کے ہیم	May	•	02/2	22/2019
CMS 104 (Rev 10/	947 IL 401	0794		MAN EU EUIE	L/						
Ma I was	w D	1611									

16. (CONTINUE	D)		
% OF TIME		ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
10%	Seasonal Farm Wo Non-Agricultural W organize related re H-2B programs to e	orker (MSFW), H-2A Temporary Ag orkers (H-2B) programs; maintains ports. Provides information and ref	orders and services relevant to Migrant and ricultural Workers (H-2A) and H-2B Temporary and monitors related files; develops systems to errals for services related to MSFW, H-2A and groups and other interested parties. Utilizes and interpretive services.
10%	programs, including Department of Emp	g but not limited to employer orienta bloyment Security (IDES) employm services. Utilizes Spanish languag	nts eligible for MSFW, H-2A and H-2B ations. Provides information to promote Illinois ent related services and unemployment e to assist clients who request or need
05%	Performs other duti enumerated above	•	are reasonably within the scope of the duties
17. POSITION	TITLE AND NUMBER OF IMM	MEDIATE SUPERVISOR (Responsible	for assigning and reviewing work, preparing,
conducting			imposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
PSA 37015-	-44-40-220-00-31		
18. CHECK TH	IE APPROPRIATE BOX IF THE	S POSITION IS A:	
	_	/ORKER ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
	as checked above, list position t	itle, position number, and number of su	ubordinate incumbents or authorized funded
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A			1
		· · · · · · · · · · · · · · · · · · ·	
19. SPECIALI	ZED KNOWLEDGES, SKILLS,	ABILITIES, LICENSURE OR CERTIFI	CATION NECESSARY FOR THE SUCCESSFUL
			ARE NOW SEVERAL OPTIONS OF SKILLS AND

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in the social sciences; or requires four years of work experience in program research evaluation or design with two of the years at the professional level. Requires working knowledge of IDES bureau programs, service goals, activities and operational systems in area of responsibility, including but not limited to the Illinois Labor Exchange system. Requires the ability to effectively communicate ideas, both orally and in written form; organize and analyze pertinent data and/or information and prepare reports using narrative and/or statistical formats; and to use a personal computer with related software programs, including but not limited to email, word processing, spreadsheet and database management software. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish

speaking clients. Requires possession of an appropriate valid driver's license. Requires ability to travel.

CAN NO LONGER BE USED.

New/Revised Position Employment :	Security Specialist 1			29	S	ss		-44-40-		0-31
AGENCY Existing Position	. .	4.	BUREAU/ DIVISION				5, EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT
New/Revised Position										
IL Departmen	t of Employment Secur	ıty	usiness Services				0	045	2	R
10. SECTION Existing Position		11	I. UNIT				CODE	SACTION	11	3. EFFECTI
-										02/01
New/Revised Position Intra-Agency			ligrant and Seasona MSFW) Program	ıl Farm Wo				21 ESTAE 22 EXEMI		E CHANG
14. WORK LOCA	ATION	15	5. BARGAINING/TERM (CODE		Rutan Exempt	☐ MC0	24 POSIT 26 CLARI	FY	
Existing Position		ŀ					☐ MC0	27 ADDIT 28 WORK	COUN.	IDENTICA TY CHANG
New/Revised Position			RC062			N1	☐ MC1	21 ABOLI 49 DOWN	WARD	
North Aurora,		ENT AND A		ENT OF D	2017101	N	☐ MC1	50 LATER	RD REA	
% OF TIME	16. COMPLETE CURRI						•			
	to conduct frequent field contract compliance. and services; provides	Provides a	assistance and guid	ance to co	ommun	nity and	d State	agencie	es. En	iters job
	Establishes and main reports. Attends communitaries attends communitaries attended and services.	tains vario	ous reports; maintair d hiring events. Mak	ns and mo	onitors menda	files; d	levelop or prog	s syster ram imp	ms to orover	organiz nents to
25%	Establishes and main reports. Attends community statewide Monitor Adviservices. 1. Provides infor program, H-2. Agricultural Windows pertaining to I other interests H-2A and H-2 temporary wo	tains varion munity and vocate. Ution A Tempora Vorkers (HMSFW, Hed parties. 2B program orkers, incl	ous reports; maintair d hiring events. Mak	ns and modes recoming the Markers (H-2/DES. Explainment of emonths and assurces and discorded to food services and explainments and assurces and discorded to food services and explainments and assurces and discorded to food services and explainments and assurces and explainment	igrant a A) progains rule ployers sistance others	files; ditions for the files; days and Segram a es, regs, empore to no state a	levelop or prog ho requessassind H-2 gulation oloyees otify incond/or fo	s syster ram imp uest or r I Farm V B Temp s, policion , commu dividuals ederal a	Ms to prover need in Worke orary es and unity of avassista	organizments to nterpre ers (MSI Non- d proce groups a vailable ance ava
25% 20%	Establishes and main reports. Attends community statewide Monitor Adviservices. 1. Provides infor program, H-2, Agricultural Windows pertaining to I other intereste H-2A and H-2 temporary worth to assist clien. 2. Travels to community workers and compliance; of federal guidelier.	tains varion unity and vocate. Uti rmation an A Tempora Vorkers (HMSFW, Hed parties. 2B program orkers, inclusts who reconduct frequently the migration of the	ous reports; maintain d hiring events. Mak dilizes Spanish langu and guidance concerr fary Agricultural Wor l-2B) program for ID -2A and H-2B progra . Provides information m services and reso luding but not limited	ns and modes recomming the Markers (H-2) ES. Explains to employ and assertive services and and verify and housiles field-working and	igrant a A) progains rule ployers sistance other s stamps vices. I living v emplo ing inspork scree	files; ditions for the files; days and Segram a ses, regs, empter to no state a and Mareas by mentioned areas by mentioned areas by mentioned areas and mareas by mentioned areas and mareas by mentioned areas and mareas by mentioned areas and mareas by mentioned areas and mareas by mentioned areas and mareas areas by mentioned areas areas and mareas areas areas and mareas area	levelop for prog the required easonal and H-2l gulation bloyees otify inc and/or for ledicare of farm t services in ad	s syster ram imp uest or r I Farm V B Temp s, policie, commu dividuals ederal a e. Utilize I worker es and j therence	Worke orary es and ob coet to re	organizaments to nterpresens (MSI Nondo proces groups available ance available an
	Establishes and main reports. Attends communication statewide Monitor Adviservices. 1. Provides infor program, H-2. Agricultural Windows pertaining to I other interests H-2A and H-2 temporary workers and compliance; of federal guidel assist clients. 3. Provides assist H-2B program inquiries via e of state and federal guidels.	tains varion munity and vocate. Utili rmation and A Tempora Vorkers (HMSFW, Hed parties. 2B program orkers, includes who reconducts rationes. Coordinates who requests and requests by explaines by explaines and guidenal	ous reports; maintain di hiring events. Mak ilizes Spanish languard guidance concerrary Agricultural Worl-2B) program for ID-2A and H-2B progra. Provides information services and resoluding but not limited quest or need interpuent field visits to want workers to offer andom field checks rdinates and execut	ns and modes recomming the Modern (H-2/DES. Explainment of the modes and assurces and to food stretive services field-working and housing and housing and stretive services field-working and the stretive services field-working and housing and housing and housing and stretive services field-working and housing and housing and housing and stretive services field-working services field-workin	igrant a A) progains ruli aployers sistance other stamps vices. I living emploing ing insp ork screes. I State ons, po field v H-2A a	files; ditions files; ditions files; ditions filents we and Segram a es, regs, empte to no state a and Mareas over ening agenc oblicies; visits. Fand H-2	levelop for prog ho requ easonal and H-2l gulation bloyees otify inc and/or for ledicare of farm t service as in ad gs. Utiliz ies rega and prog Reviews 2B prog	s syster ram implies or r I Farm V B Temples, policies, community ideals and justification of the search of the s	Worke orary es and ob co es to renish la	organizements to nterpressors (MSF Nondoproces groups available ance available an
20% 15%	Establishes and main reports. Attends commits statewide Monitor Adviservices. 1. Provides infor program, H-2, Agricultural Wind pertaining to I other interests H-2A and H-2 temporary workers and compliance; of federal guidely assist clients. 2. Travels to compliance; of federal guidely assist clients. 3. Provides assist H-2B program inquiries via experimental from the complaints via experimental from the complaints from the complaints from the complaints from the complaints from the complaints from the complaints from the complaints of the com	tains varion unity and vocate. Utili remation and A Tempora Vorkers (HMSFW, Hed parties. 2B program orkers, included the migration of the migr	ous reports; maintain di hiring events. Mak illizes Spanish langular di guidance concerriary Agricultural Word-2B) program for ID-2A and H-2B program. Provides information services and resoluding but not limited quest or need interputent field visits to want workers to offer andom field checks redinates and execut est or need interpreted guidance to commaining program rules erson, by phone and delines related to the	ns and modes recomming the Moders (H-2/DES. Explainment to employ and to food sometive services and verify and housing employed for during the MSFW, the moder interpolation of the moder interpolation distribution of the moder interpolation distribution of the modern interpolation interpolation interpolation interpolation interpolation interpolation interpolation interpolation interpolation in the modern interpolation i	igrant a sist clic igrant a sist clic igrant a sist clic igrant a sist clic igrant a sist clic igrant a sist clic in sist and other sist amps vices. I living insport screen in sist a screen in screen in screen in screen in screen in screen in screen in screen	files; ditions files; ditions files; ditions files; ditions files	levelop for prog the required H-2l gulation ployees otify income and/or for and/or for ledicare of farm t services ies regard and prog es and prog es and softw utreach es. Prep	s syster ram impuest or r I Farm V B Temp s, policion, commulatividuals ederal a ed	Worke orary es and ob co e to re nish la MSFW sovide: Utilize: ablish es, and eports	organize ments to nterpre with Non-deproces and anish la for agrimutant elated seanguage for mes and depose from fir

16. (CONTINUE	D)			<u> </u>
% OF TIME	16. COM	IPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
10%	5.	Seasonal Farm Wo Non-Agricultural Worganize related re H-2B programs to	orkers (MSFW), H-2A Temporary A forkers (H-2B) programs; maintains ports. Provides information and refe	orders and services relevant to Migrant and agricultural Workers (H-2A) and H-2B Temporary and monitors related files; develops systems to ierrals for services related to MSFW, H-2A and groups and other interested parties. Utilizes ed interpretive services.
10%	6.	including but not ling of Employment Se	mited to employer orientations. Prov curity (IDES) employment related s	ents eligible for MSFW, H-2A and H-2B programs, vides information to promote Illinois Department services and unemployment insurance program tho request or need interpretive services.
05%	7.	Performs other dut enumerated above		are reasonably within the scope of the duties
conducting	and sigr			for assigning and reviewing work, preparing, I imposing disciplinary action and adjusting grievances
		•		WORKING TITLE (IF ANY)
PSA 37015-	44-40-2	20-00-31		
18 CHECK TH	IF APPR	OPRIATE BOX IF TH	S POSITION IS A	
SUPER		•		
tir	ne perce as checke	entage(s) allotted.	ponsibilities must be described in a title, position number, and number of so	detailed duty statement(s) with a subordinate incumbents or authorized funded
	Position	Title	Position Number	No. of Incumbents or Funded Vacancies
N/A				
		THE MANAGEMENT OF THE PARTY OF		
10 SPECIALL	ZED KNO	DIMIEDGES SKILLS	ARILITIES LICENSURE OR CEPTIEI	ICATION NECESSARY FOR THE SUCCESSFUL
PERFORM	MANCE C	OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in the social sciences; or requires four years of work experience in program research evaluation or design with two of the years at the professional level. Requires working knowledge of IDES bureau programs, service goals, activities and operational systems in area of responsibility, including but not limited to the Illinois Labor Exchange system. Requires the ability to effectively communicate ideas, both orally and in written form; organize and analyze pertinent data and/or information and prepare reports using narrative and/or statistical formats; and to use a personal computer with related software programs, including but not limited to email, word processing, spreadsheet and database management software. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish

speaking clients. Requires possession of an appropriate valid driver's license. Requires ability to travel.

CAN NO LONGER BE USED.



1. POSITION TITI	F	W	ORKING TITLE (IF ANY)	BILINGUAL	POSITIO	N TITLE	2. POSI	TION NUI	MBER				
Existing Position			Ontaine Intel (II Airi)	CODE	OPTION	N CODE		-44-13-		1-32			
New/Revised Position						_							
Employment S	Security Specialist 2			29	S	s		-44-22-5)-31	La office		
3. AGENCY Existing Position			4. BUREAU/ DIVISION				5. EXMT CODE	6, WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE		
			Administration										
New/Revised Position IL Department	of Employment Securi	ity	Service Delivery/ Unemployment Insura	nce Progr	rams		0	016	Υ	R			
10. SECTION			11. UNIT		12. TRANSACTION 13. EFFECTIVE DATE CODE								
Existing Position	Day and Candral						10/01/2014						
New/Revised Position	Payment Control						- <u>-</u>						
Benefit Payme	ent Control		New Hire Unit				☐ MA021 ESTABLISH ☐ MC022 EXEMPT CODE CHANGE ☑ MC024 POSITION NUMBER CHANGE						
14. WORK LOCA	TION		15. BARGAINING/TERM CODE Rutan Exempt					24 POSITI 26 CLARII		MBER CHA	NGE		
Existing Position								27 ADDITI 28 WORK					
No. /Dailed Daile								21 ABOLIS	SH				
New/Revised Position Chicago, IL			RC062			N	☐ MC18	19 DOWN 50 LATER	AL REA	LLOCATIO	N		
% OF TIME	SITIO	N ESSI		58 UPWAI		LLOCATIO	<u>N</u>						
35%	Under direction of the New Hire program manager, performs professional duties in the New Hire Unit, which is responsible for obtaining Illinois employer information for the nationwide employer New Hire Registry. Interprets rules and regulations; provides technical assistance to employers; using a personal computer, reviews and analyzes employer reports; establish and maintain new hire reporting system. Makes recommendations to New Hire manager for program improvements. Provides interpretative services for Spanish speaking clients. 1. Performs professional duties in the New Hire Unit, which is responsible for obtaining Illinois employer												
33%	information fo hire report su	or the n bmissi	ationwide employer New ons to monitor Unemplo nent earnings.	v Hire Re	gistry.	Revi	ews and	d analyz	es en	nployer			
25%	employers re and procedur review. Revie	garding es. Re ws and	anguage when necessar y New Hire reporting ins sponds to inquiries; as r d provides interpretation ars and New Hire progra	tructions. equested of state a	Expla I, drafts and fed	ins pro s resp deral g	ogram r onses a guidelin	ules, reg and subr es relate	gulation its to to to	ons, pol manaç he prog	ger for Iram.		
20%	•						_						
	database ma	nagem	intains new hire reportin ent software. Maintains								ına		
15%	statewide Ne	w mire	reports.										
 4. Performs evaluation studies on existing New Hire processes; reviews, analyzes and evaluates new hire reporting procedures, ensuring adherence to state and federal guidelines. Participates in preparing reports from findings, makes recommendations of program improvements to New Hire manager to contribute to effectiveness of process. 													
DIRECTOR OF C	MS SIGNATURE	IMMED	IATE SUPERVISOR SIGNAT	URE A	GENCY	HEAD	SIGNATI	JRE		D	ATE		
Ilm	35				<u>V</u> .		15	TO (II)	<u> </u>	V7 12/2	4/2014		
CMS-104 (Rev. 10)	a) Sunt 11/2	0/14			of the second	r `		100 100	3 O 2	2014			

- 				
16. (CONTINUE		4 4		
% OF TIME	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)	FF
				•
:		€ 3		
05%	5 Performs other dut	ies as required or assigned which a	are reasonably within the scope of	the duties
0070	on imported chave	ics as required or assigned without a	are reasonably will lift life scope of	ine dulles
	enumerated above	•		
	•			
	li de la companya de la companya de la companya de la companya de la companya de la companya de la companya de	•		
:				
	!			
47 DOOLTION	LEITLE AND AULADED OF IN	45014TE 01105014000 40		
17. POSITION	A TITLE AND NOMBER OF IMP	MEDIATE SUPERVISOR (Responsible	for assigning and reviewing work, pre	paring,
conducting	g and signing performance eval	uations; effectively recommending and	imposing disciplinary action and adju-	sting grievances
for the inc	umbent of this position.)			
				
