### ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY



### Report to the General Assembly April 2021



Kristin Richards Acting Director

February 26, 2021

Pursuant to (5 ILCS 382/) State Services Assurance Act the Illinois Department of Employment Security is submitting its FY21 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, an Executive I, Office Administrators, an Office Associate, an Unemployment Insurance Revenue Analyst, 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 with the requirements of the State Assurances Act IDES employs 130 bilingual frontline employees in the Department. Furthermore, in 2008 at the inception of the State Assurances Act, IDES had a workforce of 1,508 compared to our current workforce of 1,134. Unfortunately, the decline and fluctuation in the State workforce and overall fiscal situation were not anticipated or allowed for by the provisions of the State Assurances Act.

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 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 2021 is attached, as well as job descriptions for the bilingual titles.

Respectfully Submitted,

Kristin Richard

Acting Director



NAME	POSITION TITLE	POSITION CODE	LANGUAGE OPTION
Biolik, Eugene	Employment Security Field Office Supervisor (ES FOS)	0013600	POLISH SPEAKING
Cruz, Natalia	Employment Security Field Office Supervisor (ES FOS)	0013600	SPANISH SPEAKING
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
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
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	Employment Security Program Representative (ESPR)	0013650	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
DeLeon, Antonio	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Deleon, Xavier	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



NAME		POSITION CODE	
	POSITION TITLE Employment Security Program Representative (ESPR)	0013650	LANGUAGE OPTION SPANISH SPEAKING
Garibay, Liliana			
Goiz, Olga	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
Guillory, Yvette	Employment Security Program Representative (ESPR)	0013650	SPANISH 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
Ibarra, Maria	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, 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
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
Mejia, Elva	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Molina, Juanita	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
Moreno, Enrique	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Navarette, Mayra	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Nikoloska, Maria	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, 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



NAME	POSITION TITLE	POSITION CODE	LANGUAGE OPTION
Reyna, Fernando	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Rickard, Sonia	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
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
Valenzuela, Claudia	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Valenzuela, Joyce	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
Velez, Rosa	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
Zendejas, Guadalupe	Employment Security Program Representative (ESPR)	0013650	SPANISH SPEAKING
Almanza, Ralph	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Villarreal, Blanca	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Acosta, Robert	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
Kosik, Nazareth	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Krol, Maria	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Luna, Alfonso	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING



NAME	POSITION TITLE	POSITION CODE	LANGUAGE OPTION
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
Velasquez, Desiree	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Wiewel, Victoria	Employment Security Service Representative (ESSR)	0013667	SPANISH SPEAKING
Chalecki, Elvira	Employment Security Specialist 1 (ESS1)	0013671	SPANISH SPEAKING
Gonzalez, Fatima	Employment Security Specialist 1 (ESS1)	0013671	SPANISH SPEAKING
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
Garcia, Velia	Employment Security Specialist 3 (ESS3)	0013673	SPANISH SPEAKING
Pinera, Suarmi	Executive 1	0013851	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
Forte, Eric	Unemployment Insurance Special Agent	0047096	SPANISH SPEAKING
Garza, Yolanda	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, Felipe	Unemployment Insurance Special Agent	0047096	SPANISH SPEAKING
Ramirez, Luis	Unemployment Insurance Special Agent	0047096	SPANISH SPEAKING



**Total number of Bilingual Frontline Staff: 130** 

Chinese: 1

Polish: 5

Spanish: 124

1. POSITION TITL	Ε		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSI OPT	TION TITLE	2. POS	TION NU	MBER		
Existing Position	··										
New/Revised Position Employment S				29		SS	13600	-44-51-	107-2	0-31	
Field Office Su 3. AGENCY	ipervisor		4. BUREAU/ DIVISION		1		5. EXMT	6. WORK	7. A/I	8.AUDIT	9. OFFICE
5. AGEINCT Existing Position	····		4. BOILEAD/ DIVISION				CODE	COUNTY	AUTH	0.40011	USE
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New/Revised Position	of Employment Security		Service Delivery/ Fie	ld Opera	tions	;	0	016	N	R	
10. SECTION	of Employment becanty		11. UNIT				12. TRAN CODE	SACTION	1	. EFFECTIV	E DATE
Existing Position							CODE			00/40/	0040
										02/16/	2019
New/Revised Position			Service Unit I					21 ESTAB	USH		
Chicago Regio	on/ Pilsen Local Office		Service Onit I			-	] 🗖 мсо	22 EXEM	эт сор		
14. WORK LOCA	TION		15. BARGAINING/TERM	CODE		Rutan Exempt		24 POSIT 26 CLARI		MBER CHA	NGE
Existing Position							і 🗖 мсо	27 ADDIT	IONAL I		
								28 WORK 21 ABOLI		I Y CHANG	E
New/Revised Position								49 DOWN 50 LATER			
1700 W. 18 <sup>th</sup> S	Street		RC062			N		58 UPWA			
Chicago, IL								FUNCTI			
% OF TIME	16. COMPLETE CURREN	IT AND	ACCURATE STATEME	NT OF P	<u>5911</u>	UN ESS		FUNCT			
	Under general direction employers. Establishes objectives which most of services. Collaborates is evaluation of service de office operations in the who request or need in	and m directly in deve elivery absen	naintains systems to maintains systems to mathematication affect the administration alopment of office budg programs at the office ce of the manager or a	onitor er on of Un jet; colla level; as	nploy empl borat sume	vee perf loyment tes in pl es respo	ormanc Insurai anning, onsibilit	e agains nce and implem / for ove	st offic Wagi entati erall m	ce goals her-Peys on and hanagen	and ser nent of
30%	to reception/int Exchange regis agency service separation and	ake, cl stratior s, sucl nonse	ployment Security prog aims processing, bene n process, vocational c h as job development a paration adjudication i pretive services.	fit claim: ounselin and job p	s and g, job lacei	l payme o develo ments te	ent issue opment, o the bu	es resolu job refe Isiness (	utions erral, c comm	, IL Lab coordina unity ar	or ition of id
30%	Provides guida reassigns staff approves time abreast of char coordinates the	nce ar to mee off; pre nges ir e imple	ws and evaluates the w nd training to assigned et day-to-day operating epares and signs perfo a policy, procedures an ementation of corrective union supervisor to pro	staff; co reeds; rmance d progra e action;	unse estal evalu im op conc	Is staff blishes lations. peration lucts pr	regardir annual Conduc s. Disc e-discip	ig work goals ar cts meet usses p linary m	perfoi nd obj ings t robler ieeting	mance; ectives; o keep : n areas	staff and
10%	objectives whic Peyser service	ch mos s; colla   budge	tains systems to monif t directly affect the adr aborates in developme et indicators to monitor ective action.	ninistrati nt of offi	on of ce bu	f Unemj idget ar	ploymer nd cond	nt Insura ucts free	ince a quent	nd Wag reviews roblems	of key s; plans
DIRECTOROF		MMEDI	ATE SUPERVISOR SIGNAT	URE			SIGNAT		1		DATE
Janel	forde				W	who	sch 1 su	em	انت	03/	06/2019
	1040 11 301 0704			$\rightarrow$ $\downarrow$ $\downarrow$		<	0			1	
Kis Mayes	4-24-19		MAR 2 8 2019 BY:								

16. (CONTINUE			
% OF TIME	TO. COMPLETE CORRENT AN	D ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
10%	level; establishes the UI Act most di	and maintains systems to monitor c	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%	issues, job search former office staff	es or referrals and separation and i	ficult or potentially controversial claims, benefit nonseparation adjudication, including those of rrent staff members. Utilizes Spanish language to es.
05%	<ol><li>Assumes respons as directed.</li></ol>	ibility for overall management of off	ice operations in the absence of the manager or
05%	<ol> <li>Performs other du enumerated above</li> </ol>		are reasonably within the scope of the duties
17. POSITION	TITLE AND NUMBER OF IM	MEDIATE SUPERVISOR (Responsible	for assigning and reviewing work, preparing,
conducting	g and signing performance eva umbent of this position.)	luations; effectively recommending and	imposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
PSA, Opt. SS	31 37015-44-51-107-00-31		Local Office Manager
18. CHECK TH	E APPROPRIATE BOX IF TH	IS POSITION IS A:	
		NORKER	
NOTE: S	upervisory or lead worker re	sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
	ne percentage(s) allotted. as checked above, list position t:	title, position number, and number of s	ubordinate incumbents or authorized funded
	Position Title	Desition Number	
ESPR	Position Title	Position Number 13650-44-51-107-21-01	No. of Incumbents or Funded Vacancies
ESPR, CH, SS		13650-44-51-107-21-21, -31	<u> </u>
ESPR Intermit		13651-44-51-107-21-01	2-5
ESPR Intermit		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. SPECIALI	ZED KNOWLEDGES, SKILLS	, ABILITIES, LICENSURE OR CERTIFI	CATION NECESSARY FOR THE SUCCESSFUL
ABILITIES	ANCE OF THE WORK OF THE WORK OF THE AND LICENSURE OR CERT	HIS POSITION. NOTE: SINCE THERE IFICATION IDENTIFIED ON STANDA	ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
Requires kno	wledge skill and mental do	velopment equivalent to completion	of four years of college with major coursework
in the social s	ciences public or business	administration and three years pro-	fessional experience with employment and
	nt insurance programs Reg	uires thorough knowledge of the II	Labor Exchange program, agency programs
and services	required to meet client neer	ts Requires ability to understand a	ind respond to the changing employment needs
of the commu	inity: serve as technical info	irmation resource to staff: analyze n	problems and procedures to provide effective
benefit servic	es and to effectively commi	inicate verbally and in written form	to train and supervise professional staff.
Requires abil	ity to use a personal compu	ter with related software programs.	Requires ability to speak and write the
Spanish lang	uage at a colloquial skill	level in carrying out position dut	ies in conjunction with Spanish speaking
clients.		-	- · · · ·

1. POSITION TITL	.E		WORKING TITLE (IF ANY)	BILINGUAL		N CODE	2. POSI	TION NUI	MBER		
Existing Position											
New/Revised Position Employment S				29		SS	13600	-44-51-	107-3	D-31	
Field Office Su 3. AGENCY	ipervisor	<del></del> =	4. BUREAU/ DIVISION		L		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position	<del>,</del> .										
New/Revised Position			Service Delivery/ Fie	Id Opera	tions		0	016	N	R	
	of Empl	oyment Security	11. UNIT		10115		12. TRAN			A. EFFECTIV	E DATE
10. SECTION Existing Position					<u> </u>		CODE				
Existing Position										02/16/	2019
New/Revised Position Chicago Regio	on/ Pilser	n Local Office	Service Unit II				🔲 мсо	21 ESTAE 22 EXEM	PT COD		
14. WORK LOCA			15. BARGAINING/TERM	CODE		Rutan Exempt		24 POSIT 26 CLARI		MBER CH/	ANGE
Existing Position		······································				_		27 ADDIT 28 WORK			CHANGE
								21 ABOLI 49 DOWN	SH		
New/Revised Position 1700 W. 18 <sup>th</sup> S	Street		RC062			N	0 MC1	50 LATER	RAL REA	LLOCATIO	N
Chicago, IL											
% OF TIME	16. CON	IPLETE CURRENT AN	ND ACCURATE STATEME	NT OF PO	DSITI	ON ESS	ENTIAL	FUNCT	ONS		
	employ objectiv service evaluat office o	ers. Establishes and ves which most direc s. Collaborates in de ion of service deliver	ns and directs Employm maintains systems to m tly affect the administrati velopment of office budg y programs at the office ence of the manager or a etive services.	onitor en on of Un jet; colla level; as	nploy empl borat sume	ee perf oyment es in pl es resp	ormanc Insurai anning onsibility	e agains nce and implem y for ove	st offic Wagi entati erall m	ce goals her-Pey on and hanager	and ser nent of
30%	1.	to reception/intake, Exchange registrati	mployment Security prog claims processing, bene on process, vocational c ich as job development a separation adjudication i erpretive services.	fit claims ounselin and job p	s and g, job lacer	i payme o develo ments t	opment, opment, o the bu	is resolu job refe isiness (	utions erral, c comm	, IL Lab coordina iunity ar	or ation of nd
30%		Provides guidance reassigns staff to m approves time off; p abreast of changes coordinates the imp supervision of a no	ews and evaluates the v and training to assigned beet day-to-day operating prepares and signs perfor in policy, procedures an olementation of corrective n-union supervisor to pro-	staff; co g needs; mance d progra e action; ovide rele	unsel estat evalu im op cond evant	ls staff blishes lations. beration lucts pr inform	regardir annual Conduc s. Disc e-discip ation or	ng work goals ar ots meet usses p linary m assistar	perfoi nd obj tings t robler neeting nce.	rmance; ectives; o keep n areas gs unde	staff and r the
10%	3.	objectives which m	aintains systems to moni ost directly affect the adu Ilaborates in developme Iget indicators to monitor rrective action.	ninistrati nt of offi	on of ce bu	Unem Idget ar	ploymer	nt Insura ucts free	ince a quent	reviews	gner- s of key
DIRECTOR OF	L CMS (6) GN	ATURE IMME	DIATE SUPERVISOR SIGNAT				DSIGNA				DATE
JAN	nel forde	:			H	wne pr	sch 1-se	em		03/	06/2019
CMS-104 (Rev. 10	)/947 IL 40 47	27 1-0794 I-0794 I-0794	MAR 2 8 2019				<u>, 77</u>			_ <b>I</b> _,,	

	16. (CONTINUE	D)		ACCURATE STATEMENT OF DOSITION	
Ievel, establishes and maintains systems to monitor office processes in the application 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 fineds 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.           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.)           POSA, Opt. SS1 37015-44-51-107-00-31 ·         UCRXING TITLE (IF ANY)           18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:         Issting the advected above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:           14 a bx was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:           15. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:           If a bx was checked above, list position number, and number of subordinate incumbents or authorized funded headcount:	% OF TIME	16. COM	PLETE CURRENT ANI	DACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
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.         17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducing and signing performance evaluations, effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)         VORKING TITLE (IF ANY)       VORKING 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         SUPERVISOR       R       LEAD WORKER         NOTE:       Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.         If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:       No. of Incumbents or Funded Vacancies         ESPR, Intermittent       13867-44-51-107-31-01       2-5         ESPR Intermittent       13867-44-51-107-31-01       2-5         ESPR Intermittent       13	10%	4.	level; establishes a the UI Act most directly and the UI Act most directly	and maintains systems to monitor or rectly related to ensuring the integri	ffice processes in the application of sections of
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.)         PSA, Opt. SS1 37015-44-51-107-00-31       WORKING TITLE (IF ANY)         Ib. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:       WORKING TITLE (if ANY)         Ib. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:       WORKING TITLE (if ANY)         Ib. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:       WORKING TITLE (if ANY)         Ib. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:       WORKING TITLE (if ANY)         Ib. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:       WORKING TITLE (if ANY)         Ib. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:       Box as checked above, list position number, and number of subordinate incumbents or authorized funded headcount:         Ib. SUPERVISOR       Ib. 13650-44-51-107-31-01       2-5         ESPR       13650-44-51-107-31-01       2-5         ESPR       13650-44-51-107-31-01       2-5         ESSR, CH       13661-44-51-107-31-21       2-5         ESSR, CH       13661-44-51-107-31-21       2-5         ESSR, CH       13667-44-51-1	10%	5.	issues, job search former office staff	es or referrals and separation and i and close friends or relatives of cur	nonseparation adjudication, including those of rent staff members. Utilizes Spanish language to
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.)         PSA, Opt. SS1 37015-44-51-107-00-31.       WORKING TITLE (IF ANY)         Local Office Manager       Local Office Manager         18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:       Image: Content of this position if the position rumber of subordinate incumbents or authorized funded headcount:         MOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.       No. of Incumbents or Funded Vacancies         ESPR       13660-44-51-107-31-01       2-5         ESPR       13660-44-51-107-31-01       2-5         ESSR, CH       13667-44-51-107-31-01       2-5         ESSR, CH       13667-44-51-107-31-01       2-5         ESSR, CH       13667-44-51-107-31-01       2-5         IPSR S       13667-44-51-107-31-01       2-5         IPSR, SS       13667-44-51-107-31-21       2-5         ESSR, CH       13667-44-51-107-31-21       2-5         IPSR-FORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES, AND LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THER	05%	6.		ibility for overall management of off	ice operations in the absence of the manager or
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:       Local Office Manager         Is. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:       LEAD WORKER         NOTE:       Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.         If a box was checked above, list position number, and number of subordinate incumbents or authorized funded headcount:       No. of Incumbents or Funded Vacancies         ESPR       13650-44-51-107-31-01       2-5         ESPR, SS       13650-44-51-107-31-01       2-5         ESPR, SS       13650-44-51-107-31-01       2-5         ESSR       13651-44-51-107-31-01       2-5         ESSR, CH       13651-44-51-107-31-01       2-5         ESSR, CH       13667-44-51-107-31-21       2-5         ISSR, SS       13667-44-51-107-31-21	05%	7.			are reasonably within the scope of the duties
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:       Local Office Manager         Is. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:       LEAD WORKER         NOTE:       Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.         If a box was checked above, list position number, and number of subordinate incumbents or authorized funded headcount:       No. of Incumbents or Funded Vacancies         ESPR       13650-44-51-107-31-01       2-5         ESPR, SS       13650-44-51-107-31-01       2-5         ESPR, SS       13650-44-51-107-31-01       2-5         ESSR       13651-44-51-107-31-01       2-5         ESSR, CH       13651-44-51-107-31-01       2-5         ESSR, CH       13667-44-51-107-31-21       2-5         ISSR, SS       13667-44-51-107-31-21					
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 must be described in a detailed duty statement(s) with a time percentage(s) allotted.           If a box was checked above, list position number, and number of subordinate incumbents or authorized funded headcount:          Position Title       Position Number       No. of Incumbents or Funded Vacancies         ESPR       13650-44-51-107-31-01       2-5         ESPR       13650-44-51-107-31-01       2-5         ESPR       13651-44-51-107-31-01       2-5         ESPR       13667-44-51-107-31-01       2-5         ESSR, CH       13667-44-51-107-31-01       2-5         ESSR, CH       13667-44-51-107-31-21       2-5         ESSR, SS       13667-44-51-107-31-31       2-5         ISSR, CH       13667-44-51-107-31-31       2-5          ISOF744-51-107-31-3	conducting	g and sigr	ning performance eva		
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 must be described in a detailed duty statement(s) with a time percentage(s) allotted.          If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:          Position Title       Position Number       No. of Incumbents or Funded Vacancies         ESPR       13650-44-51-107-31-01       2-5         ESPR       13650-44-51-107-31-01       2-5         ESPR       13650-44-51-107-31-01       2-5         ESPR Intermittent       13651-44-51-107-31-01       2-5         ESSR       13667-44-51-107-31-01       2-5         ESSR, CH       13667-44-51-107-31-21       2-5         ESSR, CH       13667-44-51-107-31-31       2-5         Is 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 profes					WORKING TITLE (IF ANY)
SUPERVISOR       OR       LEAD WORKER         NOTE:       Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.         If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:         Position Title       Position Number       No. of Incumbents or Funded Vacancies         ESPR       13650-44-51-107-31-01       2-5         ESPR, SS       13660-44-51-107-31-01       2-5         ESPR, Intermittent       13651-44-51-107-31-01       2-5         ESSR       13667-44-51-107-31-01       2-5         ESSR, CH       13667-44-51-107-31-21       2-5         ESSR, SS       13667-44-51-107-31-21       2-5         Image: Stress and the context of the WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES, AND 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 LL Labor Exchange program, agency programs and services required to meet client needs. Requi	PSA, Opt. SS	61 3701	5-44-51-107-00-31	,	Local Office Manager
SUPERVISOR       OR       LEAD WORKER         NOTE:       Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.         If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:         Position Title       Position Number       No. of Incumbents or Funded Vacancies         ESPR       13650-44-51-107-31-01       2-5         ESPR, SS       13650-44-51-107-31-01       2-5         ESPR, Intermittent       13651-44-51-107-31-01       2-5         ESSR       13667-44-51-107-31-01       2-5         ESSR, CH       13667-44-51-107-31-21       2-5         ESSR, SS       13667-44-51-107-31-21       2-5         Image: Status of the WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND 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 un	18. CHECK TH	IE APPR	OPRIATE BOX IF TH	IS POSITION IS A:	
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ESPR       13650-44-51-107-31-01       2-5         ESPR, SS       13650-44-51-107-31-31       2-5         ESPR Intermittent       13651-44-51-107-31-01       2-5         ESSR       13667-44-51-107-31-01       2-5         ESSR, CH       13667-44-51-107-31-01       2-5         ESSR, SS       13667-44-51-107-31-21       2-5         ESSR, SS       13667-44-51-107-31-21       2-5         Image: SSR SS       13667-44-51-107-31-21       2-5         Image: SSR SS       13667-44-51-107-31-21       2-5         Image: SSR SS       13667-44-51-107-31-31       2-5         Image: SSR SS       Image: SSR SS       Image: SSR SS         Image: SSR SS       Image: SSR SSR SSR SSR SSR SSR SSR SSR SSR SS		Position	Title	Position Number	No. of Incumbents or Funded Vacancies
ESPR, SS       13650-44-51-107-31-31       2-5         ESPR Intermittent       13651-44-51-107-31-01       2-5         ESSR       13667-44-51-107-31-01       2-5         ESSR, CH       13667-44-51-107-31-21       2-5         ESSR, SS       13667-44-51-107-31-21       2-5         ESSR, SS       13667-44-51-107-31-21       2-5         Intermittent       13667-44-51-107-31-21       2-5         ESSR, SS       13667-44-51-107-31-31       2-5         Intermittent       13667-44-51-107-31-31       2-5         Intermittent       13667-44-51-107-31-31       2-5         Intermittent       Intermittent       2-5         Intermittent       Intermittent       2-5         Intermittent       Intermittent       2-5	ESPR				
ESPR Intermittent       13651-44-51-107-31-01       2-5         ESSR       13667-44-51-107-31-01       2-5         ESSR, CH       13667-44-51-107-31-21       2-5         ESSR, SS       13667-44-51-107-31-21       2-5         Image: Stress of the stress the stress of the stress of the stress of the					
ESSR       13667-44-51-107-31-01       2-5         ESSR, CH       13667-44-51-107-31-21       2-5         ESSR, SS       13667-44-51-107-31-31       2-5         In 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		tent			
ESSR, CH       13667-44-51-107-31-21       2-5         ESSR, SS       13667-44-51-107-31-31       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	ESSR			13667-44-51-107-31-01	
ESSR, SS       13667-44-51-107-31-31       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	ESSR, CH				
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	ESSR, SS			13667-44-51-107-31-31	
	PERFORM ABILITIES CAN NO L Requires kno in the social s unemploymen and services of the commu benefit servic Requires abil Spanish lang	MANCE C AND LIG ONGER wledge, sciences nt insura required unity; ser es and to ity to use	of THE WORK OF THE CENSURE OR CERT BE USED. skill and mental dev , public or business nce programs. Rec to meet client need ve as technical info o effectively commu- e a personal compu	IIS POSITION. NOTE: SINCE THERE IFICATION IDENTIFIED ON STANDA velopment equivalent to completion administration and three years pro quires thorough knowledge of the IL ds. Requires ability to understand a rmation resource to staff; analyze p unicate verbally and in written form; ter with related software programs.	ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION" of four years of college with major coursework fessional experience with employment and Labor Exchange program, agency programs and respond to the changing employment needs problems and procedures to provide effective to train and supervise professional staff. Requires ability to speak and write the

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1. POSITION TITL	E	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	TION NU	MBER		
Existing Position									
New/Revised Position							······		
Employment S			29	SS	13600	-44-53-	105-3	0-31	
Field Office Su	ipervisor	4. BUREAU/ DIVISION	I		5. EXMT	6. WORK	7. A/I	8.AUDIT	9. OFFICE
3. AGENCY Existing Position	,				CODE	COUNTY	AUTH		USE
-								4	
New/Revised Position	of Employment Security	Service Delivery/ Field	Service Delivery/ Field Operations			099	N	R	
10. SECTION		11. UNIT	-		12. TRAN CODE	SACTION	1:	3. EFFECTIV	E DATË
Existing Position								02/16/	2019
					-		L		
New/Revised Position	a sing / Jaliat Lagal Office	Service Unit II				21 ESTAE			_
Netro South R	egion/ Joliet Local Office		<u> </u>	Rutan		22 EXEMI 24 POSIT			
14. WORK LOCA		15. BARGAINING/TERM CC	DE	Exempt		26 CLARI 27 ADDIT			CHANGE
Existing Position						28 WORK	COUN		
New/Revised Position						21 ABOLI 49 DOWN	IWARD		
Joliet, IL		RC062		N		50 LATER 58 UPWA	RAL REA		DN DN
% OF TIME	16. COMPLETE CURREN	T AND ACCURATE STATEME	NT OF PO	DSITION ESS	SENTIAL	FUNCT	ONS		
	Under general direction	, plans and directs Employme	ent Secu	irity program	is and s	ervices	for cla	aimants	and
	employers Establishes	and maintains systems to me	onitor en	nployee per	ormand	e agains	st offic	ce goals	and
	objectives which most d	irectly affect the administration	on of Un	employment	Insura	implem	vvagi entati	on and	ser
	services. Collaborates il	n development of office budg livery programs at the office	level: as	sumes resp	onsibilit	v for ove	erali m	nanagen	nent of
	office operations in the	absence of the manager or a	s directe	ed. Utilizes	Spanish	langua	ge to	assist cl	ients
	who request or need int	erpretive services.				0	0		
		•							
					ian alaim	anto on	dom	alovore i	alovant
30%	1. Plans and direc	ts Employment Security prog ake, claims processing, bene	grams ar	and navme	or claim	ants an as resolu	u emp itions	II ab	or
	to reception/inta	tration process, vocational c	ounselin	a iob devel	opment.	iob refe	erral.	coordina	tion of
	agency service	s such as job development a	and iob p	lacements t	o the bi	isiness	comm	nunity ar	na
	separation and	nonseparation adjudication i	ssues. L	Itilizes Span	ish lang	juage to	assis	t clients	who
	request or need	interpretive services.							
		reviews and evaluates the w	ork of s	ubordinato s	taff <sup>,</sup> so	ves as a	a work	kina sup	ervisor.
30%	2. Plans, assigns, Provides quida	nce and training to assigned	staff co	unsels staff	regardi	na work	perfo	rmance;	0
	reassions staff	to meet day-to-day operating	needs:	establishes	annual	goals ar	nd obj	ectives;	
	approves time (	off: prepares and signs perfo	rmance	evaluations.	Condu	cts mee	tings t	to keep	staff
	abreast of char	des in policy, procedures an	d progra	m operation	is. Disc	usses p	roblei	m areas	and
	coordinates the	implementation of corrective	e action;	conducts pi	e-discip	ninary m	ieetin	ys unae	rine
	supervision of a	a non-union supervisor to pro	viae rele	evant inform	auon or	୶ଽଽ୲ଽ୲ଌ୲	nce.		
10%	3 Establishes and	d maintains systems to monit	tor emplo	ovee perforr	nance a	igainst o	ffice	goals an	d
	objectives which	h most directly affect the adr	ninistrati	ion of Unem	ployme	nt Insura	ince a	and vvag	gner-
	Peyser service:	s <sup>.</sup> collaborates in developme	nt of offi	ce budget a	nd cond	lucts free	quent	reviews	сот кеу
	production and	budget indicators to monitor	product	ion against	goals ar	nd to ide	ntity p	oroblem	s; plans
	and implement	s corrective action.							
		MMEDIATE SUPERVISOR SIGNAT		AGENCY HEA			<u>.</u>		DATE
DIRECTOR				Thome by			•		
	27	NECT /TT		þ.	1-50	em	نتر	03/	06/2019
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		BY:							

% OF TIME	16. COMPLETE CURRENT	AND ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
10%	4. Collaborates in level; establishe the UI Act most	planning, implementation and evaluates and maintains systems to monitor of	tion of service delivery programs at the office office processes in the application of sections ity of the administration of services and the ti
10%	issues, job sear former office st	rches or referrals and separation and	fficult or potentially controversial claims, bene nonseparation adjudication, including those o rrent staff members. Utilizes Spanish languages.
05%	6. Assumes responses as directed.	onsibility for overall management of off	fice operations in the absence of the manage
05%	7. Performs other enumerated ab		are reasonably within the scope of the duties
conductin	g and signing performance		e for assigning and reviewing work, preparing, I imposing disciplinary action and adjusting grieva
for the inc	cumbent of this position.)		
PSA, Opt. 1	37015-44-53-105-00-01		WORKING TITLE (IF ANY) Local Office Manager
SUPE NOTE: S	Supervisory or lead worker	AD WORKER responsibilities <u>must</u> be described in a	a detailed duty statement(s) with a
⊠ SUPE NOTE: S	RVISOR OR LEA Supervisory or lead worker ime percentage(s) allotted. vas checked above, list posit	AD WORKER r responsibilities <u>must</u> be described in a	a detailed duty statement(s) with a subordinate incumbents or authorized funded
⊠ SUPE NOTE: S ti If a box w	RVISOR OR LEA Supervisory or lead worker ime percentage(s) allotted. vas checked above, list posit nt:	AD WORKER responsibilities <u>must</u> be described in a ion title, position number, and number of s	subordinate incumbents or authorized funded
⊠ SUPE NOTE: S ti If a box w	RVISOR OR LEA Supervisory or lead worker ime percentage(s) allotted. vas checked above, list posit nt: Position Title	AD WORKER r responsibilities <u>must</u> be described in a	subordinate incumbents or authorized funded No. of Incumbents or Funded Vacance
SUPE NOTE: S If a box w headcour ES Program F ES Program F	RVISOR OR LEA Supervisory or lead worker ime percentage(s) allotted. vas checked above, list posit nt: Position Title Rep Rep Intermittent	AD WORKER responsibilities <u>must</u> be described in a ion title, position number, and number of s Position Number	subordinate incumbents or authorized funded
SUPE NOTE: S If a box w headcour	RVISOR OR LEA Supervisory or lead worker ime percentage(s) allotted. vas checked above, list posit nt: Position Title Rep Rep Intermittent	AD WORKER <b>responsibilities <u>must</u> be described in a</b> tion title, position number, and number of s <u>Position Number</u> 13650-44-53-105-31-01	No. of Incumbents or authorized funded No. of Incumbents or Funded Vacance 2-5 2-5 2-5 2-5
SUPE NOTE: S If a box w headcour ES Program F ES Program F	RVISOR OR LEA Supervisory or lead worker ime percentage(s) allotted. vas checked above, list posit nt: Position Title Rep Rep Intermittent ep	AD WORKER responsibilities <u>must</u> be described in a tion title, position number, and number of s <u>Position Number</u> 13650-44-53-105-31-01 13651-44-53-105-31-01	No. of Incumbents or authorized funded No. of Incumbents or Funded Vacance 2-5 2-5
SUPE NOTE: S If a box w headcour ES Program F ES Program F ES Service Re	RVISOR OR LEA Supervisory or lead worker ime percentage(s) allotted. vas checked above, list posit nt: Position Title Rep Rep Intermittent ep	AD WORKER responsibilities <u>must</u> be described in a ion title, position number, and number of s <u>Position Number</u> <u>13650-44-53-105-31-01</u> <u>13667-44-53-105-31-01</u>	No. of Incumbents or authorized funded No. of Incumbents or Funded Vacance 2-5 2-5 2-5 2-5
SUPE NOTE: S ti If a box w headcour ES Program F ES Program F ES Service R ES Service R 19. SPECIAL PERFOR	RVISOR       OR       LEA         Supervisory or lead worker       Supervisory or lead worker         ime percentage(s) allotted.       ////////////////////////////////////	AD WORKER responsibilities <u>must</u> be described in a ion title, position number, and number of s Position Number 13650-44-53-105-31-01 13651-44-53-105-31-01 13667-44-53-105-31-01 13667-44-53-105-31-31 LS, ABILITIES, LICENSURE OR CERTIF THIS POSITION. NOTE: SINCE THERE	No. of Incumbents or Authorized funded  No. of Incumbents or Funded Vacance  2-5  2-5  2-5  ICATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AN
SUPE NOTE: S If a box w headcour ES Program F ES Program F ES Service Re ES Service Re In SPECIAL PERFOR ABILITIE CAN NO	RVISOR OR LEA Supervisory or lead worker ime percentage(s) allotted. vas checked above, list posit nt: Position Title Rep Rep Intermittent ep ep, SS IZED KNOWLEDGES, SKIL MANCE OF THE WORK OF S AND LICENSURE OR CE LONGER BE USED.	AD WORKER responsibilities must be described in a ion title, position number, and number of s Position Number 13650-44-53-105-31-01 13667-44-53-105-31-01 13667-44-53-105-31-01 13667-44-53-105-31-31 LS, ABILITIES, LICENSURE OR CERTIFI THIS POSITION. NOTE: SINCE THERE RTIFICATION IDENTIFIED ON STANDA	Subordinate incumbents or authorized funded No. of Incumbents or Funded Vacance 2-5 2-5 2-5 2-5

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1. POSITION TIT	LE	WORKING TITLE (IF ANY)	BILINGUAL	POSITION TITLE OPTION CODE	2. POS	TION NU	MBER		
Existing Position					1				
New/Revised Position Employment S Field Office St			29	SS	13600	-44-54-	102-50	0-31	
3. AGENCY		4. BUREAU/ DIVISION	<u> </u>	<u>I</u>	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position		Service Delivery/ Fiel	d Onere	tions	0	101	1	R	N
IL Department 10. SECTION	t of Employment Security	11. UNIT	a oheid		12. TRAN		13		E DATE
Existing Position					CODE			4 4 10 4	
								11/01/	2020
New/Revised Position	on/ Rockford Local Office	Service Unit IV			🔲 мсо	21 ESTAB 22 EXEMP	рт сор		
14. WORK LOCA	TION	15. BARGAINING/TERM C		Rutan Exempt	🔲 мсо	24 POSITI 26 CLARII	FY		
Existing Position					MC0	27 ADDIT 28 WORK	COUNT		
New/Revised Position						21 ABOLI: 49 DOWN		REALLOC	ATION
Rockford, IL		RC062		N	🗍 🗍 MC1	50 LATER 58 UPWA	AL REA	LLOCATIC	ON .
% OF TIME	16. COMPLETE CURRENT AN	D ACCURATE STATEMEN	NT OF PC	SITION ESS	ENTIAL	FUNCTI	ONS		
	Under general direction, plat employers. Establishes and objectives which most direct services. Collaborates in der evaluation of service deliver office operations in the abse who request or need interpre	maintains systems to mo ly affect the administration velopment of office budge y programs at the office I nce of the manager or as	onitor em on of Une et; collab evel; ass	ployee perf employment orates in pl sumes respo	ormance Insurar anning, onsibility	e agains ice and impleme / for ove	t offic Wagn entatio rall m	e goals er-Peys on and anagen	and ser nent of
30%	to reception/intake, Exchange registration agency services, su	nployment Security prog claims processing, benef on process, vocational co ch as job development a separation adjudication is rpretive services.	it claims unseling nd job pl	and payme , job develo acements to	nt issue pment, o the bu	s resolu job refe siness c	tions, rral, c omm	IL Labo oordina unity an	or tion of d
30%	Provides guidance a reassigns staff to me approves time off; p abreast of changes coordinates the imp	ews and evaluates the wo and training to assigned s eet day-to-day operating repares and signs perform in policy, procedures and ementation of corrective -union supervisor to prov	staff; cou needs; e mance e I progran action; c	nsels staff r establishes a valuations. n operations conducts pre	egardin annual g Conduc s. Discu e-discipl	g work p joals an ts meeti isses pr inary me	berforr d obje ngs to oblem eeting	mance; ectives; o keep s n areas	staff and
10%	objectives which mo Peyser services; col	ntains systems to monito st directly affect the adm laborates in developmen get indicators to monitor p rective action.	inistratio	n of Unemp e budget an	loymen d condu	t Insurar Icts freq	nce ar uent r	nd Wagi eviews	ner- of key
DIRECTOR OF C	MS SIGNATURE IMMED	IATE SUPERVISOR SIGNATU		GENCY HEAD				D	ATE
your f	39	CEIVER	†	sustin R	chard	1 by gal	blocks	11/0	6/2020
SMS Of Rev. 10	94) 1 401-0794 JTON		I					<u> </u>	
1) Sugar	Multi v.	IOV 1 6 2020							

16. (CONTINUE % OF TIME 10%			
10%	16. COMPLETE CURRENT AN	ID ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
	level; establishes the UI Act most d	and maintains systems to monitor o	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%	issues, job searc former office staf	hes 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%	<ol><li>Assumes responses as directed.</li></ol>	sibility for overall management of off	ice operations in the absence of the manager or
05%	<ol> <li>Performs other due enumerated above</li> </ol>		are reasonably within the scope of the duties
conducting			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
1			WORKING TITLE (IF ANY)
PSA, Opt. 1	37015-44-54-102-00-01		Local Office Manager
18. CHECK TH	IE APPROPRIATE BOX IF TI	HIS POSITION IS A:	
	_	WORKER	
tir	ne percentage(s) allotted.	esponsibilities <u>must</u> be described in a	
Ita box wa	as checked above. IIst dositior	1 title, position number, and number of s	ubordinate incumbents or authorized funded
If a box wa headcoun		i title, position number, and number of si	ubordinate incumbents or authorized funded
headcoun		Position Number	No. of Incumbents or Funded Vacancies
headcoun ESPR		Position Number 13650-44-54-103-51-01	No. of Incumbents or Funded Vacancies 2-5
headcoun ESPR ESPR, SS		Position Number 13650-44-54-103-51-01 13650-44-54-102-51-31	No. of Incumbents or Funded Vacancies 2-5 2-5
headcoun ESPR ESPR, SS ESSR		Position Number 13650-44-54-103-51-01 13650-44-54-102-51-31 13667-44-54-102-51-01	No. of Incumbents or Funded Vacancies 2-5 2-5 2-5 2-5
headcoun ESPR ESPR, SS		Position Number 13650-44-54-103-51-01 13650-44-54-102-51-31	No. of Incumbents or Funded Vacancies 2-5 2-5
headcoun ESPR ESPR, SS ESSR		Position Number 13650-44-54-103-51-01 13650-44-54-102-51-31 13667-44-54-102-51-01	No. of Incumbents or Funded Vacancies 2-5 2-5 2-5 2-5
headcoun ESPR ESPR, SS ESSR ESSR, SS 19. SPECIALI PERFORM ABILITIES	TED KNOWLEDGES, SKILLS	Position Number 13650-44-54-103-51-01 13650-44-54-102-51-31 13667-44-54-102-51-01 13667-44-54-102-51-31 3, ABILITIES, LICENSURE OR CERTIFI HIS POSITION. NOTE: SINCE THERE	No. of Incumbents or Funded Vacancies 2-5 2-5 2-5 2-5

Existing Position		WORKING TITLE (IF ANY)	BILINGUAL	POSITION TITLE OPTION CODE	2. POSITION NUMBER						
New/Revised Position	<u> </u>										
Employment Field Office S	Security		22	PO	13600	)-44-54-	103-4	0-41			
3. AGENCY Existing Position		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I _AUTH	6.AUDIT	9. OFFIC		
New/Revised Position	nt of Employment Security	Service Delivery/ Fie	eld Opera	tions	0	016	1	R			
10. SECTION		11. UNIT			12. TRAN CODE	SACTION	<u> </u>	3. EFFECTI	VE DATE		
Existing Position								05/01	/2020		
New/Revised Position	ion/Arlington Hts. Local Offic	e Service Unit III			🗆 мс	)21 ESTAI )22 EXEN	IPTCO				
14. WORK LOC	ATION	15. BARGAINING/TERM	CODE	Rutan Exempt		024 POSI 026 CLAR		JMBER CH	IANGE		
Existing Position						027 ADDI 028 WOR					
New/Revised Position					о мс	MD021 ABOLISH					
Arlington Hei	ghts, IL	RC062		150 LATE	RALRE	ALLOCATI	ON				
% OF TIME	16. COMPLETE CURRENT A	ND ACCURATE STATEMEN	IT OF PC	SITION ESS							
	employers. Establishes and objectives which most direct services. Collaborates in de evaluation of service delive office operations in the abs	ctly affect the administrati evelopment of office budg ry programs at the office	on of Un jet; collai level; as	porates in pl sumes resp	lanning, onsibilit	nce and , implem y for ove	nentati erall n	ion and nanagei	nent		
30%	objectives which most direct services. Collaborates in de evaluation of service delive office operations in the abs request or need interpretive 1. Plans and directs E to reception/intake, Exchange registrat agency services, s separation and nor	ctly affect the administrati evelopment of office budg my programs at the office ence of the manager or a e services. Employment Security prog claims processing, bene ion process, vocational c uch as job development a nseparation adjudication i	on of Un get; collal level; as s directe grams an fit claims ounseling and job p	d services f and payme bacements t	lanning onsibilit Polish la or clain ent issue opment o the bu	nce and , implem y for ove anguage nants an es resolu , job refe	entati erall n e to as d emp utions erral, c comm	ion and nanager sist clie bloyers , IL Lab coordina iunity ar	ment ents v relev or ation		
30%	<ul> <li>objectives which most direct services. Collaborates in devaluation of service deliver office operations in the abstrequest or need interpretive</li> <li>1. Plans and directs E to reception/intake, Exchange registrat agency services, s separation and nor request or need interpretives of need interpretives guidance reassigns staff to mapproves time off; abreast of changes coordinates the important coordinates the important</li></ul>	ctly affect the administrati evelopment of office budg my programs at the office ence of the manager or a e services. Employment Security prog claims processing, bene ion process, vocational c uch as job development a nseparation adjudication i	on of Un get; collal level; as s directe grams an fit claims ounseling and job p ssues. U rork of su staff, cou needs; o mance e d program	d services f and payme g, job develo lacements t tilizes Polisi bordinate s insels staff establishes evaluations. n operation conducts pro-	lanning onsibilit Polish la or clain ent issue opment o the bu h langua taff; ser regardir annual Conduc s. Disc e-discip	nce and implem y for ove anguage hants an es resole job refe usiness o age to a ves as a ng work goals ar cts meet usses p blinary m	entati erall n e to as d emp utions erral, c comm ssist c a work perfoi nd obj tings t robler ieeting	oloyers bloyers bloyers bloyers blients w coordination blients w clients w clients w clients w clients w clients w clients w clients w clients w	ment nts v or ation nd vho staff and		
	<ul> <li>objectives which most direct services. Collaborates in devaluation of service deliver office operations in the absirequest or need interpretive.</li> <li>1. Plans and directs E to reception/intake, Exchange registrat agency services, s separation and nor request or need interpretives of the sector reasigns staff to mapproves time off; abreast of changes coordinates the improves the improves the improves the mapper services, and the sector of a nor approves which mapproves which mapproves the sector of a nor sector sector of a nor sector sec</li></ul>	ctly affect the administrati evelopment of office budgery programs at the office ence of the manager or a e services. Employment Security prog- claims processing, bene- ion process, vocational c uch as job development a meeparation adjudication i erpretive services. iews and evaluates the w and training to assigned meet day-to-day operating prepares and signs perfo- s in policy, procedures an olementation of corrective n-union supervisor to pro- aintains systems to monit ost directly affect the administration laborates in development liget indicators to monitor	on of Uni get; collal level; as s directe grams an fit claims ounseling and job p ssues. U vork of su staff, cou needs; or mance e d program action; ovide relev or emplo ninistration	d services f and payme g, job develo lacements t tilizes Polisi bordinate s insels staff establishes evaluations. n operation conducts pro- vant informa- pe perform- pe budget ar	lanning onsibilit Polish la or clain ent issue opment o the bu h langua taff; ser regardir annual conduc s. Disc e-discip ation or nance a ploymer nd cond	nce and implem y for ove anguage hants an es resolu- job refe usiness o age to a ves as a ng work goals ar cts meet usses p blinary m assistar gainst o nt Insura ucts free	a work a work performed objection tings t robler neeting fice g nce a quent	ion and hanager sist clie bloyers , IL Lab coordina iunity ar clients w king sup mance; ectives; o keep n areas gs unde goals an ind Wag reviews	relev or ation d hd staff and r the d jner-		
30% 10% DIRECTOR OF C	<ul> <li>objectives which most direct services. Collaborates in devaluation of service deliver office operations in the abstrequest or need interpretive.</li> <li>1. Plans and directs E to reception/intake, Exchange registrat agency services, s separation and nor request or need interpretives or need interpretives or need interpretives or need interpretives guidance reassigns staff to mapproves time off; abreast of changes coordinates the impsupervision of a no</li> <li>3. Establishes and ma objectives which m Peyser services; or production and bud and implements complexity.</li> </ul>	ctly affect the administrati evelopment of office budgery programs at the office ence of the manager or a e services. Employment Security prog- claims processing, bene- ion process, vocational c uch as job development a meeparation adjudication i erpretive services. iews and evaluates the w and training to assigned meet day-to-day operating prepares and signs perfo- s in policy, procedures an olementation of corrective n-union supervisor to pro- aintains systems to monit ost directly affect the administration laborates in development liget indicators to monitor	on of Uniger; collal level; as is directer grams an fit claims ounseling and job p ssues. U vork of su staff, cou needs; of mance ed d program e action; o vide relev or emploon inistration production	d services f and payme g, job develo lacements t tilizes Polisi bordinate s insels staff establishes evaluations. n operation conducts pro- vant informa- pe perform- pe budget ar	Ianning onsibilit Polish la or clain ent issue opment o the bu h langua taff; ser regardir annual conduc s. Disc e-discip ation or hance a bloymer nd cond joals an	nce and implem y for ove anguage hants an es resolu- job refe usiness o age to a ves as a ng work goals ar cts meet usses p blinary m assistar gainst o nt Insura ucts free d to ide	a work a work performation a performation a performation	oloyers sist clie bloyers , IL Lab coordina unity ar clients w king sup mance; ectives; o keep n areas gs unde goals an ind Wag reviews problems	relev or ation d hd staff and r the d jner-		

16. (CONTINUE	D)								
% OF TIME	16. COMPLETE CU	JRRENT AND ACCURATE STATEMENT OF POSI	ITION ESSENTIAL FUNCTIONS (Continued)						
10%	<ol> <li>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.</li> </ol>								
10%	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. Assume as direc		of office operations in the absence of the manager or						
05%		ns other duties as required or assigned w ated above.	hich are reasonably within the scope of the duties						
	-								
conductin	TITLE AND NUME g and signing perfo umbent of this posi	rmance evaluations; effectively recommending	nsible for assigning and reviewing work, preparing, g and imposing disciplinary action and adjusting grievances						
			WORKING TITLE (IF ANY)						
PSA, Opt. 1	37015-44-54-103	3-00-01	Local Office Manager						
18. CHECK TH	IE APPROPRIATE	BOX IF THIS POSITION IS A:							
ti	me percentage(s) as checked above,		r of subordinate incumbents or authorized funded						
	Position Title	Position Number	No. of Incumbents or Funded Vacancies						
ESPR	Position Hue	13650-44-54-103-41-01	2-5						
ESPR, PO		13650-44-54-103-41-41	2-5						
ESSR ESSR		13667-44-54-103-41-01	2-5						
ESSR, SS		13667-44-54-103-41-31	2-5						
		13007-44-34-103-41-31	2-5						
PERFORM ABILITIES	ANCE OF THE W	ORK OF THIS POSITION. NOTE: SINCE TH OR CERTIFICATION IDENTIFIED ON STAN	RTIFICATION NECESSARY FOR THE SUCCESSFUL ERE ARE NOW SEVERAL OPTIONS OF SKILLS AND NDARDS, 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 Polish language at a colloquial skill level in carrying out position duties in conjunction with Polish speaking clients.									

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1. POSITION TITLE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE					
Existing Position								
New/Revised Position			1					
Employment Security		29	SS	13600	-44-54-	103-5	0-31	
Field Office Supervisor 3. AGENCY	4. BUREAU/ DIVISION		L	5. EXMT	6, WORK	7. A/I	r	9. OFFICE
Existing Position	4. BUREAU/ DIVISION			CODE	COUNTY	AUTH	8.AUDIT	USE
New/Revised Position IL Department of Employment Security	Service Delivery/ Fiel	Service Delivery/ Field Operations				N	R	
10. SECTION	11. UNIT	12. TRAN	SACTION	1:	I 3. EFFECTIV	E DATE		
Existing Position		CODE						
-							02/16/	2019
New/Revised Position				1				
Northern Region/ Arlington Hts. Local Office	e Service Unit IV				21 ESTAB 22 EXEMP		E CHANGE	Ξ
14. WORK LOCATION	15. BARGAINING/TERM (	CODE	Rutan Exempt		24 POSITI 26 CLARII		MBER CHA	NGE
Existing Position				1 🗖 мсо	27 ADDIT	IONAL I		
					28 WORK 21 ABOLI		TY CHANG	E
New/Revised Position	RC062		N		49 DOWN 50 LATER			
Arlington Heights, IL					58 UPWA	RD REA		
% OF TIME 16. COMPLETE CURRENT AN	ID ACCURATE STATEMEN	IT OF PC	SITION ES	SENTIAL	FUNCTI	ONS		
the day was and diverting the						e		
Under general direction, pla								
employers. Establishes and objectives which most direct								
services. Collaborates in de								Sei
evaluation of service deliver								nent of
office operations in the abse								
who request or need interpre-		suncolo		spanish	languag		233131 01	ento
	mployment Security prog							
	claims processing, benef							
	on process, vocational co							
	ch as job development a							
request or need inte	separation adjudication is	sues. Ot	llizes Span	isn lang	uage to	assisi	clients	who
request of need inte	ipreuve services.							
30% 2. Plans, assigns, revi	ews and evaluates the wo	ork of su	bordinate s	taff; serv	/es as a	work	ing supe	ervisor.
Provides guidance a	and training to assigned s	taff; cou	nsels staff	regardin	g work p	perfor	mance;	
reassigns staff to m	eet day-to-day operating	needs; e	stablishes	annual g	joals an	d obje	ectives;	
	repares and signs perform							
	in policy, procedures and							
	lementation of corrective						is under	the
supervision of a nor	-union supervisor to prov	/ide relev	ant information	ation or a	assistan	ce.		
10% 3. Establishes and ma	intains systems to monito		lee nerform	ance ar	nainst of	fice a	oals and	4
	est directly affect the adm							
	laborates in developmen							
	get indicators to monitor		<b>v</b>		•			-
and implements cor								, , , , , , , , , , , , , , , , , , , ,
DIRECTOR OF CMS STGNATURE IMMED	IATE, SUPERVISOR SIGNATI		GENCY HEAD				D.	ATE
famel fords:	MECENVI	and a second	thoma				03/06	/2019
CMS-104 (Ref. 10/94) IL 407-0794		<b>_</b>	m-8	za				
	MAY 0 1 2019	<i>i</i> .						
TXIIN II MULAS DETETY		Ľ,						
6 104 (Ray 10/96/12 401-0/94	BY:							

16. (CONTINUE % OF TIME			D ACCURATE STATEMENT OF POSITION						
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%	<ol> <li>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.</li> </ol>								
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					
conducting	and sigr	ND NUMBER OF IM hing performance eva f this position.)	MEDIATE SUPERVISOR (Responsible luations; effectively recommending and	e for assigning and reviewing work, preparing, I imposing disciplinary action and adjusting grievances					
				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 TH	IIS POSITION IS A:	······································					
	RVISOR		WORKER						
i tiı	<mark>ne perce</mark> as checke	ntage(s) allotted.	sponsibilities <u>must</u> 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					
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					
· · · · ·									
PERFORM ABILITIES	MANCE C	F THE WORK OF TH	HIS POSITION. NOTE: SINCE THERE	ICATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"					
Requires kno in the social s	wledge, sciences	skill and mental de , public or business	administration and three years pro	o of four years of college with major coursework fessional experience with employment and					
				Labor Exchange program, agency programs					
				and respond to the changing employment needs problems and procedures to provide effective					
benefit servic	es and t	o effectively comm	unicate verbally and in written form;	to train and supervise professional staff.					
Requires abil	ity to use	e a personal compu	iter with related software programs.	Requires ability to speak and write the					
clients.	juaye al	a conoquidi SKIII	iever in carrying out position dut	ies in conjunction with Spanish speaking					

.

#### **POSITION DESCRIPTION**

1. POSITION TIT	<b>FLE</b>		WORKING TITLE (IF A											
Existing Position				1										
New/Revised Position Employment S Field Office S	Security	r		29		SS	13600	-44-54-	107-5	0-31				
3. AGENCY	uperviso	1	I 4. BUREAU/ DIVISIO				5. EXMT	6. WORK	7. A/	8.AUDIT	9. OFFICE			
Existing Position								COUNTY			USE 09/01/2020 -			
New/Revised Position									  N	ł _	update to A/I code and			
IL Departmen		loyment Security		Service Delivery/ Field Operations			0	045	1	R	supervisor PN			
10. SECTION			11. UNIT				12. TRAN CODE	3. EFFECTIV	E DATE					
Existing Position										02/16/	/2019			
New/Revised Position		h Aurora Local O	ffice Service Unit III				MA021 ESTABLISH							
14. WORK LOCA	ATION		15. BARGAINING/TE	ERM CODE		Rutan Exempt	🔲 мсо	24 POSIT 26 CLARI	ION NU					
Existing Position								27 ADDIT 28 WORK			CHANGE			
New/Revised Position								21 ABOLI 49 DOWN		REALLOCA				
North Aurora,			RC	062		Ν	MC1	50 LATER	AL REA	LLOCATIC	N			
% OF TIME	16. CO	MPLETE CURREN	T AND ACCURATE STATE	EMENT OF	POS	ITION ESS	ENTIAL	FUNCTI	ONS					
	employ objectiv service evaluat office c	vers. Establishes a ves which most d s. Collaborates ir tion of service del operations in the a	plans and directs Emplo and maintains systems t irectly affect the adminis a development of office t ivery programs at the of absence of the manager erpretive services.	o monitor tration of budget; co fice level;	empl Unem Ilaboi assu	loyee perfo nployment rates in pla mes respo	ormanc Insurar anning, onsibility	e agains nce and implem / for ove	st offic Wagr entation rall m	e goals her-Peys on and anagen	and ser nent of			
30%	1.	to reception/inta Exchange regist agency services separation and r	s Employment Security ke, claims processing, b ration process, vocation , such as job development nonseparation adjudication interpretive services.	enefit clai al counse ent and jol	ms a ling, j o plac	nd payme job develo cements to	nt issue pment, o the bu	s resolu job refe siness c	itions, rral, c comm	IL Labo coordination unity an	or tion of Id			
30%	2.	Provides guidan reassigns staff to approves time o abreast of chang coordinates the	reviews and evaluates th ce and training to assign o meet day-to-day opera ff; prepares and signs po ges in policy, procedures implementation of correct non-union supervisor to	ned staff; o Iting need erformanc and prog ctive actio	couns s; est e eva ram ( n; coi	sels staff re tablishes a aluations. ( operations nducts pre	egardin annual ( Conduc 6. Discu e-discipl	g work µ goals an ts meeti usses pr inary me	berfor d obje ngs to oblen eeting	mance; ectives; o keep s n areas	staff and			
10%	3.	objectives which Peyser services production and b	maintains systems to m most directly affect the collaborates in develop oudget indicators to mor corrective action.	administra ment of o	ation ffice l	of Unemp budget and	loymen d condu	t Insura icts freq	nce ai uent r	nd Wagi reviews	ner- of key			
	I MS SIGN/	ATURE IM	MEDIATE SUPERVISOR SIG	NATURE		NCY HEAD				D	ATE			
famel for	de,	For Look		_	17	hono. Krj.	rCh Jer	m	<b>.</b>	03/0	6/2019			
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16. (CONTINUE	D)		······						
% OF TIME		PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)					
10%	<ol> <li>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.</li> </ol>								
10%									
05%	6.	Assumes responsil as directed.	bility for overall management of of	fice operations in the absence of the manager or					
05%	7.	Performs other dut enumerated above		are reasonably within the scope of the duties					
conducting	g and sigr			e for assigning and reviewing work, preparing, d imposing disciplinary action and adjusting grievances					
PSA, Opt. 1 3	7015-44	-54-107-00-01		WORKING TITLE (IF ANY)					
· · ·		<del>5-44-54-107-00-31</del> -	-	Local Office Manager					
18. CHECK TH		OPRIATE BOX IF THI	IS POSITION IS A:	·					
	RVISOR	OR 🗌 LEAD V	VORKER						
tiı	me perce as checke	ntage(s) allotted.		a detailed duty statement(s) with a subordinate incumbents or authorized funded					
	Position	Title	Position Number	No. of Incumbents or Funded Vacancies					
ESPR			13650-44-54-107-51-01	5					
ESPR, SS			13650-44-54-107-51-31 ·	1					
ESSR			13667-44-54-107-51-01	2					
			·						
			· ·						
PERFORM ABILITIES	MANCE C 8 AND LI	OF THE WORK OF TH	IIS POSITION. NOTE: SINCE THER	ICATION NECESSARY FOR THE SUCCESSFUL E ARE NOW SEVERAL OPTIONS OF SKILLS AND ARDS, THE PHRASE "SAME AS SPECIFICATION"					
in the social s unemployme and services of the commu benefit servic Requires abil	sciences nt insura required unity; ser ces and t lity to use	, public or business ince programs. Red to meet client need ve as technical info o effectively commu- e a personal comput	administration and three years pro juires thorough knowledge of the l ls. Requires ability to understand rmation resource to staff; analyze inicate verbally and in written form ter with related software programs	n of four years of college with major coursework ofessional experience with employment and L Labor Exchange program, agency programs and respond to the changing employment needs problems and procedures to provide effective ; to train and supervise professional staff. . Requires ability to speak and write the ties in conjunction with Spanish speaking					

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1. POSITION TITI	E	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	DE 2. POSITION NUMBER				
Existing Position									
New/Revised Position					+				
Employment S			29	SS	13600	-44-60-	101-4	0-31	
Field Office Su	Ipervisor	4. BUREAU/ DIVISION		<u> </u>	5. EXMT	6. WORK	7. A/I	8.AUDIT	9. OFFICE
3. AGENCY Existing Position					CODE	COUNTY	AUTH	0.AUUI1	USE
-	<u></u>	Service Delivery/ Call Center Operations							
New/Revised Position	of Employment Security	Service Delivery/ Field	Operatio	ons	0	022	N	R	
10. SECTION	cor unproymone ocounty	11. UNIT			12. TRAN CODE	SACTION	13	EFFECTIV	E DATE
Existing Position								02/16/	2010
	Center – Section A				_				2019
New/Revised Position						21 ESTA	BLISH		
	perations/ Lombard Call	Service Unit A-4				22 EXEM		E CHANGE	E
Center – Secti		······································		Rutan		24 POSIT		MBER CHA	NGE
14. WORK LOCA	TION	15. BARGAINING/TERM CO	DE	Exempt		26 CLAR		DENTICAL	CHANGE
Existing Position						28 WORK	COUN.		
New/Revised Position						21 ABOLI 49 DOWN		REALLOC	
Lombard, IL		RC062		N		50 LATER	RAL REA	LLOCATIC	DN .
% OF TIME	16. COMPLETE CURRENT A	ND ACCURATE STATEME	NT OF PO	DSITION ES					
ļ l	Under general direction, pla	ans and directs Employme	ent Secu	irity progra	ns and s	ervices	for cla	imants	and
	emplovers, Establishes and	I maintains systems to me	onitor en	nployee pe	formanc	e again	st offic	e goals:	and
	objectives which most direct	tly affect the administration	on of Un	employme	nt Insura	nce and	Wag	er-Peys	ser
	services. Collaborates in de	evelopment of office budg	et; colla	borates in p	olanning,	implem	entati	on and	
	evaluation of service delive	ry programs at the office	level; as	sumes res	onsibilit	y for ove	erall m	anagen	ient of
	office operations in the abs		s directe	ed. Utilizes	Spanisn	langua	ge to a	assist ci	ients
	who request or need interpr	retive services.							
30%	1. Plans and directs E	Employment Security prog	rams ar	nd services	for claim	ants an	d emp	oloyers r	elevant
	to reception/intake.	claims processing, bene	fit claims	s and paym	ent issue	es resolu	utions	, IL Labo	or
	Exchange registrat	ion process, vocational co	ounselin	g, job deve	lopment,	job refe	erral, c	oordina	tion of
	agency services, si	uch as job development a	ind job p	lacements	to the bu	isiness	comm	unity an	d
	separation and nor	separation adjudication is	ssues. U	Itilizes Spa	hish lang	uage to	assis	t clients	wno
1	request or need int	erpretive services.	-						
30%	2. Plans, assigns, rev	iews and evaluates the w	ork of s	ubordinate	staff: ser	ves as a	a work	ing sup	ervisor.
50 %	Provides guidance	and training to assigned	staff: co	unsels staf	regardir	ng work	perfor	mance	
]	reassigns staff to n	neet day-to-day operating	needs;	establishes	annual	goals ar	nd obj	ectives;	
	approves time off:	prepares and signs perfor	rmance	evaluations	. Condu	cts meet	ings t	o keep s	staff
	abreast of changes	in policy, procedures and	d progra	m operatio	ns. Disc	usses p	robler	n areas	and
	coordinates the imp	plementation of corrective	action;	conducts p	re-discip	linary m	eeting	gs unde	r the
	supervision of a no	n-union supervisor to pro	vide rele	evant inforn	nation or	assistai	nce.		
400/		aintaina avatama ta manit	or omnly	waa narfar	mance a	nainet o	ffice c	inals an	Ч
10%	3. Establishes and ma	aintains systems to monit ost directly affect the adn	or empti ninistrati	on of Unen	nance a nlovme	yanist 0 ht Insura	ince a	nd Wad	ner-
		ollaborates in development	nt of offic	ce budget a	ind cond	ucts free	juent	reviews	of kev
	production and but	lget indicators to monitor	producti	ion against	goals ar	d to ide	ntify p	roblems	; plans
1	and implements co		•	<b>v</b>	-				
DIRECTOR OF	MSSIGNATURE IMME	DIATE SUPERVISOR SIGNAT		AGENCY HE					DATE
1 74		and the second s	'	thin	as Ch	an	نستتر	03/0	06/2019
	() 2;				500				
CMS-104 (Rev. 10	//94) IL 401-0794	i MAIN ZO ZUIJ							
Mis Maye		Ц <u>.</u> БУ:							
··· //		· · · · · · · · · · · · · · · · · · ·							