			WORKING TITLE (IF ANY)	
DOA 0-14	07045 44 00 540 00 04			
PSA, Opt 1	37015-44-22-540-00-01	Į.		
40 OUTOK TI	IE ADDOCRDIATE DOVIETU	IO POOLETON IO A		
18. CHECK II	HE APPROPRIATE BOX IF THI	S POSITION IS A:		
☐ SUPE	RVISOR OR □LEAD V	VORKER		
NOTE: S	upervisory or lead worker res	sponsibilities must be described in a	detailed duty statement(s) with a	
ti	me percentage(s) allotted.		dotailou duty otatement(b) with u	
		alala manisian numban and numban at a	and the small marker than a sure of the small marker than 1 and 1	Considerat
li a box w	as checked above, list position	title, position number, and number of si	upordinate incumpents or authorized t	unaea
headcoun	π:			
	B . W . TW	T		
	Position Title	Position Number	No. of Incumbents or Fun	ded Vacancies
N/A				
·—·				
			<u> </u>	
19. SPECIAL	IZED KNOWLEDGES, SKILLS,	, ABILITIES, LICENSURE OR CERTIFI	ICATION NECESSARY FOR THE SU	CCESSFUL
PERFOR	MANCE OF THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	ARE NOW SEVERAL OPTIONS OF	SKILLS AND
ABILITIE	S AND LICENSURE OR CERT	IFICATION IDENTIFIED ON STANDA	RDS. THE PHRASE "SAME AS SPE	CIFICATION"
CAN NO	LONGER BE USED.		,	J 107111011
				
Hequires kno	owieage, skiii and mentai de	velopment equivalent to the comple	etion of four years of college with n	najor courses
in the social	sciences and one year profe	essional experience; or requires five	e vears of work experience in prog	ram research.
evaluation of	r design with three of the ve	ars at the professional level. Requi	res working knowledge of program	ı research
tochniques o	and decian of energiand	stomor ogonor progress as a sister as	rele setivities and an author t	toocalul
i lecimiques a	ırıd desigir or operational sys	tems; agency programs, service go	pais, activities and operational syst	tems. Hequires
elementary k	knowledge of state and feder	al regulations impacting on the des	sign or operation of programs. Req	uires the ability
to establish	cooperative working relations	ships, communicate verbally and in	written form, use mainframe and	automated
computer over	etame and related coffware	programs. Requires ability to speak	and write the Chamiel Innerses	st a salla suital
- Lill Least	stems and related software t	rograms. nequires ability to speak	and write the Spanish language a	ıı a colloquial
į skili ievel in d	carrying out position duties in	n conjunction with Spanish speaking	g clients.	

1. POSITION TITL		1	WORKING TITLE (IF ANY)	BILINGUAL	POSIT	ION TITLE ON CODE	2. POSI	TION NUI	MBER					
Existing Position				CODE	OPIR	UN CODE	13673	-44-41-2	200-10)-31				
New/Revised Position				20		ss		-44-40-2						
Employment S	ecurity S	pecialist 3	4. BUREAU/ DIVISION	29	<u>`</u>	33	5. EXMT	6. WORK	7. A/I	8.AUDIT	9. OFFICE			
3. AGENCY Existing Position				1			CODE	COUNTY	AUTH	8.AUDII	09-01-15 -			
			Business Services/ Em	ployer O	utrea	cn					Update to supervisor			
New/Revised Position IL Department	of Emplo	oyment Security	Business Services				0	016	Υ	R	position			
10. SECTION			11. UNIT				12. TRANSACTION 13. EFFECTIVE DATE CODE							
Existing Position							12/16/2014							
MSFW Progra New/Revised Position	.[1]		Migrant and Seasonal I	arm Wo	rker		1							
Intra-Agency C	Coordinat	tion	(MSFW) Program					☐ MA021 ESTABLISH ☐ MC022 EXEMPT CODE CHANGE						
14. WORK LOCA	TION		15. BARGAINING/TERM CODE Rutan Exempt					24 POSIT 26 CLARI	FY					
Existing Position	11014		15. DANGANGNETHWOODE					27 ADDIT 28 WORK			L CHANGE			
							☐ MD0	21 ABOLI	SH					
New/Revised Position RC062 N MC149 DOWNWARD REALLOCATION Chicago II MC150 LATERAL REALLOCATION MC158 UPWARD REALLOCATION									ION					
Chicago, IL GOOD GOOD GOOD GOOD GOOD GOOD GOOD GOO								ION						
76 OF TIME	Under	eneral direction, ind	ependently performs pro	fessiona	I fund	tions in	the Mi	grant Se	eason	al Farn	n Worker			
	(MSFW) Program and other	relevant Wagner-Peysen program operations, de	r or Busi eigne an	ness Id for	pervice	s progi ordinat	anis, pi es MSF	ans, e W pro	oram v	vith			
	membe	rs of the Mayor's offi	ce of Employment and T	rainina.	Chica	ago Boa	ard of E	ducation	ı, SAF	ER				
	Founda	tion, other employme	ent training agencies, Co	ok Coun	ity De	evelopm	nent Bo	ard, Chi	cago.	Allianc	e of			
	Busines	s and IDES regiona	al and local offices; provid	des techi	nical :	assistaı	nce to I	DES sta	aff, Fe	deral, 🤄	State,			
	City and	d County officials, en	nployers, attorneys, acco	untants,	cons	ultants	and oth	ner inter	ested	parties	s naving			
	question	ns or problems regal	ling MSFW and other Wagner-Peyser or Business Services programs and tive services for Spanish speaking clients.											
		•												
30%	1.	Independently perfo	orms advanced professio	nal funct	ions	through	evalua	ition and	asse	ssmer	it of			
		IDES statewide Mig	rant Seasonal Farm Wor	ker prog	ram i	in accoi	rdance	with est	ablish	ed age	ency			
		procedures. Provid	es assistance in organizi nanagement on ways to	ng and d improve	nrog	oping g ram	uideline	s and p		uies a	ilu			
		provides advice to i	nanagement on ways to	IIIpiove	prog	iaii.								
15%	2.	Discusses employe	r operations with manage	ement in	orde	r to ide	ntify po	tential p	osition	ns suita	able for			
	1	participants in MSF	W and other Wagner-Per	yser or E	Busine	ess Ser	vices p	rograms	. Pro	cesses	job			
		order specifications	using the internet based screens applicants and o	l Illinois E	_abor	Excha	nge sys r intervi	stem; ma	atches	s job se annlic	ekers			
		with available jobs;	on available training and	deducati	ies ei ional	program	ns. Ma	tches ic	b skill	requir	ements			
			ational opportunities.			F 3				•				
		•	• •											
15%	3.	Using the Spanish I	anguage, provides speci eir employers or represer	alized co	onsul	tative a	ssistan c metho	ce and (juldan leterm	ice to s ining i	support sh			
		statt in servicing the	d provides counseling to	resolve :	proble	ems. S	erves a	ıs final r	eview	er of jo	b orders,			
		iob applications, ce	rtification requests for tax	credits	and p	petitions	s. Issu	e tax cre	edit de	termin	ations/			
		denials or requests	for additional information	n, petitioi	n find	ings sh	all be fo	orwarde	d to th	e certi	fication			
		officer for decision.	Establishes and mainta	ins autor	nated	trackir	ng syste	ems.						
	}	A												
DIRECTOR OF C	MS SIGN	ATURE / IMMEI	DIATE SUPERVISOR SIGNAT	URE /	AGENO	CYHEAD	SIGNAT	URE			DATE			
Dene	OXE /	Replex				11 /	hi-		, <u>-</u>	- 12	/09/2014			
		35				W			_	1. "				
CMS-104 (Rev. 10	194 1 40	11 to 1 1 1	1				, = . 	DEC 1	‴ 7 204	- A				

16. (CONTINUE	D)										
% OF TIME		ACCURATE STATEMENT OF POSITION E	SSENTIA	L FUNCTIONS (Continued)							
15%	to employers regard develops contacts v Employment Securi	ding the planning and implementation with businesses to promote the ben	on of wor efits of list x federal	sting jobs with the Department of Immigration and naturalization (JSCIS)							
10%	use in handling and Serve as technical	I reviewing of job orders, job application	ations an the prep	developing procedures for statewide and certification requests for tax credits. Description of responses to external audit action has taken place.							
10%		preparing applications. Assist in co		grams to participants; register enrollees g necessary orientation sessions for							
05%	7. Provides 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.)											
WORKING TITLE (IF ANY)											
Executive 2	13852-44-40-220-00-31 PSA	, Opt S1 37015-44-40-220-00-31									
18. CHECK TI	HE APPROPRIATE BOX IF THI	S POSITION IS A:									
SUPE	RVISOR OR LEAD V	VORKER									
NOTE: S	Supervisory or lead worker res	sponsibilities must be described in a	detailed	duty statement(s) with a							
ti	ime percentage(s) allotted. vas checked above, list position	title, position number, and number of se									
	Position Title	Position Number		No. of Incumbents or Funded Vacancies							
N/A	1 OSMOTT THE	T CONCOTTANTO		TVO. OF MICHINGOING OF TANAGE TAGAING							
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 four years college with major courses in the Social Sciences and two years professional experience in program research evaluation or design. Requires extensive knowledge of IDES programs, systems and procedures. Requires working knowledge of Federal and State laws, rules and regulations impacting on IDES programs. Requires extensive knowledge of program (s) research techniques and design of operational											
systems; agency programs, service goals and ES activities. Requires the ability to establish cooperative working relationships and the ability of performing operational reviews of IDES/ES Program(s) activities. Must have the ability to communicate effectively in oral and written form and must be able to use a personal computer with related software programs including word processing, spreadsheets, database management and electronic mail. Requires the ability to											
	iciuding word processing, spr iish at a colloquial level. Requ		and elec	onorne mail. Dequiles the ability to							



1. POSITION TITI	LE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSI	TION NU	MBER				
Existing Position			3002	OF HONOGE	13673	-44-51-	102-1	0-31			
New/Revised Position ES Specialist	3		29	SS	13673	-44-51-	107-1	0-31			
3. AGENCY	<u> </u>	4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE		
Existing Position		Service Delivery/	Dun		CODE	COUNTY	AUTH		USE		
New/Revised Position		Employment Services F									
	of Employment Security	Service Delivery/ Field	Operation	ons	0	016	Υ	R			
10. SECTION		11. UNIT	12. TRAN CODE	/E DATE							
	on / 71st Street Local Office				11/16/2018						
New/Revised Position Chicago Region	on / Pilsen Local Office				☐ MA021 ESTABLISH ☐ MC022 EXEMPT CODE CHANGE						
14. WORK LOCA	TION	15. BARGAINING/TERM CO									
Existing Position					☐ MC0	27 ADDIT 28 WORK 21 ABOLI	COUN	DENTICAL TY CHANC	CHANGE SE		
New/Revised Position			 					REALLOC	ATION		
Chicago, IL		RC062		N		50 LATER 58 UPWA					
% OF TIME	OSITION ESS	ENTIAL	FUNCTI	ONS							
25%	limited to Hire-the-Future, F Program (RESEA) and Old youth, older workers and re federal and state regulation guidelines and procedures programs; identifies position employment opportunities we conduct outreach duties, in community and faith-based seekers in the IL Labor Excommodules, webinars, in-perso training content. Utilizes Sp 1. Independently perform Department of Emp Wagner-Peyser proto address the emp Future, Re-entry/R seekers, including Labor Exchange sy compliance with st and other relevant resources and serv		Reemplalyzes da DES is de nunicipal ationship populati avels to rectional hity/state cts training related to ents who I function ecomme federal lab seekend Older er worker es to ensagency pal reports	oyment Servita on job see elivering emp regulations. os with emploons; conduct various locat facilities, ed fairs to facilities, ed fairs to facilities, ed fairs to facilities no delivery of request or not so for the Wands guideline aws, agency repopulations. Workers. Cos and returniure IDES is corocedures and charts and	ices and ekers, in alloyment Implement by ers and set ucations throucations ees mer employ eed interes and procedure, including citized delivering raphs of the exercises and procedures a	d Eligibili cluding be service ents and dependent of the control oughout all institute gram ser pretive ents to impendent service ents to impendent service ents to impendent service ents and end analytics of the control of the cont	ty Assout not so in contract agent check assignions, I vices. Delement of limit zes dained from the contract agent	essmer t limited ompliand mends locy serv s and med area ocal character training developes. of the II d implementation in the limited area on justice and the service in the limited area on justice and the limited area on justice and the limited area on justice and the limited area on justice and the limited area on justice and the limited area of the limited area	it to be with sices and natches a to ambers, ers job ng ps linois nents ulations ire-the-bb lllinois s in ng Excel rrack		
2. Conducts a variety of training workshops for employers, job seekers and agency staff engaged in delivering employment services. Confers with management to conduct training needs assessments to develop and implement training modules, webinars, in-person seminars and workshops related to the delivery of employment services. Organizes and develops training content using PowerPoint, Microsoft Word and other software; determines best instructional methods. Develops and/or identifies related instructional materials; prepares and/or adapts lesson plans and job aids; selects or prepares audio-visua aids and equipment. Measures overall effectiveness of training programs; identifies needs and recommends corrective action and conducts follow-up studies to review and evaluate training results. Travels to perform these dutles. DIRECTOR OF CINSCIQNATURE IMMEDIATE SUPERVISOR SIGNATURE AGENCY HEAD SIGNATURE DATE								ts to the rosoft ed lio-visual ults.			
	27	NEGELVE		~\a/	Key I	Ma	pe	02/	28/2019		
CMS-184 (Rev. 10/94	1) IL 401-0794 24-3-13-19	MAR 0 6 2019			4	7		1			

16. (CONTINUE			
% OF TIME	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION I	
15%	employers and mark benefits of collabora advice and guidance	tet agency services and programs to ting with the Illinois Department of Er e on methods to secure employment	to establish and maintain relationships with educate employers and job seekers on the mployment Security (IDES) for services. Provides for job seekers, including but not limited to youth, ning and implementing workforce recruitment
15%	not limited to youth, based Illinois Labor available suitable en identifies opportuniti entering job orders i	older workers and returning citizens. Exchange system (IJL); conducts qua nployment opportunities; screens app es for participants of ES programs. F nto IJL; monitors job orders to ensure	uitable for all job seeker populations, including but Enters job order specifications using the internetality control checks and matches job seekers with plicants and coordinates employer interviews; Resolves day-to-day issues associated with e job seekers are provided consistent and passist clients who request or need interpretive
15%	to correctional facilit and community/state partner agencies, ac workers, and returni training and education	ies, educational institutions, local cha e fairs to facilitate program services; Iministrators, employers and job seel ng citizens. Registers job seekers in onal programs and makes referrals b	conduct outreach duties, including but not limited ambers, community and faith-based organizations, explains Wagner-Peyser programs to agency staff, kers, including but not limited to youth, older IJL; provides applicants with materials on available assed on agency guidelines to assist in building to assist clients who request or need interpretive
05%			s and regulations related to Wagner-Peyser essions, seminars and conferences to keep job
05%	Provides other dutie enumerated above.	s as required or assigned which are	reasonably within the scope of the duties
conducting			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
	31 37015-44-51-107-00-31		Local Office Manager
18. CHECK TH	IE APPROPRIATE BOX IF THI	S POSITION IS A:	
☐ SUPE	RVISOR OR LEADW	VORKER	
		ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
		title, position number, and number of s	ubordinate incumbents or authorized funded
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A			
			CATION NECESSARY FOR THE SUCCESSFUL 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 four years of college with major courses in the Social Sciences and two years of professional experience in program research evaluation or design; or the equivalent to six years of related work experience and four years of progressively responsible professional experience in program research, evaluation or design; prefers experience in training and/or outreach. Requires extensive knowledge of IDES programs, systems and procedures. Requires working knowledge of Federal and State laws, rules and regulations impacting IDES programs. Requires extensive knowledge of program(s) research techniques and design of operational systems; agency programs, service goals and Wagner-Peyser activities. Requires the ability to establish cooperative working relationships and the ability of performing operational reviews of IDES/Wagner-Peyser Program(s) activities. Requires the ability to communicate effectively both orally and in written form to agency staff, representatives from other governmental agencies, civic organizations and the general public; use a personal computer with related software programs. Requires the ability to travel and possession of a valid driver's license. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

Special Skills: Requires one year of professional experience working directly with youth, returning citizens and older workers. Requires one year of professional experience in public speaking and/or conducting classroom training. Requires extensive knowledge of the Illinois Labor Exchange System, Microsoft Word and PowerPoint.