16. (CONTINUE	D)		ACOURATE OTATEMENT OF POSITION						
% 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%	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 responsi as directed.	bility for overall management of offi	ce operations in the absence of the manager or					
05%	7.	Performs other dut enumerated above		are reasonably within the scope of the duties					
conducting	g and sigi	ND NUMBER OF IM 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)					
		4-60-101-00-01		Call Center Manager					
18. CHECK TH	HE APPR	OPRIATE BOX IF TH	IS POSITION IS A:						
	RVISOR	OR 🗌 LEAD V	VORKER						
ti	me perce as check	entage(s) allotted.	ponsibilities <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					
ES Program R			13650-44-60-101-41-01	3-10					
ES Program R		· · · ·	13650-44-60-101-41-31	2-5					
			······						
PERFORI ABILITIES	MANCE ( <mark>S AND LI</mark>	OF THE WORK OF TH CENSURE OR CERT	IIS POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, 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. <b>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.</b>									

1. POSITION TITI	E	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	DDE 2. POSITION NUMBER				
Existing Position					1				
New/Revised Position									
Employment S			22	PO	13600	-44-60 <del>-</del>	102-3	0-41	
Field Office Su	pervisor	4. BUREAU/ DIVISION		I	5. EXMT	6. WORK	7. A/I	8.AUDIT	9. OFFICE
3. AGENCY Existing Position				41	CODE COUNTY AUTH				USE
		Service Delivery/ Call C	Service Delivery/ Call Center Operations						
New/Revised Position	of Employment Security	Service Delivery/ Field	Operatio	ns	0	022	Ν	R	
10. SECTION	or Employment Ocounty	11. UNIT			12. TRAN CODE	SACTION	13	B. EFFECTIV	E DATE
Existing Position								02/16/	2010
	Center- Section B							02/10/	
New/Revised Position Call Center Of Center- Section	perations/ Lombard Call	Service Unit B-3				21 ESTAB 22 EXEMI		E CHANGI	E
				Rutan		24 POSIT		MBER CH	ANGE
14. WORK LOCA Existing Position	TION	15. BARGAINING/TERM CC		Exempt	1 🗖 мсо	26 CLARI 27 ADDIT	IONAL I		
						28 WORK 21 ABOLI		TY CHANG	E
New/Revised Position						49 DOWN	WARD		
Lombard, IL		RC062		N		50 LATER 58 <u>UPWA</u>	RD REA		
% OF TIME	16. COMPLETE CURRENT	AND ACCURATE STATEME	NT OF PO	DSITION ESS	SENTIAL	FUNCTI	ONS		
30%	employers. Establishes a objectives which most dir services. Collaborates in evaluation of service deliv office operations in the at request or need interpretion 1. Plans and directs to reception/intak Exchange registr agency services, separation and n	Employment Security prog e, claims processing, bene ation process, vocational co such as job development a onseparation adjudication is	onitor en on of Un et; collal level; as s directe grams an fit claims ounseling and job p	nployee perf employmen porates in pl sumes resp d. Utilizes i d. Utilizes i d. and payme g, job develo lacements t	ormanc t Insurat anning, onsibilit Polish la or claim ent issue opment, o the bu	e agains nce and implem y for ove anguage ants and s resolu job refe usiness o	at offic Wagr entational to as to as d emp utions erral, comm	ce goals ner-Peys on and nanagen sist clie bloyers r , IL Lab coordina unity ar	and ser nent of nts who relevant or tion of id
30%	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 and r the d jner-
DIRECTOR OF	Peyser services; production and b and implements	collaborates in developme udget indicators to monitor corrective action.	nt of offic producti	e budget a	nd cond goals an	ucts free id to ide	quent	reviews problems	ofkey
y an	el jorde			provine	1-70	in	نت	03/	06/2019
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Khis May	4-26-19	[    БҮ:							

16. (CONTINUE	D)									
% OF TIME										
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 responsi as directed.	bility for overall management of off	ice oper	ations in the absence of the manager or					
05%	7.	Performs other dure enumerated above		are reas	onably within the scope of the duties					
conducting	g and sigi		MEDIATE SUPERVISOR (Responsible luations; effectively recommending and		gning and reviewing work, preparing, g disciplinary action and adjusting grievances					
				WORK	ING TITLE (IF ANY)					
PSA, Opt. PC	D1 3701	5-44-60-102-00-41		Call C	enter Manager					
18. CHECK TH	IE APPR	OPRIATE BOX IF TH	IS POSITION IS A:							
	RVISOR	OR 🗌 LEAD V	VORKER							
NOTE: S	unenviso	ry or lead worker res	sponsibilities <u>must</u> be described in a	dotailor	d duty statement(s) with a					
tii	me perce	entage(s) allotted.								
If a box wa headcoun		ed above, list position	title, position number, and number of s	ubordina	te incumbents or authorized funded					
	Position	Title	Position Number		No. of Incumbents or Funded Vacancies					
ES Program R			13650-44-60-102-31-01		10-40					
ES Program R	ep, PO		13650-44-60-102-31-41		2-5					
ļ										
			·	-						
		WIEDCES SKILLS		CATION	NECESSARY FOR THE SUCCESSFUL					
PERFORM	VANCE C	OF THE WORK OF TH	IIS POSITION. NOTE: SINCE THERE	ARE NO	DW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"					
		BE USED.								
in the social s	sciences	, public or business	administration and three years pro	fessiona	years of college with major coursework al experience with employment and Exchange program, agency programs					
and services of the commu benefit servic	required unity; ser es and t	l to meet client need ve as technical info o effectively commu	Is. Requires ability to understand a rmation resource to staff; analyze p unicate verbally and in written form;	nd resp roblems to train	ond to the changing employment needs s and procedures to provide effective and supervise professional staff.					
Requires abil Polish langu	ity to use age at a	e a personal compu a <b>colloquial skill le</b> v	ter with related software programs. vel in carrying out position duties	Requir s in cor	es ability to speak and write the njunction with Polish speaking clients.					
			· · · · · · · · · · · · · · · · · · ·							

1. POSITION TIT	LE	WORK	(ING TITLE (IF ANY)	BILINGUAL	POSI OPT	NON TITLE	DE 2. POSITION NUMBER				
Existing Position			,								
New/Revised Position Employment S Program Repr				29		SS	13650	-44-51-1	01-2	1-31	
3. AGENCY	esentative	l	4. BUREAU/ DIVISION	<u> </u>	.I		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position											
New/Revised Position							-	016			
	t of Employment Secur	rity	Service Delivery/ Fi	ela Oper	ation	12. TRANSACTION 13. EFFECTIVE D					
10. SECTION			11. UNIT				CODE		'`		
Existing Position			х							02/16/	2019
New/Revised Position	I		Service Unit I				MA021 ESTABLISH				
Chicago Regio	on/ Lawrence Local Of	tice				Rutan		22 EXEMI 24 POSIT			
14. WORK LOCA			15. BARGAINING/TERM	A CODE		Exempt	М МС0	26 CLARI	FY		
Existing Position	•							27 ADDIT 28 WORK			
				·····.				21 ABOLI 49 DOWN		PEALLOC	ΔΤΙΟΝ
New/Revised Position 2444 West La	wrence		Denen			N		50 LATEF	AL REA	ALLOCATIO	ON
	WICHCC		RC062					58 UPWA	RD RE/	ALLOCATIO	N
Chicago, IL % OF TIME	16. COMPLETE CURR	ENT AND	ACCURATE STATEME	NT OF PO	OSITI	ON ESS	ENTIAL	FUNCT	ONS		
	Under general super	vision, for	an assigned area, as	sesses a	and a	ddresse	es clien	t Unemp	loym	ent Insu	rance
	and Wagner-Peyser	service ne	eds. Provides service	es relateo	d to t	ne proc	essing	of claims	s tor l	inempio	yment
	insurance benefits, ir	ncludina bi	ut not limited to inters	state, mili	tary a	and oth	er feder	al or tra	de rea	adjustmo	ent;
	conducts benefit righ	ts intervie	ws: provides orientati	ion and c	larifie	es eligit	oility fac	tors; adj	udica	tes	
	nonseparation benef	it claim iss	ues. Using the IL La	bor Exch	ange	e syster	n, selec	ts suitat	ole jot	openin	igs for
	applicants, provides	referrals, p	placement and follow	-up servi	ces o	n availa	able job	orders	or trai	ining pro	ograms;
	loads and extracts cl	aims data	using automated sys	stems; ref	fers c	lients v	vith com	plex iss	ues a	nd/or se	ervice
	needs to relevant off	ice or part	ner staff; establishes	and mail	ntains	s activit	y report	s. As di	ected	l, pertor	ms
	these duties for assig	gned work	sites within the servic	e deliver	y are	a other	than th	e prima	ry ass	signed o	ffice.
	Travels to fairs and v	vorksites.	Utilizes Spanish lang	uage to a	assist	t clients	who re	quest o	need	d interpr	etive
	services.										
				Incurence				or convi	co no	ode Pro	ovides
25%	1. Assesses and ac	dresses o	client Unemployment	Insuranc	e and	u vvagn tineura	nce be	nofite in	cludi	na hut n	ot
	services related	to the proc	cessing of claims for y and other federal or	r trado ro	adius	stmont		nems, in Ste hene	fit rial	hts inter	views
	limited to intersta	ate, militar	nemployment insurar		auju:	notary.	and nor	moneta	rv elic	nibility a	nd
	with clients to de	etermine u	y and work status; pr	ovides or	5 MU rionts	tion an	d clarifi	es eliaib	ilitv fa	actors.	nu -
	discern employn	tion on ov	ailable job training ar	oviues oi nd/or edu	catio	nal nro	arams.	provides	infor	mation	on the
	provides informa	allon on av	nge system, determin		ant se	nuices	for the a	applican	tand	coache	s in
	Use of the IL Lab	or Excitat	facilitate reemployme	ant accie	te in	the form	nation of	of work s	earch	n action	plan
	and roviews for	compliance	e; explains client righ	ts and re	spon	sibilitie	s as the	v pertai	n to b	enefits	1
	and reviews for o	conted nei	forms these duties for	or assign	ed wo	orksites	within	the servi	ce de	elivery a	rea
	other than the pr	rimary ass	igned office. Utilizes	Spanish	landı	age to	assist o	lients w	ho re	quest or	need
	interpretive servi		igned onloo. Otheoo	<b>-</b> p						•	
	1										
25%	2. Performs functio	ons related	to receipt, review, er	ntry, anal	ysis a	and res	olution	of all typ	es of	routine,	_
	complex and spe	ecial claim	s on benefit entitleme	ent progr	ams	adminis	stered b	y the IIII	nois L	Jepartm	ent of
	Employment Se	curity (IDE	S). Loads and extra	cts claim	s dat	a using	automa	ated sys	tems	includin	g but
	not limited to the	e Illinois Be	enefit Information Sys	stem (IBI	S), III	inois Jo	b Link (	(IJL) and	I Gen	Tax. As	
	directed, perform	ns these d	uties for assigned wo	orksites w	/ithin	the ser	vice de	livery ar	ea oth	her than	the
	primary assigne										
		PEOERCE									
	CMS SCONATURE		TE SUPERVISOR SIGNA			GENCY HEAD SIGNATURE DATE					DATE
	and only		NR 28 2019		40	himas Chan by Jami 03/22/201					22/2019
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16. (CONTINUE	יח								
% OF TIME	16.	COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTI	AL FUNCTIONS (Continued)				
20%	<ul> <li>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. Utilizes Spanish language to assist clients who request or need interpretive services.</li> <li>Adjudicates monetary and nonmonetary benefit claim issues, providing eligibility determinations for</li> </ul>								
10%	4.	routine, initial or contin written determinations;	ued claims; investigates, researche conducts reconsidered determinat	es, and e ions and	viding eligibility determinations for explains case disposition; provides d 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	plex or specialized issues and/or se workshops to enhance client emplo a from file construction and mainten	rvice ne oyability 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	ains 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 r	easonal	bly within the scope of the duties				
conductin	g and	LE AND NUMBER OF IM d signing performance eval ent of this position.)	MEDIATE SUPERVISOR (Responsible luations; effectively recommending and	for assig imposing	ning and reviewing work, preparing, g disciplinary action and adjusting grievances				
				WORK	ING TITLE (IF ANY)				
Employment	Sec	urity Field Office Superv	visor 13600-44-51-101-20-01						
18. CHECK T	HE A	PPROPRIATE BOX IF TH	IS POSITION IS A:						
	RVIS	OR OR 🗌 LEAD V	VORKER						
			sponsibilities <u>must</u> be described in a	detailed	d duty statement(s) with a				
If a box w	as cl	bercentage(s) allotted. necked above, list position	title, position number, and number of s	ubordina	te incumbents or authorized funded				
headcour									
N/A	Po	sition Title	Position Number		No. of Incumbents or Funded Vacancies				
19. SPECIAL					NECESSARY FOR THE SUCCESSFUL				
					DW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"				
		GER BE USED.	FICATION IDENTIFIED ON STANDA	KD3, 11	E PRRASE SAME AS SPECIFICATION				
Requires know	wle	dge, skills and mental de	evelopment equivalent to four years						
					experience as a department intermittent rades in social/behavioral sciences or				
business; or	four	years (6,000 work hours	s) as a department intermittent staff	f membe	er; or qualifying state employees, in the				
employee Up	owar	d Mobility Program may	complete combinations of specific	proficie	ncy tests and training programs leading				
					e Unemployment Insurance (UI) Act mployment service needs. Requires the				
ability to effe	ctive	ly communicate with em	ployers and/or clients; determine a	in effect	tive work search plan for clients and				
identification	of ir	appropriate work search	h efforts; effectively organize and a	nalyze p	pertinent information for the determination				
					ed software programs such as word Requires ability to travel. <b>Requires</b>				
ability to sp	eak	and write the Spanish	language at a colloquial skill leve						
conjunction	wit	h Spanish speaking cli	ients.						

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Existing Position       22       PO       13650-44-51-101-31-41         New/Revised Position       22       PO       13650-44-51-101-31-41         Program Representative       4. BUREAU/ DIVISION       5. EXM       7.VM       8.400T       9.0FF0E         S. AGENCY       4. BUREAU/ DIVISION       5. EXM       6.000R       7.VM       8.400T       9.0FF0E         Existing Position       IL Department of Employment Security       Service Delivery/ Field Operations       0       0.16       Y       R       "	1. POSITION TIT	ſĹĔ	WOR	KING TITLE (IF ANY)	BILINGUAL	POSITIO	N TITLE					
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3. AGENCY     4. BUREAU/ DIVISION     1000     100000     100000     100000     100000     100000     100000	Employment	Security			22	P	0	13650	-44-51-	101-3	1-41	
Number         Service Delivery/ Field Operations         0         0.16         Y         R           10. SECTION         11. UNIT         0         TRMAGETION         13. Interactive Data           Chicago Region/Lawrence Local Office         Service Unit II         Image Section         02/16/2019           Number         Image Section         Image Section         00/02/16/2019           Number         Image Section         Image Section         00/02/16/2019           Number         Image Section         RCG2         N         Image Section         00/02/16/2019           Number         Image Section         RCG2         N         Image Section         00/02/16/2019           Number         Image Section         RCG2         N         Image Section         00/02/16/2019           Number         Image Section         RC			L	4. BUREAU/ DIVISION							8.AUDIT	9. OFFICE USE
IL Department of Employment Security       Service Delivery Field Operations       0       0       10       1       R         10 S ECTION       11 UNIT       0       0       TANAACTON       02/16/2019         Medianued Posten       Chicago Region/ Lawrence Local Office       Service Unit II       0       Macri Establish       02/16/2019         Mont Location       15. BARGAINING/TERM CODE       Relation       0       Macri Establish       02/16/2019         Mont Location       15. BARGAINING/TERM CODE       Relation       0       Macri Establish       02/16/2019         Mont Location       15. BARGAINING/TERM CODE       Relation       0       Macri Establish       0       02/16/2019         Median Posten       11. UNIT       0       Macri Establish       0       0/16/2019       0/16/2019         Median Posten       11. UNIT       15. BARGAINING/TERM CODE       Relation       0       0/16/2019       0/16/2019         Median Posten       11. UNIT       15. BARGAINING/TERM CODE       Relation       0/16/2019       0/16/2019       0/16/2019         Median Posten       Relation       Relation       Relation       0/16/2019       0/16/2019       0/16/2019       0/16/2019         Median Posten       Relation       <	Existing Position											
IL Department of Employment Security       Divide Service       It unit       It employment	New/Revised Position			Convice Delivery/ F	Tield Oper	otione						
20. SEC ION       In own       Code       02/16/2019         NewRestead Poster       Service Unit II       In own       Code       02/16/2019         NewRestead Poster       Is. BARGAINING/TERM CODE       In own       In ow		nt of Employment Secur	ity			auons		_		-		E DATE
Werdforward Protect         D2/16/2019           Chicago Region/ Lawrence Local Office         Service Unit II           14. WORK LOCATION         15. BARGAINING/TERM CODE           15. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS           2444 West Lawrence         RC062           16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS           25. OF TIME         16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS           26. OF TIME         16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS           27. OF TIME         16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS           28. OF TIME         16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS           29. OF TIME         16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS           20. data status and and und tamisted autions automated system selects suitable job openings for applicants, provides referals, placement and follow-up services on available job orders or training programs, provides for astage and maintains activity reports. As directed, performs these dutis for assigned worksites with net service and worksites		· · · · · · · · · · · · · · · · · · ·		11. UNI 1								
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Editing Prolition         Image: Additional Control         Image: Add				15 BARGAINING/TER							MBER CH	ANGE
Number defection         Model Acousting           2444 West Lawrence         RC062         N         Model Acousting           Chicago, IL         % OF TIME         16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS           Worker 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 Carifies eligibility factors; adjudicates in onseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job orenings 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 dworksites 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. 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 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 res				10. Drater and rear				🔲 мсо	27 ADDIT	IONAL		
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Provides       RCU62       N       Immediate       RCU62       N       Immediate       RCU61         % OF TIME       16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS       Immediate       Vision					-							
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DIRECTOR OR CMS SIGNATURE       IMMEDIATE SUPERVISOR SIGNATURE       AGENCY HEAD SIGNATURE       DATE         Mail       Mail       MAR 2 8 2013       Mark 2 8 2013 </td <td colspan="9"><ul> <li>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.</li> <li>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; sensitis as they pertain to benefit programs. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Util</li></ul></td>	<ul> <li>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.</li> <li>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; sensitis as they pertain to benefit programs. As directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Util</li></ul>											
And pock in MAR 28 2013 . 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 primary assigned office.										
	DIRECTOR OF		1.7			the	ma	sCh	an			
MS-104 (Rev. 10/94) IL 401-0794 MS-104 (Rev. 10/94) IL 401-0794 BY:	L/	1 27		MAR 2 8 2013			long	-Ju	m	<u>،</u>	03/2	22/2019
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	PAU//la	405-19										

16. (CONTINUE	D)		
% OF TIME	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
20%	<ol> <li>Assists clients with var 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 v applicants and employ performs these duties assigned office. Travel need interpretive servior</li> <li>Adjudicates monetary routine, initial or contin written determinations;</li> </ol>	ious programs and services offered artner agencies. Assists or registers sesses, researches and selects clie airs for job interviews; selects suitat applicants requiring services availab ts to use and interpret self-assessm regarding training programs or sel- as or job orders for employers reque additional referrals; verifies and reco with the planning, recruitment, and e rers in the use of self-service of the for assigned worksites within the se is to fairs and worksites. Utilizes Po ces. and nonmonetary benefit claim issu- nued claims; investigates, researche ; conducts reconsidered determinat	by the Illinois Department of Employment 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 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 lish language to assist clients who request or es, and explains case disposition; provides ions and accepts appeals. As directed, performs very area other than the primary assigned office.
10%	<ol> <li>Advises clients on wor clients with more comp Conducts employment claims; processes data extracts and utilizes data</li> </ol>	k attitudes, habits, relationships and olex or specialized issues and/or se t workshops to enhance client emplo a 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%	enumerated above.		easonably within the scope of the duties
conductin			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
		· · · · · · · · · · · · · · · · · · ·	WORKING TITLE (IF ANY)
Employment	Security Field Office Superv	visor 13600-44-51-101-30-01	
18. CHECK T	HE APPROPRIATE BOX IF TH	IIS POSITION IS A:	
		WORKER	
NOTE: S	Supervisory or lead worker res	sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
t	me percentage(s) allotted.	· ·	
headcour	•••	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
ABILITIE CAN NO	S AND LICENSURE OR CERT LONGER BE USED.	IFICATION IDENTIFIED ON STANDA	RDS, THE PHRASE "SAME AS SPECIFICATION"
			s college with academic background in
			ours) of experience as a department intermittent assing grades in social/behavioral sciences or
business; or	four years (6,000 work hour	s) as a department intermittent staff	f member; or qualifying state employees, in the
employee U	pward Mobility Program may	complete combinations of specific	proficiency tests and training programs leading
			ons of the Unemployment Insurance (UI) Act JI and employment service needs. Requires the
			an effective work search plan for clients and
identification	of inappropriate work searc	h efforts; effectively organize and a	nalyze pertinent information for the determination
			th related software programs such as word
			nternet. Requires ability to travel. <b>Requires</b> in carrying out position duties in conjunction
	speaking clients.		

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New/Revised Position Employment Program Re				29	SS	13650-44-51-102-10-31				
3. AGENCY			4. BUREAU/ DIVISION	•		5. EXMT CODE				
Existing Position										
New/Revised Position	ent of Employment Secur	rit.	Service Delivery/ f	Field Oper	ations	0	016	2	R	
10. SECTION	entor Employment Secul		11. UNIT	•		12. TRAN CODE	SACTION		3. EFFECT	K
Existing Position			=						05/16	;/
New/Revised Position			· · · · · · · · · · · · · · · · · · ·			<u> </u>				-
Chicago Re	gion/71st Street Local O	ffice				_ 🗖 мсс	021 ESTAN	PTCO		
14. WORK LOO	CATION		15. BARGAINING/TER	MCODE	Rutan Exempt	мс	024 POSIT	IFY		
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New/Revised Position	on						021 ABOL 149 DOW	NWARD		
Daley Colleg 7500 S. Pula	ge aski; Chicago, IL		RC062	2	N		150 LATEI 158 UPW/			
% OF TIME	16. COMPLETE CURRE	ENT AND A	ACCURATE STATEME	NT OF PC	SITION ES	ENTIAL	FUNCT	ONS		-
	processes and extrac needs to the relevant performs these duties assigned office. Utiliz	ts data us office or   s for assig	ned worksites within	systems; shes and r the servio	refers clien naintains a ce delivery	ts with c ctivity re area, ot	complex ports. A her than	issue s dire the p	es and s ected, primary	e
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25%	needs to the relevant performs these duties assigned office. Utiliz 1. Assesses and Provides sen including but benefit rights eligibility and training and/o system, deter facilitate self- compliance; o assist clients 2. Performs fun complex and of Employme incentive pro	ets data us office or j s for assig es Spanis d address vices relat interviews discern e or educatio mines rel service; a explains ri who requised special cl ent Securit grams. Lo	sing automated data partner staff; establis ned worksites within sh language to assist es client Unemployn ed to the processing d to interstate, milita s with clients to dete mployment history a onal programs; provi evant services for th issists in the formatio ghts and responsibil est or need interpret ated to receipt, review aims on benefit entit y (IDES); processes ads and extracts cla enefit Information Sys	systems; shes and r the servic clients with nent Insur- of claims ry and oth rmine une nd work s ides inform e application of work ities on be ive servic w, entry, a lement pro- client vou	refers clien maintains a ce delivery ho request ance and V for unemp er federal o employment tatus; provination on th nat and coace search act enefits prog es. analysis and ograms ada uchers or el using autor	ts with c ctivity re area, ot or need Vagner-l loyment or traden t insurar des info ne use o hes in th ion plan grams. U	complex eports. A her than interpre Peyser s insuran readjust cormation f the IL t he regist and rev tilizes S tion of al ed by the forms for vstems in	issue s dire the p tive s servic ce be ment. on av Labor tratior riews panis	es and s ected, primary ervices e needs nefits, Condu onetary vailable Exchar h langu es of rou bis Dep et funde ng but r	
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16. (CONTINUE		A COLIDATE OTATEMENT OF DOCITIO	
% OF TIME	16. COMPLETE CURRENT ANI	DACCURATE STATEMENT OF POSITIO	NESSENTIAL FUNCTIONS (Continued)
20%	Security (IDES) au Labor Exchange s refers clients to eu IL Labor Exchang contacts employe job interview proc determine status o directed, solicits jo Coaches both app	nd partner agencies. Assists or reg system. Assesses client skills, res mployers and hiring fairs for job int e system for applicants requiring s rs; provides clients with information edures; follows up on job orders for of referrals and need for additional ob opportunities; assists with the p plicants and employers in the use of d worksites. Utilizes Spanish lange	offered by the Illinos Department of Employment gisters job seekers and employers using the IL earches and modifies the skills to match the client; erviews; selects suitable job openings as listed in ervices available through computer programs and in regarding selected training programs or jobs and or employers requesting service from IDES to referrals; verifies and records placements; as lanning, recruitment, and execution of hiring fairs. of self-service of the IL Labor Exchange System. uage to assist clients who request or need
10%	continued claims;		gibility determinations for routine, initial or lains case disposition; provides written ns and accepts appeals.
10%	relationships and specialized servic client employabilit	attire as related to a specific job re e to relevant office or partner staff. y. Assists clients with registration a	advises clients on work attitudes, habits, ferral; refers clients with more complex or Conducts employment workshops to enhance and claims; processes data from file construction ata files; extracts and utilizes data.
05%	6. Establishes and m	naintains activity reports to demons	strate work activity and detail time charging.
05%	7. Performs other du enumerated above		are reasonably within the scope of the duties
conductin			e for assigning and reviewing work, preparing, d imposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
	37015-44-51-102-00-01		Local Office Manager
18. CHECK TH	HE APPROPRIATE BOX IF TH	S POSITION IS A:	
	RVISOR OR 🗌 LEAD V	VORKER	
		ponsibilities <u>must</u> be described in a	a detailed duty statement(s) with a
	me percentage(s) allotted.	title position number and number of s	subordinate incumbents or authorized funded
headcour	· · · · · · · · · · · · · · · · · · ·		
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
<u>N/A</u>			
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"
Requires know	owledge, skills and mental d		rs college with academic background in
			nours) of experience as a department intermittent assing grades in social/behavioral sciences or
business; or	four years (6,000 work hour	s) as a department intermittent sta	ff member; or qualifying state employees, in the
			proficiency tests and training programs leading on sof the Unemployment Insurance (UI) Act
impacting or	areas of responsibility; job l	knowledge of employers and their	UI and employment service needs. Requires the
			an effective work search plan for clients and analyze pertinent information for the determination
of payment of	or non-payment of claimants	and to use a personal computer w	ith related software programs such as word
ability to sp	eak and write the Spanish	language at a colloquial skill lev	internet. Requires ability to travel. <b>Requires</b> vel in carrying out position duties in
conjunction	i with Spa <u>nish speaking</u> cli	ents.	

1. POSITION TITL	E	WORK	(ING TITLE (IF ANY)	BILINGUAL	POSI	NON TITLE	2. POS	TION NU	MBER		
Existing Position	<u></u>						· · · · · · · · · · · · · · · · · · ·				
New/Revised Position Employment S				03	(	сн	13650	-44-51-1	107-2	1-21	
Program Repr 3. AGENCY	Cochlalive	,	4. BUREAU/ DIVISION	1	1		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position								COUNTY	AUIH		UGE
	of Employment Secur	ty	Service Delivery/ Fi	eld Oper	ation	s	0 12. TRAN	016	Y	R 3. EFFECTIV	
10. SECTION Existing Position			11. UNIT				CODE	SACTION			
New/Revised Position										02/16/	2019
	on/ Pilsen Local Office		Service Unit I					21 ESTAB 22 EXEMF		E CHANGE	E
14. WORK LOCA	TION		15. BARGAINING/TERM			Rutan Exempt	🛛 МСО	24 POSITI 26 CLARI	FY		
Existing Position							🗖 мсо	27 ADDIT 28 WORK 21 ABOLI	COUN		
New/Revised Position 1700 West 18	th Street		RC062	. 10		N	🔲 МС1	49 DOWN 50 LATER 58 UPWA	AL REA	LLOCATIC	DN .
Chicago, IL								ELINICTI	ONE		
25%	<ul> <li>MoF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS</li> <li>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 referals, 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 addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services.</li> <li>1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and normonetary 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 fo</li></ul>										
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.										
	MS SIGNATURE		E SUPERVISOR SIGNAT	· ·		ma	SIGNAT	an an			DATE 22/2019
CMS-104 (Boy 4	04) II (101-070)					-	0				
My May	194) 11 201-0794 (1) 4:25-19	B	ſ:								

16. (CONTINUE	D)								
% OF TIME	-	COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)					
20%	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 f assigned office. Travels need interpretive service Adjudicates monetary a routine, initial or contine	ious programs and services offered inther agencies. Assists or registers sesses, researches and selects clie airs for job interviews; selects suitat applicants requiring services availab ts to use and interpret self-assessm regarding training programs or self 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 for assigned worksites within the se s to fairs and worksites. Utilizes Ch ces. and nonmonetary benefit claim issu ued claims; investigates, researche	by the Illinois Department of Employment s 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 one 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 inese language to assist clients who request or es, 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. 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 maintains activity reports to demonstrate work activity and detail time charging.								
05%		enumerated above.		easonably within the scope of the duties					
condúctin	g an			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances					
				WORKING TITLE (IF ANY)					
Employment	Sec	curity Field Office Superv	isor 13600-44-51-107-20-31	· · · · · · · · · · · · · · · · · · ·					
		PPROPRIATE BOX IF THI							
	RVIS	SOR OR 🗌 LEAD V	VORKER						
NOTE: S	upe	rvisorv or lead worker res	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a					
ti	me p	percentage(s) allotted.		• • • • • • • • • • • • • • • • • • • •					
If a box w headcour	it:	· •		ubordinate incumbents or authorized funded					
	Po	sition Title	Position Number	No. of Incumbents or Funded Vacancies					
N/A 19 SPECIAL			ABILITIES LICENSURE OR CERTIEI	CATION NECESSARY FOR THE SUCCESSFUL					
				ARE NOW SEVERAL OPTIONS OF SKILLS AND					
ABILITIES CAN NO	S AN LON	ID LICENSURE OR CERTI GER BE USED.	FICATION IDENTIFIED ON STANDA	RDS, THE PHRASE "SAME AS SPECIFICATION"					
				s college with academic background in					
				ours) of experience as a department intermittent ssing 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 provisio	ns of the Unemployment Insurance (UI) Act					
				Il and employment service needs. Requires the					
				in effective work search plan for clients and nalyze pertinent information for the determination					
of payment c	r no	n-payment of claimants	and to use a personal computer wit	th related software programs such as word					
				nternet. Requires ability to travel. <b>Requires</b>					
		and write the Chinese h Chinese speaking cli		el in carrying out position duties in					

Existing Position       29       SS       13650-44-51-107-21-31         New/Revised Position       29       SS       13650-44-51-107-21-31         Program Representative       29       SS       13650-44-51-107-21-31         S.AGENCY       4. BUREAU/ DIVISION       5 Exiting Position       20       5 Exiting Position         IL Department of Employment Security       Service Delivery/ Field Operations       0       016       Y       R         IO. SECTION       11. UNIT       12. TRANSACTION       13. EFFECTIVE DATE         Existing Position       0       016       Y       R         INEWRevised Position       10. SECTION       11. UNIT       12. TRANSACTION       13. EFFECTIVE DATE         Existing Position       0       016       Y       R         INEWREvised Position       0       02/16/2019       02/16/2019         NewRevised Position       0       02/16/2019       02/16/2019         NewRevised Position       15. BARGAINING/TERM CODE       Rutan       Mc022       XBOLISH         14. WORK LOCATION       15. BARGAINING/TERM CODE       Mc022       WORK COUNTY CHANGE         1700 West 18th Street       RC062       N       Mc18       DURVINWAR REALLOCATION         16. COMPLETE CURRENT A	1. POSITION TIT	LE	WOR	(ING TITLE (IF ANY) BILINGUAL POSITION TITLE CODE OPTION CODE				2. POSITION NUMBER				
Employment Security         29         SS         138650-445-1107-21-31           Program Representative         4. BUREAU/DIVISION         1 or the security and the security         1 or the s	Existing Position											
3. AGENCY         4. BUREAU/DIVISION         1 cont         Long         Long <thlong< th="">         Long         <thlong< th="">         Lo</thlong<></thlong<>	Employment S				29	S	s	13650	-44-51-1	107-2	1-31	
NumeReceived Position         Service Delivery/ Field Operations         0         016         Y         R           10. SECTION         11. UNIT         12. TRANSACTION         Y         R           Carling Position         0         016         Y         R           Chicago Region/ Pilsen Local Office         Service Unit I         02/16/2019           NumeReceived Position         15. BARGAINING/TERM CODE         Made 15. STALLER: Made 25. STALL			L	4. BUREAU/ DIVISION	·····	L					8.AUDIT	9. OFFICE USE
IL Department of Employment Security       Service Uelivery/Field Operations       U or is it is it in the construction in the consteriate, military and ther federal or trade readjustment. Conducts	Existing Position											
LL Department of Employment Security       Divide Sec				Service Delivery/ Fi	eld Oper	ations		0	016	Y	R	
Examp Pastan         Dot         02/16/2019           NewResteed Pastan         Dot         02/16/2019           NewResteed Pastan         Service Unit I         Mo21 ESTABLISH         02/16/2019           14. WORK LOCATION         15. BARGANING/TERM CODE         Buters         MO22 POSTION NUMBER CHANCE           NewResteed Pastan         Image: Service Unit I         MC22 POSTION NUMBER CHANCE         MC22 POSTION NUMBER CHANCE           NewResteed Pastan         Image: Service Unit I         Image: Service Unit I         Image: Service Unit I         Image: Service Unit I           NewResteed Pastan         Image: Service Unit I         Image: Service Unit I         Image: Service Unit I         Image: Service Unit I           NewResteed Pastan         Image: Service Unit I         Image: Service Unit I         Image: Service Unit I         Image: Service Unit I           NowResteed Pastan         Image: Service Unit I           NowResteed Pastan         Image: Service Unit I         Image: Service Unit I         Image: Service Unit I         Image: Service Unit I           Image: Service I         Image: Service Service I         Image: Service Service I         Image: Service I         Image: Service I         Image: Service I         Image: Service I		t of Employment Secur					12. TRAN	-			E DATE	
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NewReveal Position         Month         Month <td></td> <td>ATION</td> <td></td> <td>15. BARGAINING/TERM</td> <td>CODE</td> <td></td> <td></td> <td>MC0</td> <td>26 CLARI</td> <td>FY</td> <td></td> <td></td>		ATION		15. BARGAINING/TERM	CODE			MC0	26 CLARI	FY		
Numerical Position 1700 West 18th Street         RC062         N         Mc14e DOWNWKR PREALLOCATION Mc15e UTWARD REALLOCATION Mc15e UTWARD REALEVENT AND MC15E MC15E UTWARD REALLOCATION MC15E UTWARD RE	Existing Position							🗍 МСО	28 WORK	COUN		
1700 West 18th Street     RC062     N     ■ MC150 LATERAL REALLOCATION       % OF TIME     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 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 benefit 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 nonmotary eligibility and discern employment history and work status; provides or infantion of work search action plan and reviews for compliance; explains client rights and responsibility and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on the use of the LL Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to facilitate reemploymenent, assigned worksi	New/Revised Position	· · · · · · · · · · · · · · · · · · ·						MC1	49 DOWN	IWARD		
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And mel mele MAR 20 2117 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 primary assigned office.										
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16. (CONTINUE	D)							
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMEN	OF POSITION ESSENTIAL FUNCTIONS (Continued)						
20%	<ul> <li>Security (IDES) and partner agencies. Assiss Exchange system. Assesses, researches a employers and hiring fairs for job interviews; Exchange system for applicants requiring see employers; trains clients to use and interpreclients with information regarding training prup on training programs or job orders for emreferrals and need for additional referrals; we opportunities; assists with the planning, recrapplicants and employers in the use of self-performs these duties for assigned worksite assigned office. Travels to fairs and worksite need interpretive services.</li> <li>Adjudicates monetary and nonmonetary berroutine, initial or continued claims; investiga written determinations; conducts reconsider</li> </ul>	rvices offered by the Illinois Department of Employment is or registers job seekers and employers using the IL Labor not selects client skills; refers clients to training programs or selects suitable job openings as listed in the IL Labor rvices available through computer programs and contacts self-assessment vocational exploration tools; provides ograms or selected jobs and job interview procedures; follows ployers requesting service from IDES to determine status of rifies and records placements; as directed, solicits job uitment, and execution of hiring fairs. Coaches both service of the IL Labor Exchange System. As directed, within the service delivery area other than the primary s. Utilizes Spanish language to assist clients who request or efit claim issues, providing eligibility determinations for es, researches, and explains case disposition; provides ad determinations and accepts appeals. As directed, performs						
10%	<ol> <li>Advises clients on work attitudes, habits, rel clients with more complex or specialized iss Conducts employment workshops to enhance claims; processes data from file construction</li> </ol>	e service delivery area other than the primary assigned office. ationships and attire as related to a specific job referral; refers ues and/or service needs to relevant office or partner staff. the client employability. Assists clients with registration and and maintenance for all relevant IDES automated data files; rms these duties for assigned worksites within the service d office.						
05%	6. Establishes and maintains activity reports to demonstrate work activity and detail time charging.							
05%	enumerated above.	d which are reasonably within the scope of the duties						
conductin		R (Responsible for assigning and reviewing work, preparing, mmending and imposing disciplinary action and adjusting grievances						
		WORKING TITLE (IF ANY)						
Employment	Security Field Office Supervisor 13600-44-51-10	7-20-31						
18. CHECK T	HE APPROPRIATE BOX IF THIS POSITION IS A:							
	RVISOR OR 🗌 LEAD WORKER							
	upervisory or lead worker responsibilities <u>must</u> be	described in a detailed duty statement(s) with a						
	me percentage(s) allotted.	nd number of subordinate incumbents or authorized funded						
headcour								
	Position Title Position	Number No. of Incumbents or Funded Vacancies						
PERFOR ABILITIE								
Requires known social/behav staff membe business; or employee Up to a certificat impacting on ability to effe identification of payment of processing a	owledge, skills and mental development equivaler ioral sciences or business; or requires two years ( r and a minimum of two years college credits com four years (6,000 work hours) as a department in oward Mobility Program may complete combinatio te of proficiency. Requires working knowledge of areas of responsibility; job knowledge of employe ctively communicate with employers and/or client of inappropriate work search efforts; effectively o pr non-payment of claimants and to use a persona and spreadsheets, database management, electro	t to four years college with academic background in 3,000 work hours) of experience as a department intermittent oleted with passing grades in social/behavioral sciences or ermittent staff member; or qualifying state employees, in the ns of specific proficiency tests and training programs leading hose provisions of the Unemployment Insurance (UI) Act is and their UI and employment service needs. Requires the s; determine an effective work search plan for clients and ganize and analyze pertinent information for the determination computer with related software programs such as word hic mail and internet. Requires ability to travel. <b>Requires</b> uial skill level in carrying out position duties in						
conjunction	with Spanish speaking clients.							

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A MERCY     A Markenised Position     Authors     Author     Author     Authors     Authors     Authors     Authors     A	1. POSITION TIT	ſLE	WOR	KING TITLE (IF ANY)	BILINGUAL	POSITION	N TITLE 2.	2. POSITION NUMBER				
Employment Security       29       SS       13650-44-51-107-31-31         Program Representative       4. BUREAL//DMSION       1001       1001       1001         StacENCY       4. BUREAL//DMSION       1001       1001       1001       1001         NewAtheware Prestore       IL Department of Employment Security       Service Delivery/ Field Operations       0       016       Y       R       02/16/2019         NewAtheware Prestore       10. Department of Employment Security       Service Unit II       IL Department of Employment Security       02/16/2019       02/16/2019         NumBeduced Paulion       15. BARGAINING/TERM CODE       Immonstrain NumBer CHANCE       02/16/2019         NumBeduced Paulion       15. BARGAINING/TERM CODE       Immonstrain NumBer CHANCE       02/16/2019         NumBeduced Paulion       15. BARGAINING/TERM CODE       Immonstrain NumBer CHANCE       02/16/2019         NumBeduced Paulion       15. BARGAINING/TERM CODE       Immonstrain NumBer CHANCE       02/16/2019         You Time       16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS       001100       Immonstrain NumBer CHANCE         You Time       16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS       0010100       1001000       1001000000000000000000000000000000000	Existing Position											
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	supervisory or lead worker res time percentage(s) allotted.	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a								
lf a box v	was checked above, list position	title, position number, and number of s	ubordinate incumbents or authorized funded								
headcou											
N/A	Position Title	Position Number	No. of Incumbents or Funded Vacancies								
19. SPECIAL PERFOR ABILITIE	MANCE OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"								
Requires kn social/behav staff membe business; or employee U to a certifica impacting or ability to effe identification of payment of processing a	owledge, skills and mental de vioral sciences or business; of er and a minimum of two years four years (6,000 work hours pward Mobility Program may te of proficiency. Requires w n areas of responsibility; job k ectively communicate with em n of inappropriate work search or non-payment of claimants a and spreadsheets, database r	r requires two years (3,000 work ho s college credits completed with pa s) as a department intermittent staff complete combinations of specific orking knowledge of those provisio mowledge of employers and their U iployers and/or clients; determine a n efforts; effectively organize and ar and to use a personal computer wit management, electronic mail and ir	college with academic background in burs) of experience as a department intermittent ssing grades in social/behavioral sciences or member; or qualifying state employees, in the proficiency tests and training programs leading ns of the Unemployment Insurance (UI) Act I and employment service needs. Requires the n effective work search plan for clients and halyze pertinent information for the determination th related software programs such as word iternet. Requires ability to travel. <b>Requires</b>								
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comple Employ not limi directed	<ul> <li>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.</li> <li>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</li> </ul>											
DIRECTOR OF CMS SIGNATUR	URE	IMMEDIA	E SUPERVISOR	SIGNAT				SIGNAT			1	DATE
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16. (CONTINUE	D)		
% OF TIME	16. COMPLETE CURRENT ANI	DACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
20%	Security (IDES) and pa Exchange system. As employers and hiring f Exchange system for a employers; trains client clients with information up on training program referrals and need for opportunities; assists of applicants and employ performs these duties assigned office. Trave need interpretive servite	artner agencies. Assists or registers sesses, researches and selects clie airs for job interviews; selects suital applicants requiring services availab its to use and interpret self-assessment regarding training programs or selects or job orders for employers reque additional referrals; verifies and reconvict the with the planning, recruitment, and evers for assigned worksites within the sel is to fairs and worksites. Utilizes Spa- ces.	by the Illinois Department of Employment job seekers and employers using the IL Labor nt skills; refers clients to training programs or ole job openings as listed in the IL Labor le through computer programs and contacts nent 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 IL Labor Exchange System. As directed, rvice delivery area other than the primary anish language to assist clients who request or
10%	routine, initial or contir written determinations	nued 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%	clients with more com Conducts employment claims; processes dat extracts and utilizes da	plex or specialized issues and/or set t workshops to enhance client emplo a from file construction and mainten	attire as related to a specific job referral; refers rvice needs to relevant office or partner staff. byability. Assists clients with registration and ance for all relevant IDES automated data files; ies for assigned worksites within the service
05%	6. Establishes and maint	ains activity reports to demonstrate	work activity and detail time charging.
05%	enumerated above.		easonably within the scope of the duties
conductin			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
Employment	Security Field Office Superv	visor 13600-44-53-101-20-01	
18. CHECK T	HE APPROPRIATE BOX IF TH	IIS POSITION IS A:	
		WORKER	
		sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
	me percentage(s) allotted.		the address to a success of the standard
If a box w headcour	t:		ubordinate incumbents or authorized funded
N/A	Position Title	Position Number	No. of Incumbents or Funded Vacancies
	ZED KNOWLEDGES. SKILLS	ABILITIES, LICENSURE OR CERTIFI	L CATION NECESSARY FOR THE SUCCESSFUL
PERFOR	MANCE OF THE WORK OF TH	HIS POSITION. NOTE: SINCE THERE	ARE NOW SEVERAL OPTIONS OF SKILLS AND
CAN NO	LONGER BE USED.		RDS, THE PHRASE "SAME AS SPECIFICATION"
			college with academic background in
			ours) of experience as a department intermittent ssing grades in social/behavioral sciences or
			member; or qualifying state employees, in the
employee Up	ward Mobility Program may	complete combinations of specific	proficiency tests and training programs leading
			ns of the Unemployment Insurance (UI) Act II and employment service needs. Requires the
			n effective work search plan for clients and
identification	of inappropriate work searc	h efforts; effectively organize and an	nalyze pertinent information for the determination
			th related software programs such as word
			nternet. Requires ability to travel. Requires I in carrying out position duties in
	with Spanish speaking cl		

### **POSITION DESCRIPTION**

1. POSITION TIT	LE	WOR	KING TITLE (IF ANY)	BILINGUAL	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER			
Existing Position					0. 10100000	13650	13650-44-53-220-42-31				
New/Revised Position Employment S Program Repr				29	SS	13650	-44-53-	104-1	0-31		
3. AGENCY		1	4. BUREAU/ DIVISION	1	<b>I</b>	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE	
Existing Position											
New/Revised Position		<b>D</b> = ===="tit	Service Delivery/ F	Field Oper	ations	0	016	Y	R		
IL Department	of Employment	Security	11. UNIT			12 TRAN	SACTION		3. EFFECTIV	E DATE	
Existing Position	· · · · · · · · · · · · · · · · · · ·					CODE					
Metro South R	legion		Employment Servi	ces					07/16/	2018	
New/Revised Position							21 ESTAE			_	
Metro South R	legion/ Burbank L				Rutan	🖾 мсо	22 EXEMI 24 POSIT	ION NU			
14. WORK LOCA Existing Position	TION		15. BARGAINING/TER		Exempt	П мсо	26 CLARI 27 ADDIT	IONAL			
Existing toolion							28 WORK 21 ABOLI		TY CHANG	ε	
New/Revised Position			RC06	2	N		49 DOWN 50 LATEF				
Maywood, IL			ł				58 UPWA	RD RE/			
% OF TIME	16. COMPLETE C	CURRENT AND	ACCURATE STATEM an assigned area, a	ENT OF PC	DSITION ESS	SENTIAL	FUNCT		ent Insu	rance	
	<ul> <li>and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military, other federal or trade readjustment; conducts benefit right interviews; provides orientation and clarifies eligibility factors; adjudicates minor benefit claim issues. Through the use of the IL Labor Exchange system, matches candidates to job openings, provides referrals, placement and follow-up services on available job orders or training programs; processes and extracts data using automated data systems; refers clients with complex issues and service needs to the appropriate office or partner staff; establishes and maintains activity reports. As needed, performs these duties for assigned worksites within the service delivery area, other than the primary assigned office. Provides interpretive services for Spanish speaking clients.</li> <li>Using the Spanish language when necessary, interviews clients to determine unemployment</li> </ul>										
25%	insuran informa of the II the regi and rev	ce claims mone tion on availabl _ Labor Exchan stration proces iews for compli	etary eligibility and d le job training and/or nge system, determin s to facilitate self-se lance; explains rights	iscern emp r educatior nes approp rvice; assi s and resp	ployment his nal program priate servic sts in the fo onsibilities	story an s; provid e for the rmation on bene	d work s des infor e applica of work fits prog	status matic ant an searc jrams	; provide on on the id coach ch actior	es e use nes in	
25%	progran	ns administered	all types of routine, o d by IDES; process o oads and extracts da	client vouc	hers or elig	bility fo	n benefit rms for t	t entit arget	lement funded	or tax	
3. Assists clients with various programs and services offered by IDES and partner agencies, using the Spanish language when necessary. Assists or registers job seekers and employers using the IL Labor Exchange system. Assesses client skills, researches and modifies the skills to match the client; refers clients to employers and hiring fairs for job interviews; selects appropriate job openings as listed in IL Labor Exchange system for applicants requiring services available through computer programs and contacts employers; provides clients with information regarding selected jobs and job interview procedures; follows up on 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. Travels to fairs and worksites.											
DIRECTOR OF (	CMS SIGNATURE	IMMEDIA	TE SUPERVISOR SIGNA	ATURE A	GENCY HEA	SIGNA				DATE	
1 2.1	R J. K.		AUG 0 5 20m			500	May		07/	31/2018	
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16. (CONTINUE	16. (CONTINUED) % OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)											
% OF TIME	16. COM	IPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENT	IAL FUNCTIONS (Continued)							
10%	4.	continued claims: i	benefit claim issues, providing eligi investigates, researches, and expla nducts reconsidered determination	ins case	e disposition; provides written							
10%	5.	relationships and a service to fellow of Assists clients with	fice staff. Conducts employment we registration and claims as work flo	erral tran orkshop w nece:	nsferring more complex or specialized to enhance client employability.							
05%	6.	Establishes and m	aintains activity reports to demonst	rate wo	rk activity and detail time charging.							
05%	7.	Performs other dut enumerated above		are reas	sonably within the scope of the duties							
<ol> <li>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.)</li> </ol>												
	WORKING TITLE (IF ANY)											
PSA, Opt. 1	37015	-44-53-104-00-01		Local	Office Manager							
18. CHECK TH	HE APPR	OPRIATE BOX IF TH	IS POSITION IS A:									
	RVISOR	OR 🗌 LEAD V	WORKER									
NOTE: S	unondoa	ry or load worker rea	sponsibilities <u>must</u> be described in a	dataila	d duty statement(s) with a							
ti	me perce as check	entage(s) allotted.	title, position number, and number of s									
	Positior	Title	Position Number		No. of Incumbents or Funded Vacancies							
N/A	1 00.001											
				•								
PERFOR	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/behav staff member business; or provisions of service need search plan f information f software pro- Requires abi	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.											

Examplement         29         SS         13650-44-53-104-31-31           Program Representative         29         SS         13650-44-53-104-31-31           Program Representative         4. BUREAU/ DIVISION         15800         10000         10000           Memory Program         Service Delivery/ Field Operations         0         016         Y         R           IL Department of Employment Security         Service Unit II         Work         00000         10000         Y         R           Performance         Service Unit II         Work         Work         00000         02/16/20           Netroscold Pathion         Burbank Local Office         Service Unit II         Mode Pathion         Mode Pathion         02/16/20           Netroscold Pathion         Is BARGAINNOTERM CODE         Nonce Scolaron Rubers Order Change         Mode Pathion         00000         02/16/20           Nonce Scolaron         Is COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS         Mode Pathion         Mode Pathion         Mode Pathion StateControl         Mode Pathion State	1. POSITION TITLE	WORK	(ING TITLE (IF ANY)	BILINGUAL	POSITION OPTION C		2. POS	TION NU	MBER		
Employment Security       29       SS       13650-44-63-104-31-31         Program Representative       4. BUREAU/ DIVISION       1000000000000000000000000000000000000											
3. AGENCY         4. BUREAU DIVISION         * 600         * 6000	Employment Security			29	ss	;	13650	-44-53-	104-3	1-31	
Element Previous         Service Delivery/ Field Operations         0         0.16         Y         R           ID. Department of Employment Security         Service Delivery/ Field Operations         0         0.16         Y         R           ID. SECTION         11. UNIT         Component Security         Service Unit II         Component Security         Department Security			4. BUREAU/ DIVISION		L				7. A/I AUTH	31-31 BAUDIT B.O BAUDIT B.O R 13. EFFECTIVE DAT 02/16/201 DE CHANGE UMBER CHANGE UMBER CHANGE DE CHANGE DE CHANGE UMBER CHANGE DE CHANGE DE CHANGE DE CHANGE DE CHANGE UMBER CHANGE DE CHANGE DE CHANGE UMBER CHANGE DE CHANGE DE CHANGE UMBER CHANGE DE CHANGE DE CHANGE UMBER CHANGE DE CHANGE UMBER CHANGE DE CHANGE DE CHANGE UMBER CHANGE DE CHANGE DE CHANGE UMBER CHANGE DE CHANGE UMBER CHANGE DE CHANGE UMBER CHANGE DE CHANGE DE CHANGE UMBER CHANGE DE CHANGE UMBER CHANGE DE CHANGE DE CHANGE UMBER CHANGE DE CHANGE DE CHANGE DE CHANGE UMBER CHANGE DE CHANGE DE CHANGE DE CHANGE UMBER CHANGE DE CHANGE DE CHANGE UMBER CHANGE DE CHANGE DE CHANGE UMBER CHANGE DE C	9. OFFICE USE
LL Department of Employment Security         Service Delivery/ Field Operations         U <t< td=""><td>Existing Position</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	Existing Position										
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WardBevieted Position         U2/16/20           Wetro South Region/ Burbank Local Office         Service Unit II         Image: EstRelised model           14. WORK LOCATION         15. BARGAINING/TERM CODE         Rearry           Complexition         Image: EstRelised model         Mod2: EstRelised model           Work: LOCATION         15. BARGAINING/TERM CODE         Rearry           Summer Position         Image: EstRelised model         Mod2: EstRelised model           Work: Model Calify Position         Rearry         Mod2: EstRelised model Calify Position           Work: Model Calify Position         Rearry         Mod2: EstRelised Model Calify Position           Work: Model Calify Position         Rearry         Mod2: EstRelised Model Calify Position           Model Calify Position         Rearry         Model Calify Position           Indication Strate Strate Stratestrate         Rearry         Mod2: EstRelised			11. UNIT					SACTION	'	3. EFFEGIN	
Metro South Region/ Burbank Local Office       Service Unit II       Metro South Region/ Burbank Local Office       Service Unit II         14. WORK LOCATION       15. BARGAINING/TERM CODE       Burnin       Mccas       POSITION NUMBER CHANGE         Somm Potention       Image: Service Unit II       RCC62       N       Mccas       POSITION         Somm Potention       RCC62       N       Mccas       POSITION NUMBER CHANGE         WerkBoulder Position       RCC62       N       Mccas       Downware RealLOCATION         % OF TIME       16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS       Under general supervision, for an assigned area, assesses and addresses client Unemployment Insuran and Wagner-Peyses resrvice 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 claifies eligibility factors; adjudicates         nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings applicants, provides referrals, placement and follow-up services on available job orders or training progrises on available is for 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. Provide services information on available job training andidre educational programs. Provides informati	ixisting Position									02/16	/2019
14. WORK LOCATION       15. BARGAINING/TERM CODE       Image: Constraint of the constrain	lew/Revised Position						<b>—</b>		L		
4. WORK LOCATION         15. BARGAINING/TERM CODE         Evented         B MC026 CLARIFY           Imaging Position	/letro South Region/ Burbank L	ocal Office	Service Unit II					22 EXEM	PT COD		
Access         Access<											
				<u> </u>	МС0	27 ADDIT	IONAL				
Burbank, IL         RC062         N         Mc150         LITERAL REALLOCATION           % OF TIME         16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS         Moder general supervision, for an assigned area, assesses and addresses client Unemployment Insuran and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefit rights interviews; provides orientation and clarifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job orders or training progrations for available is or ders or training progrations these duties for assigned worksites within the service delivery area other than the primary assigned offic. 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 benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefits, including but not limited to interstate, military and other federal or trade readjustment. Conducts benefits, including but not limited to interstate, military and other federal or trade readjustment and coaches in the registration process to facilitate reemployment, assists in the formation of work search action plan 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. A directed, performs these duties for assigned worksites within the service delivery area other than the primary assigned office. Ut	· .							21 ABOLI	SH		
BUIDDAIN, IL			RC062	2		ΝТ					
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 clarifice slightly factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable job openings applicants, provides referrals, placement and follow-up services on available job orders or training progration addition 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 offic.         25%       1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provice 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 information on use of the L Labor Exchange system, determines relevant services for the applicant and coaches in the registration process to facilitate reemployment; assits in the formation of work search action pla 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. Performs functions related to receipt, review, entry, analysis and resolution of work search action pla and reviews for compliance; explains client rights and responsibilities asthey pertain to benefits interview with clients to dete							MC1	58 UPWA	RD RE		
and Wägner-Peyser service needs. Provides services related to the processing of claims for unemployme insurance benefit: nicituding 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 LL Labor Exchange system, selects suitable job orders or training progratioats, provides referrals, placement and follow-up services on available job orders or training progratioats and extracts claims data using automated systems; refers clients with complex issues and/or services detires for assigned worksites within the service delivery area other than the primary assigned offic Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretiv services.         25%       1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provide services related to the processing of claims for unemployment. Conducts benefit rights interview with clients to determine unemployment insurance claims monetary and nonmonetary 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 and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on use of the LL 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 pla and reviews for compliance; explains client rights and resolution of all types of routine, complex and special claims on benefit information System (IBIS), Illinois Job	<u>6 OF TIME   16. COMPLETE C</u>	URRENT AND	ACCURATE STATEME		JSITION			LIDOW	NONS	ont Incu	rance
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 by 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         Mult       MAR 2 8 2013       MAR 2 8 2013       AGENCY HEAD SIGNATURE       DATE	<ul> <li>conducts benefit nonseparation be applicants, provi- loads and extract needs to relevan these duties for a Travels to fairs a services.</li> <li>25%</li> <li>Assesses an services rela limited to interviews relation use of the IL the registration and reviews programs. A other than the interpretive services</li> </ul>	rights interview enefit claim iss des referrals, p ts claims data t office or partu assigned works and worksites. I d addresses c ted to the proc erstate, military o determine ur loyment history ormation on avai Labor Exchan on process to for compliance s directed, per se primary assi services.	ws; provides orientat ues. Using the IL La placement and follow using automated sys- ner staff; establishes sites within the servic Utilizes Spanish lang client Unemployment essing of claims for y and other federal on nemployment insurar y and work status; pr allable job training an oge system, determin facilitate reemployme e; explains client right forms these duties for gned office. Utilizes	ion and c abor Exch -up servic stems; ref and main ce deliver juage to a Insurance unemploy r trade rea noc claims rovides or nd/or educ tes releva ent; assis ts and res or assigne Spanish I	larifies e ange sy ces on a ers clien ntains ac y area c assist cli e and W yment in adjustm s monet ientation cational nt servi- ts in the sponsib ed works anguag	eligibil ystem availal nts wi ctivity other t ients v Vagne surar nent. C tary an n and I progr ces for e form ilities sites v je to a	lity fac , selec ble job th com report than th who re er-Peys nace be Conduc nd non clarifie rams;   or the a ation c as the within t sssist c	tors; adj ts suitat orders plex iss s. As din e prima quest on er servi nefits, in ts bene moneta es eligib provides applican of work s y pertain he servi lients w	udica of trai ues a recteo ry ass r need ce ne cludif fit rigi ry elig ility fa search n to b ice de ho rec	tes o openir ining pro ind/or se d, perfor signed o d interpr eeds. Pro ng but n hts inter gibility a actors; mation of coaches n action enefits elivery a quest or	ngs for ograms; ervice ms ffice. etive ovides ot views nd on the s in plan rea need
fandl forde: MAR 28 23:3 Thomas Chan by James 03/22/2	complex and Employment not limited to directed, per	I special claims Security (IDE) the Illinois Be forms these di	s on benefit entitlemo S). Loads and extra enefit Information Sys	ent progra cts claims stem (IBIS	ams adr s data u S), Illinoi	niniste sing a is Job	ered by automa b Link (	y the Illin Ited syst IJL) and	nois E tems I Gen	Departm includin Tax. As	ent of g but
MAR 28 22:3 by Jan 03/22/2	DIRECTOR OF CMS SIGNATURE		E SUPERVISOR SIGNA							[	DATE
	Janel forde	19	MAR 2 8 2212		1100	pa	- Ju	an	ا مخ	03/	22/2019
	15-194 (Rev 10/94) & 401-0794 Mis Mayıs 425-19		LU LU	· · · · · · · · · · · · ·							