1. POSITION TIT			1//	ORKING TITLE (IF	ANY)	BILINGUAL	POSI	TION TITLE	2. POS	TION NUI	MBER			
Existing Position			**	J. dano III EE (II		CODE	OPT	ION CODE	13673-44-54-220-10-01					
New/Revised Position						29	·	SS	13673	-44-54-2	220-1	0-31		
Employment S 3. AGENCY	Security S	Specialist 3		4. BUREAU/ DIVI	SION		<u> </u>		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE	
Existing Position				1. 50112.101.511					CODE	CODIVI	AOTH		2/16/19 - update to	
New/Revised Position										0.45		_	Work	
	t of Empl	loyment Secur	ity	Service Delive	ery/ Field	Operation	ons		0	045	Y	R 3. EFFECTIV	Location	
10. SECTION				11. UNIT					12. TRAN CODE	SACTION	_ '	3. EFFECTIV		
Existing Position						_			10/01/2016					
New/Revised Position Northern Regi	on			Employment S	Services				☐ MA021 ESTABLISH☐ MC022 EXEMPT CODE CHANGE					
14 MORK LOCA	TION			15 BARGAINING	15. BARGAINING/TERM CODE Rutan Exempt MC024 POSITION N MC026 CLARIFY							MBER CH	ANGE	
14. WORK LOCA Existing Position				10. BAICAINIVE	NI LICINI CO	<u> </u>			□ мсо		ONAL		L CHANGE	
	Auro	ra, IL							☐ MD0	21 ABOLIS	SH			
New/Revised Position	None	h A II			RC062			N	□ MC1	49 DOWN 50 LATER	AL REA	ALLOCATION	NC	
Aurora, 1L		h Aurora, IL	ENIT AN	ND ACCURATE S		NT OF PO) SITI	ON ESS	□ MC1 FNTIAI	58 UPWA	RD REA	ALLOCATION	ON	
% OF TIME														
	Under general direction, independently performs advanced professional functions for the Employment Services (ES) Program for an assigned region. Initiates, plans, develops and organizes guidelines and procedures for the implementation and provision of various federally funded Employment Service programs; ensures compliance with related regulations and agency goals. Conducts training for in-house staff development programs to improve skills and attitudes for optimum achievement of regional objectives. Coordinates with Business Services Outreach team to plan and conduct seminars for job seekers and employers and to provide guidance to employers regarding the planning and implementation of workforce recruitment procedures; organize and develop guidelines and procedures to develop positive relations with employers. Prepares reports and recommendations on findings to Regional ES Program Manager. Provides interpretive services for Spanish speaking clients.													
25%	1.	an assigned r implementation guidelines an introduce, an	egion. on and d prog d integ	orms advanced Initiates, plans, provision of En prams developed prate procedural s and agency go	, develops nploymen d by coop innovatio	s and or it Servic erating	ganiz e Pro public	es guid grams; and pi	lelines a analyze rivate oi	and proc es Fedei ganizati	edure al Re ons t	es for the gulation o adapt	e ns and ,	
20%	2.	modules, web skills and atti- requirements to effect oper results. Meas corrective act	oinars tudes f , facilit ational ures o tion.	t or other related and/or in persor for optimum ach ates formulation I improvements. overall effectiver	n seminar nievement n and inst . Conduct ness of tra	rs for in- t of regional callation cs followaining pr	house onal c of sta -up st ograr	e staff o bjective iff deve tudies t ms; ider	developi es; direct lopmen o reviev ntifies n	ment pro cts vario t, organi v and ev eeds and	ogram us pro zation aluat d reco	ns to impogram In and ut In are training In moment	prove tilization ng ds	
3. Coordinates with Business Services Outreach team to plan and conduct seminars for job seekers and employers; prepares correspondence to employers to solicit job openings; refers or accepts employer order for workers; disseminates Labor Market and job information to employers, utilizing the Spanish language when necessary; assist staff for the Regional and local offices in job solicitation for individual applicants; serves as a regional source for staff regarding Labor Market and area employers. Travels to worksites to perform these duties.								epts lizing						
DIRECTOR OF C	I MS ŞIĞN	ATURĘ ,	IMMED	DIATE SUPERVISO	RSIGNATI	JFEE /	GEN	CY HEAD	SIGNAT	URE			DATE	
	1. 1.	14/1 39		£106 a	A WAL	×	$\overline{}$	_\16	A m	May	<u>ا</u>	12/2	22/2016	
dM\$ 104 (Flex. 19	794) IL 401 0/0/XA	#1/0/17		INEU	ECE					7				

16. (CONTINUED)					, ¹						
	6. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	N ESSENTI	AL FUNCTIONS	(Continued)	<u> </u>					
15%	regarding the plant of employers to ide Illinois Labor Excha available jobs, utilia employer interview	dinates with Business Services Outling and implementation of workformerity positions suitable for participange system; conducts quality revizing the Spanish language when res. Accesses Illinois Benefit Information, employment status and wage reper entry.	orce recru ants. Pro iews on j necessary ation Sys	uitment proced ocesses job ord ob orders; ma y; screens app stem (IBIS) an	ures. Revie der specificatches job se licants and d related ap	ews operations ations using the eekers with coordinates oplications to					
10%	corrective action for	ies findings of the regional monito or areas of weakness found in the nd recommendations on findings t	Local Off	fices of assign	ed region. U	Jtilizing Excel,					
05%	improve field visiting resources. Markets	elop guidelines and procedures to ng program in order to increase en s and promotes the benefits of listi ne Spanish language when neces	nployer u ng jobs v	tilization of En	nployment S	Service					
05%	7. Keeps abreast of changes to federal and state laws, rules and regulations related to Employment Service programs. Attends related meetings, training sessions, seminars, and conferences to keep job skills up-to-date.										
05%	Performs other dut enumerated above	ies as required or assigned which	are reas	onably within	the scope o	f the duties					
conducting ar		MEDIATE SUPERVISOR (Responsibluations; effectively recommending and									
			WORK	ING TITLE (IF A	NY)						
	015-44-54-220-00-01		Northe	ern Region ES	Program M	anager					
18. CHECK THE	APPROPRIATE BOX IF THI	S POSITION IS A:									
☐ SUPERVI	SOR OR ☐ LEAD W	VORKER			•						
time	percentage(s) allotted.	ponsibilities must be described in		•							
If a box was on the headcount:	checked above, list position t	title, position number, and number of	subordina	te incumbents o	r authorized	funded					
	osition Title	Position Number		No. of Incum	bents or Fur	nded Vacancies					
N/A											
10 SDECIALIZE	D KNOWI EDGES SKILLS	ABILITIES, LICENSURE OR CERTIF	ICATION!	NECESSARY	OD THE C	ICCESSE!!!					
PERFORMAI ABILITIES A	NCE OF THE WORK OF TH	ABILITIES, LICENSURE OR CERTIFIES POSITION. NOTE: SINCE THERIFICATION IDENTIFIED ON STANDA	E ARE NO	W SEVERAL C	OPTIONS OF	SKILLS AND					

Requires knowledge, skill and mental development equivalent to the completion of four years of college with major courses in the social sciences and two years of professional experience in program research, evaluation or design, preferably related to Employment Service programs; or the equivalent to six years of related work experience and four years of progressively responsible professional experience in program research, evaluation or design; preferably related to Employment Service programs. Requires extensive knowledge of Employment Service programs, Service Delivery Bureau programs, service goals, activities and operational systems; Workforce Innovation and Opportunity Act regulations and guidelines. Requires working knowledge of state or federal regulations impacting on the design or operation of ES and UI Programs; training, public relations and automated system capabilities within the agency. Requires the ability to effectively communicate with internal and external staff in oral and written form, as well as the general public; establish and maintain cooperative working relationships; analyze problems and adopt an effective course of action; and to use a PC and related software programs. Requires ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

Special Skills: Requires one year experience in working directly with Illinois Labor Exchange system, job seekers and the business community. Requires experience in public speaking and/or conducting workshop presentations and training. Requires extensive knowledge of MS PowerPoint and Excel, and working knowledge of Illinois Benefit Information System (IBIS).

1. POSITION TIT	E	W	ORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSI	TION NUI	MBER			
Existing Position											
New/Revised Position				29	SS	18300	18300-44-03-210-10-31 SEMIT 6 WORK 7. AV 8. AUDIT 9. OFF CODE 10/01 5 016 Y R RUTAN EXAMPLE TRANSACTION 13. EFFECTIVE DATE 12. TRANSACTION 13. EFFECTIVE DATE 12. TRANSACTION 13. EFFECTIVE DATE 12. TRANSACTION 13. EFFECTIVE DATE 12. TRANSACTION 13. EFFECTIVE DATE 12. TRANSACTION 13. EFFECTIVE DATE 12. TRANSACTION 13. EFFECTIVE DATE 13. EFFECTIVE DATE 14. MC022 EXEMPT CODE CHANGE 15. MC022 EXEMPT CODE CHANGE 16. MC022 EXEMPT CODE CHANGE 17. MC022 EXEMPT CODE CHANGE 18. MC022 EXEMPT CODE CHANGE 19. MC022				
Hearings Refe	ree		4. BUREAU/ DIVISION			18300-44-03-210-10-31 5. EXMT 6. WORK 7. AM 8. AUDIT 9. CODE 10/UPC 5 016 Y R. Rut 12. TRANSACTION 13. EFFECTIVE DA CODE 04/06/20 MA021 ESTABLISH MC022 EXEMPT CODE CHANGE MC022 EXEMPT CODE CHANGE MC024 POSITION NUMBER CHANGE MC026 CLARIFY MC027 ADDITIONAL IDENTICAL CH/ MC028 WORK COUNTY CHANGE MC149 DOWNWARD REALLOCATION MC150 LATERAL REALLOCATION MC158 UPWARD REALLOCATION SENTIAL FUNCTIONS Doard, reviews the records of apper yment insurance benefits under to gal opinions which, upon accepta					
Existing Position		-	1. DOTALTO DIVIDION	-		CODE	COUNTY	AUTH	B.AUDI1	10/01/18	
			***							update to	
New/Revised Position	of Employment Securi	itv	Legal Services/ Board	of Review	v	5	016	Υ	R,	Rutan	
10. SECTION	or Empreyment Securi		11. UNIT		12. TRANSACTION 13. EFFECTIVE DAT						
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						04/0 5 /2013					
New/Revised Position				21 ESTAB	LISH						
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Existing Position					Y						
			☐ MD021 ABOLISH								
New/Revised Position			RC-10								
33 S. State St. Chicago, IL 60			HC-10		/ N	☐ MC1	58 UPWAI	RD REA	LLOCATI	ON	
% OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS										-819	
									SE-7750		
	Under direction and subject to the acceptance by the Members of the Board, reviews the records of appeals from first-level Hearings Referees in cases involving claims for unemployment insurance benefits under the law and various Federal Employment Security statutes, and prepares legal opinions which, upon acceptance by the members of the Board, become the decisions of the Board on the appeal. Uses the Spanish language to translate documents and provide interpretive services to clients.										
25%	Sub-Division of the employ the parties for	Refere er's pro r late a	e and the Board of Revie otest to a claim for benef	ew, as we its; deter he Appea	ell as to the t mines the le als Sub-Divi	timeline egal suf sion Re	ess and s ficiency feree ar	sufficion of rea	ency u sons g	nder law liven by	
20%	support a dec insufficiency t	ision o o dete	f the Board of Review wi	th respect I the mat	ct to each is: ter to the Cla	sue, an aims Ao	d in cas djudicato	es of I or or A	egal ppeals	s Sub-	
3. Using the Spanish language when necessary, reviews the transcript of the testimony submitted before the Appeals Hearings Referee, along with all other file documents, including agency records, communications by the parties, evidentiary exhibits, briefs by legal counsel, and prior Board of Review decisions involving the same claimant; weighs the legally admissible facts in the record and considers the arguments and contentions made by the parties, evidentiary exhibits, briefs by legal counsel, and prior Board of Review decisions involving the same claimant; weighs the legally admissible facts in the record and considers the arguments and contentions made by the parties, or questions involved; analyzes and evaluates testimony and other evidence, and determines the credibility of witnesses.									ecords, of ord and legal ties, or		
DIRECTOR OF C	MS SIGNATURE	IMMED	IATE SUPERVISOR SIGNATU	IRE AC	SENCY HEAD	FIGNAZ	THE /		C	DATE	
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16. (CONTINUE	D)			· · · · · · · · · · · · · · · · · · ·						
% OF TIME	16. COM	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)						
15%	4.	administrative and j and as necessary.	judicial decisions affecting the mat Researches Board of Review ad (s, rules, regulations, procedures, and ters at issue, and consults with supervisors when court precedents in preparation for preparing gs for Referees assigned to the Board of Review.						
10%	5.	statement of facts a reasons for all cond	and law, an explanation of the app	aft decision which consists of a clear and concise lication of the statutory provisions to the facts, to every issue that affirms, modifies, reverses or priate.						
10%	6.		I hearing, and in the preparation o	earing of, cases coming before the Board of fecisions by the Board of Review in such						
05%	7.	Performs other duti enumerated above		are reasonable within the scope of the duties						
conducting	g and sig			e for assigning and reviewing work, preparing, I imposing disciplinary action and adjusting grievances						
WORKING TITLE (IF ANY)										
SPSA, Opt 8	L 4007	70-44-03-000-00-01								
18. CHECK TI	HE APPE	OPRIATE BOX IF THI	S POSITION IS A:							
SUPE	RVISOR	OR LEAD W	VORKER							
ti	me perce as check	entage(s) allotted.	sponsibilities must be described in a title, position number, and number of s	a detailed duty statement(s) with a subordinate incumbents or authorized funded						
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PERFOR ABILITIE CAN NO	MANCE (S AND L LONGER	OF THE WORK OF TH ICENSURE OR CERTI I BE USED.	HIS POSITION. NOTE: SINCE THERE IFICATION IDENTIFIED ON STANDA	FICATION NECESSARY FOR THE SUCCESSFUL E ARE NOW SEVERAL OPTIONS OF SKILLS AND ARDS, THE PHRASE "SAME AS SPECIFICATION"						
license to priviles and of to the Deparemental employers, rability to ana clear mental	actice la procedu tment. I epresen alyze and picture	w; two years profess res of administrative Requires the ability to tatives of labor organt appraise facts, evid of the issues involved.	sional experience in legal work; tho hearing agencies; through knowle o maintain satisfactory working rela nizations and other members of the fence, legal and administrative doo	n from a recognized law school; possession of a brough knowledge of judicial and quasi-judicial edge of the laws, rules and regulations applicable ationships with hearings disputants, attorneys, e general public. Requires considerable skill and cuments, records and audits in order to obtain a write the Spanish language at a colloquial speaking clients.						