16. (CONTINUE	D)			FOOFNE								
% OF TIME			ACCURATE STATEMENT OF POSITION									
20%	3.				Illinois Department of Employment							
	1				ekers and employers using the IL Labor							
	[	Exchange system. As:	sesses, researches and selects clie	ent skills	; refers clients to training programs or							
		employers and hiring fa	airs for job interviews; selects suitat	ole job o	openings as listed in the IL Labor							
					igh 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 reco									
			vith the planning, recruitment, and e									
		applicants and employe	ers in the use of self-service of the	IL Labo	r Exchange System. As directed,							
		performs these duties f	for assigned worksites within the se	rvice de	elivery area other than the primary							
					nguage to assist clients who request or							
		need interpretive service										
		·····										
10%		Adjudicates monetary	and nonmonetary benefit claim issu	es prov	viding eligibility determinations for							
1078	<b>-</b> .		ued claims; investigates, researche									
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.				as related to a specific job referral; refers							
					eds to relevant office or partner staff.							
		Conducts employment	workshops to enhance client employ	oyability	<ul> <li>Assists clients with registration and</li> </ul>							
		claims; processes data	from file construction and maintena	ance for	r all relevant IDES automated data files;							
	ŀ				assigned worksites within the service							
	l.		n the primary assigned office.		3							
			······································									
05%	6	Establishes and mainta	ains activity reports to demonstrate	work ac	tivity and detail time charging.							
05%	7.	Performs other duties a	as required or assigned which are re	easona	bly within the scope of the duties							
		enumerated above.										
17. POSITIO	ידד א		MEDIATE SUPERVISOR (Responsible	for assig	ning and reviewing work, preparing,							
conductin	q an	d signing performance eval	uations; effectively recommending and	imposin	g disciplinary action and adjusting grievances							
		ent of this position.)		•								
		· ······	· · · · · · · · · · · · · · · · · · ·	WORK	ING TITLE (IF ANY)							
Translation and	0	write Field Office Superv	visor 12600 44 52 104 20 01									
			risor 13600-44-53-104-30-01									
18. CHECK TI	HE A	APPROPRIATE BOX IF THI	IS POSITION IS A:									
			NORKER									
	RVIE	SOR OR LEAD V	VORKER		,							
NOTE S	uno	nvisory or lead worker res	ponsibilities <u>must</u> be described in a	detailed	duty statement(s) with a							
		percentage(s) allotted.	sponsibilities <u>must</u> be described in a	uctanet	a duty statement(s) with a							
			title, position number, and number of su	ubordina	te incumbents or authorized funded							
headcour		neeked above, not position										
		sition Title	Position Number		No. of Incumbents or Funded Vacancies							
	P0	shon nue	Fosition Number		No. of incumbents of Funded vacancies							
				CATION	NECESSARY FOR THE SUCCESSFUL							
					DW SEVERAL OPTIONS OF SKILLS AND							
					E PHRASE "SAME AS SPECIFICATION"							
		GER BE USED.										
			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							
					ive work search plan for clients and							
					pertinent information for the determination							
or payment of	pr no	in-payment of claimants	and to use a personal computer will	in relate	ed software programs such as word							
					Requires ability to travel. Requires							
			language at a colloquial skill leve	el in ca	rrying out position duties in							
conjunction	wit	h Spanish speaking cli	ents ·									

1. POSITION TIT	<u>TLE</u>	WOR	KING TITLE (IF ANY)	BILINGUAL	POSITIC	N TITLE	2. POS	TION NU	MBER		
Existing Position											
New/Revised Position			<u></u>								
Employment	-			29	S	S	13650	-44-53-	105-4	1-31	
Program Rep 3. AGENCY	bresentative	I	4. BUREAU/ DIVISION		I		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	i-41-31	9. OFFICE USE
Existing Position							CODE		710111	1	1
New/Revised Position							•	000			
IL Departmer	nt of Employment Secur	ity	Service Delivery/ F	ield Oper	ations		0	099	Y		
10. SECTION			11. UNIT	<u></u> .			CODE	SACTION			EDATE
Existing Position										02/16/	2019
New/Revised Position					14						
Metro South	Region/ Joliet Local Off	ice	Service Unit III				🗖 мсо		РТ СОБ		
14. WORK LOC	ATION		15. BARGAINING/TER	N CODE		Rutan Exempt		24 POSIT 26 CLARI		MBER CH	ANGE
Existing Position											
N. 25. 1								21 ABOLI	SH		
New/Revised Position	1		RC062	2		N	🔲 MC1	50 LATER	RAL RE/	ALLOCATIO	DN
% OF TIME	16. COMPLETE CURR	ENT AND	L ACCURATE STATEME		L DSITIO	N ESS				ALLOCATI	JN
	Under general superv	vision, for	an assigned area, as	sesses a	nd ad	dresse	s client	Unemp	loym	ent Insu	rance
	and Wagner-Peyser	service ne	eds. Provides servic	es related	to the	e proce	essing (	of claims	s for ı	inemplo	yment
	insurance benefits, in	cluding bi	ut not limited to inters	state, mili	tary ar	nd othe	er feder	al or tra	de rea	adjustm	ent;
	conducts benefit right	ts interviev	ws; provides orientati	ion and c	larifies	s eligib	ility fac	tors; adj	udica	tes	_
	nonseparation benefi	t claim iss	ues. Using the IL La	bor Exch	anges	system	ı, selec	ts suitat	ole job	o openin	igs for
	applicants, provides r	eferrals, p	placement and follow	-up servio	ces on	availa	ble job	orders	or tra	ining pro	ograms;
	loads and extracts cla	aims data	using automated sys	tems; ref	ers cli	ents w	ith com	iplex iss	ues a	nd/or se	ervice
	needs to relevant officience	ce or part	ner statt; establishes	and mair	itains :	activity	/ report	s. As uii e prima		i, perior	ffice
	Travels to fairs and w	inea work iorkeitos	Siles within the servic	uage to a	y area	lionte	who re	e prima auest oi	neer	internr	nice. etive
	services.	orksiles.	Utilizes Spanish lang	uage to a	133131 (		who ie	questo	neee	i interpr	Clive
25%	1. Assesses and ad	ldresses c	lient Unemployment	Insuranc	e and '	Wagn	er-Peys	er servi	ce ne	eds. Pro	ovides
	services related t	the proc	essing of claims for	unemploy	ment	insura	nce be	nefits, in	cludi	ng but n	ot
	limited to intersta	te, militar	y and other federal or	r trade re	adjusti	ment.	Conduc	ts bene	fit rigi	nts inter	views
	with clients to def	termine ui	hemployment insurar y and work status; pr	nce claima	s mone	etary a	ana non 1 alarifi	moneta	ry eiig ility fa	gibility a	na
	aiscern employm	tion on av	y and work status, pr	oviues or nd/or edu	cation	on and at proc	rams' i	orovides		mation <i>i</i>	on the
	use of the ILL ab	or Exchar	ige system, determin	es releva	nt sen	vices f	or the a	polican	tand	coaches	s in
	the registration p	rocess to	facilitate reemployme	ent: assis	ts in th	ne forn	nation c	of work s	earch	n action	plan
	and reviews for c	ompliance	e; explains client righ	ts and rea	sponsi	bilities	as the	y pertaiı	n to b	enefits	
	programs. As dire	ected, per	forms these duties for	or assigne	ed wori	ksites	within t	he servi	ce de	elivery a	rea
			igned office. Utilizes	Spanish I	angua	ige to a	assist c	lients w	ho ree	quest or	need
	interpretive servi	ces.									
25%	2. Performs function	ns related	to receipt, review, er	ntry, analy	ysis ar	nd reso	olution	of all typ	es of	routine.	
2070	complex and spe	cial claim	s on benefit entitleme	ent progra	ams ac	dminis	tered by	y the Illiı	nois E	)epartm	ent of
	Employment Sec	urity (IDE	S). Loads and extract	cts claims	s data	using	automa	ited syst	ems	including	g but
	not limited to the	Illinois Be	enefit Information Sys	stem (IBIS	S), Illin	ois Jol	b Link (	IJL) and	Gen	Tax. As	
			uties for assigned wo	orksites w	ithin th	he serv	/ice del	ivery are	ea oth	er than	τne
	primary assigned	a onice.									
					GENO		SIGNAT			г	DATE
DIRECTOR OF	CMS SIGNATURE	1 1				ma	sch	an	i		
l l	ramel forele					10-3	-Je	em	<u>ا</u> بـــ	03/:	22/2019
MS-104 (Rev. 10	/94) 1 401-0794	· · · · · · · · · · · · · · · · · · ·	MAR 28 20.9	· · · ·							
KAM MAN	4.2919	Ĺ.	-	: /							
ju ju ju j		В	Y:								
-											

16. (CONTINUE	D)				
% 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 program referrals and need for a opportunities; assists w applicants and employ performs these duties f assigned office. Travel need interpretive service Adjudicates monetary a routine, initial or contin written determinations;	sesses, researches and selects clie airs for job interviews; selects suitat applicants requiring services availab ts to use and interpret self-assessm regarding training programs or sele s or job orders for employers reque additional referrals; verifies and rece with the planning, recruitment, and e ers in the use of self-service of the for assigned worksites within the se s to fairs and worksites. Utilizes Spa ces. and nonmonetary benefit claim issue ued claims; investigates, researche conducts reconsidered determinati	job seel int skills; ole job op le throug ent voca ected job sting ser ords plac execution IL Labor rvice del anish lan es, provi s, and e ons and	kers and employers using the IL Labor refers clients to training programs or penings as listed in the IL Labor gh computer programs and contacts ational exploration tools; provides os 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, livery area other than the primary nguage to assist clients who request or iding eligibility determinations for
10%	5.	clients with more comp Conducts employment claims; processes data extracts and utilizes da	blex or specialized issues and/or set workshops to enhance client emplo a from file construction and mainten	rvice nee byability. ance for	s 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	ains activity reports to demonstrate	work act	ivity and detail time charging.
05%	7.	Performs other duties a enumerated above.	as required or assigned which are r	easonab	ly within the scope of the duties
conductin	g and	LE AND NUMBER OF IMM	MEDIATE SUPERVISOR (Responsible luations; effectively recommending and		ning and reviewing work, preparing, disciplinary action and adjusting grievances
				WORKI	NG TITLE (IF ANY)
Employment	Sec	urity Field Office Superv	visor 13600-44-53-105-40-01		
18. CHECK TI	HE A	PPROPRIATE BOX IF TH	IS POSITION IS A:		
	RVIS	OR OR 🗌 LEAD V	VORKER		
			sponsibilities <u>must</u> be described in a	detailed	duty statement(s) with a
		percentage(s) allotted.			
lf a box w headcour		necked above, list position	title, position number, and number of si	ubordinati	e incumbents of authorized funded
neudooui		sition Title	Position Number		No. of Incumbents or Funded Vacancies
N/A					
PERFOR ABILITIE CAN NO	MAN S AN Lon	CE OF THE WORK OF TH ID LICENSURE OR CERT GER BE USED.	IS POSITION. NOTE: SINCE THERE IFICATION IDENTIFIED ON STANDAI	ARE NO RDS, THE	NECESSARY FOR THE SUCCESSFUL W SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"
			evelopment equivalent to four years		
social/benav	ioral r and	a minimum of two vear	s college credits completed with pa	ssina ar	experience as a department intermittent addes in social/behavioral sciences or
business; or	four	years (6,000 work hours	s) as a department intermittent staff	membe	r; or qualifying state employees, in the
					cy tests and training programs leading
					Unemployment Insurance (UI) Act nployment service needs. Requires the
ability to effe	ctive	ly communicate with em	ployers and/or clients; determine a	n effectiv	ve work search plan for clients and
					ertinent information for the determination
			and to use a personal computer wil management, electronic mail and ir		
ability to sp	eak		language at a colloquial skill leve		

### **POSITION DESCRIPTION**

1. POSITION TIT	LE	W	ORKING TITLE (IF ANY)	BILINGUAL	POSITIO	ON TITLE N CODE	2. POS	TION NU	MBER		
Existing Position	an de West						13650	13650-44-54-220-41-31			
New/Revised Position Employment S Program Repr				29	s	S	13650	-44-54-1	102-1	0-31	
3. AGENCY			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/ Field	Operatio	ons		0	056	Y	R	
10. SECTION	t of Employment Secur		11. UNIT				12. TRAN CODE	SACTION	1	I 3. EFFECTIV	E DATE
Existing Position	· · · · · · · · · · · · · · · · · · ·	Employment Services 07/16/2018								/2018	
Northern Regi	ion		Employment Services							07/10/	2010
	ion/ Rockford Local Off	ice			<u> </u>	Rutan	🗖 мсо	21 ESTAE 22 EXEMI 24 POSIT	PT COD		
14. WORK LOCA	TION		15. BARGAINING/TERM C	ODE		Exempt	🖾 мсо	26 CLARI	FY		
Existing Position											
New/Revised Position							🔲 мС1	49 DOWN	WARD		
Woodstock, IL			RC062			Ν		50 LATEF 58 UPWA	RD RE/	ALLOCATION	DN DN
% OF TIME			ID ACCURATE STATEME								
	Under general superv and Wagner-Peyser s	vision, 1 service	for an assigned area, as needs. Provides servic	ssesses a es relateo	ing ag d to the	aresse e proce	es client essing (	of claims	s for u	inemplo	yment
	insurance benefits, in	cluding	g but not limited to inters	state, mili	tary, o	ther fe	deral o	r trade r	eadju	stment;	
	conducts benefit right	interv	iews; provides orientatio	on and cla	arifies	eligibil	ity facto	ors; adju	dicate	es minor	•
	benefit claim issues.	Inrou	gh the use of the IL Lab , placement and follow-	or Exchai up servici	nge sy es on a	/stem, availat	maiche ble iob d	orders o	r train	ina proc	arams:
	processes and extrac	ts data	a using automated data	systems;	refers	clients	s with c	omplex	issue	s and se	ervice
	needs to the appropri	ate off	ice or partner staff; esta	blishes a	nd ma	intains	activity	/ reports	5. As i	needed,	
1	performs these duties	s for as	signed worksites within	the servi	ce deli	ivery a	rea, oth to	her than	the p	rimary	
	assigned office. Prov	ides in	terpretive services for S	panish sp	eaking	g clien	15.				
25%	1. Using the Sp	anish l	anguage when necessa	ry, intervi	iews c	lients t	o deter	mine un	empl	oyment	
	insurance cla	ims m	onetary eligibility and di	scern em	ploym	ent his	tory an	d work s	status	; provide	es Nuso
	of the IL Lab	n avaii ar Excl	able job training and/or nange system, determin	equication	oriate :	service	e for the	e applica	ant an	d coach	e use les in
	the registratio	on proc	cess to facilitate self-ser	vice; assi	sts in t	the for	mation	of work	searc	h actior	n plan
	and reviews	for con	npliance; explains rights	and resp	onsibi	ilities o	n bene	fits prog	rams		
25%	2 Takes and p	00055	es all types of routine, c	omolex a	nd sne	ecial cl	aims or	n benefit	entitl	ement	
25%	programs ad	ministe	red by IDES; process c	lient vouc	hers c	or eligit	cility for	ms for t	arget	funded	or tax
	incentive pro	grams.	Loads and extracts da	ita from a	utoma	ited sys	stems.		-		
000/	2 Assists alignt	o with	various programs and s	onvices o	fforod		bne 2	nartner	anen	اين عمام	ina the
20%	3. Assists client	s with Liade v	various programs and s vhen necessary. Assists	s or reaist	ers iol	b seek	ers and	l employ	ers u	sing the	
	Labor Excha	nge sy	stem. Assesses client s	skills, rese	earche	es and	modifie	s the sk	ills to	match	the
	client; refers	clients	to employers and hiring	g fairs for	job int	erview	s; sele	cts appr	opriat	e job	
	openings as	listed i	n IL Labor Exchange sy	stem for a	applica	ants re	quiring	services	s avai	lable th	rough
	iobs and iob	intervie	and contacts employer	s, provide	orders	s for er	nplover	s reque	stina	service	from
	jobs and job interview procedures; follows up on job orders for employers requesting service from IDES to determine status of referrals and need for additional referrals; verifies and records										
	placements;	as dire	cted, solicits job opport	unities; as	ssists v	with th	e plann	ing, reci	ruitme	ent, and	
	execution of	hiring f	airs. Coaches both app stem. Travels to fairs a	plicants ai	nd em	ployer	s in the	use of s	self-se	ervice of	
		nge Sy									
DIRECTOR OF C	CMS SIGNATURE	IMME	DIATE SUPERVISOR SIGNA		AGENC		SIGNAT				DATE
1.1	EU 5-27				<	7.0	5	7104		07/3	31/2018
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tSAAA IYM	yes 10418										
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16. (CONTINUE	D)										
% OF TIME	16. COM	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTI	AL FUNCTIONS (Continued)						
10%	4.	continued claims; i	benefit claim issues, providing eligi investigates, researches, and expla nducts reconsidered determinations	ins case	disposition; provides written						
10%	5.	relationships and a service to fellow of Assists clients with	ffice staff. Conducts employment we registration and claims as work flo	erral tran orkshops w neces	sferring more complex or specialized s to enhance client employability.						
05%	6.	Establishes and m	aintains activity reports to demonst	rate wor	k activity and detail time charging.						
05%	<ol> <li>Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</li> </ol>										
<ol> <li>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.)</li> </ol>											
WORKING TITLE (IF ANY)											
PSA, Opt. 1 37015-44-54-102-00-01 Local Office Manager											
18. CHECK T	HE APPR	OPRIATE BOX IF TH	IS POSITION IS A:								
	RVISOR	OR 🗌 LEAD V	WORKER								
NOTE: S	Superviso	ory or lead worker res	sponsibilities <u>must</u> be described in a	a detailed	I duty statement(s) with a						
t If a box w	i <b>me perc</b> o /as check	entage(s) allotted.	title, position number, and number of s								
headcou											
	Positior	n Title	Position Number		No. of Incumbents or Funded Vacancies						
N/A											
PERFOR ABILITIE	MANCE ( S AND L	of the work of th	HIS POSITION. NOTE: SINCE THERE	E ARE NC	NECESSARY FOR THE SUCCESSFUL OW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"						
Requires kn	owledge	skills and mental de	evelopment equivalent to four years	s colleae	with academic background in						
social/behav	vioral scie	ences or business; o	or requires two years (3,000 work he	ours) 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	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 need	ls. Regu	ires the ability to eff	fectively communicate with employe	ers and/o	or clients; determine an effective work						
search plan	for client	s and identification of	of inappropriate work search efforts	s; effectiv	ely organize and analyze pertinent						
Information f software pro	or the de	etermination of paym	nent or non-payment of claimants a sing and spreadsheets, database m	na to use	e a personal computer with related nent, electronic mail and internet.						
Journale più	9101113 3										
	ility to tra	ivel. Requires abilit	ty to speak and write the Spanish		ige at a colloquial skill level in						
	ility to tra	ivel. Requires abilit	ty to speak and write the Spanish ction with Spanish speaking clie		ge at a colloquial skill level in						

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1. POSITION TIT	TLE	WOR	KING TITLE (IF ANY)	BILINGUAL	POSITIO	ON TITLE N CODE	2. POS	TION NU	MBER	·		
Existing Position		1										
New/Revised Position			<u> </u>									
Employment	Security			29	5	s	13650	-44-54-	102-2	1-31		
Program Rep 3. AGENCY	resentative		4. BUREAU/ DIVISION	_1	1		5. EXMT	6. WORK	7. A/I	8.AUDIT	9. OFFICE	
3. AGENCY Existing Position							CODE	DE         COUNTY         AUTH         RAUDIT         DE           101         Y         R         R         R           101         Y         R         R         R           101         Y         R         R         R           13. EFFECTIVE DATE         02/16/201         02/16/201           AM021         ESTABLISH         02/16/201           AC022         EXEMPT CODE CHANGE         AC024           AC024         POSITION NUMBER CHANGE         AC026           AC025         CLARIFY         AC026           AC026         CLARIFY         AC027           ADDITIONAL IDENTICAL CHANGE         AC028           AC021         ABOLISH         AC149           AC149         DOWNWARD REALLOCATION           AL FUNCTIONS         Eent Unemployment Insurance           Agg of claims for unemploymed         deral or trade readjustment;           actors; adjudicates         Image of claims for unemployment           Betts suitable job openings f         ob orders or training progra           Auther primary assigned office         request or need           Autors benefit rights interview         onmonetary eligibility and           Autots benefit rights interview         onmonetary e			USE	
-									ļ	-		
New/Revised Position	nt of Employment Secu	rity	Service Delivery/ F	ield Oper	ations		0					
10. SECTION			11. UNIT				12. TRAN CODE	SACTION	1	3. EFFECTIV	E DATE	
Existing Position	· · · · · · · · · · · · · · · · · · ·						02/16/2					
New (Device of Devision					02/10/2013							
New/Revised Position	ion/ Rockford Local Of	fice	Service Unit I			Distor	🗖 мсо	22 EXEM	PT COE			
14. WORK LOC	ATION		15. BARGAINING/TERI	M CODE		Rutan Exempt	🛛 🖾 мсо	26 CLARI	FY			
Existing Position												
New/Revised Position							MC028 WORK COUNTY CHANGE					
Rockford, IL	1		RC062	2		Ν	MC149 DOWNWARD REALLOCATION     MC150 LATERAL REALLOCATION     MC158 UPWARD REALLOCATION     SENTIAL FUNCTIONS					
% OF TIME	16. COMPLETE CURR		ACCURATE STATEME			N ESS				LLOUATIO		
	Under general super	vision, for	an assigned area, as	ssesses a	nd ad	dresse	es client	Unemp	loym	ent Insu	rance	
25%	<ul> <li>nonseparation beneficity applicants, provides loads and extracts of needs to relevant off these duties for assign these duties for assign these duties for assign these duties for assign the services.</li> <li>1. Assesses and additional services related limited to interstate with clients to determine discern employments information use of the IL Laboration provides information programs. As directly other than the printerpretive services are applied to the registration provides information other than the printerpretive services.</li> </ul>	it claim iss referrals, p aims data ice or parti gned works vorksites. ddresses of to the prod ate, military etermine un hent histor of Exchar process to compliance rected, per imary assi- ices.	ues. Using the IL La placement and follow using automated sys ner staff; establishes sites within the servic Utilizes Spanish lang client Unemployment cessing of claims for y and other federal o nemployment insurar y and work status; pr ailable job training an facilitate reemployme e; explains client righ forms these duties for igned office. Utilizes	abor Exch -up servic and mair ce deliver juage to a Insuranc unemploy r trade re noce claim ovides or nd/or edu ies releva ent; assis its and re or assigne Spanish I	ange ces or fers cli ntains y area assist e and yment adjust s mon rientati cation int ser ts in tl spons ed wor langua	systen a vaila ents w activity other clients Wagn insura ment. etary a ion and al prog vices f ne form ibilities ksites age to	n, select able job with com y report than th who re er-Peys noce be Conduct and non d clarifie grams; f for the a nation c s as the within t assist c	ts suitat orders plex iss s. As dii e prima quest or er servi nefits, in ts bene moneta es eligib provides applican of work s y pertain he servi lients w	ce ne ce ne ce ne ce ne cludin fit rigi ry elig ility fa search n to b ce de ho ree	o openin ining pro ind/or se d, perfor signed o d interpr eds. Pro ng but n hts inter gibility a actors; mation o coaches n action enefits elivery a quest or	ograms; ervice ms office. retive ovides ot views nd on the s in plan rea need	
25%	25% <ol> <li>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.</li> </ol>											
DIRECTOR OF	CMS SIGNATURE	IMMEDIA	TE SUPERVISOR SIGNA						Í		JATE	
	27	3	MAR 28 2253		110				لمت	03/	22/2019	
CMS-104 (Rev. 10/	/94) IL 401-0794		ULAN C. C. C. L. S. A.	I						•		
Bu Ma	194) IL 401-0794 1410 4-25-19	U U BY	` ا									

16. (CONTINUE	D)			
% OF TIME	16.	COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	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 fa assigned office. Travels need interpretive service Adjudicates monetary a routine, initial or continue written determinations;	artner agencies. Assists or registers sesses, researches and selects clie airs for job interviews; selects suitab pplicants requiring services availab is to use and interpret self-assessm regarding training programs or sele s or job orders for employers reque- additional referrals; verifies and reco- vith the planning, recruitment, and e ers in the use of self-service of the I for assigned worksites within the se is to fairs and worksites. Utilizes Spa- ces. and nonmonetary benefit claim issu ued claims; investigates, researche conducts reconsidered determinati	by the Illinois Department of Employment 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 nent 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 tes, providing eligibility determinations for es, and explains case disposition; provides ions and accepts appeals. As directed, performs
		these duties for assigne	ed worksites within the service deliv	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 ser workshops to enhance client emplo from file construction and maintena	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; 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
conductin	g and	LE AND NUMBER OF IMM d signing performance evaluent 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	Sec	urity Field Office Superv	risor 13600-44-54-102-20-01	
		PPROPRIATE BOX IF THI		
	RVIS		VORKER	
	110-	wisory or load worker	sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
ti ti	me p	percentage(s) allotted.		
	as c		title, position number, and number of su	ubordinate incumbents or authorized funded
		sition Title	Position Number	No. of Incumbents or Funded Vacancies
N/A				
				CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND
ABILITIE CAN NO	S AN LON	ID LICENSURE OR CERTI GER BE USED.	IFICATION IDENTIFIED ON STANDA	RDS, THE PHRASE "SAME AS SPECIFICATION"
Requires kno	owle	dge, skills and mental de	evelopment equivalent to four years	s college with academic background in
				burs) of experience as a department intermittent using grades in social/behavioral sciences or
business; or	four	years (6,000 work hours	s) as a department intermittent staff	f member; or qualifying state employees, in the
				proficiency tests and training programs leading
impacting or	ie of Lare	as of responsibility in k	conting knowledge of those provisio (nowledge of employers and their L	ons of the Unemployment Insurance (UI) Act JI and employment service needs. Requires the
ability to effe	ective	ely communicate with em	ployers and/or clients; determine a	an effective work search plan for clients and
identification	ofi	nappropriate work search	h efforts; effectively organize and a	nalyze pertinent information for the determination
of payment of	or no	preadsheets database	and to use a personal computer with management, electronic mail and in	th related software programs such as word nternet. Requires ability to travel. <b>Requires</b>
				el in carrying out position duties in
		h Spanish speaking cli		

Exampleyme 1: Sec unity       29       SS       13650-44-54-102-31-31         Product Representative       4 BUREAU/DIVISION       1201       2       R       N         ACE 'C'       4 BUREAU/DIVISION       1201       2       R       N         MaxPerson Representative       Service Delivery/ Field Operations       0       101       2       R       N         MaxPerson Representative       Service Delivery/ Field Operations       0       101       2       R       N         MaxPerson Representative       Service Unit III       III       Description Control       12/01/2019         MaxPerson Representative       Service Unit III       III       IIII       IIIIIIIII       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	1. POS TION TO	ΊΞ	WOR	KING TITLE (IF ANY)	BILINGUAL	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER		
Employme :: Sec unity         29         SS         13650-44-54-102-31-31           3: AGE CY:         4: BUREAU/DIVISION         3 add 4: 00001         2.01         2         R         N           4: NOR-PRESENTATIVE         Service Delivery/ Field Operations         0         101         2         R         N           10: DESC/ROV         11: UNIT         Service Delivery/ Field Operations         0         101         2         R         N           10: DESC/ROV         11: UNIT         Service Delivery/ Field Operations         0         101         2         R         N           10: DESC/ROV         11: UNIT         Service Delivery/ Field Operations         0         101         2         R         N           10: SEC/ROV         11: UNIT         Service Delivery/ Field Operations         0         101         2         R         N           11: WORK SOC/ROV         12: DOMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION NUMEER CHANGE         MCCE DOMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL EUROCONTON         MCCE DOMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION SESSENTIAL EUROCONTON         MCCE DOMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION SESSENTIAL EUROCONTON         MCCE DOMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION SESSENTIAL EUROCONTON           2: OPTIME         15: COMPLETE CURRENT AND ACCURATE STATEMEN	Existing Position						1				
3. AGEXOT     4. BUREAU/DIVISION     1000     101     2     R     A     A     Compared	Employment :				29	SS	13650	)-44-54-	102-3	31-3 <b>1</b>	
Ensign Part or         Loss         Loss <thlos< th="">         Loss         Loss</thlos<>		resentative		4. BURFAU/ DIVISION			5. EXMT				
IL Department of Employment Security       Service Usivery/Field Operations       U       U1       Z       R         30 SECTION       11 UNIT       11 BERCEON       11 Employment Security       11 Employment Security       11 UNIT       11 BERCEON       11 Employment Security       11 Employment Security       11 UNIT       11 Employment Security       12 Emplo							CODE	COUNTY	AUTH	8.AUDIT	USE
IL Department of Employment Security       Service Usivery/Field Operations       U       U1       Z       R         30 SECTION       11 UNIT       11 BERCEON       11 Employment Security       11 Employment Security       11 UNIT       11 BERCEON       11 Employment Security       11 Employment Security       11 UNIT       11 Employment Security       12 Emplo	New/Reviser Proting									-	N
21/07/2014***       CODE         *#v***********************************	IL Departmen	t of Employment Secur	ity		eld Opera	ations	-				
************************************				11. UNIT		-	12. TRAN CODE	SACTION	1	3. EFFECTIV	'E DATE
Northern Region/ Rockford Local Office         Service Unit III         Image: Stratust           14.WORK_COLATION         15. BARGAINING/TERM_CODE         Rum         Image: Stratust         Mode: Stratust         Rum         Image: Stratust         Rum         Rum         Image: Stratust         Rum         Rum         Rum         Rum         Rum         Rum         Rum <td>Existing Pear of</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>12/01/</td> <th>2019</th>	Existing Pear of									12/01/	2019
NUMBER         Its. BARGAINING/TERM CODE         Number of the position in the positen in the posithe position in the posithere positon in the positi	New/R≘∾ sed Position						{				
14. WORK_OCATICN         15. BARGAINING/TERM CODE         Pump Bump Bump Bump Bump Buccor ADDITIONAL UPSTICAL CHANGE CARRY MCCOR ADDITIONAL UPSTICAL CHANGE CARRY MCCOR ADDITIONAL UPSTICAL CHANGE MCCOR ADDITIONAL UPSTICAL CHANGE ADDITIONAL UPSTICAL CHANGE A	Northern Reg	ion/ Rockford Local Off	ice	Service Unit III						E CHANGE	Ξ
				15 BARGAINING/TERM	CODE		🗀 мсо	24 POSIT	ION NU		
				10. 5. 110. 111.			🗖 мсо	27 ADDIT	IONAL		
Reckford IL       RC062       N       Michte instruction         3: 0 = TIME       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 benefit rights interviews, provides orientation and Carifies eligibility factors; adjudicates nonseparation benefit claim issues. Using the IL Labor Exchange system, selects suitable 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 information on available job toricts benefit; hights interviews, with clients to determine unemployment insurance claims monetary and nonmonetary eligibility factors; provides information on available job training rovides or 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 benefit 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 c								21 ABOLI	SH		
25 TIME     12. 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;     c. roducts benefit rights including but not limited to laterstate, military and other federal or trade readjustment;     c. roducts benefit rights including but not limited to laterstate, military and other federal or trade readjustment;     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     th = sed 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. Conducts benefits, including but not     limited to interstate, military and other federal or trade readjustment. Conducts benefits including but not     limited to interstate, military and other federal or trade readjustment. Conducts benefits 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; provides information on available job training and/or e				RC062		N	□ MC1	50 LATER	AL RÉ/	ALLOCATIC	N
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; cc nducts benefit rights interviews; provides orientation and clarifice eligibility factors; adjudicates norseparation 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 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 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; assits in the formation of work search action plan and reviews for compliance; explains client rights and responsibilities as they pertain to benefit sprograms. As directed, performs these duties for assigned worksites wit										ALLOCATIC	DN
<ul> <li>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 LL abor 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 duites 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.</li> <li>Asseesses 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 factors; provides information on available job training and/or educational programs; provides information on wailable job training and/or educational programs; how search action plan and reviews for compliance; explains client rights and responsibilities as they pertain to benefits programs. As directed, performs these duites 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.</li> <li>Performs functions related to receipt, review, entry, analysis and resolution of all types of routine, complex and specia</li></ul>	<u>7.0 1642</u>									ent Insu	rance
<ul> <li>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.</li> <li>25%</li> <li>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.</li> </ul>	25%	<ul> <li>applicants, provides r loads and extracts cla needs to relevant offic these duties for assig Travels to fairs and w services.</li> <li>1. Assesses and ada services related to</li> </ul>	eferrals, p ilms data ce or partr ned works orksites. l dresses cl o the proc	placement and follow- using automated syst her staff; establishes a sites within the service Utilizes Spanish langu lient Unemployment I ressing of claims for u	up servic ems; refe and main e delivery nage to as nsurance nemploy	es on availa ers clients w tains activity area other ssist clients and Wagn ment insura	able job rith com y report than th who re er-Peys nce ber	orders of plex issist s. As dir e primar quest or er servio nefits, in	or trai ues a rected y ass need ce ne	ning pro nd/or se l, perforr igned of l interpre eds. Pro ng but no	grams; rvice ms ffice. etive ovides ot
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.		discern employme provides informat use of the IL Labo the registration pr and reviews for co programs. As dire other than the prii interpretive service	ent history ion on ava or Exchan occess to f ompliance ected, perf mary assig es.	y and work status; pro ailable job training and ge system, determine facilitate reemployment ; explains client rights forms these duties for gned office. Utilizes S	vides orie d/or educ es relevar nt; assists and res assigned panish la	entation and ational prog at services f s in the forn ponsibilities d worksites anguage to a	d clarifie grams; p or the a nation o as the within th assist c	es eligibi provides pplicant f work s y pertain he servio lients wh	lity fa information earch to be ce de no rec	ctors; mation c coaches action p anefits livery an quest or	on the in olan ea
		complex and spec Employment Sect not limited to the directed, perform primary assigned	cial claims urity (IDE Illinois Bei s these du	s on benefit entitlemen S). Loads and extract nefit Information Systemetics	nt program s claims em (IBIS)	ms adminis data using ), Illinois Jol	tered by automa o Link (l	/ the Illin ted syst IJL) and	iois D ems i Gen]	epartme ncluding Fax. As	j but
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16. (CONTINUE					
16. (CONTINUE % OF TIME 20%	3.	Assists clients with var 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 v applicants and employ performs these duties fa assigned office. Travel need interpretive service Adjudicates monetary a routine, initial or contin	sesses, researches and selects clie airs for job interviews; selects suital applicants requiring services availab ts to use and interpret self-assessme regarding training programs or sel additional referrals; verifies and rec with the planning, recruitment, and e ers in the use of self-service of the for assigned worksites within the sel is to fairs and worksites. Utilizes Sp ces. and nonmonetary benefit claim issu- ued claims; investigates, researche	I by the job see ent skills ole job c ole throu nent voc ected jo esting se ords pla executio IL Labou ervice de anish la	Illinois Department of Employment exers and employers using the IL Labor ; refers clients to training programs or openings as listed in the IL Labor ugh computer programs and contacts ational 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, elivery area other than the primary nguage to assist clients who request or viding eligibility determinations for explains case disposition; provides
1					accepts appeals. As directed, performs
		these duties for assign	ea worksites within the service deli	very are	a 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 emplo a from file construction and mainten	rvice ne oyability ance for	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	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	LE AND NUMBER OF IMM signing performance eval ent of this position.)	MEDIATE SUPERVISOR (Responsible iuations; effectively recommending and	for assig imposing	ning and reviewing work, preparing, g disciplinary action and adjusting grievances
				WORK	ING TITLE (IF ANY)
Employment	Sec	urity Field Office Superv	visor 13600-44-54-102-30-01		
		PPROPRIATE BOX IF THI			
			sponsibilities <u>must</u> be described in a	detailed	I duty statement(s) with a
		percentage(s) allotted.	title, position number, and number of su	bordinat	to incumbents or outborized funded
headcoun		iconed above, list position	inic, position number, and number of s	aborumat	te incumbents of authorized funded
		sition Title	Position Number		No. of Incumbents or Funded Vacancies
N/A	1 01				No. of mounderne of Funded Vacancies
19. SPECIAL					NECESSARY FOR THE SUCCESSFUL DW SEVERAL OPTIONS OF SKILLS AND
ABILITIES	S AN				E PHRASE "SAME AS SPECIFICATION"
			evelopment equivalent to four years		
social/behavi	ioral	sciences or business; o	r requires two years (3,000 work ho	ours) of e	experience as a department intermittent
staff member	rano	a minimum of two year	s college credits completed with pa	ssing gr	ades in social/behavioral sciences or
					er, or qualifying state employees, in the
employee Up	war	d Mobility Program may	complete combinations of specific	proticier	ncy tests and training programs leading
					e Unemployment Insurance (UI) Act
			ployers and/or clients; determine a		nployment service needs. Requires the ive work search plan for clients and
					ertinent information for the determination
			and to use a personal computer wit		
			management, electronic mail and ir		
			language at a colloquial skill leve	el in car	rying out position duties in
conjunction	wit	h Spanish speaking cli	ents.		

1. POSITION TIT	LE	W	ORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER						
Existing Position	······································					13650	-44-54-2	220-4	3-31					
New/Revised Position Employment S Program Repr				29	SS	13650	-44-54-	103-1	0-31					
3. AGENCY			4. BUREAU/ DIVISION		• • • • • • • • • • • • • • • • • • •	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE				
Existing Position									Al IDENTICAL CHANGE AL IDENTICAL CHANGE AL IDENTICAL CHANGE NUMBER CHANGE AL IDENTICAL CHANGE RD REALLOCATION					
	t of Employment Secur	ty	Service Delivery/ Field	Operatio	ons	0	049 SACTION	Y		EDATE				
10. SECTION Existing Position			11. UNIT			CODE	SACTION							
Northern Regi	ion		Employment Services						07/16/	2018				
New/Revised Position Northern Regi Office	orthern Region/ Arlington Heights Local									E				
	4. WORK LOCATION 15. BARGAINING/TERM CODE									NGE				
Existing Position			15. BARGAINING/TERMICC			П мсо	27 ADDIT	IONAL						
						🛛 🗖 мро	21 ABOLI	SH						
New/Revised Position			RC062		N	MC149 DOWNWARD REALLOCATION								
Waukegan, IL % OF TIME	16. COMPLETE CURR		I ID ACCURATE STATEME	NT OF PC	DSITION ESS	SENTIAL FUNCTIONS								
25%	insurance benefits, in conducts benefit right benefit claim issues. openings, provides re processes and extract needs to the appropri performs these duties assigned office. Provi 1. Using the Sp insurance cla information o	cluding intervi Throug ferrals ts data ate off for as des int anish I ims m n avail	g but not limited to inters iews; provides orientatio gh the use of the IL Labo , placement and follow-u a using automated data s ice or partner staff; estal signed worksites within terpretive services for Sp anguage when necessal onetary eligibility and dis able job training and/or e	tate, milit n and cla or Exchar up service systems; olishes a the servic oanish sp ry, intervi scern em educatior	ary, other fe irifies eligibi nge system, es on availa refers client nd maintain ce delivery a reaking client ews clients ployment his nal program	ederal of lity facto matche ble job of s with c s activity area, oth nts. to deter story an s; provic	r trade ro prs; adju es candid orders o omplex y reports ner than mine un d work s des infor	eadju dicate dates r trair issue a As r the p the p empl status matic	stment; es minor to job ning prog s and se needed, orimary oyment ; provide on on the	grams; ervice es es e use				
25%	of the IL Labo the registratio and reviews f 2. Takes and pr programs add	or Exch on proc for con ocesso ministe	hange system, determine cess to facilitate self-serv ppliance; explains rights es all types of routine, co ered by IDES; process cl . Loads and extracts dat	es approp vice; assi and resp omplex a ient vouc	oriate servic sts in the fo onsibilities nd special c hers or elig	e for the rmation on bene laims or ibility for	e applica of work fits prog n benefit	ant an searc rams : entit	id coach ch actior lement	es in plan				
20%	Spanish lang Labor Exchar client; refers openings as computer pro jobs and job IDES to dete placements; execution of	uage v nge sy clients listed i grams intervie rmine as dire hiring f	various programs and so when necessary. Assists stem. Assesses client s to employers and hiring n IL Labor Exchange sys and contacts employers and contacts employers w procedures; follows u status of referrals and ne ected, solicits job opportu- fairs. Coaches both app ystem. Travels to fairs a	or regist kills, rese fairs for stem for a s; provide p on job eed for a unities; as licants a	ers job seel earches and job interviev applicants re- es clients wi orders for e dditional ref- ssists with the nd employe	kers and ws; sele- equiring th inforn mploye- errals; v ne plann	l employ es the sk cts appr services nation re rs reque erifies a ning, rec	vers u cills to opriat s avai egardi sting nd re ruitmo	ising the match f te job ilable thi ing selec service cords ent, and	IL he rough cted from				
DIRECTOR OF	CMS SIGNATURE	IMME	DIATE SUPERVISOR SIGNAT			SIGNAT	TURE			DATE				
121	RJ K27		£13 2 2 5 5			Gen D	May		07/3	31/2018				
CMS/104 (Rev. 10	0/94) IL 401-0794						<b>-</b> .							
PALLO ITAL	fes 10 4 TS													

16. (CONTINUE	D)										
% OF TIME	16. COM	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTI	AL FUNCTIONS (Continued)						
10%	4. Adjudicates minor 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 appeal when appropriate.										
10%	5.	relationships and a service to fellow of Assists clients with	fice staff. Conducts employment wo registration and claims as work flow	erral tran orkshops w neces	Isferring more complex or specialized s to enhance client employability.						
05%	6.	Establishes and m	aintains activity reports to demonstr	rate wor	k activity and detail time charging.						
05%	7.	Performs other dut enumerated above		are reas	onably within the scope of the duties						
conducting	g and sigi	ning performance eval	MEDIATE SUPERVISOR (Responsible uations; effectively recommending and	for assig	ning and reviewing work, preparing, g disciplinary action and adjusting grievances						
for the inc	umbent o	f this position.)			ING TITLE (IF ANY)						
PSA, Opt. 1		44-54-103-31-01		Local	Office Manager						
18. CHECK TI	HE APPR	OPRIATE BOX IF TH	IS POSITION IS A:								
	RVISOR	OR 🗌 LEAD V	VORKER								
NOTE: S	uperviso	rv or lead worker res	sponsibilities <u>must</u> be described in a	detailed	d duty statement(s) with a						
ti	i <b>me perce</b> /as check	entage(s) allotted.	title, position number, and number of so								
	Positior	Title	Position Number		No. of Incumbents or Funded Vacancies						
N/A	r Ositioi				No. of meanbeing of Funded Vacancies						
		·····									
		······································									
PERFOR	MANCE ( <b>S AND LI</b>	of the work of the censure or cert	IIS POSITION. NOTE: SINCE THERE	ARE NO	NECESSARY FOR THE SUCCESSFUL DW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"						
social/behav staff member business; or provisions of service need search plan t information f software pro- Requires abi	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. 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.										

Existing Position       29       SS       13650-44-54-103-31-31         Program Representative       29       SS       13650-44-54-103-31-31         3. AGENCY       4. BUREAU/ DIVISION       5. EXMT       6. WORK       7. All       8. AUDIT       9. OFFI         Statisting Position       29       SS       13650-44-54-103-31-31       9. OFFI       9. OFFI         New/Revised Position       4. BUREAU/ DIVISION       5. EXMT       6. WORK       7. All       8. AUDIT       9. OFFI         New/Revised Position       20       S       10. OPERATION       0. 016       Y       R         10. SECTION       11. UNIT       12. TRANSACTION       13. EFFECTIVE DATE         Existing Position       02/16/2019       02/16/2019         New/Revised Position       02/16/2019       02/16/2019         New/Revised Position       02/16/2019       02/16/2019         New/Revised Position       02/16/2019       02/16/2019         New/Revised Position       02/16/2019       02/16/2019         Northern Region/ Arlington Heights Local       Service Unit II       Mc022       EXEMPT CODE CHANGE         14. WORK LOCATION       15. BARGAINING/TERM CODE       Rutan       Mc024       POSITION NUMBER CHANGE	1. POSITION TITLE		WORK	(ING TITLE (IF ANY)	BILINGUAL	POSIT	ION TITLE	2. POSI	TION NU	MBER		n			
Employment Security       29       SS       13650-44-64-103-31-31         Program Representative       4. BUREAU/DIVISION       1000000000000000000000000000000000000	Existing Position														
3. AGENCY         4. BUREAU/ DIMISION         1. Long         Long <thlong< th="">         Lon</thlong<>					29		SS	13650	-44-54-	103-3	1-31				
Numericanse Presion         Service Delivery/ Field Operations         0         016         Y         R           IL Department of Employment Security         Service Delivery/ Field Operations         0         016         Y         R           IL SECTION         11. UNIT         Disections         0         016         Y         R           IL SECTION         11. UNIT         Disections         0         02/16/2019         02/16/2019           Northern Region/ Artington Heights Local         Service Unit II         Mag: ESTABLISH         02/16/2019           Office         Mag: ESTABLISH         Mag: ESTABLISH         02/16/2019           Hermonic         Is BARGAINING/TERM CODE         Mag: ESTABLISH         Mag: Column Context International Column Context Internation Context International Column Context International Column Context Internation Context Internat Internation Context Internation Context Internation Con	3. AGENCY			4. BUREAU/ DIVISION	<u></u>	1									
LL Department of Employment Security         Service Delivery/ Field Operations         D         Tawakaction         Is EFFECTIVE DATE           Description         11. UNIT         Code         Code         02/16/2019           Northern Region/ Artington Heights Local         Service Unit II         Moo21 ESTABLISH         02/16/2019           Northern Region/ Artington Heights Local         Service Unit II         Moo21 ESTABLISH         02/16/2019           Northern Region/ Artington Heights Local         Service Unit II         Moo21 ESTABLISH         02/16/2019           Northern Region/ Artington Heights Local         Service Unit II         Moo21 ESTABLISH         00/02 Position Nulleer Change           Northern Region/ Artington Heights         IL         RC062         N         Moo21 ESTABLISH           Northern Region/ Artington Heights         IL         RC062         N         Moo21 Acoustion           % OF TIME         16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS         Moo21 Acoustion         Moo23 Acoustion           % OF TIME         11. ComPLETE currer of an assigned area, assesses and addresse client Unemployment Insurance Aconage system Acount Status Status Status Status Canno         Acousting and/or status Canno           % OF TIME         16. ComPLete currer of area status and follow-up services on available job orepenings to and/or service adjustment; conducts benefit right inte	Existing Position														
LD Department of Employment Security       11. UNIT       11. Environment of Employment Security       12. Environment of Employment Security         Dis SECTION       11. UNIT       0.2716/2019         Northern Region/ Artington Heights Local       Service Unit II       0.2716/2019         Monthern Region/ Artington Heights Local       Service Unit II       0.022         Month LOCATION       15. BARGAINING/TERM CODE       Northern Region/ Artington Heights, IL         14. WORK LOCATION       15. BARGAINING/TERM CODE       Northern Region/ Artington Heights, IL         Margin Heights, IL       RC062       N       Mocra Position Nummer Analysis Control         Works DOCATION       15. BARGAINING/TERM CODE       Northern Region/ Artington Heights, IL       Northern Region/ Article Control         Artington Heights, IL       RC062       N       Northern Region/ Article Control         More presentation       RC062       N       Northern Region/ Artington Heights, IL-Control         Artington Heights, IL       RC062       N       Northern Region/ Artington Heights, IL-Control         More presentation       RC062       N       Northern Region/ Artington Heights, IL-Control         Artington Heights, IL-Control       RC062       N       Northern Region/ Artington Heights, IL-Control         More preserestion       RC062       Northern R	New/Revised Position		· · · ·	Service Delivery/ F	ield Oper	ations	s	0	016	Y	R				
Bisading Position         000000000000000000000000000000000000		mployment Secur	ity					12. TRAN		1	3. EFFECTIN	E DATE			
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14. WORK LOCATION         15. BARGAINING/TERM CODE         Event         B MC28 CLAFY Control ADDITION         Description           Casing Position         15. BARGAINING/TERM CODE         Event         B MC28 CARFY ADDITIONL DENTICAL CHANGE MC28 WORK COUNTY CHANGE MC28 WORK COUNTY MC28 WORK		Arlington Heights L	ocal	Service Unit II				п мсо	22 EXEM	PT COL					
Description         Description         Description           Artington Heights, IL         RC062         N         Description           Artington Heights, IL         RC062         N         Description           % OF TIME         16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS         Description         Description           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 program loads and extracts claims data using automated systems; refers clients with complex issues and/or service needs to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretive 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 damins, provides information on available job training and/or educational program and nonmonetary eligibility and discer employment 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 damins activity reports. As directed, performs these duties for assigned worksites within the service delivery area other than the prim	14. WORK LOCATION			15. BARGAINING/TER	M CODE						IMBER CH	ANGE			
Numérovide Position         Mode:         Mode: <td>Existing Position</td> <td></td> <td></td> <th></th> <td></td> <td></td> <td></td> <td>🛛 мсо</td> <td>27 ADDIT</td> <td>IONAL</td> <td></td> <td></td>	Existing Position							🛛 мсо	27 ADDIT	IONAL					
Artington Heights, IL       RC062       N       ☐ MC160 LATERAL REALLOCATION         % OF TIME       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 benefit ights interviews; provides provides provides provides provides provides provides provides 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 with crequest or need interpretive services.         25%       1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services information on daminetary 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 relevant and coaches in the registration process to facilitate reemployment insurance benefits; including but not limited to interstate, military and other federal or trade readjustment. Conducts benefit rights interviews; 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 information of work search action plan and reviews for compliance; explains client rights and responsibilitites as								D MD0	21 ABOLI	SH					
% OF TIME         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 referrats, 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. 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 coxplains client rights a		iL		RC062	2		Ν	🗖 MC1	50 LATER	RAL RE	ALLOCATI	ON			
Under general supervision, for an assigned area, assesses and addresses client Unemployment Insurance and Wagner-Peyser services 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 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 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 uneployment insurance claims monetary and nonmonetary eligibility factors; provides information on available job training and/or educational programs; provides information on the use of the LL 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	% OF TIME 16.	COMPLETE CURR	ENT AND	ACCURATE STATEME	NT OF PO		<u>ON ESS</u>	ENTIAL	FUNCT	ONS					
DIRECTOR OF CMS SIGNATURE       IMMEDIATE SUPERVISOR SIGNATURE       AGENCY HEAD SIGNATURE       DATE         Mail formet       IMMEDIATE SUPERVISOR SIGNATURE       AGENCY HEAD SIGNATURE       DATE         Mail formet       MAR 28 20.3       Mail formet       Mail formet       03/22/201	app loa nee the Tra ser 25% 1.	blicants, provides r ds and extracts cla eds to relevant offi se duties for assig vels to fairs and w vices. Assesses and ad services related t limited to intersta with clients to der discern employm provides informa use of the IL Lab the registration p and reviews for c programs. As dire other than the pri-	referrals, p aims data ce or parti ned works vorksites. I Idresses c to the prod te, military termine un tent history termine un rocess to compliance ected, per imary assi ces.	placement and follow using automated sys- ner staff; establishes sites within the servic Utilizes Spanish lang lient Unemployment essing of claims for y and other federal o nemployment insurar y and work status; pr ailable job training an ge system, determin facilitate reemployme e; explains client righ forms these duties for gned office. Utilizes	r-up services stems; ref and main ce deliver juage to a Insuranc unemploy r trade re noce claima rovides or nd/or edu nes releva ent; assis sts and re or assigne Spanish I	ces of fers c ntains y are assist e and /meni adjus s mor ientai cation spons ed wo angu	n availa lients w a activity a other clients l Wagn t insura tment. hetary a tion and nal prog rvices f the form sibilities rksites age to	able job vith com y report than th who re er-Peys ince be Conduc and non d clarifie grams;   for the a nation c s as the within t assist c	orders plex iss s. As dia e prima quest of er servi nefits, in the servi applican of work s y pertain he servi lients w	or tra ues a rected ry ass r need ce ne cludi fit rig ry eliq ility fa search n to b ice de ho re	ining pro and/or se d, perfor signed o d interpr eeds. Pro ng but n hts inter gibility a actors; mation o coaches n action enefits elivery a quest or	ograms ervice ms ffice. etive ovides ot views nd on the s in plan rea need			
Janel Janele MAR 28 2013 Thomas Cham 03/22/201		complex and spe Employment Sec not limited to the directed, perform primary assigned	ecial claim curity (IDE Illinois Be as these du d office.	s on benefit entitlem S). Loads and extra nefit Information Sys uties for assigned wo	ent progra cts claims stem (IBIS orksites w	ams a s data S), Illin rithin t	adminis a using nois Jo the ser	tered by automa b Link ( vice del	y the Illin Ited sys IJL) and ivery are	nois [ tems I Gen	Departm includin Tax. As ner than	ent of g but the			
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	yanel J	nde	<u> </u>	AR 28 20.3			long	-Je	em	. مت	03/	22/2019			

16. (CONTINUE			
% OF TIME		D ACCURATE STATEMENT OF POSITION	
20%	Security (IDES) and p Exchange system. As employers and hiring Exchange system for employers; trains client clients with informatio up on training program referrals and need for opportunities; assists applicants and employ performs these duties assigned office. Trave need interpretive serv	artner agencies. Assists or registers assesses, researches and selects clie fairs for job interviews; selects suital applicants requiring services availabints to use and interpret self-assessmin regarding training programs or selens or job orders for employers reque additional referrals; verifies and reco with the planning, recruitment, and ever yers in the use of self-service of the for assigned worksites within the se els to fairs and worksites. Utilizes Spa ices.	I by the Illinois Department of Employment s job seekers and employers using the IL Labor ent skills; refers clients to training programs or oble job openings as listed in the IL Labor oble through computer programs and contacts nent 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 continuer written determinations	nued claims; investigates, researche s; conducts reconsidered determinati	tes, 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%	clients with more com Conducts employmen claims; processes dat extracts and utilizes d	plex or specialized issues and/or set t workshops to enhance client emplo a 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; ies for assigned worksites within the service
05%	6. Establishes and main	tains activity reports to demonstrate	work activity and detail time charging.
05%	enumerated above.		easonably within the scope of the duties
conductin	N TITLE AND NUMBER OF IN g and signing performance eva cumbent of this position.)	IMEDIATE SUPERVISOR (Responsible aluations; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
Employment	Security Field Office Super	visor 13600-44-54-103-30-01	
	HE APPROPRIATE BOX IF TH		
		WORKER	
NOTE		energibilities must be described in a	detailed duty statement(s) with a
	supervisory or lead worker re ime percentage(s) allotted.	esponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
	as checked above, list position	n title, position number, and number of si	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
ABILITIE CAN NO	S AND LICENSURE OR CER LONGER BE USED.	TIFICATION IDENTIFIED ON STANDAI	RDS, THE PHRASE "SAME AS SPECIFICATION"
			s college with academic background in ours) of experience as a department intermittent
			ssing grades in social/behavioral sciences or
business; or	four years (6,000 work hou	rs) as a department intermittent staff	f member; or qualifying state employees, in the
employee Up	oward Mobility Program may	y complete combinations of specific	proficiency tests and training programs leading ons of the Unemployment Insurance (UI) Act
			If and employment service needs. Requires the
ability to effe	ctively communicate with e	mployers and/or clients; determine a	in effective work search plan for clients and
identification	of inappropriate work search	ch efforts; effectively organize and a	nalyze pertinent information for the determination
			th related software programs such as word nternet. Requires ability to travel. <b>Requires</b>
ability to sp	eak and write the Spanish	language at a colloquial skill leve	el in carrying out position duties in
conjunction	with Spanish speaking c	lients.	· .