1. POSITION TIT	. F	T - w	ORKING TITLE	= (IF ANY)	BILINGUAL	POSI	TION TITLE	2. POS	TION NU	MBER		
Existing Position	. <u> </u>	 ''		- (//	CODE	OPT	ION CODE					
New/Revised Position		<u></u>				-						
Office Adminis	strator 4			•	29	;	SS1		-44-08-4		0-31	
3. AGENCY			4. BUREAU/	DIVISION				5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
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New/Revised Position	ployment Security		Legal Serv	rices/ Appea	als			0	016	N	R	
10. SECTION	pioyment decunty		11. UNIT					12. TRAN	SACTION	1:	I 3. EFFECTIV	E DATE
Existing Position Case Manage	ment							OODL			06/01/	2019
New/Revised Position Administration	/ Case Management	•	Benefit App	peals				☐ MA021 ESTABLISH ☐ MC022 EXEMPT CODE CHANGE ☐ MC024 POSITION NUMBER CHANGE ☑ MC026 CLARIFY				
14. WORK LOCA	TION		15. BARGAIN	NING/TERM C	ODE		Rutan Exempt					
Existing Position				│						COUN		
New/Revised Position Chicago, IL	·			RC028			N	I ☐ MC1	49 DOWN 50 LATER 58 UPWA	AL REA	LLOCATIO	N
% OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS Under direction, performs complex, specialized and technical functions supporting Case Management												
35%	activities for Illinois D conducts research processes to ensure time and Administrative C activities; prepares of not limited to the Illinistandards, establisher reports of performaniagencies and IDES planguage to assist of 1. Performs con IDES UI approcess; access knowledge of incoming bet scheduling; if and track can staff and cor Spanish lang changes to he	departmentaining ode; place of the complex of the c	ent of Employ to incoming duling; applied and related and related effit information municates well seeking in the request of the seeking in the request of the seeking in the relation of the seeking in the request of the seeking in	oyment Sec g benefit ap es knowled organizes, d document ion System orities and travith and advanformation ar need interestand technical and UI Act for coordinate res issues; a liaison betatters relatints who requires who requires the system of the syste	curity (IDE opeals ca ge of legareviews a cation for (IBIS); a racks deavises claimed assist pretive seal function ducts realimited IE Requirements and more produces tween Heaving to casuest or ne	es) Uses; cal terrand estable benerallyzed line mants tance ervices and earing search are are are are are are are are are are	nemplo coordina minolog valuate fit appe es work s for wo s, emplo e on per es. pporting h pertai gather Rules s the do maintai is Refer in agementer	yment I ates and y and U s Case als; utilization of the corrections of the corrections of the corrections logs and Adrigues, Apent of by ve serving the corrections of the corrections o	nsurance of monitor of case and date opeals when the case and date of case and date of case and date of case and date of case and date of case and date of case and date of case and date opeals Wenefit appears of case and date of case and date of case and date opeas of case and date of case and	me (UI) preserved the equire ement is produced government generated the ement in t	appeal e docket ments, le clerical including luction is statistic ernment is Spanis activitie efit appeation; all ode; and er, othe is; utilize parties coarties coarties of the station o	s; ing of Rules g but cal tal sh s for eals pplies alyzes mely ganize r IDES s
10%	 Plans, direct implements of and receipt a and procedu 	clerical and reco	processes fo	or the receip	ot, review	, data	a entry a	and doc	keting o	f inco	ming ap	peals
 Prepares case files and related documentation and physical evidence for benefit appeals; utilizes systems including but not limited to IBIS to monitor, update and correct information in physical an electronic case files; creates appeals files for viewing in the office by parties; creates and/or generates appeals notices and mails notices to involved parties. 												
DIRECTOR OF C	MS SIANATURE	IMMED	ATE SUPERVI	SEIVE				SIGNATI			D.	ATE
	first fact:		JUN	1 8 2019	9)	th	oma by	-Sa	m	ن س	06/1	7/2019

16. (CONTINUE				
% OF TIME	16. COM	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	N ESSENTIAL FUNCTIONS (Continued)
10%	4.	deadlines for work	projects; using a PC and agency s trains inventory of office supplies ar	, establishes and monitors priorities and tracks supplied software compiles statistical reports of and equipment; coordinates orders for new
10%	5.	Provides guidance reassigns staff to n approves time off; abreast of changes coordinates the im	and training to assigned staff; cou neet day-to-day operating needs; e prepares and signs performance e s in policy, procedures and progran	ubordinate staff; serves as a working supervisor. unsels staff regarding work performance; establishes annual goals and objectives; evaluations. Conducts meetings to keep staff m operations. Discusses problem areas and conducts pre-disciplinary meetings under the evant information or assistance.
10%	6.	and make recomm personnel to correc	endations for annual program goal	edural and work flow problems, propose solutions als and objectives; confers with central and field on for administration of the Illinois Unemployment elates to benefit appeals.
10%	7.	personnel seeking regarding policies	information and assistance on pen and procedures; accesses and revi	rs, interested governmental agencies and IDES nding appeals; provides information to claimants views case files to answer inquiries from walk-ins sist clients who request or need interpretive
05%	8.	Performs other dut enumerated above		are reasonably within the scope of the duties
conducting	g and sign			e for assigning and reviewing work, preparing, d imposing disciplinary action and adjusting grievances
			· · · · · · · · · · · · · · · · · · ·	WORKING TITLE (IF ANY)
PSA, Opt. 1	37015-	44-08-400-00-01		
18. CHECK TH	IE APPR	OPRIATÉ BOX IF THI	IS POSITION IS A:	<u> </u>
⊠ SUPE	RVISOR	OR LEAD V	VORKER ,	
tiı	me perce as checke	ntage(s) allotted.	sponsibilities must be described in a title, position number, and number of s	a detailed duty statement(s) with a subordinate incumbents or authorized funded
	Position	Title	Position Number	No. of Incumbents or Funded Vacancies
Office Associa	te		30015-44-08-420-30-32	2-3
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PERFORM ABILITIES	MANCE C	F THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	FICATION NECESSARY FOR THE SUCCESSFUL E ARE NOW SEVERAL OPTIONS OF SKILLS AND ARDS, THE PHRASE "SAME AS SPECIFICATION"

Requires knowledge, skill and mental development equivalent to completion of two years of study at a secretarial/business college and two years of office experience; or completion of high school and four years of Office Assistant experience; or four years independent business experience. Requires extensive knowledge of office procedures and programs; elementary mathematics and grammar, including familiarity of legal terminology. Requires working knowledge of Illinois Department of Employment Security (IDES) program operations and policies, including but not limited to the Illinois Unemployment Insurance (UI) Act, Rules and Administrative Code. Requires ability to operate manual and automated office equipment; direct and supervise the work of a nonprofessional office staff; use a PC with related software packages such as database management, spreadsheets, electronic mail and word processing. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



1. POSITION TITLE	=		V//	ORKING TITLE (IF ANY)	, T	BILINGUAL	POSITIO	ON TITLE	2. POSI	TION NU	MBER	-			
Existing Position					+	CODE	OPTIO	N CODE	30015-44-03-310-10-38						
New/Revised Position															
Office Associate	e			29 S2				52	30015-44-03-000-10-38						
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				Legal Services/ Bo	ard o	Reviev	v		0	016	Υ	R			
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14. WORK LOCAT	ION			15. BARGAINING/TER	M COD	E		Exempt	☑ MC0	26 CLARI	FY		1		
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New/Revised Position						<u> </u>	-			21 ABOLI 49 DOWN		REALLOC	ATION		
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Chicago, IL 606	303								_			LLOOATK			
% OF TIME	16. COM	PLETE CURRI	ENT AN	ID ACCURATE STATI	EM <u>EN</u>	T OF PC	SITIO	N _{ESS}	<u>ENTIAL</u>	FUNCTI	ONS	<u> </u>			
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15%	 information; performs functions related to disposition and mailing of Board decisions including filing of completed cases, file maintenance and retrieval. 3. Using the Spanish language when necessary, receives, records and handles public inquiries. Analyzes information from electronic agency records, policies and procedures to respond to public and agency staff request for information; maintains confidentiality of documents and case information. 														
15%	4.	appeals and	greets	s, serves as office re visitors. Opens, son ivered mail. Perform	rts, pr	epares :	and d	istribut	es mail	; ascerta	ains c				
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-ave	Mr.	leal .					$-\mathbf{f}$	1 /	K /			121	20/13		
CMS-104 (Rev. h h)/s	#\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	0/2962n1	<u> </u>		31/	- 	X			10-					
J.C	115	14		L	, -	· · · · · ·	7	,							

16. (CONTINUE			
% OF TIME	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
10%	reviews for accurac processing; resolve	cy and completion; enters informati es discrepancies. Maintains all time neets, leave requests, calendar and	approved leave requests and timesheets and on into automated timekeeping system for and attendance records including sign-in FI-46 timesheets. Monitor and track employee
05%	Performs other duti defined.	ies as required or assigned that are	e reasonably within the scope of those previously
: '			
17. POSITION	N TITLE AND NUMBER OF IMN	MEDIATE SUPERVISOR (Besponsible	for assigning and reviewing work, preparing,
conducting			imposing disciplinary action and adjusting grievances
	unbent of this position.)		WORKING TITLE (IF ANY)
SPSA, Opt 8	L 40070-44-03-000-00-01		
. ,	HE APPROPRIATE BOX IF THE	S POSITION IS A	
SUPE	RVISOR OR LEAD W	VORKER	
NOTE: S	upervisory or lead worker res me percentage(s) allotted.	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
If a box w	as checked above, list position	title, position number, and number of s	ubordinate incumbents or authorized funded
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n/a	Position Title	Position Number	No. of Incumbents or Funded Vacancies
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ABILITIE	S AND LICENSURE OR CERT	IFICATION IDENTIFIED ON STANDA	RDS, THE PHRASE "SAME AS SPECIFICATION"
CAN NO	LONGER BE USED.		
Requires know	owledge, skill and mental dev	velopment equivalent to the comple	etion of high school and two years of office
experience.	Hequires extensive knowledo ploav. Requires the ability to	ge of office practices and procedure use and operate complex computer	es; composition, grammar and spelling, including erized systems on mainframe, to use a PC with
software pro	grams (including but not limit	ted to MS Word, Excel, PowerPoin	t and Outlook), peripheral computer equipment,
and telephor	ne systems. Requires the abi	lity to work within short timeframes	r; make decisions independently; work with and o type accurately at 45 wpm. Requires the ability
	anish at a colloquial level.	a case imonination, and the ability to	o type accurately at 45 wpm. nequires the ability
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1. POSITION TIT	LE	WORKING TITLE (IF ANY)	BILINGUAL	POSITION TITLE OPTION CODE	2. POSI	TION NU	MBER				
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New/Revised Position			29	SS1			_		¥:		
	Administrator	4. BUREAU/ DIVISION			3/015 5. EXMT	-44-16-	500-0		9. OFFICE		
3. AGENCY Existing Position	· · · · · · · · · · · · · · · · · · ·	4. BUREAU/ DIVISION				COUNTY	AUTH	71CUA.8	3/1/2020 -		
	N 11 5 5)——					update to subord. and A/I code				
New/Revised Position IL Departmen	partment of Employment Security Administration/ Human Resource Management						1 ^N -	R			
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Existing Position	~							03/01/	/2015		
New/Revised Position	Calaatian				 □ MA02	1 ESTAB	LISH				
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14. WORK LOCA	TION	15. BARGAINING/TERM COL	DE	Exempt	☑ MC02	26 CLARIE	FY				
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Chicago, IL		RC063		N		0 LATER					
% OF TIME	16. COMPLETE CURRENT AN	D ACCURATE STATEMEN	T OF PO	SITION ESS				-			
20%	Resource Managemen procedures; directs start projects; interprets produces they are being assure they are being decree, Personnel Rule. 2. Plans, assigns, reviews	edures governing recruitm vs. Republican Party of II s to develop and coordina	nent and linois" juriste emploinips utilizates the ects the ions and stablishes with the cy policies subordina	selection as dicial decrea byment selecting Spanish Recruitmen mplementa implementa is goals and e provisions is and any coate staff; ser	s it relate; explaction evolutes as Seletion of ption of pobjective of the "other relates as selection of the "other rela	es to the ins and aluation she skills ection section section section section section section section working	e adminterphin serving with pection policinent & developes. Rees and supersupersupersupersupersupersupersuper	orets proces. orivate a of the les and a Selections plan publican d regula	on of ogram and Human ion ns to n Party" ations.		
15%	staff to meet day-to-da prepares and signs per policy, procedures and implementation of corresupervision of a non-ural. 3. Develops the operation agency. Designs procedures. Establishes Implements and evaluations.	y operating needs; estable formance evaluations. Concerning the program operations. Dispective action; when appropriate employment of appropriate employment of appropriate employment of appropriate employment of appropriate employment of appropriate employment of appropriate employment of appropriate employment of appropriate employment of appropriate employment of appropriate and policy and relative to the agency's house are developed and sufficients.	lishes an onducts ocusses propriate, continued intervalued in the result of the result	mual goals a meetings to problem area onducts pre t information viewing and int a workab recruitment dures designactices. Wo	and objet keep state and control or asset recruitrate relation and to at rks with	ectives; taff abre coordina nary me istance. ment tec wide pla ships wi ssure co agency	appropast of a testing chnique an for the age omplian of mans	ves tim f change le s under es for the filling journey stance with	e off; es in the he bb aff. h state		
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MS-104 (Rev. 104)	905 Co H 4117/15	APR 1 4 2015									

10 (OO) TINUE								
16. (CONTINUE % OF TIME		. ND ACCURATE STATEMENT OF POSITION	ECCENIT	IAL ELINCTIONS (Continued)				
15%	Establishes and mand public organizer recruiting applicant to recruit protecte	aintains effective working relationshi ations. Develops, promotes and facil ts for under-utilized positions. Partici	ips utiliz litates jo ipates ir	ing Spanish/ English skills with private ob placements for the Department by a outreach activities specifically designed ction groups, including African-American,				
10%	completes candidappropriate Rutan	Serves as a certified Rutan interviewer and/or sits on interview panel; scores candidates' interviews, completes candidate evaluation forms, determines candidate to be selected; monitors to ensure appropriate Rutan procedures are followed and documents are completed accurately. Using the Spanish language, assesses Spanish Speaking abilities of candidates applying for Spanish language option jobs.						
10%	procedural review accepting and / or transmitting bidde	ngaged in the process of posting and of processing requests to post and fi rejecting requests to post. Ensures is lists and applications to managers policies and any other related rules a	ill vacar that the in acco	nt positions. Establishes criteria for procedures for categorizing and rdance with Personnel Rules, labor				
05%	7. Supervises agency participation in job fairs, placement programs and related community based recruitment activities. Prepares and distributes literature regarding the hiring process. Discusses the recruitment and career opportunities within IDES. Prepares reports reflecting status of recruitment activities.							
05%	and procedures or		ent proce	meetings to inform staff on hiring process esses; provides advice and instruction to sions in agency offices statewide.				
05%	9. Performs other du enumerated above	ties as required or assigned which are.	re reaso	nably within the scope of the duties				
conducting		MEDIATE SUPERVISOR (Responsible aluations; effectively recommending and		ning and reviewing work, preparing, g disciplinary action and adjusting grievances				
			WORK	ING TITLE (IF ANY)				
SPSA, Opt 1	40070-44-16-000-00-01		Manad	ger of Human Resource Management				
· ' '	HE APPROPRIATE BOX IF T	HIS POSITION IS A:	1					
⊠ SUPERVISOR OR □ 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				
	rces Specialist	19693-44-16-500-10-01, -10-51		1 - 3				
Human Resou	Human Resources Representative 19692-44-16-500-10-01, -10-51 1 - 3							

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

Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in Business or Public Administration and three years of progressively responsible administrative experience in a public or business organization. Requires thorough knowledge of the principles and practices of public and business administration; collective bargaining contracts and CMS personnel rules as they apply to filling positions. Requires the ability to: travel; establish and maintain effective working relationships; interpret bargaining contracts, personnel rules, agency programs, policies and procedures; analyze, review and evaluate candidate skills; communicate with others; evaluate and document work of staff; write in a clear and concise manner and to use a PC with related software programs such as word processing, database, spreadsheets and electronic mail. Requires ability to speak and write Spanish at a colloquial level. Special Skills: Of the three years experience, requires two years experience in the area of hiring under the provisions of the CMS Personnel Code and Rules and experience as a certified Rutan interviewer. Requires extensive knowledge of personnel-related computer systems and software, including EELS (Electronic Eligible List System), PEERS (Personnel Examination and Eligibility Records System) and the CMS Personnel Inquiry System.

1. POSITION TITLE	WORKING TITLE (IF ANY)	BILINGU/ CODE			N TITLE	2. PO	SITION	NUMBER	
EXISTING POSITION	State Monitor Advocate (SMA)			*******					
NEW/REVISED POSITION	Migrant and Seasonal			SS	:1	3701	5-44-40	-220-00-31	
Public Service Administrator	Farmworkers (MSFW) Program Manager	29				3701.	J-77 70		
3. AGENCY	4. BUREAU/DIVISION		5. EXMT CODE	;	6. WORK COUNTY		8. AUDIT	9. OFFICE USE	
EXISTING POSITION									
NEW/REVISED POSITION				\dashv					
IL Department of Employment Security	Business Services		0		084	1	R		
10. SECTION	11. UNIT				2. TRANS ODE	ACTION		. EFFECTIVE ATE	
EXISTING POSITION	Migrant & Seasonal Fa	rmworke	'S	i] MA021] MA022		L	11/01/2021 CHANGE	
NEW/REVISED POSITION	Migrant and Seasonal F	 -armworl	ers		☐ MC024 1	POSITIO	ON NUME	ER CHANGE	
Intra-Agency Coordination	Program			_ \ [2	☑ MC026	CLARIF	Υ		
14. WORK LOCATION	15. BARGAINING/TERM		UTAN KEMPT	C	MC027 A CHANGE				
EXISTING POSITION	· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·	1	☐ MC028 ¹			CHANGE	
EXISTING POSITION				- 1 -	☐ MD021 /			ALLOCATION	
NEW/REVISED POSITION									
Springfield, IL	MG063		N	-	☐ MC150 LATERAL REALLOCATION ☐ MC158 UPWARD REALLOCATION				

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
30%	Under administrative direction, serves as Migrant and Seasonal Farmworkers (MSFW) Program Manager for the Illinois Department of Employment Security (IDES)
	Organizes, plans, executes, controls and evaluates the IDES Migrant and Seasonal Farmworkers (MSFW) program
	 Directs statewide program activities, implements policies and procedures and provides leadership and guidance concerning rules, regulations, policies and procedures pertaining to migrant and seasonal farm workers, H-2A Temporary Agricultural Workers (H-2A) and H-2B Temporary Non-Agricultural Workers (H-2B)
	 Organizes program goals and objectives, monitors and evaluates program performance, identifies problems, and coordinates with agency management to resolve issues and implement corrective action and/or program improvements
	 Confers with the State Monitor Advocate (SMA) and the U.S. Department of Labor (USDOL) to develop and/or implement monitoring systems and coordinate farmworker outreach to ensure migrant and seasonal farmworkers have equitable access to career services, skill development and workforce protections, in accordance with federal regulations, the Workforce Investment Opportunity Act (WIOA) and/or other related federal and/or state legislation
	Develops and/or implements a system to help agricultural employers recruit qualified workers on a temporary and/or seasonal basis
	Reviews and approves Interstate and Intra-State Agricultural Clearance Orders under the federal-state system
	 Directs and/or performs onsite inspections to assure compliance regarding the terms and conditions of employment, including but not limited to housing and other guarantees Develops annual outreach plan to set forth goals and objectives, including but not limited to provision of interpretive services, to locate and contact MSFW who are not being reached by normal intake activities conducted by IDES Local Offices Utilizes Spanish language to assist clients who request or need interpretive services Travels to perform these duties.
25%	3. Serves as full line supervisor
	 Plans, assigns, reviews and evaluates the work of subordinate staff 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 time off Conducts meetings to keep staff abreast of changes in policy, procedures and program operations Discusses problem areas Coordinates the implementation of corrective action Adjusts first level grievances Effectively implements disciplinary action, up to and including discharge Determines and recommends staffing needs

Position # Page 2 of 6



% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
15%	2. Serves as liaison to agency staff, employers, federal, state and local officials, community-based organizations and other interested parties in matters pertaining to the Migrant and Seasonal Farmworkers (MSFW) Program
	 Develops training curriculum and training materials on the implementation of the IDES MSFW program and to explain the purpose and benefits of the program utilizing a PC and software including but not limited to Microsoft (MS) PowerPoint and MS Word Travels statewide to conduct a variety of trainings in person and/or via webinars,
	utilizing systems including but not limited to Webex
	Presents training on outreach and recruitment of MSFW Provides training to sometime to an MSFW
	 Provides training to employers on current methods for reporting data on MSFW Directs and/or conducts training of agency staff on methods for improving services to MSFW within the employment service system
	Conducts follow-up studies to review and evaluate training results and identify areas for improvement
	Utilizes Spanish language to assist clients who request or need interpretive services
10%	4. Utilizing word processing, spreadsheet and database management software, creates and/or prepares and submits a variety of state and/or federal reports and grant proposals and reports, including but not limited to complex statistical reports, the four-year Agricultural Outreach Plan, an annual summary of agency services provided to migrant and seasonal farm workers and Labor Exchange Agricultural Reporting system reports
	 Gathers and analyzes data to evaluate compliance with Federal regulations Reviews performance reports and other related reports in accordance with federal, state, and/or agency procedures and timeliness guidelines
10%	5. Directs, coordinates, and participates in difficult and involved field investigations of violations to legal protections afforded to migrant and seasonal farmworkers (MSFW)
	 Implements and/or maintains a program for onsite monitoring to ensure compliance with MSFW program policies and procedures Resolves complaints and issues
	 Ensures violations to the Fair Labor Standards Act, Immigration and Nationality Act, and Migrant and Seasonal Agricultural Worker Protection Act or other related laws are forwarded to the relevant federal agencies
	Performs follow-up on violations forwarded to federal agencies.
	Conducts follow-up visits to ensure corrective actions have been implemented. Conducts follow-up visits to ensure corrective actions have been implemented.
	 Utilizes Spanish language to assist clients who request or need interpretive services Travels to perform these duties
05%	Controls the statewide worker/employer Employment Service and Employment-Related Law Complaint System
	Investigates and/or directs investigations

Position # Page 3 of 6

% OF TIME 16. COMPLETE	CURRENT AND ACCURATE	STATEMENT OF F	POSITION ESSENTIAL FUNCTIONS				
• Pei	rforms follow-up on complai	int referrals forwar Department of Lab	a relevant enforcement agency rded to enforcement agencies oor regarding complaints received				
	other duties as required or a merated above	issigned which are	e reasonably within the scope of the				
17. POSITION TITLE AND NU preparing, conducting and sig adjusting grievances for the in	ning performance evaluations;	ISOR (Responsible effectively recomm	e for assigning and reviewing work, nending and imposing disciplinary action and WORKING TITLE (IF ANY)				
CDCA O=+ 1 40070 44 4	0.200.00.01	**************************************	TOTAL (II /III)				
SPSA, Opt. 1 40070-44-4							
18. CHECK THE APPROPRIA	ATE BOX IF THIS POSITION I	IS A:					
⊠ Supervisor ☐ Lead Wo	· · · · · · · · · · · · · · · · · · ·	_					
			a detailed duty statement(s) with a time				
			sition number, and number of				
subordinate incumbents or	authorized funded headcou	ınt.					
Position Title	Position Nu	ımber	No. of Incumbents or Funded Vacancies				
ES Specialist 3, SS	13673-44-40-220-10-3	31	1-5				
ES Specialist 1, SS (Peoria,	13671-44-21-220-20-3	31, -30-31,	5-15				
Champaign, Belleville, Springt	field, -40-31, -50-31, -60-31	, -70-31					
Quincy, North Aurora)							
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							

Minimum Qualifications

- 1. Requires knowledge, skill and mental development equivalent to completion of four (4) years of college, preferably with courses in business, public administration or social services
- 2. Requires prior experience equivalent to three (3) years of progressively responsible administrative experience in a public or business organization
- 3. Requires the ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients

Preferred Qualifications (In Order of Significance)

PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

- 1. Experience requiring knowledge of employment laws and regulations and applying federal and state legislation to specific issues regarding delivery of employment services to migrant and seasonal farmworkers (MSFW) in accordance with state and federal guidelines
- 2. Two (2) years of professional experience supervising staff, including providing training and evaluating staff performance

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.

3. Three (3) years of managerial experience in the development, implementation and maintenance of an employment services program, or a program in a related area providing employment, human resource development or social welfare services, including developing long term goals and objectives, and directing activities and operations

4. Professional experience preparing government reports and/or reports to external funding bodies, such as grant reporting

5. Professional experience developing a training curriculum and conducting training

6. Professional experience using Microsoft Excel to prepare complex statistical reports for federal or state reporting

7. Basic proficiency in Microsoft Office Suite products, including Outlook, Word, Excel and PowerPoint

8. Experience requiring knowledge of employment laws and regulations and applying federal and state legislation to specific issues regarding delivery of employment services to H-2A Temporary Agricultural Workers (H-2A) and H-2B Temporary Non-Agricultural Workers (H-2B) in accordance with state and federal guidelines

20. CONDITIONS OF EMPLOYMENT

1. Requires the ability to travel extensively, including overnight stays

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

The Illinois Department of Employment Security (IDES) is seeking an organized, professional, and results oriented individual to serve as Migrant and Seasonal Farmworkers (MSFW) Program Manager. This position will provide guidance concerning rules, regulations, policies and procedures pertaining to migrant and seasonal farm workers, H-2A Temporary Agricultural Workers (H-2A) and H-2B Temporary Non-Agricultural Workers (H-2B). Responsibilities include implementing an outreach program to reach migrant and seasonal farmworkers to help them access IDES services, implementing a process to help agricultural employers recruit qualified workers on a temporary and/or seasonal basis, performing onsite inspections to assure compliance regarding the terms and conditions of employment, preparing a variety of state and/or federal reports and grant proposals, including but not limited to complex statistical reports, and traveling statewide to conduct training. This position provides a great opportunity for someone who has a strong knowledge of state and federal employment laws, programs and services pertaining to migrant and seasonal farmworkers and H-2A and H-2B workers and is dedicated to providing employment services and monitoring compliance with state and federal employment laws. The ideal candidate for this position will have extensive experience providing employment services to migrant and seasonal farmworkers, strong leadership skills, and experience preparing grant reports and supervising a team of that provides services over a wide geographical area. IDES offers a competitive compensation plan, excellent benefits, and a pension program. We invite you to join our innovative team to help make a positive difference in the lives of Illinois employers and job seekers.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Employment Security's (IDES) mission is to serve Illinois workers and employers to the best of our ability and to use our knowledge of the Illinois workforce to inform sound policy decision making. IDES encourages economic growth and stability in Illinois by providing vital Employment Services to Illinois residents and employers, analyzing and disseminating actionable Labor Market Information, and administering Unemployment Insurance programs.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
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by D. Share			

Position # Page 6 of 6



				Laumann								
1. POSITION TIT Existing Position	<u> </u>	V	ORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION T OPTION C	2.	2. POSITION NUMBER					
,												
New/Revised Position Public Service	e Administrator	Administrator Business Services Manager 29 SS1				1 37	7015	-44-41-	150-0	0-31		
3. AGENCY	o , tarriii ilotrator	l.	4. BUREAU/ DIVISION	1	<u> </u>		EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE	
Existing Position							0002	JOSHI 1	AUIN		002	
New/Revised Position			Durings Consideral									
	nt of Employment Se	curity	Business Services/	مامحمام			0	016	1	R		
10. SECTION			Employer & Veteran Ou	reacri		12.	. TRAN	SACTION	1	I 3. EFFECTI	VE DATE	
Existing Position			11101111			co	DDE					
			Metro South Region							09/01	/2020	
New/Revised Position			Metro South Area				MAAO	24 ECTAE				
Business Ser	vices Outreach Prog	gram	Wello South Area		[D.4		MC0	21 ESTAE 22 EXEM	PTCO			
14. WORK LOCA	TION		15. BARGAINING/TERM COD	E	Ruti Exe	tan □□ em≀pt ⊠		24 POSIT 26 CLAR		JMBER CH	ANGE	
Existing Position											L CHANGE	
								28 WORI 21 ABOL		IIY CHAN	JE.	
New/Revised Position			MG063	-		N		49 DOW! 50 LATER				
Harvey, IL				•			MC1	58 UPW/	RDRE			
% OF TIME			AND ACCURATE STATEMEN									
			tion, as a policy implementing									
			es, implements, oversees ar Dutreach program. Coordina									
			ployer & Veteran Outreach									
			policy changes; provides tra									
	services, serving a	s a liaisc	on to state and local officials	provides	s employ	er and v	veter	an outre	ach; r	epreser	nts the	
	agency in seminar	s and bu	siness workshops. Directs f	easibility	studies; i	impleme	ents	policy fo	rthes	trategio		
			s, recommends and impleme									
			components and activities									
			II line manager. Utilizes Sp	anish lan	guage to	o assis	tclie	nts who	requ	est or n	eed	
	interpretive servic	es.										
25%	1. Serves as a Bu	ısiness (Services Manager for an ass	sianed re	gion; coc	ordinate	s, im	plement	s. ove	rsees a	nd	
	monitors to en	sure the	smooth operation of the IDE	S Busine	ess Servi	rices Ou	tread	h Progr	am.E	stablish	es goals	
			elops plans to ensure they a									
			vides technical assistance b									
			Sand partner workforce age									
			of IDES Employment Services and programs that									
			ves mandated by Wagner-P								euerany	
			confers and collaborates wit									
	•				_			-				
15%			f Employer & Veteran Outre									
			ogram or policy changes. Co									
			duling and participation in s									
			nd provides training for staff:							and trail	ning	
	materials; distr	ibutes a	nd explains revisions of stat	utes, ope	rating po	olicies a	ina pi	roceaure	2 5.			
15%	3. Travels to vario	ous locat	tions in an assigned region t	to explain	emplovi	ment an	nd tra	inina se	rvices	targete	d to	
			ons, with an emphasis on ve									
			IDES policies and procedu									
	Program to wo	rkforce	partners, including but not lir	nited to p	rivate ind	dustry, c	comr	n unity a	nd fai	th-based	t	
	organizations	and othe	r government agencies. Pro	vides em	ployera	nd vetei	ran o	utreach	by re	oresenti	ng the	
			pation in seminars, business									
DIRECTOR OF O			s. Utilizes Spanish language						ınterp			
DIRECTOR OF C	0.17.	I III	THE BUTTON OF CHAT		GENCY HI					ا ا	ATE	
	famel familia	[4	CED 2 2 2020	1 1	rustic	1.KCho	M) by 10)	Mi	09/0	4/2020	
	11 11 39	1 7.7	3P <i>P L </i> { L 	ı						i .		