### **POSITION DESCRIPTION**

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1. POSITION TI	TLE	WOR	KING TITLE (IF ANY)	BILINGUAL	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER		
Existing Position										
New/Revised Positio Employment Program Re	Security			22	PO	13650	)-44-54-	103-4	1-41	
3. AGENCY	· · · · · · · · · · · · · · · · · · ·		4. BUREAU/ DIVISION	-		5. EXMT CODE	6. WORK COUNTY	7. AVI AUTH	8.AUDIT	9. OFF USE
Existing Position									]	
New/Revised Positio	nt of Employment Secu	ritv	Service Delivery/ F	ield Oper	ations	0	016	2	R	N
10. SECTION			11. UNIT			12 TRAN CODE	SACTION	• •	3. EFFECTI	Æ DAT
Existing Position	········								05/01/	/202(
New/Revised Positia	n					-		L		
Northern Reg	gion/Arlington Hts. Loca	al Office	Service Unit III			ом 🗖	21 ESTAE	PTCO		
14. WORK LOC	ATION		15. BARGAINING/TER	I CODE	Rutan Exempt	п мсс	)24 POSI1 )26 CLAR	IFY		
Existing Position							27 ADDI 28 WORI	< COUN		
New/Revised Positio	n						021 ABOLI 149 DOWI	WARD		
Arlington Hei	ights, IL		RC062		N		50 LATER			
% OF TIME	16. COMPLETE CURRE Under general super								ant İna.	
25%	limited to intersta with clients to def discern employm provides informat use of the IL Lab the registration pr and reviews for c programs. As dire other than the pri interpretive service	t claim iss referrals, p aims data ce or part ned work: orksites. I dresses o to the proo te, military termine ur ent history termine ur ent history termine ur ent history or Exchan rocess to ompliance ected, per mary assi ces.	sues. Using the IL La blacement and follow using automated sys ner staff, establishes sites within the servic Utilizes Polish langua essing of claims for to y and other federal of hemployment insuran y and work status; pro- ailable job training an oge system, determin facilitate reemployme e, explains client right forms these duties for gned office. Utilizes F	bor Exch -up service and main and main age to ass Insurance unemploy trade rea- ovides or ad/or educe es releva ent; assist ts and res- r assigne Polish lan	ange syste ces on avai ers clients v ntains activi y area othe sist clients v e and Wagn ment insur- adjustment adjustment s monetary ientation ar cational pro nt services ts in the fon sponsibilities d worksites iguage to a	m, select lable job with com ty report r than th vho requiner-Peys ance be Conduct and nor d clarific grams; j for the a mation of s as the swithin t ssist clie	ts suital orders aplex iss ts. As di ue prima uest or n ser servi nefits, in ts bene imoneta es eligib provides applican of work s y pertain the servi ents who	ole job or trai ues a rected ry ass leed in ce ne icludin fit right ry elig ility fa s infor t and ce arch t o b ce de requ	o openir ining pro- ind/or sed d, perfor- signed o nterpret eds. Pro- ng but n nts inter gibility au interors; mation of coaches a action anefits livery ar est or no	ograi ervice ms ffice ive ovide oot view nd on th plan rea eed
25%	Employment Sec not limited to the	cial claims urity (IDE Illinois Be s these du office.	to receipt, review, en s on benefit entitleme S). Loads and extrac mefit Information Sys uties for assigned wo	ent progra ts claims tem (IBIS rksites wi	ams adminis data using ), Illinois Jo	stered by automa bb Link ( vice del	y the Illir Ited syst IJL) and ivery are	nois D iems i Gen	epartm ncluding Tax. As er than	ent o g but
A .	forte	- AF			thoma	sch	an	.		
A`		<u> </u>		<u>k</u>	long	-ya	m		05/1	3/202
15-104 (Rev. 10/ Short 5/2	app Mele TADS	WAR TIONY	MAY 1 9 2020	j J						

16. (CONTINUE					
% OF TIME			DACCURATE STATEMENT OF POSITION		
20%	3.	Security (IDES) and p Exchange system. As employers and hiring	artner agencies. Assists or register ssesses, researches and selects cli fairs for job interviews; selects suita	s job see ent skills able job (	
		employers; trains clier clients with information up on training program referrals and need for opportunities; assists applicants and employ performs these duties	nts to use and interpret self-assess n regarding training programs or se ns or job orders for employers requi additional referrals; verifies and red with the planning, recruitment, and yers in the use of self-service of the for assigned worksites within the se	ment voo elected jo esting so cords pla executio e IL Labo ervice do	on of hiring fairs. Coaches both or Exchange System. As directed,
		need interpretive serv			guage to assist cherits who request of
10%	4.	routine, initial or contin written determinations		es, and o tions and	
10%	5.	clients with more com Conducts employmen claims; processes dat extracts and utilizes da	plex or specialized issues and/or se t workshops to enhance client empl a from file construction and mainter	ervice ne loyability nance fo	as related to a specific job referral; refers eeds 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 maint	ains activity reports to demonstrate	work ad	ctivity and detail time charging.
05%	7.	Performs other duties enumerated above.	as required or assigned which are r	reasona	bly within the scope of the duties
conductin	ig an		MEDIATE SUPERVISOR (Responsible luations; effectively recommending and		gning and reviewing work, preparing, g disciplinary action and adjusting grievances
				WORKI	NG TITLE (IF ANY)
Employment	t See	curity Field Office Super	visor 13600-44-54-103-40-41		
18. CHECK TI	HE A	PPROPRIATE BOX IF TH	IS POSITION IS A:		
	RVIS		NORKER		
NOTE: S	upei	visorv or lead worker res	ponsibilities <u>must</u> be described in a	detailed	duty statement(s) with a
ti	me p	percentage(s) allotted.			•
lf a box w headcour		hecked above, list position	title, position number, and number of se	ubordina	ite incumbents or authorized funded
	Pos	sition Title	Position Number	ľ	No. of Incumbents or Funded Vacancies
N/A					
					NECESSARY FOR THE SUCCESSFUL
ABILITIES	S AN				W SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"
			evelopment equivalent to four years		
					experience as a department intermittent
					rades in social/behavioral sciences or er; or qualifying state employees, in the
					ncy tests and training programs leading
to a certificat	te of	proficiency. Requires w	vorking knowledge of those provisio	ons of th	e Unemployment Insurance (UI) Act
impacting or	n are	as of responsibility; job l	knowledge of employers and their L	JI and ei	mployment service needs. Requires the
					ive work search plan for clients and
					pertinent information for the determination
					ed software programs such as word Requires ability to travel. Requires
					/ing out position duties in conjunction
		aking clients.			- · · ·

1. POSITION TIT	LE	WOR	KING TITLE (IF ANY)	BILINGUAL	POSITION T	ODE 2. POS	ITION NU	MBER		
Existing Position				1						
New/Revised Position Employment S			,	29	SS	13650	)-44-54-	103-6	1-31	
Program Repl 3. AGENCY	esentative	1	4. BUREAU/ DIVISION	1	1	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE
Existing Position		<u></u>								
New/Revised Position		•.	Service Delivery/ Fi	ield Oper	ations	0	016	Y	R	
IL Departmen 10. SECTION	t of Employment Secur	ity	11. UNIT				SACTION		3. EFFECTIN	E DATE
Existing Position						CODE				/2040
									02/16	/2019
New/Revised Position	ion/Arlington Hoighte I	ocal	Service Unit V				21 ESTA			_
Office	ion/ Arlington Heights L	Jucar	Service Onit V				22 EXEM	PT COE	DE CHANG	E
14. WORK LOCA			15. BARGAINING/TERM				24 POSIT		IMBER CH	ANGE
Existing Position						— 🗖 мсо		IONAL		
							21 ABOLI	SH		
New/Revised Position	nhte II		RC062	2		N 🗍 🗖 MC1	50 LATER	RAL RE/	ALLOCATI	NC
% OF TIME	16. COMPLETE CURR Under general superv	ENT AND	ACCURATE STATEME	NT OF PO	<u>I</u> DSITION	ESSENTIAL	58 UPWA	IONS		
25%	services related to limited to intersta with clients to de discern employm provides informa use of the IL Lab the registration p and reviews for o programs. As dire other than the pri interpretive servit	cluding but ts interview t claim iss referrals, p aims data ce or partu- ned works vorksites. dresses co to the proo- termine un ent history termine un ent history tor Exchar rocess to compliance ected, per imary assi- ces.	ut not limited to inters ws; provides orientation blacement and follow using automated system ner staff; establishes sites within the service Utilizes Spanish lang client Unemployment cessing of claims for us y and other federal or nemployment insurant y and work status; pri- ailable job training ar nge system, determin facilitate reemployment e; explains client righ forms these duties for igned office. Utilizes s	tate, mili on and c bor Exch -up servic tems; ref and mair and mair and mair and mair and mair and mair and mair and mair uage to a Insuranc unemploy trade re- toce claims ovides or ad/or edu es releva ent; assis ts and re- ts assigne Spanish I	tary and larifies e ange sy ces on a ers clier ntains ac y area o assist clier e and W ment in adjustme s moneta ientation cational int servic ts in the sponsibi ed works anguage	other feder eligibility fac stem, select vailable job its with com ctivity report ther than the ents who re agner-Peys surance be ent. Conduct ary and nor n and clarific programs; ces for the a formation of lities as the sites within f e to assist of	al or tra tors; adj ts suital orders oplex iss s. As din e prima quest of ser servi nefits, ir cts bene moneta es eligib provides applican of work s y pertain the servi	de rea udica ble job or trai ues a recteo ry ass r need ce ne icludin fit right ry elig ility fa s infor t and search n to be ice de ho red	adjustm tes o openir ining pro- ind/or se d, perfor signed o d interpr eds. Pro- ng but n hts inter gibility a actors; mation coaches n action enefits elivery a quest or	ent; ogs for ograms; ervice ms ffice. etive ovides ot views nd on the s in plan rea need
25%	complex and spe Employment Sec not limited to the directed, perform primary assigned	cial claim urity (IDE Illinois Be is these di l office.	to receipt, review, er s on benefit entitleme S). Loads and extrace enefit Information Sys uties for assigned wo	ent progra cts claims tem (IBIS orksites w	ams adn s data us S), Illinoi ithin the	ninistered b sing automa s Job Link (	y the Illin ated sys IJL) and ivery are	nois E tems I Gen	Departm includin Tax. As ner than	ent of g but
		L 1.				nas Ch		_		
1 /1	inel forde:		MAR 28 2013	<u>.                                    </u>	<u></u>	por Se	em	نت	03/	22/2019
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16. (CONTINUE	D)		A ADUDATE ATATEMENT OF DOOLTON	
% OF TIME		COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (CONTINUED)
20%	3.	ASSISTS CITENTS WITH Var	ious programs and services onered	by the Illinois Department of Employment job seekers and employers using the IL Labor
		Security (IDES) and pa	inther agencies. Assists of registers	nt skills; refers clients to training programs or
	<b>.</b>	Exchange system. As	sesses, researches and selects the	ble job openings as listed in the IL Labor
		Explored system for a	undicants requiring services availab	le through computer programs and contacts
		exchange system for a	te to use and interpret self-assessm	nent vocational exploration tools; provides
		clients with information	regarding training programs or sel	ected jobs and job interview procedures; follows
		up on training program	s or job orders for employers reque	sting service from IDES to determine status of
		referrals and need for a	additional referrals: verifies and rec	ords placements; as directed, solicits job
				execution of hiring fairs. Coaches both
		applicants and employe	ers in the use of self-service of the	IL Labor Exchange System. As directed,
		performs these duties f	for assigned worksites within the se	rvice delivery area other than the primary
		assigned office. Travel	s to fairs and worksites. Utilizes Sp	anish language to assist clients who request or
		need interpretive service	ces.	
10%	4.			es, providing eligibility determinations for
	[			es, and explains case disposition; provides
		written determinations;	conducts reconsidered determination	ions and accepts appeals. As directed, performs
		these duties for assign	ed worksites within the service dein	very area other than the primary assigned office.
10%	5	Advises clients on worl	k attitudes habits relationships and	attire as related to a specific job referral; refers
1078	0.	clients with more comp	lex or specialized issues and/or se	rvice needs to relevant office or partner staff.
				byability. Assists clients with registration and
				ance for all relevant IDES automated data files;
				ies for assigned worksites within the service
		delivery area other that	n the primary assigned office.	
05%	6.	Establishes and mainta	ains activity reports to demonstrate	work activity and detail time charging.
0.59/	7	Dorforme other duties (	as required or assigned which are r	easonably within the scope of the duties
05%	1.	enumerated above.	as required of assigned which are r	easonably within the scope of the dates
17. POSITIO			MEDIATE SUPERVISOR (Responsible	for assigning and reviewing work, preparing,
conductin	g an	d signing performance eval		imposing disciplinary action and adjusting grievances
for the inc	umb	ent of this position.)		
				WORKING TITLE (IF ANY)
			visor 13600-44-54-103-60-01	
18. CHECK T	HE A	PPROPRIATE BOX IF TH	IS POSITION IS A:	
		SOR OR LEAD V	NORKER	
			sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
		percentage(s) allotted.	title pecifics sumber and sumber of a	ubordinate incumbants or outborized funded
headcour		necked above, list position		ubordinate incumbents or authorized funded
		sition Title	Position Number	No. of Incumbents or Funded Vacancies
N/A	10			
19. SPECIAL				CATION NECESSARY FOR THE SUCCESSFUL
				ARE NOW SEVERAL OPTIONS OF SKILLS AND
1			IFICATION IDENTIFIED ON STANDAI	RDS, THE PHRASE "SAME AS SPECIFICATION"
		GER BE USED.	evelopment equivalent to four years	college with academic background in
				burs) of experience as a department intermittent
				ssing grades in social/behavioral sciences or
				member; or qualifying state employees, in the
employee U	owa	rd Mobility Program may	complete combinations of specific	proficiency tests and training programs leading
				ns of the Unemployment Insurance (UI) Act
				Il and employment service needs. Requires the
				in effective work search plan for clients and
				nalyze pertinent information for the determination
				th related software programs such as word
				nternet. Requires ability to travel. <b>Requires</b> el in carrying out position duties in
		h Spanish speaking cli		the carrying out position duties in

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1. POSITION TIT	<u>rle</u>	WOR	KING TITLE (IF ANY)	BILINGUAL	POSITION T	ODE 2. POSI	TION NU	MBER		<u> </u>
Existing Position			<u>``_`</u>							
New/Revised Position		<u> </u>								
Employment				29	SS	13650	-44-54-	105-2	1-31	
Program Rep 3. AGENCY	resentative	i	4. BUREAU/ DIVISION		I	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position							000111			
New/Revised Position		. <u> </u>					0.45			
	t of Employment Secur	rity	Service Delivery/ F	leid Oper	ations	0 12. TRAN	045		R 3. EFFECTIN	/F DATE
10. SECTION			11. UNIT			CODE		<u> </u> '		
Existing Position									02/16	/2019
New/Revised Position							21 ESTAE			
Northern Reg Center	ion/ Carpentersville Pro	ocessing	Service Unit I				22 EXEM	PT COD	DE CHANG	
14. WORK LOC	ATION		15. BARGAINING/TER	MCODE	Rut		24 POSIT 26 CLARI		IMBER CH	ANGE
Existing Position							27 ADDIT	IONAL	IDENTICAL	L CHANGE Ge
							21 ABOL	ISH	REALLOC	
New/Revised Position			RC062	2			50 LATER	RAL RE	ALLOCATI	ON
% OF TIME	16. COMPLETE CURR		L ACCURATE STATEME	NT OF PO	DSITION	ESSENTIAL	FUNCT	ONS	ALLOCATI	
	Under general super and Wagner-Peyser	vision, for	an assigned area, as	ssesses a	nd addr	esses client	Unemp	oloym	ent Insu unemplo	irance syment
	insurance benefits, in	ncludina bi	ut not limited to inters	state, milit	ary and	other feder	al or tra	de re	adjustm	ent;
	conducts benefit right	ts interviev	ws; provides orientat	ion and c	larifies e	eligibility fact	tors; adj	udica	tes	
	nonseparation benefi	it claim iss	ues. Using the IL La	abor Exch	ange sy	vstem, selec	ts suital	ole jol	o openir	ngs for
	applicants, provides i	referrals, r	placement and follow	-up servio	ces on a	ivailable job	orders	or tra	ining pro	ograms;
	loads and extracts cla needs to relevant offi	aims data	using automated sys	and mair	ers clien Itains ac	ns with com	s. As di	recter	1. perfor	ms
	these duties for assig	aned work	sites within the service	ce deliver	y area o	other than th	e prima	ry ass	signed c	office.
	Travels to fairs and w	vorksites.	Utilizes Spanish lang	juage to a	ssist cli	ents who re	quest o	rneed	d interpr	etive
	services.									
25%	1. Assesses and ac	dresses o	lient Unemployment	Insurance	e and W	/agner-Pevs	er servi	ce ne	eds. Pro	ovides
2070	services related	to the proc	cessing of claims for	unemploy	ment in	surance be	nefits, ir	ncludi	ng but n	ot
	limited to intersta	ate, militar	y and other federal o	r trade rea	adjustmo	ent. Conduc	cts bene	efit rig	hts inter	views
	with clients to de	termine u	nemployment insurai y and work status; pi	nce claim:	s moneta ientation	ary and non	imoneta se eligib	iry ell( ilitv f⊴	JIDINITY A	nu
	provides informa	tion on av	ailable job training a	nd/or edu	cational	programs:	provides	sinfor	mation	on the
	use of the IL Lab	or Exchar	ige system, determir	nes releva	nt servio	ces for the a	applican	t and	coache	s in
	the registration p	rocess to	facilitate reemploym	ent; assis	ts in the	formation of	of work s	searcl	n action	plan
	and reviews for c	compliance	e; explains client righ forms these duties fo	its and re-	sponsibi	nities as the sites within t	y pertail	ice de	enents liverv a	rea
	other than the nr	imarv ass	igned office. Utilizes	Spanish I	anguade	e to assist c	lients w	ho re	quest or	need
	interpretive servi		J							
				name and	لدهم مأمر	rocolution	of all two		routino	
25%	2. Performs function	ns related	to receipt, review, e s on benefit entitlem	ntry, analy ent progra	ysis and ams adm	ninistered b	or all typ v the Illi	nois F	)epartm	ent of
	Employment Sec	curity (IDE	S). Loads and extra	cts claims	s data us	sing automa	ted sys	tems	includin	g but
	not limited to the	Illinois Be	enefit Information Sys	stem (IBIS	S), Illinoi:	is Job Link (	IJL) and	l Gen	Tax. As	
			uties for assigned wo	orksites w	ithin the	service del	ivery ar	ea oth	ner than	the
	primary assigned	a office.								
		Γ		٦						
DIRECTOR OF	CMS SIGNATURE		E SUPERVISOR SIGNA			HEAD SIGNAT				DATE
Я	and forde	1 11	Mar 28 2019		This	nasch	an	نتر	03/	22/2019
[] S-104 (Rev. 40)	27 (94) h- 401-0794	L!:]		<u>ا</u>		0 0				-
$M_{1}$ , $M_{A}$	11,7519	ВУ	* 8 8 <del></del>	_						
yus I' huy	425-19									

16. (CONTINUE					AL FUNCTIONS (Continued)							
% OF TIME	16. COMPLETE CUR	With various program	and services offered	by the	AL FUNCTIONS (Continued)	olovment						
20%	<ol> <li>Assists clients Security (IDES Exchange sys employers and Exchange sys employers; tra clients with inf up on training referrals and r opportunities; applicants and performs thes assigned offic need interpret</li> <li>Adjudicates m routine, initial</li> </ol>	with various program b) and partner agenci- tem. Assesses, reserved the for applicants re- sins clients to use and formation regarding tr programs or job order assists with the plant d employers in the us e duties for assigned e. Travels to fairs and ive services. honetary and nonmon- or continued claims;	ns and services offered ies. Assists or registers arches and selects clie terviews; selects suitat quiring services availab d interpret self-assessm raining programs or sele ters for employers reque ferrals; verifies and reco ning, recruitment, and e e of self-service of the l worksites within the se d worksites. Utilizes Spa- netary benefit claim issue investigates, researche	by the job see int skills ble job o ble throu ected jo esting se ords pla executio IL Labor ervice de anish la	Illinois Department of Emp kers and employers using refers clients to training p penings as listed in the IL gh computer programs an ational exploration tools; p bs and job interview proce rvice from IDES to determ cements; as directed, solid n of hiring fairs. Coaches r Exchange System. As di livery area other than the nguage to assist clients where viding eligibility determination explains case disposition; p accepts appeals. As direct	the IL Labor programs or Labor d contacts provides edures; follows ine status of cits job both irected, primary ho request or						
1	these duties for assigned worksites within the service delivery area other than the primary assigned office.											
10%	clients with m Conducts em claims; proces extracts and u	ore complex or specia ployment workshops sses data from file co	alized issues and/or set to enhance client emploinstruction and mainten red, performs these dut	rvice ne oyability ance for	as related to a specific job eds to relevant office or pa . Assists clients with regis all relevant IDES automa ssigned worksites within th	artner staff. stration and ted data files;						
05%	6. Establishes a	nd maintains activity	reports to demonstrate	work ac	tivity and detail time charg	jing.						
05%	7. Performs othe enumerated a	•	or assigned which are r	easonal	oly within the scope of the	duties						
conductin		ance evaluations; effect			ning and reviewing work, pre g disciplinary action and adjus							
				WORK	ING TITLE (IF ANY)	·····						
Employment	Security Field Offic	e Supervisor 13600-	44-54-105-20-01									
18. CHECK T	HE APPROPRIATE B	OX IF THIS POSITION	IS A:									
	RVISOR OR [	LEAD WORKER										
NOTE: S	Supervisory or lead w	vorker responsibilities	<u>must</u> be described in a	detailed	I duty statement(s) with a							
† ti	ime percentage(s) all	lotted.			•	unded						
headcour		a position title, position	number, and number of st	uporaina	te incumbents or authorized f	undea						
	Position Title		Position Number		No. of Incumbents or Fun	ded Vacancies						
				CATION								
PERFOR ABILITIE	MANCE OF THE WO	RK OF THIS POSITION	I. NOTE: SINCE THERE	ARE NC	NECESSARY FOR THE SU W SEVERAL OPTIONS OF E PHRASE "SAME AS SPEC	SKILLS AND						
					with academic backgroun							
					experience as a department ades in social/behavioral s							
business; or	four years (6,000 w	ork hours) as a depa	rtment intermittent staff	membe	er; or qualifying state emplo	oyees, in the						
					ncy tests and training program							
					e Unemployment Insuranc mployment service needs.							
ability to effe	ctively communicate	e with employers and	/or clients; determine a	n effect	ive work search plan for cli	ients 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											
					d software programs such Requires ability to travel. F							
ability to sp	eak and write the S	Spanish language at			rying out position duties							
conjunction	with Spanish spe	aking clients.			:							

1. POSITION TIT	LE	WOR	KING TITLE (IF ANY)	BILINGUAL	POSITION		SITION NU	MBER					
Existing Position								24-105-31-31         R       7. All         AUTH       8.AUDIT         5       Y         N       13. EFFECTIVE D/         02/16/20         TABLISH         CEMPT CODE CHANGE         DSITION NUMBER CHANGE         DOITIONAL IDENTICAL CHORK COUNTY CHANGE         ODISH         DWNWARD REALLOCATION         CTIONS         THERAL REALLOCATION         CTIONS					
New/Revised Position Employment S Program Repl				29	SS	5 1365	COUNTY       AUTH       BAUDIT         045       Y       R         NSACTION       13. EFFECTIVE D/         02/16/20         021       ESTABLISH         022       EXEMPT CODE CHANGE         024       POSITION NUMBER CHANGE         024       POSITION NUMBER CHANGE         024       POSITION NUMBER CHANGE         025       CLARIFY         027       ADDITIONAL IDENTICAL CHORE         028       WORK COUNTY CHANGE         021       ABOLISH         149       DOWNWARD REALLOCATION         158       UPWARD REALLOCATION         159       DOWNWARD REALLOCATION         150       LATERAL REALLOCATION         151       UPWARD REALLOCATION         152       UPWARD REALLOCATION         154       UPWARD REALLOCATION         155       UPWARD REALLOCATION         16       INTURE         170       Catego of Counting to the training programplex issues and/or servites         170       Ser service needs. Prov						
3. AGENCY		1	4. BUREAU/ DIVISION		I	5. EXMT CODE			-31-31 R R 13. EFFECTIVE DAT 02/16/201 00E CHANGE NUMBER CHANGE NUMBER CHANGE AL IDENTICAL CHANGE RD REALLOCATION RE	9. OFFICE USE			
Existing Position													
New/Revised Position			Service Delivery/ F	ield Oper	ations	0	045	V	R				
	t of Employment Secur	ity	11. UNIT				NSACTION			E DATE			
10. SECTION Existing Position						CODE							
Existing Position									02/16	/2019			
	ion/ Carpentersville Pro	ocessing	Service Unit II						E CHANG	E			
Center		<u> </u>							MBER CH	ANGE			
14. WORK LOCA Existing Position			15. BARGAINING/TER	M CODE	E:	— 1 <u> </u>	027 ADDIT	IONAL	IDENTICAI	LCHANGE			
Existing Fosition							028 WOR	COUN	TY CHANC	jΕ			
New/Revised Position							149 DOW	21 ABOLISH 49 DOWNWARD REALLOCATIO 50 LATERAL REALLOCATION					
Carpentersvill	e, IL		RC062				158 UPWA	RD RE					
% OF TIME	16. COMPLETE CURR	ENT AND	ACCURATE STATEME	NT OF PO	DSITION	NESSENTIA	L FUNCT		ont Incu	rance			
25%	<ul> <li>conducts benefit right nonseparation benefit applicants, provides of loads and extracts cla needs to relevant offit these duties for assig Travels to fairs and w services.</li> <li>1. Assesses and act services related to limited to intersta with clients to de discern employm provides informa use of the IL Lab the registration p and reviews for co programs. As dir other than the pr interpretive servite</li> </ul>	ts interview t claim iss referrals, p aims data ce or parti ned works vorksites. ddresses of to the produce the military termine un termine un termine un termine un tert history tion on av or Exchar rocess to compliance ected, per imary ass ces.	ws; provides orientat sues. Using the IL La blacement and follow using automated sys ner staff; establishes sites within the servic Utilizes Spanish lang client Unemployment cessing of claims for y and other federal o nemployment insurar y and work status; pr ailable job training an nge system, determin facilitate reemployme e; explains client righ forms these duties for igned office. Utilizes	ion and c abor Exch -up service and main ce deliver juage to a Insuranc unemploy r trade re noce claim rovides or nod/or edu nes releva ent; assis its and re or assigne Spanish l	larifies ange si ces on a fers clie ntains a y area o assist cl e and V yment in adjustm s mone rientatio cationa ant serv sponsik ed work languag	eligibility fa ystem, sele available jo activity repo- other than lients who i Nagner-Pe- nsurance b nent. Condi- tary and no on and clari al programs ices for the e formation polities as the sites within ge to assist	ctors; adj tots suital b orders mplex iss rts. As di the prima equest o vser servi enefits, ir ucts bene onmoneta fies eligib ; provides applican of work s ey pertai the serv clients w	indica ole job or trais rected ry ass r need includif fit right ry eligi ility fa s infor t and search n to b ice de ho rec	tes o openir ining pro- ind/or se d, perfor signed o d interpr eds. Pro- ng but n hts inter gibility a actors; mation enefits elivery a quest 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 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													
1 1	el fonde			' '	the	masc	han	ن ت	03/	/22/2019			
<u> </u>	94) AL 407-0794	1 1.5	MAR 28 2213	<u> </u>		- 2 0		-					
CMS/104 (Ref 10/	4.25-19	BY	h-	יש -									

16. (CONTINUE	<u>)</u>	TO A TELEVISION OF DOOLTION F	SSENTIAL FUNCTIONS (Continued)							
16. (CONTINUE % OF TIME 20% 10%	<ol> <li><u>16. COMPLETE CURRENT AND</u></li> <li>Assists clients with variable Security (IDES) and para Exchange system. Assists employers and hiring fare Exchange system for a employers; trains client clients with information up on training program referrals and need for a opportunities; assists wapplicants and employ performs these duties assigned office. Travel need interpretive servious for a solution of the exchange office. Travel need interpretive servious witten determinations written determinations</li> </ol>	artner agencies. Assists of registers, sesses, researches and selects clier airs for job interviews; selects suitab applicants requiring services availabl ts to use and interpret self-assessm n regarding training programs or sele additional referrals; verifies and reco with the planning, recruitment, and e yers in the use of self-service of the I for assigned worksites within the se Is to fairs and worksites. Utilizes Spa ices. and nonmonetary benefit claim issu nued claims; investigates, researche ; conducts reconsidered determinati	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 le through computer programs and contacts eent 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 IL Labor Exchange System. As directed, ervice delivery area other than the primary anish language to assist clients who request or es, providing eligibility determinations for es, and explains case disposition; provides ions and accepts appeals. As directed, performs							
10%	<ol> <li>these duties for assigned worksites within the service delivery area other than the primary assigned office.</li> <li>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.</li> </ol>									
05%	6. Establishes and maint	ains activity reports to demonstrate	work activity and detail time charging.							
05% .	7. Performs other duties enumerated above.	as required or assigned which are re	easonably within the scope of the duties							
conductin	N TITLE AND NUMBER OF IM		for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances							
	· · ·		WORKING TITLE (IF ANY)							
		visor 13600-44-54-105-30-01								
18. CHECK T	HE APPROPRIATE BOX IF TH	IIS POSITION IS A:								
		WORKER sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a							
ti	me percentage(s) allotted. as checked above, list position nt:	title, position number, and number of su	ubordinate incumbents or authorized funded							
NI/A	Position Title	Position Number	No. of Incumbents or Funded Vacancies							
PERFOR ABILITIE CAN NO	MANCE OF THE WORK OF TH S AND LICENSURE OR CERT LONGER BE USED.	HIS POSITION. NOTE: SINCE THERE FIFICATION IDENTIFIED ON STANDAR	L CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"							
social/behav staff membe business; or employee Up to a certificat impacting on ability to effe identification of payment of processing a ability to sp	ioral sciences or business; or r and a minimum of two year four years (6,000 work hour oward Mobility Program may e of proficiency. Requires w areas of responsibility; job k ctively communicate with en of inappropriate work searc or non-payment of claimants nd spreadsheets, database	or requires two years (3,000 work ho rs college credits completed with pars s) as a department intermittent staff complete combinations of specific working knowledge of those provision knowledge of employers and their U nployers and/or clients; determine a h efforts; effectively organize and ar and to use a personal computer wit management, electronic mail and in <b>language at a colloquial skill leve</b>	s college with academic background in burs) of experience as a department intermittent ssing grades in social/behavioral sciences or member; or qualifying state employees, in the proficiency tests and training programs leading ns of the Unemployment Insurance (UI) Act II and employment service needs. Requires the in effective work search plan for clients and nalyze pertinent information for the determination th related software programs such as word internet. Requires ability to travel. <b>Requires</b> el in carrying out position duties in							

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1 i i i

1. POSITION TIT	LE		W	ORKING TITLE (IF ANY)	BILINGUA		SITION TITLE	2. POS	TION NUI	MBER				
Existing Position								13650	-44-54-2	220-4	2-31			
New/Revised Position Employment & Program Repi		ive			29		SS		-44-54-1	107-1	0-31			
3. AGENCY				4. BUREAU/ DIVISION				5. EXMT CODE	6. WORK COUNTY	7. AVI AUTH	2-42-31 -10-3			
Existing Position												9/1/2020 - update to A/I		
New/Revised Position	t of Emp	loyment Secur	ity	Service Delivery/ Field	Operat	ons		0	022	<b>-</b> ¥2		code and supervisor PN		
10. SECTION				11. UNIT				12. TRAN CODE	SACTION	13	B. EFFECTIV	E DATE		
Existing Position Northern Regi	ion			Employment Services							07/16/	/2018		
New/Revised Position Northern Region Office	ion/ Nort	h Aurora Local							21 ESTAB 22 EXEMF		E CHANG	E		
14. WORK LOCA				15. BARGAINING/TERM C			Rutan Exempt		24 POSITI 26 CLARII		MBER CH	ANGE		
Existing Position				13. BARGAINING/TERNIC				🔲 мсо	27 ADDITI	ONAL I				
									28 WORK 21 ABOLIS		TY CHANG	Έ		
New/Revised Position				RC062			N							
	% OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS													
Under general supervision, for an assigned area, assesses and addresses client Unemployment Insurance														
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														
				g but not limited to inters										
				iews; provides orientatio								,		
				gh the use of the IL Lab										
				, placement and follow-										
				using automated data										
				ice or partner staff; estal										
				signed worksites within					er than	the p	rimary			
	assigne	ed office. Provi	aes int	erpretive services for S	banish s	реак	ing clien	IS.						
25%	1.			anguage when necessa										
				onetary eligibility and dis										
				ange system, determin										
		the registratio		ess to facilitate self-serv	vice: ass	ists i	n the for	mation	of work	searc	h action	nlan		
				pliance; explains rights								pian		
25%	2.			es all types of routine, co										
				red by IDES; process cl					ms for ta	arget	funded	or tax		
		incentive prog	grams.	Loads and extracts dat	a from a	utom	nated sys	stems.						
20%	3	Assists clients	s with y	various programs and so	arvices (	fforo		bne 2	nartner a	ann	اعد عما	na the		
2070	J. J.			hen necessary. Assists										
				stem. Assesses client s										
				to employers and hiring										
				n IL Labor Exchange sys								ough		
		computer pro	grams	and contacts employers	s; provid	es cli	ients with	n inform	ation reg	gardir	ng selec	ted		
				w procedures; follows u								rom		
				status of referrals and ne										
	placements; as directed, solicits job opportunities; assists with the planning, recruitment, and													
				airs. Coaches both app				s in the	use of s	elt-se	rvice of	the IL		
		Labor Exchar	ige Sy	stem. Travels to fairs a		sites.								
DIRECTOR OF C	MS SIGN	ATURE	IMMED		URE .	AGEN		SIGNATI	JRE		D	ATE		
1:11	205	E		AUS 0 6 2078		<	5/0	m D	7 7	•	07/3	1/2018		
CMS-104 (Rev. 10)	/94) IL 401	-0794 INU-1K	BY		1									
MAN IT	uyn	70 × 70 °												

16. (CONTINUE % OF TIME		PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTI	AL FUNCTIONS (Continued)						
10%	4.	continued claims; i	benefit claim issues, providing eligi investigates, researches, and expla nducts reconsidered determination	ins case	e disposition; provides written						
10%	5.	relationships and a service to fellow of Assists clients with	fice staff. Conducts employment we registration and claims as work flo	erral trar orkshop w neces	nsferring more complex or specialized store to enhance client employability.						
05%	6.	Establishes and m	aintains activity reports to demonst	rate wor	k activity and detail time charging.						
05%	7.	Performs other dut enumerated above		are reas	onably within the scope of the duties						
17. DOSITION TITLE AND NUMBED OF IMMEDIATE SUDED///SOD /Deprendible for appianing and reviewing work, propering											
conducting	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.)										
PSA, Opt. 1 3	7015-44-	54-107-00-01	-	WORK	ING TITLE (IF ANY)						
PSA, OptSS	<u> 370</u>	1 <b>5-44-54-107-00-3</b> 1	L	Local	Office Manager						
18. CHECK TH	HE APPR	OPRIATE BOX IF TH	IS POSITION IS A:	8							
	RVISOR	OR 🗌 LEAD V	VORKER								
ti	me perce as checke	ntage(s) allotted.	<b>sponsibilities <u>must</u> be described in a</b> title, position number, and number of se								
	Position	Title	Position Number		No. of Incumbents or Funded Vacancies						
N/A			1								
			<u> </u>								
			1								
PERFORM ABILITIES	MANCE C <b>5 AND LI</b>	OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	ARE NO	NECESSARY FOR THE SUCCESSFUL NECESSARY FOR THE SUCCESSFUL DW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"						
social/behavi staff member business; or provisions of service need search plan f information fo software prog Requires abi	foral scie and a m four year the UI A s. Requ for clients or the de grams su lity to tra	nces or business; o ninimum of two year rs (6,000 work hours ct impacting on area ires the ability to effo s and identification of termination of paym ich as word process vel. <b>Requires abilit</b>	s college credits completed with pa s) as a department intermittent staff as of responsibility; job knowledge ectively communicate with employe of inappropriate work search efforts	ours) of issing gi f membe of emplo ers and/o ; effective anagement langua	experience as a department intermittent rades in social/behavioral sciences or er. Requires working knowledge of those byers and their UI and employment or clients; determine an effective work vely organize and analyze pertinent e a personal computer with related nent, electronic mail and internet.						