16. (CONTINUI	ED)				
% OF TIME		COMPLETE CURP	ENT AND ACCURATE STATEMENT OF POSITION	ESSENTIAI	L FUNCTIONS (Continued)
15%	4.	guidance and to to-day operatin performance ev program opera	reviews and evaluates the work of subordina raining to assigned staff; counsels staff regar g needs; establishes annual goals and object valuations. Conducts meetings to keep staff a tions. Discusses problem areas and coordina ances and effectively implements disciplinary	ding work p tives; appro breast of c ates the im	performance; reassigns staff to meet day- oves time off; prepares and signs hanges in policy, procedures and
15%	5.	needs. Collabo the Director. Co feasibility of rec affecting Busin	licy for the strategic planning process; directs rates in planning and programming agency aconfers with the Manager of Employer & Veteratormended policies. Develops, recommends ess Service Outreach program activities within thods, procedures and processes.	ctivities ma an Outread and imple	andated by legislation, regulations and ch and administrative staff on the ements changes in policy and procedures
05%	6.	recommendation committees related and/or private be agency leaders strategies, initial Employment Se	tion gathering meetings and directs the preparations to management on the methods and prior ated to business and labor force initiatives the usiness representation. Serves on and/or contained members of the IWIB (Illinois Workforce atives providing workforce solutions to busine ervices (ES) projects developed by agency are to Utilizes Spanish language to assist client	ities for ke at include lo ntributes to Innovation ss needs. T nd workford	y indicators. Serves on various ocal community, multi-state agency ostatewide planning groups made up of n Board). Develops and consults on Travels to plan and implement ce partners; monitors to assure project
05%	7.		of new developments in applicable laws, rule ch and veterans services; travels to participa		
05%	8.	Performs other above.	duties as required or assigned which are rea	sonably wi	thin the scope of the duties enumerated
conductir	ig an		OF IMMEDIATE SUPERVISOR (Responsible ance evaluations; effectively recommending and		
			.,	WORKING	G TITLE (IF ANY)
SPSA, Opt.	1 40	070-44-41-000-	00-02	Employe	er & Veteran Outreach Manager
18. CHECK TI	HE A	PPROPRIATE BO	X IF THIS POSITION IS A:		
☑ SUPE	RVIS	or or 🗆	LEAD WORKER		
ti	me p	ercentage(s) allo	orker responsibilities <u>must</u> be described in a tted. position title, position number, and number of s		•
		Title	Position Number		No. of Incumbents or Funded Vacancies
VER2 (LVERs			47702-44-41-151-10-02, -11-01, -12-01		3-10
VER1 (DVOP			47701-44-41-152-10-01, -11-01, -12-01 -13-0		5-15
PERFORI ABILITIES	MANC S AN	E OF THE WOR	SKILLS, ABILITIES, LICENSURE OR CERTIFICK OF THIS POSITION. NOTE: SINCE THERE R CERTIFICATION IDENTIFIED ON STANDAR	ARE NOW	SEVERAL OPTIONS OF SKILLS AND

Requires knowledge skill and mental development equivalent to completion of four years college, preferably with courses in business or public administration; prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization. Requires extensive knowledge of: public and business administration, principles and practices; agency programs, service objectives, activities and operational systems, including but not limited to the Illinois Labor Exchange System and Wagner-Peyser initiatives; agency policies and procedures. Requires ability to: develop and manage employment services delivered; analyze administrative problems and adopt an effective course of action; develop, install and evaluate new and revised methods, procedures and performance standards; exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures; operate with considerable independence; perform liaison and public relations assignments dealing with the various branches of government; use a personal computer with related software programs. Requires the ability to travel. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

POSITION DESCRIPTION F

CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

1. POSITION TITL	E	W	ORKING TITLE (IF ANY)	BILINGUAL CODE	POSI	TION TITLE	2. POSITION NUMBER				
Existing Position											
New/Revised Position				29		SS	47000	-44-04-7	711 1	0.21	
UI Special Age	<u>nt </u>		L A DUDEALUS DIVIDIONI	29		<u> </u>	5. EXMT	6. WORK	7. A/I		9. OFFICE
3. AGENCY Existing Position			4. BUREAU/ DIVISION		****		CODE	COUNTY	AUTH	8.AUDIT	USE
Existing Fosition											
New/Revised Position	of Employment Securi	tv	Financial Operations/ C	ACR			0	016	Υ	R	
10. SECTION	of Employment Securi	Ly	11. UNIT		12. TRAN	SACTION	13	B. EFFECTIV	E DATE		
Existing Position					CODE						
										03/16/	2019
New/Revised Position			Benefits Accuracy Mea	suremen	t	·	П МАО	21 ESTAB	LISH		
Admin Planning	<u>g</u>		Deficitio Accuracy Wica			D. d	☐ MC0	22 EXEM	T COD		
14. WORK LOCAT	TON		15. BARGAINING/TERM CO	DE		Rutan Exempt	☐ MC024 POSITION NUMBER CHANGE ☐ MC026 CLARIFY				
Existing Position								27 ADDITI 28 WORK			
							☐ MD0	21 ABOLI 49 DOWN	SH		
New/Revised Position	•		RC062			N	☐ MC1	50 LATER	AL REA	LLOCATIO	ON
Chicago, IL	40. COMPLETE CURRE	TAIT AN	 ID ACCURATE STATEMEN	IT OF BC	SITIO	ON ESS	MC1	58 UPWA	RD REA	LLOCATIO	ON
% OF TIME	Under direction, perfor	ms auc	dits of a highly complex, se	ensitive n	ature	for the	Benefits	Accura	cv Me	asurem	ent
	(BAM) unit of the Illinoi	s Depa	ts of a highly complex, sensitive nature for the Benefits Accuracy Measurement tment of Employment Security (IDES) to assess the propriety of Unemployment								
	Însurance (UI) benefit i	oavme	ents based upon the criteria contained in laws and policies of the State of Illinois and								
,	U.S. Department of La	bor (Do	OL); detects UI overpayme	_); detects UI overpayments, fraud and other violations of state and federal laws;'							
ł	determines accuracy o	f mone	etary determinations issued	d to claim	ants	; utilizes	guided	question	ns and	i otner L	IOL
	recommended investig	ative to	echniques, procedures and	a guiaeiin Iblic in ne	reon	hy nho	w and i	or in writ	ina to	aimanis, detect	
	violations of state and	ers, government agencies and/or the general public in person, by phone and/or in writing to detect as of state and federal laws related to UI benefit payments and develop additional audit leads; prepares a									
	written determination a	written determination and/or decision for each audit∤attends hearings to present evidence, compiles relevant audit									
	data, prepares reports.	and m	nakes recommendations to	improve	proc	cesses r	elated to	o UI ben	efits, t	raveis to	attend
	and participate in train	ng, wo	rkshops, and/or DOL man	dated pe	er re	views of	f case fi	les; utiliz	es Sp	anish la	nguage
	to assist clients who re	quest (or need interpretive service	es.							
20%	1. Performs audits of	a high	ly complex, sensitive natu	re for the	BAN	/I unit of	IDES to	assess	the p	ropriety	of UI
2070	benefit payments I	pased	upon the criteria contained	in laws	and p	olicies	of the S	tate of III	inois a	and the I	DOL;
	detects UI overpay	ments	, fraud and other violations	s of state	and	federal	laws. C	onducts	intens	ive audi	t
	interviews with cla	imants	selected by the DOL rand	lom audit	prog	gram; uti	lizes Sp	anish la	nguag	e to ass	sist
	clients who reques	t or ne	eed interpretive services; a	ssesses	and o	evaluate	es all tac	tors rele	vant t	o the IIIII	nois Ui Vor
	Act and DOL proc	ecae: (which could or have affect determines whether federa	iteu ciairi I and sta	ianii t te lav	ws and i	nolicies	were foll	owed	uniform	lv bv
	claimants employ	ers. en	nployer representatives, a	gency sta	iff. ar	nd/or int	erested	third par	ties; a	nalyzes	agency
	documents and/or	electro	onic records to determine	what data	rele	vant to	benefit (eligibility	must	be furth	er
	investigated to cor	nplete	each audit. Travels to loca	al and/or	regio	nal offic	es as d	irected to	perf	orm thes	e duties.
150/	2 Conducts in death	audite	to determine accuracy of	monetan	, det	erminati	ons issi	ied to cla	aiman	ts: utilizi	ng a PC
15%	Conducts in-depth and relevant softw	auuns are us	ses the definition of base p	eriod spe	ecifie	d in the	Illinois	JI Act ar	d info	rmation	from
	Benefit payroll rec	ords to	calculate the weekly bene	efit amou	nt an	id numb	er of we	eks clair	mants	were eli	gible to
	receive UI benefits	s and e	valuate results against ac	tual mone	etary	determi	inations	issued.	Enter	s investi	igative
ŀ			les and agency, state and		al cor	nputeriz	ed syst	ems incli	uding	but not i	imited to
	the DOL quality co	ntrol s	tatistical survey database.	•							
15%	3. Conducts in-depth audits of the last employing employer for each selected claimant to determine the reason										
'5"	the claimant was separated from employment; utilizes Spanish language to assist clients who request or need										
	interpretive services; determines whether claimants met all criteria for UI benefit eligibility established by state and federal policies and guidelines and the Illinois UI Act.							by state			
	and federal policie	s and	guidelines and the Illinois	UI Act.							
DIRECTOR OF C	MS STGNATURE	IMME	DIATE SUPERVISOR SIGNAT	URE A	GEN	CY HEAD	SIGNAT	URE			DATE
	U mode				th	uma	3Ch	an	J	04"	04/2010
	() 27	μ_j	<u>eceiven</u>		u anamanti.	pro	Ju	un		1	04/2019
CMS-104 (Rev. 10/9	94Y1L 401-0794										

WWW. 10/34/1L 401-0794

16. (CONTINUE	D)							
% OF TIME	16 (COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIA	AL FUNCTIONS (Continued)			
15%	4.	interviews and interacts of the phone and/or in writing benefit payments and desearch for work according clients who request or new monetary determinations including but not limited.	with claimants, employers, governme g to detect violations of state and fec- velop additional audit leads; contacts g to state and federal policies and the ed interpretive services; secures do s; audits claimants' dependencies to to birth, marriage, death and/or divor	ent ageno deral law s employ le Illinois cumenta determin ce recore	techniques, procedures and methodology, cies and/or the general public in person, is related to Unemployment Insurance (UI) wers to verify the accuracy of claimant UI Act; utilizes Spanish language to assist action to determine the validity of non-ine accuracy of payments; obtains records disto determine the extent to which each els as directed to perform these duties.			
15%	5.	prepares a written determent evidence and testimony.	mination and/or decision for each aud	dit which nclusion	soft Office Suite and Adobe Reader, states the relevant facts, summarizes the which sets forth the provision of the law ribed by the Illinois UI Act.			
05%	6.	may be over / underpaid	hearings and/or administrative hearing due to misinformation, errors and/or elevant issues to all parties.	ngs to pr or violat	esent evidence indicating that the claimant tions of the state or federal UI Act; explains			
05%	7. Prepares Benefits Accuracy Measurement (BAM) audit case files; compiles and enters relevant information into agency, state and/or federal computerized systems, including but not limited to the Illinois Benefit Information System (IBIS) and the U.S. Department of Labor (DOL) quality control statistical survey database; collaborates with DOL to ensure timely entry of data for accurate computation of the improper payment rate for the UI Program as required by the federal Improper Payments Information Act (IPIA). Prepares reports of findings; makes recommendations to improve IDES interviewing, adjudication and payment processes related to UI benefits.							
05%	8.		evelopments in laws, rules and regul orkshops, and/or DOL mandated pee		levant to BAM; travels to attend and s of case files.			
05%		above.			within the scope of the duties enumerated			
conducting	g and		MEDIATE SUPERVISOR (Responsible uations; effectively recommending and		ning and reviewing work, preparing, g disciplinary action and adjusting grievances			
				WORK	ING TITLE (IF ANY)			
PSA, Opt. 1	37	015-44-04-711-00-01						
18. CHECK TH	IE A	PPROPRIATE BOX IF THI	S POSITION IS A:					
☐ SUPE	RVIS	OR OR □ LEAD W	VORKER	•				
			ponsibilities <u>must</u> be described in a	detailed	I duty statement(s) with a			
		ercentage(s) allotted.			to the constitution of the state of the stat			
if a box with		necked above, list position t	title, position number, and number of s	ubordina	te incumbents or authorized funded			
	Pos	sition Title	Position Number		No. of Incumbents or Funded Vacancies			
N/A					NECESCA DA FOR THE COMMENT			
					NECESSARY FOR THE SUCCESSFUL OW SEVERAL OPTIONS OF SKILLS AND			
ABILITIES	S AN				E PHRASE "SAME AS SPECIFICATION"			

Requires knowledge, skill and mental development equivalent to the completion of four years of college with major courses in Business Law and Business Administration plus three years of local office professional investigative experience performing major adjudication work involved in the fact-finding process, preferably with experience adjudicating Unemployment Insurance (UI) benefit claims separations issues and non-separation issues. Requires extensive knowledge of Federal and State laws, rules and regulations applicable to Unemployment Insurance benefits; UI benefit fact-finding and interviewing practices and procedures; investigatory techniques relative to the examination records and the questioning of persons, math concepts, databases and hard copy information sources within IDES. Requires thorough knowledge of IDES local office automated systems, programs and practices as they relate to the payment of UI benefits. Requires the ability to apply agency laws, policies and procedures to a local office benefits program; communicate effectively both orally and in writing; and to use a personal computer with related software programs, including but not limited to Microsoft Office Suite (Word, Excel, PowerPoint, etc.) and PDF software such as Adobe Reader. Prefers candidates who are self-motivated and possess strong organizational and time management skills. Requires ability to travel occasionally. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

POSITION DESCRIPTION

1. POSITION TIT	TIF					I WORKII	NG TITLE	(IF ANY)	BILINGUAL	POSITIO	ON TITLE	2 POS	ITION NU	MBER			
Existing Position						1101111	110 1112	(// / ((1))	CODE	OPTIO	N CODE						
New/Revised Position	า									 _		47000		-40.4	0.04		
UI Special Ag	gent					1.50055		~~	29	5	S	4 / U90	-44-22-	570-1	U-31	9 OFFICE	
3. AGENCY Existing Position						4. BUREA	AU/DIVISI	UN				CODE	COUNTY	AUTH	8. AUDIT	USE	
]		
New/Revised Position IL Departmen		Em	oloyr	nent Sec	urity		Delivery loyment	y/ Insuranc	e Progra	ams		0	016	2	R		
10. SECTION						11. UNIT						12. TRANSACTION 13. EFFECTIVE DATE CODE					
Existing Position												09/01/2020					
New/Revised Position Benefit Paym		Con	trol			Special Investigations						☐ MA021 ESTABLISH☐ MC022 EXEMPT CODE CHANGE					
14. WORK LOCA	ATION	ı				15. BARGAINING/TERM CODE Rutan Exempt				☐ MC024 POSITION NUMBER CHANGE MC026 CLARIFY MC027 ADDITIONAL IDENTICAL CHANGE							
Existing Position												☐ MCC	28 WOR	COUN			
New/Revised Position	1											121 ABOLI 49 DOWI		REALLOC	CATION		
Chicago, IL	o, IL RC062 N				N		50 LATER 58 UPWA										
% OF TIME						AND ACCU						ENTIAL	FUNCTI	ONS			
20%	lim em per cla lea and iss	empeated ited iplo for confirm	loyn I fed to n sadocu prepi fede to a neral erform employensiring ensiring	nent bene eral legis nultiple cl chemes udits on ments ar pares dec eral law v Il interest public. U ms invest loyment ated fede limited to et limited to et limited to et ealing be ited to st yer common ve invest and eva the period to Microsed by em	efit pa lation aims, and s unema d relations iolate ided pa Jtilize igation benefits ate arm unity igator duate of und soft O ployer mine	as investigations of a highly complex and sensitive nature to assess the propriety of pay ments based upon criteria contained in laws and policies of the State of Illinois and an Pursues cases that involve benefit fraud for complex schemes, including but not so, third party participation, misuse of social security numbers (SSNs), fictitious stealing benefits through identity theft. Conducts intensive investigatory interviews; mployment insurance (UI) benefit claims; compiles, analyzes and evaluates benefit elated records to establish the existence of fraud violations; develops and pursues are resulting in a conclusion and a decision which set forth provisions of the state ted and the application of penalties as prescribed in the fraud provisions; explains the exarties, including but not limited to claimants, employers, government agencies and the spanish language to assist clients who request or need interpretive services. It is a highly complex and sensitive nature to assess the propriety of sefit payments based upon criteria contained in laws and policies of the State of Illinois legislation. Pursues cases that involve benefit fraud for complex schemes, including sultiple claims, third party participation, misuse of SSNs, fictitious employer schemes as through identity theft; collaborates with internal and external groups, including but and federal law enforcement agencies, the Department's Revenue Division and the tay to minimize improper payment of UI benefits due to fraudulent schemes. Conducts only interviews by phone, in writing and/or in person with claimants and employers to se all the factors which could or have affected the claimant's eligibility for UI benefits and examination. Using the Department's computerized systems, including but not Office Suite, the Illinois Benefit Information System (IBIS) and GenTax, and data ters and other parties, analyzes documents and/or electronic records and their ne whether evidence is sufficient to support an allegation of improper payment or											
15%	2.	fro the Be	om the Illine Illinefit	ie Depart ois Bene t Claim d	s audits on unemployment insurance benefit claims with potential fraud overpayments generated Department's computerized systems, including but not limited to Microsoft Office Suite, IBIS and s Benefit Payment Control (BPC) System, or as directed, by compiling, analyzing and evaluating claim documents, claims information in IBIS and any related agency accessible employer records ish the existence of fraud violations.							IBIS and /aluating					
10%	3.	bu A a	t not ndwi	limited t	o pay	is by revie roll record rs.											
DIRECTOR OF C	CMS S	IMMEDIATE SUPERVISOR SIGNATURE AGENCY HEAD SIGN							D	ATE							
1 0 39 5-3 10 mm Kristin f				nn Ro	chard	Dogge	Min	09/0	1/2020								

MS-104 (Rev. 10/94) IL 401-0794 Mul. Jan.
D. Shew 9/15/20 Mul. Jan.
9/15/20 Mul. Jan.

16. (CONTINUE										
% OF TIME	16.		ACCURATE STATEMENT OF POSITION							
10%	4.	to claimants, employed documents and/or othe storage and/or mainte	rs, government agencies and the g	general p ed to pa s and/or						
10%	5.	secures documentatio recommended investig	in to support allegations using age	ncy, stat method	s leads through a variety of methods; te and/or U.S. Department of Labor (DOL) lology; confers with manager in the echniques.					
10%	6.	considers demeanor a	d evaluates testimony and exhibits to determine competence and relevance; nd credibility of witnesses and weight of evidence presented; examines relevant ites, precedent decisions and rules and regulations of the Department respective to itions.							
10%	7.	material evidence and	s written decisions stating the issue or issues involved, stating relevant facts, summarization of evidence and testimony, resulting in a conclusion and a decision which set forth provisions of the the application of penalties as prescribed in the fraud provisions.							
10%	8. Obtains and coordinates utilization of evidence with other Illinois Department of Employment Security (IDES) staff and/or state and/or federal government agencies; prepares and signs criminal complaints based upon such evidence, recommending indictment and criminal prosecution of person deemed subject to the Benefit Fraud Statute to the Attorney General, Sates Attorney or other relevant prosecutor. Works with Office of Attorney General, State's Attorney, US Postal Inspector and the US Department of Labor, Inspector General offices to coordinate exchange of information. Appears before the Grand Jury to establish Probable Cause and testifies in court as to the validity and applicability of the evidence presented. Travels to perform these duties.									
05%		enumerated above.	as required or assigned which are		·					
conductin	g an		MEDIATE SUPERVISOR (Responsible luations; effectively recommending and		igning and reviewing work, preparing, ng disciplinary action and adjusting grievances					
				WORK	(ING TITLE (IF ANY)					
PSA, Opt. 1	3	7015-44-22-510-00-01								
18. CHECK TH	IE Al	PPROPRIATE BOX IF THE	IS POSITION IS A:	1						
☐ SUPER	RVIS	OR OR LEAD V	VORKER							
NOTE: S		vicani ar land warker rec	ponsibilities <u>must</u> be described in a	a datalla	d duty statement(s) with a					
		ercentage(s) allotted.	ponsibilities <u>inust</u> be described in	a uctane	d duty statement(s) with a					
	as ch		title, position number, and number of s	subordin	ate incumbents or authorized funded					
		ition Title	Position Number		No. of Incumbents or Funded Vacancies					
N/A										
					NECESSARY FOR THE SUCCESSFUL					
PERFORM	IANC	E OF THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	ARE N	OW 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 the completion of four years college with major courses in Business Law and Business Administration plus three years of local office professional investigative experience performing major adjudication work involved in the fact-finding process. Requires thorough knowledge of local office automated systems, programs and practices as they relate to the payment of Unemployment Insurance (UI) benefits; the functional relationships within IDES relative to UI benefit investigations; the Benefit portion of the UI Act, related computer systems and adjudication forms. Requires extensive knowledge of Federal and State laws, rules and regulations applicable to UI benefits; UI benefit fact-finding and interviewing practices and procedures; investigatory techniques relative to the examination records and the questioning of persons, math concepts, databases and hard copy information sources within IDES. Requires the ability to communicate effectively both orally and in writing; prepare case reports for referral to prosecuting agency; testify in court in fraud cases; and to use a personal computer with related software packages, including but not limited to Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.) and the Internet. Requires ability to travel occasionally. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

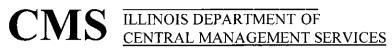
POSITION DESCRIPTION

							Linus	1 500	TION TITLE						
1. POSITION TIT	LE				WORKING TITI	LE (IF ANY)	BILINGUA CODE	L POSI	TION TITLE ION CODE	2. POS	ITION NU	MREK			
Existing Position															
New/Revised Position							29		SS	47096	5-44-22-	520-1	0-31		
UI Special Ac	jent				4. BUREAU/ DIV	ISION				5 EXMT	6 WORK	7 A/I	B.AUDIT	9 OFFICE	
Existing Position										CODE	COUNTY	AUTH		USÉ	
New/Revised Position															
IL Departmer		Emplovr	nent Seci	uritv	Service Deliv		- D			0	016	2	R		
10. SECTION					Unemployme	nt insurano	e Piogi	ans			I ISACTION	 10	<u> </u> 3. EFFECTI	<u>I</u> VE DATE	
Existing Position										CODE					
· ·										09/01/2020					
New/Revised Position					Investigations	n I Init I				D MARCO ESTABLISE					
Benefit Paym	ent C	Control			Investigations	S Unit 1				☐ MA021 ESTABLISH ☐ MC022 EXEMPT CODE CHANGE					
14. WORK LOCA	NOITA				15. BARGAINING	G/TERM CODE	.		Rutan Exempt		124 POSIT 126 CLAR		JMBER CH	ANGE	
Existing Position	10: 5/1/0/11/10/5							□ MC	27 ADDΠ	TONAL		LCHANGE			
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New/Revised Position						RC062			N		149 DOWI 150 LATER				
Chicago, IL	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESS					☐ MC1	58 UPWA	RDRE							
% OF TIME					AND ACCURATE investigations								ronriotu	of.	
30%	une and inve and folk lead and issu the	mployr the U.S estigato evalua ows up ds; prep /or fede ues to a genera Perfori benefit DOL fo writing or have and an reports accord system and Ge record payme	nent beneau on report pares decension report pares decens and law vill interest payment or an assignance with an includien Tax, and the ent. Utilization of the pare to the contract of the co	efit pay tment of ews; p fit clain s of all isions iolated particles igation ts base in person tor UI on state ing build data ir sour es Spar	t payments based upon the criteria contained in laws and policies of the State of Illino is ent of Labor (DOL) for an assigned area within the state. Conducts intensive vs; performs audits on unemployment insurance (UI) benefit claims; compiles, analyzes claim documents and related records to establish the existence of fraud violations; of allegation of fraud utilizing external and internal resources; develops and pursues ions resulting in a conclusion and a decision which set forth provisions of the state ated and the application of penalties as prescribed in the fraud provisions; explains the diparties, including but not limited to claimants, employers, government agencies and lizes Spanish language to assist clients who request or need interpretive services. ations of a highly complex, sensitive nature to assess the propriety of unemployment based upon the criteria contained in laws and policies of the State of Illinois and the need area within the state. Conducts intensive investigatory interviews by phone, in erson with claimants and employers to assess and evaluate all the factors which could he claimants' eligibility for UI benefits during the period under examination. Reviews ployer report submissions, including but not limited to quarterly, monthly and new hire of UI benefits paid to claimants with unreported employment and/or earnings, in state and federal laws, rules and regulations. Utilizing the Department's computerized but not limited to Microsoft Office Suite, the Illinois Benefit Information System (IBIS) data provided by employers and other parties, analyzes documents and/or electronic sources to determine whether evidence is sufficient to support allegation of improper apparations.										
20%	2. Performs audits on unemployment insurance benefit claims with potential fraud overpayments based of reports generated from the Department's computerized systems, including but not limited to Microsoft Office Suite, IBIS and the Illinois Benefit Payment Control (BPC) System, or as directed; compiles, analyzes and evaluates benefit claim documents, claims information in IBIS and any related agency accessible employer records to establish the existence of fraud violations; follows up on reports of allegation of fraud utilizing external and internal resources, including but not limited to employers, agen staff at local offices and/or the general public; develops and pursues leads; secures documentation to support allegations using agency, state and/or DOL recommended investigative techniques, procedure and methodology.						osoft s, ncy of , agency on to cedures								
DIRECTOR OF C	MS S	SNATU	,,,,	IMME	DIATE SUPERVI	SOR SIGNATU			Y HEAD				D	ATE	
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16. (CONTINUE	D)	·								
% OF TIME	16.	COMPLETE CURRENT AND	DACCURATE STATEMENT OF POSITION	I ESSENT	TAL FUNCTIONS (Continued)					
20%	3.	not limited to payroll re handwriting exemplars to employers and othe and notices, investiga employment; provides	ecords, certification, depositions, re s. Explains and interprets unemplo er interested parties as they relate t tive processes and collection notice	ecord of yment in to Illinois es; answ investiga	nsurance (UI) laws, rules and regulations is Benefit Payment Control (BPC) forms wers questions concerning wages and ations; explains appeal rights to the					
10%	4.	material evidence and	I testimony, resulting in a conclusio	n and a	nt of relevant facts, summarization of decision which set forth provisions of the as prescribed in the fraud provisions.					
05%	5.	to claimants, employe documents and/or oth storage and/or mainte	clusion of the investigation, explains the issues to all interested parties, including but not limited is, employers, government agencies and the general public, in writing; examines administrative and/or other evidence, including but not limited to payroll records and check stubs; coordinates d/or maintenance of administrative documents and/or other evidence. Utilizes Spanish o assist clients who request or need interpretive services.							
05%	6. Obtains and coordinates utilization of evidence with other Illinois Department of Employment Security (IDES) staff and/or state and/or federal government agencies; prepares and signs criminal complaints based upon such evidence, recommending to the Attorney General Indictment and criminal prosecution of persons deemed subject to the benefits fraud and/or perjury laws of the State of Illinois. As directed, appears before the Grand Jury to establish probable cause and testifies in court as to the validity and applicability of the evidence presented. Travels to perform these duties.									
05%	7.	appeals, utilizing syste determine if investigat	ems including but not limited to Mic live follow-up is required and takes	rosoft E: relevant	s and investigative case file materials for xcel. Reviews appealed decisions to t action based on agency policies, Insurance laws, rules and regulations.					
05%	8.	Performs other duties enumerated above.	as required or assigned which are	reasona	ably within the scope of the duties					
conductin	g an		MEDIATE SUPERVISOR (Responsible luations; effectively recommending and		gning and reviewing work, preparing, ng disciplinary action and adjusting grievances					
				WORK	ING TITLE (IF ANY)					
PSA, Opt. 1	37	7015-44-22-520-00-01								
18. CHECK TH	IE A	PPROPRIATE BOX IF TH	IS POSITION IS A:							
☐ SUPER	RVIS	OR OR LEAD V	WORKER							
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		visory or lead worker les ercentage(s) allotted.	sponsibilities <u>must</u> be described in a	i detallet	i duty statement(s) with a					
	as ch		title, position number, and number of s	ubordina	ate incumbents or authorized funded					
	Pos	ition Title	Position Number		No. of Incumbents or Funded Vacancies					
N/A										
19. SPECIALIZ	ZED	KNOWLEDGES, SKILLS,	ABILITIES, LICENSURE OR CERTIFI	CATION	NECESSARY FOR THE SUCCESSFUL					
					OW SEVERAL OPTIONS OF SKILLS AND					
		D LICENSURE OR CERTI	FICATION IDENTIFIED ON STANDAL	KDS, TH	E PHRASE "SAME AS SPECIFICATION"					

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in Business Law and Business Administration plus three years of local office professional investigative experience performing major adjudication work involved in the fact-finding process. Requires thorough knowledge of local office automated systems, programs and practices as they relate to the payment of Unemployment Insurance (UI) benefits; the functional relationships within IDES relative to UI benefit investigations; the Benefit portion of the UI Act, related computer systems and adjudication forms. Requires extensive knowledge of Federal and State laws, rules and regulations applicable to UI benefits and benefit fraud; UI benefit factfinding and interviewing practices and procedures; investigatory techniques relative to the examination records and the questioning of persons, math concepts, databases and hard copy information sources within IDES. Requires the ability to communicate effectively both orally and in writing; prepare case reports for referral to prosecuting agency; testify in court in fraud cases; and to use a personal computer with related software packages, including but not limited to Microsoft Office Suite (Word, Excel PowerPoint, Outlook, etc.) and the Internet. Requires ability to travel occasionally. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.



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	ind/or federal law violated	ed and the application of penalties as prescribed in the fraud provisions; explains parties, including but not limited to claimants, employers, government agencies an							ains the					
11	ne general public. Utilizes	res Spanish language to assist clients who request or need interpretive services.												
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	or have affected the c	laimants' eligibility for UI be	enefits du	uring the pe	eriod un	der exar	ninati	on. Rev	iews					
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	reports, to monitor UI	benefits paid to claimants	with unre	ported emp	oloymer	it and/or	eam	ings, in	لمحدثت					
	accordance with state	e and federal laws, rules an It not limited to Microsoft O	ia regulat ffice Suite	ions, Utilizi e the Illino	ng the L is Benef	Departm it Inform	ent s ation	comput System	erized 1 (IRIS)					
		a provided by employers a												
	records and their sour	rces to determine whether	evidence	is sufficier	it to sup	port alle	gatio	n of imp						
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16. (CONTINUE	D)									
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20%	3.	not limited to payroll re handwriting exemplars to employers and othe and notices, investiga employment, provides	ecords, certification, depositions, re s. Explains and interprets unemploy er interested parties as they relate t tive processes and collection notice	ecord of yment ir to Illinois es; ansv investig	nsurance (UI) laws, rules and regulations is Benefit Payment Control (BPC) forms wers questions concerning wages and ations; explains appeal rights to the					
10%	4.	material evidence and	I testimony, resulting in a conclusio	n and a	nt of relevant facts, summarization of decision which set forth provisions of the as prescribed in the fraud provisions.					
05%	5.	to claimants, employe documents and/or oth storage and/or mainte	the investigation, explains the issues to all interested parties, including but not limited ers, government agencies and the general public, in writing; examines administrative her evidence, including but not limited to payroll records and check stubs; coordinates enance of administrative documents and/or other evidence. Utilizes Spanish ents who request or need interpretive services.							
05%	6.	(IDES) staff and/or state based upon such evid persons deemed subjustpears before the Gr	ate and/or federal government ager lence, recommending to the Attome ect to the benefits fraud and/or perj	ncies; pr ey Gene iury laws se and t	Department of Employment Security repares and signs criminal complaints and Indictment and criminal prosecution of sof the State of Illinois. As directed, testifies in court as to the validity and duties.					
05%	7.	appeals, utilizing syste determine if investigat	ems including but not limited to Mic ive follow-up is required and takes	rosoft E relevan	s and investigative case file materials for xcel. Reviews appealed decisions to t action based on agency policies, Insurance laws, rules and regulations.					
05%	8.	Performs other duties enumerated above.	as required or assigned which are	reasona	ably within the scope of the duties					
conductin	g an		MEDIATE SUPERVISOR (Responsible luations; effectively recommending and		gning and reviewing work, preparing, ng disciplinary action and adjusting grievances					
				WORK	ING TITLE (IF ANY)					
PSA, Opt. 1	37	7015-44-22-530-00-01								
18. CHECK TH	IE A	PPROPRIATE BOX IF TH	IS POSITION IS A:							
☐ SUPEF	RVIS	OR OR LEAD V	WORKER							
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PERFORM	IANC	CE OF THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	ARE NO	NECESSARY FOR THE SUCCESSFUL DW SEVERAL OPTIONS OF SKILLS AND IE PHRASE "SAME AS SPECIFICATION"					

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 the completion of four years college with major courses in Business Law and Business Administration plus three years of local office professional investigative experience performing major.

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in Business Law and Business Administration plus three years of local office professional investigative experience performing major adjudication work involved in the fact-finding process. Requires thorough knowledge of local office automated systems, programs and practices as they relate to the payment of Unemployment Insurance (UI) benefits; the functional relationships within IDES relative to UI benefit investigations; the Benefit portion of the UI Act, related computer systems and adjudication forms. Requires extensive knowledge of Federal and State laws, rules and regulations applicable to UI benefits and benefit fraud; UI benefit fact-finding and interviewing practices and procedures; investigatory techniques relative to the examination records and the questioning of persons, math concepts, databases and hard copy information sources within IDES. Requires the ability to communicate effectively both orally and in writing; prepare case reports for referral to prosecuting agency; testify in court in fraud cases; and to use a personal computer with related software packages, including but not limited to Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.) and the Internet. Requires ability to travel occasionally. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

1. POSITION TIT	TLE .	WORKING TITLE (IF ANY)	BILINGUAL	POSITION TITLE	2, POS	ITION NU	MBER						
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New/Revised Position	1		-	ļ	-			······································					
UI Special A			29	SS	<u> </u>	-44-22-		0-31					
3. AGENCY		4. BUREAU/ DIVISION			5, EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE				
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10. SECTION		11. UNIT			12 TRAN	ISACTION	1:	3. EFFECTI	VE DATE				
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% OF TIME	16. COMPLETE CURR	ENT AND ACCURATE STATEMEN	T OF PC	SITION ES	SENTIAL	FUNCTI	ONS						
35% 25%	Department of Labor overpayment collect factors including but benefit overpayment accounting and appl 1. Performs special upon the criterial Interacts with classification claimant is ability repayment. Utilizing 2. Using automates Suite, the Illinois claimants; detend but not limited to internal resource guidelines. Secu conditions of rep	upon the criteria contained in laws and policies of the State of Illinois and Federal Department of Labor. Interacts with claimants, government agencies and the general public regarding overpayment collections; conducts repayment interviews, advising claimants and/or duly authorized representatives of legal requirement to repay; utilizing highly skilled interviewing techniques and knowledge of applicable laws, rules, regulations and procedures, establishes individual repayment agreements based on each claimant's ability to repay, the amount and type of overpayment and other circumstances that affect repayment. Utilizes Spanish language to assist clients who request or need interpretive services.											
10%	presents and co	ation on benefit overpayments; sordinates evidence to support ci yment Insurance Act and related	vil compi	laints in ac	cordanc								
10%	Illinois Comptrol Illinois Revised S	hed policies and procedures in a ler in accordance applicable law Statutes Chapter 15, paragraph	s, rules a 210.5; in	and regula	ions, inc	luding b	ut no						
DIRECTOR OF	CMS SIGNATURE	IMMEDIATENNAENGATISERVICES	JRE A	GENCY HEA					DATE				
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16. (CONTINUE	D)							
% OF TIME	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL	FUNCTIONS (Continued)				
10%	and current where and other judicial l	abouts unknown. Consults with At	omey Gene	cate claimants with litigation pending eral Office, Illinois Comptroller's Office t overpayments where judgments are				
05%	activities with resp collected on indivi Illinois Benefit Info makes decisions o	dual claims; utilizing a PC and auto ormation System (IBIS), Microsoft E	urate accou mated system excel and be redits and re	Inting and application of all monies ems, including but not limited to the enefit bank software, reviews and efunds and on unidentified collections				
05%	Performs other du enumerated above	ities as required or assigned which e.	are reasona	ably within the scope of the duties				
conducting	TITLE AND NUMBER OF IMM g and signing performance eval umbent of this position.)	MEDIATE SUPERVISOR (Responsible luctions; effectively recommending and luctions)	e for assignin I imposing di	ng and reviewing work, preparing, isciplinary action and adjusting grievances				
			WORKING	TITLE (IF ANY)				
PSA, Opt 1	37015-44-22-560-00-01							
18. CHECK TH	IE APPROPRIATE BOX IF TH	IS POSITION IS A:						
☐ SUPEF	RVISOR OR LEAD V	WORKER						
ti	me percentage(s) allotted. as checked above, list position	sponsibilities must be described in a						
- · · · · - · · ·	Position Title	Position Number	1	No. of Incumbents or Funded Vacancies				
N/A	1 OSIBOII TIBE	r ooidon reamber						
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.								
Requires knowledge, skill and mental development equivalent to completion of four years college with major courses in Business Law and Business Administration plus three years of local office professional investigative experience performing major adjudication work involved in the fact-finding process. Requires thorough knowledge of functional relationships within the Illinois Department of Employment Security (IDES) relative to Unemployment Insurance (UI) benefit investigations; the Benefit portion of the UI Act, related computer systems and adjudication forms, including but not limited to the Illinois Benefit Information System (IBIS) and GenTax; agency computerized systems, programs and practices as they relate to the payment of UI benefits. Requires extensive knowledge of UI benefit fact-finding and interviewing practices and procedures; Federal and State laws, rules and regulations applicable to Unemployment Insurance benefits. Requires the ability to communicate effectively both orally and in writing; and to use a personal computer with related software packages, including but not limited to Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.) and the Internet. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking								

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WOFTIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS		PC062 N						RALRE	ALLOCATI	ON			
Under direction, performs investigations of a highly complex, sensitive nature to assess the propriety of unemployment benefit payments based upon the criteria contained in laws and policies of the State of Illinois and the U.S. Department of Labor (DOL) for an assigned area within the state. Conducts intensive investigatory interviews, performs audits on unemployment insurance (UI) benefit claims; compiles, analyzes and evaluates benefit claim documents and related records to establish the existence of fraud violations; follows up on reports of allegation of fraud utilizing external and internal resources; develops and pursues leads; prepares decisions resulting in a conclusion and a decision which set forth provisions of the state and/or federal law violated and the application of penatities as prescribed in the fraud provisions; explains the issues to all interested parties, including but not limited to claimants, employers, government agencies and the general public. Utilizes Spanish language to assist clients who request or need interpretive services. 1. Performs investigations of a highly complex, sensitive nature to assess the propriety of unemployment benefit payments based upon the criteria contained in laws and policies of the State of illinois and the DOL for an assigned area within the state. Conducts intensive investigatory interviews by phone, in writing and/or in person with claimants and employers to assess and evaluate all the factors which could or have affected the claimants' eligibility for UI benefits during the period under examination. Reviews and analyzes employer report submissions, including but not limited to quarterly, monthly and new hire reports, to monitor UI benefits paid to claimants with unreported employment and/or earnings, in accordance with state and federal laws, rules and regulations. Utilizing the Department's computerized systems, including but not limited to Microsoft Office Suite, Italians, and data provided by employers and other parties, analyzes documents and/or e	Lombald, IL								ALLOCATI	UN			
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		Janel Lorde		1	Kristia Rehoud 1 walled 10010)1/2020				

16. (CONTINUE	D)									
% OF TIME	16. CO	MPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	I ESSENTI	AL FUNCTIONS (Continued)					
20%	no ha to a e	ot limited to payroll re- andwriting exemplars o employers and other and notices, investigati employment; provides	cords, certification, depositions, re . Explains and interprets unemploy r interested parties as they relate to the processes and collection notice	ecord of p yment ins o Illinois es; answ investiga	surance (UI) laws, rules and regulations Benefit Payment Control (BPC) forms ers questions concerning wages and tions; explains appeal rights to the					
10%	m	naterial evidence and	stating the issue or issues involved, statement of relevant facts, summarization of ad testimony, resulting in a conclusion and a decision which set forth provisions of the aw violated and the application of penalties as prescribed in the fraud provisions.							
05%	to d s:	o claimants, employer locuments and/or othe torage and/or mainter	onclusion of the investigation, explains the issues to all interested parties, including but not limited pants, employers, government agencies and the general public, in writing; examines administrative ants and/or other evidence, including but not limited to payroll records and check stubs; coordinates and/or maintenance of administrative documents and/or other evidence. Utilizes Spanish je to assist clients who request or need interpretive services.							
05%	(II) b p a	DES) staff and/or stat ased upon such evide ersons deemed subje ppears before the Gra	te and/or federal government ager ence, recommending to the Attorne ot to the benefits fraud and/or perj	ncies; pre ey Gener ury laws se and te	Department of Employment Security epares and signs criminal complaints ral Indictment and criminal prosecution of of the State of Illinois. As directed, estifies in court as to the validity and duties.					
05%	a d	ppeals, utilizing systemetermine if investigation	ms including but not limited to Mic ve follow-up is required and takes	rosoft Ex relevant	s and investigative case file materials for ccel. Reviews appealed decisions to action based on agency policies, Insurance laws, rules and regulations.					
05%		erforms other duties a numerated above.	as required or assigned which are	reasona	bly within the scope of the duties					
17. POSITION	TITLE	AND NUMBER OF IMM	EDIATE SUPERVISOR (Responsible	e for assig	ning and reviewing work, preparing,					
conductin for the inc	g and si umbent	igning performance evalu t of this position.)	uations; effectively recommending and	imposing	g disciplinary action and adjusting grievances					
				WORKI	NG TITLE (IF ANY)					
PSA, Opt. 1	3701	15-44-22-580-00-01								
18. CHECK TH	IE APPI	ROPRIATE BOX IF THIS	S POSITION IS A:							
☐ SUPEF	RVISOR	OR LEAD W	ORKER							
NOTE: S	upervis	ory or lead worker resi	oonsibilities must be described in a	detailed	duty statement(s) with a					
ti	me pero	centage(s) allotted.	· ·		• , ,					
If a box was head cour		ked above, list position t	title, position number, and number of s	ubordina	te incumbents or authorized funded					
	Positio	on Title	Position Number		No. of Incumbents or Funded Vacancies					
N/A	7ED V	JOWI EDGES SKILLS	ADILITIES LICENSUBE OF CERTIFI	CATION	NECESCARY FOR THE SUCCESSE!					
PERFORM ABILITIES	MANCE AND L	OF THE WORK OF THI	S POSITION. NOTE: SINCE THERE	ARE NO	NECESSARY FOR THE SUCCESSFUL W SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"					

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in Business Law and Business Administration plus three years of local office professional investigative experience performing major adjudication work involved in the fact-finding process. Requires thorough knowledge of local office automated systems, programs and practices as they relate to the payment of Unemployment Insurance (UI) benefits; the functional relationships within IDES relative to UI benefit investigations; the Benefit portion of the UI Act, related computer systems and adjudication forms. Requires extensive knowledge of Federal and State laws, rules and regulations applicable to UI benefits and benefit fraud; UI benefit fact-finding and interviewing practices and procedures; investigatory techniques relative to the examination records and the questioning of persons, math concepts, databases and hard copy information sources within IDES. Requires the ability to communicate effectively both orally and in writing; prepare case reports for referral to prosecuting agency; testify in court in fraud cases; and to use a personal computer with related software packages, including but not limited to Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.) and the Internet. Requires ability to travel occasionally. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.