1. POSITION TIT	LE	WOR	(ING TITLE (IF ANY)	BILINGUAL	POSITION TIT	E 2. POS	ITION NU	MBER			
Existing Position		····									
New/Revised Position				29	SS	13650	)-44-54-	107-2	1-31		
Program Repr 3. AGENCY	resentative		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	9. OFFICE USE		
Existing Position	· · · · · · · · · · · · · · · ·								-21-31 A B C C C C C C C C C C C C C C C C C C		
New/Revised Position					otiono	0	045	Y			
	nt of Employment Secu	rity	Service Delivery/ F	leid Oper	ations		ISACTION			/F DATE	
10. SECTION			11. UNIT			CODE					
Existing Position									02/16	/2019	
New/Revised Position	ion/ North Aurora Loca	al Office	Service Unit I				)21 ESTAE )22 EXEM		E CHANG	E	
			15. BARGAINING/TER		Ruta Exer				MBER CH	ANGE	
14. WORK LOCA Existing Position			13. DARGAINING/TER			TPT ⊠ MC026 CLARIFY     MC027 ADDITIONAL IDENTICAL CH     MC028 WORK COUNTY CHANGE     MD021 ABOLISH					
New/Revised Position North Aurora,			RC062	2	N		149 DOWN 150 LATER	IWARD RAL RE	ALLOCATIO	ON	
% OF TIME	16. COMPLETE CURF	RENT AND	ACCURATE STATEME	ENT OF PO	DSITION E	SSENTIAL	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.										
25%	limited to interst with clients to de discern employr provides informa use of the IL La the registration and reviews for programs. As di	to the proc ate, military etermine un nent histor ation on av bor Exchar process to compliance rected, per rimary ass	client Unemployment cessing of claims for y and other federal on memployment insurat y and work status; pr ailable job training a nge system, determin facilitate reemploym e; explains client righ forms these duties for igned office. Utilizes	unemploy or trade re- nce claims rovides or nd/or edu nes releva ent; assis nts and re- or assigne	yment ins adjustme s moneta ientation cational p int servic ts in the f sponsibili ed worksi	urance be nt. Condu ry and nor and clarifi rograms; es for the ormation ties as the es within	nefits, ir cts bene nmoneta es eligib provides applican of work s by pertain the serv	icludii fit rig ry elic ility fa infor t and searcl n to b ice de	ng but n hts inter gibility a actors; mation coache n action enefits elivery a	ot views nd on the s in plan rea	
25%	complex and sp Employment Se not limited to the	ecial claim curity (IDE e Illinois Be ms these d	to receipt, review, e s on benefit entitlem S). Loads and extra enefit Information Sys uties for assigned we	ent progra acts claims stem (IBIS	ams adm s data usi S), Illinois	nistered b ng autom Job Link	y the Illi ated sys (IJL) and	nois I tems I Gen	Departm includin Tax. As	g but	
	prindry dosigne		·								
	CMSSIGNATURE	pros a	TE SUPERVISOR SIGNA			EAD SIGNA		·		DATE	
DIRECTOR		pros a	TE SUPERVISOR SIGNA		thor	EAD SIGNA	an				

16. (CONTINUE	D)				· · ·
% OF TIME		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 program referrals and need for a opportunities; assists w applicants and employed performs these duties f	artner agencies. Assists or registers sesses, researches and selects clie airs for job interviews; selects suital applicants requiring services availab ts to use and interpret self-assessme regarding training programs or sel- s or job orders for employers reque 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 s to fairs and worksites. Utilizes Sp	job see int skills ole job c ole throu- nent voc ected jo esting se ords pla executio IL Labo ervice de	igh computer programs and contacts cational exploration tools; provides ibs and job interview procedures; follows ervice from IDES to determine status of icements; as directed, solicits job in of hiring fairs. Coaches both r Exchange System. As directed,
10%	4.	routine, initial or contin written determinations;	conducts reconsidered determinat	s, and e ions and	viding eligibility determinations for explains case disposition; provides d 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	elex or specialized issues and/or se workshops to enhance client emploi from file construction and mainten	rvice ne oyability 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	ains 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 r	easonal	bly within the scope of the duties
conducting	g and		AEDIATE 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 Superv	isor 13600-44-54-107-20-01		
18. CHECK TI	HE A	PPROPRIATE BOX IF TH	IS POSITION IS A:		· · · · · · · · · · · ·
	RVIS		VORKER		
			ponsibilities <u>must</u> be described in a	detailed	d duty statement(s) with a
		percentage(s) allotted.		م ماني م	to incompany, as a thesized founded
headcour		necked above, list position	title, position number, and number of s	ubordina	te incumbents of authorized funded
		sition Title	Position Number		No. of Incumbents or Funded Vacancies
N/A					· · · ·
					NECESSARY FOR THE SUCCESSFUL
					E PHRASE "SAME AS SPECIFICATION"
		GER BE USED.			
			evelopment equivalent to four years		e with academic background in experience as a department intermittent
					rades in social/behavioral sciences or
business; or	four	years (6,000 work hours	s) as a department intermittent staff	membe	er; or qualifying state employees, in the
					ncy tests and training programs leading e Unemployment Insurance (UI) Act
					mployment service needs. Requires the
ability to effe	ctive	ely communicate with em	ployers and/or clients; determine a	in effect	ive work search plan for clients and
					pertinent information for the determination ed software programs such as word
					Requires ability to travel. Requires
ability to sp	eak		language at a colloquial skill leve		
- contenenon	wvii	o suamsn speaking Cli	EUIS		

New/Revised Position     29     SS     13650-44-54-107-41-31       Program Representative     29     29     29	1. POSITION TIT	LE	WORI	KING TITLE (IF ANY)	BILINGUAL CODE	POSIT	ION TITLE	2. POS	ITION NU	MBER				
Employment Security       29       SS       13650-44-54-107-41-31         3. AGENCY       4. BUREAL//DIVISION       6 000       1000       1000         3. AGENCY       4. BUREAL//DIVISION       6 000       1000       1000         11. Department of Employment Security       Service Delivery/ Field Operations       0 045       Y       R         10. SECTION       11. UNIT       11. UNIT       11. Department of Employment Security       0 045       Y       R         Notifient Region/ North Aurora Local Office       Service Unit II       0 045       Y       R       02/16/2019         Northern Region/ North Aurora Local Office       Service Unit II       0 045       Water Statulish       0 045       V/       R         14. WORK LOCATION       15. BARGAINING/TERM CODE       Nordel Statulish       0 045       V/       R       0 0/16/2019         North Aurora, IL       RC062       N       0 0/16/2019       N 0/16	Existing Position													
3. AGENCY       4. BUREAL/ DIVISION <sup>1</sup> East <sup>1</sup>	Employment S				29		SS	13650	T       6. WORK       7. All       8. AUDIT         I       045       Y       R         I       045       Y       R         I       045       Y       R         I       045       Y       R         I       02/16/20         I       02/16/20					
Newforward Postor IL Department of Employment Security         Service Delivery/ Field Operations         0         0.45         Y         R           10. SECTION         11. UNIT         IS EFFCIDE CATE         Up (2/16/2019)         10.2/16/2019           Northern Region/ North Aurora Local Office         Service Unit II         MAD21         ESTABLEH         0.2/16/2019           Northern Region/ North Aurora Local Office         Service Unit II         MAD21         ESTABLEH         0.2/16/2019           Northern Region/ North Aurora Local Office         Service Unit II         MAD21         ESTABLEH         0.2/16/2019           Northern Region/ North Aurora         IL         RCG62         N         MAD21         ESTABLEH           North Aurora, IL         RCG62         N         MCG82         MCG8	3. AGENCY			4. BUREAU/ DIVISION	<u>ا</u>				6. WORK COUNTY	7. A/I AUTH	07-41-31 7.AUTH 8.AUDIT 9.0 Y R Y R 13. EFFECTIVE DAT 02/16/201 ISH CODE CHANGE DNNUMBER CHANGE ONAL IDENTICAL CHANGE H VARD REALLOCATION D REALLO	9. OFFICE USE		
IL Department of Employment Security       Service Delivery/ Field Operations       0       045       Y       R         DI SECTION       11. UNIT       IS INVERSENT       IS INVERSENT       02/16/2019         Northern Region/ North Aurora Local Office       Service Unit II       Immediate Section       02/16/2019       02/16/2019         Northern Region/ North Aurora Local Office       Service Unit II       Immediate Section       Immediate Section       02/16/2019         NewRegread       Is BARGAINING/TERM CODE       Emmediate Section       Immediate Section       Immediate Section       02/16/2019         North Aurora, IL       Is COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESECITION INNEER CHANCE       Immediate Section       Immediate Section         % OF TIME       16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESECITION ESECITION INNEER CHANCEATION       Immediate Section       Immediate Section         % OF TIME       16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESECITION INNEER CHANCEATION       Immediate Section S	Existing Position									44-54-107-41-31         6.WORK       7.AITH       8.AUDIT       9. OF         045       Y       R         02/16/2019         establish       02/16/2019				
10. SECTION       11. UNIT       II. TreadsAction       II. Enversaction         10. SECTION       11. UNIT       II. TreadsAction       II. Enversaction         Northern Region/ North Aurora Local Office       Service Unit II       III. MART       III. TreadsAction       III. Control       IIII. Control       IIII. Control       IIII. Control       IIII. Control       IIIII. Control       IIIII. Control       IIIIII. Control       IIIIIII. Control       IIIIIII. Control       IIIIIIIIII. Control       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII				Sonice Delivery/	Tield Oner	otiona		0	045	v				
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Northern Region/ North Aurora Local Office         Service Unit II         Image: Construction of the service of th				11. UNIT					SACTION	'	S. EFFECTIV	EDATE		
Northern Region/ North Aurora Local Office       Service Unit II       Image: Barger Control of Control O	Existing Position										02/16/	/2019		
Notifier Region Footin         Notifier Region         Notifier Region         Notifier Region           14. WORK LOCATION         15. BARGAINING/TERM CODE         Notest	New/Revised Position	· · · · ·												
14. WORK LOCATION         15. BARGAINING/TERM CODE         Number of the second control of the second conte second control of the second conte second control	Northern Regi	on/ North Aurora Local	Office	Service Unit II							E CHANG	E		
Easing Position         Mode2*         ADDITIONAL IDENTICAL CHANC           Non-Mittavined Position         RC062         N         Mod2*         ABOLISH           Non-Mittavined Position         RC062         N         Mod2*         ABOLISH           % OF TIME         16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS         Mod2*         Mittable Status Reluce/ATION           % OF TIME         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 referals, placement and follow-up services on available job orders or training programs loads and extracts claims data using automated systems; refers clients whit complex issues and/or service needs. Travels to fairs and worksites. Utilizes Spanish language to assist clients who request or need interpretive services.         25%           25%         1. Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services information on twailable job training and/or educational programs; provides information on ther federal or trade readjustment. Conducts benefit rights interviews with clinents to determine unemployment insurance claims mon								🔲 мсо	24 POSIT	ON NU	NUMBER CHANGE			
New#Revised Position         RC062         N         Model Adolution           % OF TIME         16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS           % OF TIME         16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS           Under general supervision, for an assigned area, assesses and addresses client Uhemployment 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 orders or training programs loads and extracts claims data using automated systems; refers clients with complex, issues and/or service needs 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 aligibility factors; provides information on available job training programs with clients to determine unemployment insurance taims 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 prog				TJ. BARGAINING/TEP			Exempt	🗖 мсо	27 ADDIT	ONAL I				
Newfeward Position         RC062         N         Bit C149 DOWNWARD REALLOCATION Morth Aurora, IL           % OF TIME         16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS           Wide 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 referals, placement and follow-up services on available job orders or training programs loads and extracts claims data using automated system; 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. 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. Conducts benefit rights interviews with clients to determine unemployment insurance claims monetary and nonmonetary eligibility factors; provides information on available job training and/or educational programs; provides information on the use of the LL Labor Exchange system, determines relevant services for the applicant and coaches in the registration proceses to facilitate reemployment, assits in the formation											TY CHANG	Æ		
Notifier Participant         Image: Control State         Image: Control State         Image: Control State           % OF TIME         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 orders or training programs loads and extracts claims data using automated systems; refer 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. 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 cans monetary and nonmonetary eligibility factors; provides information on available job training and/or educational programs; provides information on the use of the L 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 resoluti				DODE	2		N	MC149 DOWNWARD REALLOCATIO						
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 uneployment insurance claims monetary and nonmonetary eligibility and discern employment history and work status; provides information and clarifies eligibility factors; provides information on available job training and/or educational programs; provides information on the use of the L 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 a								MC1	58 UPWA	RD REA				
and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefit; 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 benefit; 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 or dynation of the registration process to facilitate reemployment; assists in the formation of work search action plan exprokes spanish language to assist clients who request	% 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/DF CM93/IGNATURE       IMMEDIATE SUPERVISOR SIGNATURE       AGENCY HEAD SIGNATURE       DATE MAY 2001         03/22/2019		<ul> <li>conducts benefit rights nonseparation benefit applicants, provides re loads and extracts cla needs to relevant offic these duties for assign Travels to fairs and we services.</li> <li>1. Assesses and add services related to limited to interstat with clients to dete discern employme provides information use of the IL Labo the registration pri and reviews for co programs. As dire other than the print interpretive service</li> </ul>	s interview claim iss eferrals, p ims data ce or partr ned works orksites. I dresses cl o the proc e, military ermine un ent history ion on ava or Exchan ocess to f ompliance cted, perf nary assig es.	ws; provides orienta sues. Using the IL L blacement and follow using automated sy ner staff; establishes sites within the servi Utilizes Spanish lang lient Unemployment essing of claims for y and other federal of hemployment insura y and work status; p ailable job training a ige system, determin facilitate reemploym e; explains client righ forms these duties for gned office. Utilizes	tion and cl abor Exch y-up servic stems; ref s and mair ce deliver guage to a c Insurance unemploy or trade rea nce claims rovides or nd/or educ nes releva ent; assist or assigne Spanish la	larifies ange ces on ers cli ntains y area assist o e and ment adjust s mon ientati cation nt ser ts in th sponsi d wor angua	s eligib system a vaila ents w activity a other clients Wagne insura ment. ( etary a on and al prog vices fine form ibilities ksites ge to a	ility fact n, select able job ith com y reports than the who ree er-Peys nce ber Conduc or the a nation o as they within th assist cl	ors; adjuts suitab orders of plex issues s. As dir e primar quest or er service monetar is eligibit provides pplicant f work so pertain ne service ients wh	udicat le job or train ues an ected y ass need cludin it righ y elig lity fac inforr and c earch to be ce del to req	es openin ning pro nd/or se , perforr igned of interpro eds. Pro g but no its interv ibility ar ctors; nation of coaches action p enefits livery ar uest or	gs for ograms; ervice ms ffice. etive ovides ot views of on the s in plan ea		
27	DIRECTOR OF C	complex and spec Employment Secu not limited to the I directed, performs primary assigned	cial claims urity (IDES Ilinois Ben s these du office.	s on benefit entitlem S). Loads and extra nefit Information Sys uties for assigned we	ent progra icts claims stem (IBIS orksites wi	ims ac data b), Illin thin th	dminist using a ois Job ne serv	ered by automat b Link (I rice deli SIGNATI	v the Illin ted syste JL) and very are	ois D ems ii GenT	epartme ncluding fax. As er than t	g but the		
				MAY UI ZUIS		the	ma	3Ch	an		03/2	2/2019		
	15-164 (Ral 10/0	<u>27</u>			[·/ ]			Ser	~~~~					
				EY:					•					

16. (CONTINUE					
% OF TIME			D ACCURATE STATEMENT OF POSITION		
20%		Assists clients with var Security (IDES) and pa Exchange system. As employers and hiring f Exchange system for a employers; trains clien clients with information up on training program referrals and need for opportunities; assists v applicants and employ performs these duties assigned office. Travel need interpretive servit Adjudicates monetary routine, initial or contin	rious programs and services offered artner agencies. Assists or registers sesses, researches and selects clie fairs for job interviews; selects suital applicants requiring services availabilits to use and interpret self-assessing in regarding training programs or sel as or job orders for employers reque- additional referrals; verifies and rec- with the planning, recruitment, and e- yers in the use of self-service of the for assigned worksites within the se- its to fairs and worksites. Utilizes Sp- ices. and nonmonetary benefit claim issu- nued claims; investigates, researched	d by the s job set ent skills ble throu- nent voo lected jo esting se cords pla executio IL Labo ervice de panish la ues, pro es, and	a Illinois Department of Employment ekers and employers using the IL Labor s; 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 acements; as directed, solicits job on of hiring fairs. Coaches both or Exchange System. As directed, elivery area other than the primary anguage to assist clients who request or oviding eligibility determinations for explains case disposition; provides
					d accepts appeals. As directed, performs
		these duties for assign	ied worksites within the service deli	very are	ea 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 t workshops to enhance client empl a from file construction and mainten	ervice ne loyability nance fo	as related to a specific job referral; refers eeds to relevant office or partner staff. y. 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 a enumerated above.	as required or assigned which are r	reasona	bly within the scope of the duties
conductin	g and		MEDIATE SUPERVISOR (Responsible luations; effectively recommending and		gning and reviewing work, preparing, ng 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 T	HE A	PPROPRIATE BOX IF TH	IS POSITION IS A:	1	
	RVIS	SOR OR 🗌 LEAD V	NORKER		
NOTE: S	uper	rvisorv or lead worker res	sponsibilities <u>must</u> be described in a	u detaile <sup>,</sup>	d duty statement(s) with a
l ti	me p	percentage(s) allotted.			
If a box w headcour	nt:		title, position number, and number of s	ubordina	ate incumbents or authorized funded
	Pos	sition Title	Position Number		No. of Incumbents or Funded Vacancies
N/A		KNOW/ EDGES SKILLS			I NECESSARY FOR THE SUCCESSFUL
					OW SEVERAL OPTIONS OF SKILLS AND
ABILITIE	S AN	ID LICENSURE OR CERT			E PHRASE "SAME AS SPECIFICATION"
		GER BE USED.			
			evelopment equivalent to four years		e with academic background in experience as a department intermittent
					rades in social/behavioral sciences or
business; or	four	years (6,000 work hours	s) as a department intermittent staff	fmemb	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
identification	of ir	appropriate work search	h efforts; effectively organize and a	nalyze p	pertinent information for the determination
					ed software programs such as word
					Requires ability to travel. Requires
		and write the Spanish h Spanish speaking cli	language at a colloquial skill leve	er in ca	rrying out position duties in

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Existing Position	LE	WOR	KING TITLE (IF ANY)	BILINGUAL	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER		
New/Revised Position						<u> </u>				
Employment S Program Repi				29	SS		)-44-54-	107-5	07-51-31 7.MTH B.AUDIT 9 Y R 13. EFFECTIVE D 02/16/20 ISH 13. EFFECTIVE D 02/16/20 ISH 13. EFFECTIVE D 02/16/20 ISH 10. NUMBER CHANGE DNNUMBER CHANGE DNNL IDENTICAL OF COUNTY CHANGE H VARD REALLOCATION D	
3. AGENCY	· · · · · · · · · · · · · · · · · · ·		4. BUREAU/ DIVISION			5. EXMT CODE	6, WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFIC USE
Existing Position									R B. EFFECTIVE DA 02/16/20 E CHANGE MBER CHANGE DENTICAL CH/ TY CHANGE REALLOCATION LLOCATION ALLOCATION MILOCATION CALLOCATI	
New/Revised Position	t of Employment Securi	itv	Service Delivery/ I	-ield Opera	ations	0	045	Y	R	
10. SECTION			11. UNIT			12. TRAN CODE	SACTION	L [1	3. EFFECTIV	E DATE
Existing Position									02/16/	/2019
New/Revised Position			Service Unit III				21 ESTAE	<u> </u>		
Northern Regi	on/ North Aurora Local	Office	Service Offic III		Rutan	🗖 мсо	22 EXEM	РТ СОБ		
14. WORK LOCA	TION		15. BARGAINING/TER		Exempt	Impt         MC026         CLARIFY           Impt         MC027         ADDITIONAL IDENTICAL           Impt         MC028         WORK COUNTY CHANG				
Existing Position										
New/Revised Position	MD021 ABOLISH									
North Aurora,			RC06		N		MC150 LATERAL REALLOCATION     MC158 UPWARD REALLOCATION			
% OF TIME	16. COMPLETE CURRE									
25%	services related to limited to interstat with clients to det discern employme provides informat use of the IL Labo the registration pr and reviews for co programs. As dire other than the prin interpretive servic	claim issue eferrals, p ims data i ce or partr ned works orksites. L dresses cl or the proc te, military ermine un ent history ion on ava or Exchang ocess to f ompliance ected, perf mary assig res.	ues. Using the IL L lacement and follow using automated sy her staff; establishes sites within the servi Jtilizes Spanish lang lient Unemployment essing of claims for and other federal of employment insura and work status; p ailable job training a ge system, determin acilitate reemploym ; explains client righ orms these duties for gned office. Utilizes	abor Excha y-up servic stems; refe and main ce delivery guage to a lnsurance unemployer trade rea nce claims rovides ori- nd/or educ nes relevar ent; assistant sor assigned Spanish la	ange syster es on availa ers clients v tains activit v area other ssist clients and Wagn ment insura adjustment. monetary a entation and st services t s in the form ponsibilities d worksites anguage to	n, selec able job vith com y report than th who re er-Peys ance ber Conduc and non d clarifie grams; p for the a nation o s as they within th assist cl	ts suitab orders of plex iss s. As dir e primar quest or er servio monetar es eligibi provides pplicant f work s y pertain he servio lients wh	ce ne ce ne celudir fit right y elig lity fa infor and ce de no rec	eds. Pro additional properties of the second properties of the second p	ogram rvice ms ffice. etive ovides ot views ad on the in olan ea
2070	complex and spec Employment Secu not limited to the I	cial claims urity (IDES Illinois Bei	s on benefit entitlem 6). Loads and extra nefit Information Sys	ent progra cts claims stem (IBIS)	ms adminis data using ), Illinois Jo	tered by automa b Link (l	/ the Illir ted syst IJL) and	iois D ems i Gen <sup>-</sup>	epartme ncluding Tax. As	
	directed, performs primary assigned								er than	the
		office.	E SUPERVISOR SIGNA		GENCY HEAD					

16. (CONTINUE				TOOTHT	
% OF TIME			D ACCURATE STATEMENT OF POSITION		
20%	3.	Security (IDES) and pa Exchange system. As employers and hiring fi Exchange system for a employers; trains clien clients with information up on training program referrals and need for a opportunities; assists w applicants and employ performs these duties assigned office. Travel need interpretive service Adjudicates monetary a routine, initial or contin	artner agencies. Assists or registers assesses, researches and selects clie fairs for job interviews; selects suita applicants requiring services availat the use and interpret self-assesses in regarding training programs or sel additional referrals; verifies and rec with the planning, recruitment, and evers in the use of self-service of the for assigned worksites within the se ls to fairs and worksites. Utilizes Sp ices. and nonmonetary benefit claim issu- nued claims; investigates, researche	s job see ent skills ble job o ble throu nent voo lected jo esting se cords pla executio IL Labo ervice de banish la ues, prov es, and e	ugh computer programs and contacts cational exploration tools; provides obs and job interview procedures; follows ervice from IDES to determine status of acements; as directed, solicits job on of hiring fairs. Coaches both or Exchange System. As directed, elivery area other than the primary anguage to assist clients who request or viding eligibility determinations for
					a other than the primary assigned office.
10%	5.	Advises clients on work clients with more comp Conducts employment claims; processes data extracts and utilizes data	k attitudes, habits, relationships and olex or specialized issues and/or se workshops to enhance client emplo a from file construction and mainten	d attire a ervice ne oyability iance for	as related to a specific job referral; refers eeds 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	ains activity reports to demonstrate	work ac	ctivity and detail time charging.
05%		enumerated above.	as required or assigned which are r		
conducting	g and	LE AND NUMBER OF IMM d signing performance eval ent of this position.)	MEDIATE SUPERVISOR (Responsible luations; effectively recommending and	for assig imposing	ning and reviewing work, preparing, g disciplinary action and adjusting grievances
				WORK	ING TITLE (IF ANY)
			visor 13600-44-54-107-50-31		
18. CHECK TH	IE A	PPROPRIATE BOX IF THI	IS POSITION IS A:		
	۷IS		VORKER		
NOTE: SI	uper	visory or lead worker res	sponsibilities <u>must</u> be described in a	detailed	d duty statement(s) with a
tin	ne p	ercentage(s) allotted.			
headcount	t:	· · · · · · · · · · · · · · · · · · ·	title, position number, and number of su	ubordina	te incumbents or authorized funded
N/A	Pos	sition Title	Position Number		No. of Incumbents or Funded Vacancies
	ZED	KNOWLEDGES, SKILLS	ABILITIES, LICENSURE OR CERTIFI	CATION	NECESSARY FOR THE SUCCESSFUL
PERFORM	/IAN(	CE OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	ARE NO	W SEVERAL OPTIONS OF SKILLS AND
ABILITIES CAN NO L	AN	D LICENSURE OR CERTI GER BE USED.	FICATION IDENTIFIED ON STANDAR	RDS, TH	E PHRASE "SAME AS SPECIFICATION"
Requires know	wlea	lge, skills and mental de	evelopment equivalent to four years	college	with academic background in
social/behavio	oral	sciences or business; or	r requires two years (3,000 work ho	ours) of e	experience as a department intermittent
staπ member	and	a minimum of two years	s college credits completed with pa	issing gr	rades in social/behavioral sciences or er; or qualifying state employees, in the
employee Up	war	d Mobility Program may	complete combinations of specific	proficier	ncy tests and training programs leading
to a certificate	e of	proficiency. Requires w	orking knowledge of those provision	ns of the	e Unemployment Insurance (UI) Act
impacting on	area	as of responsibility; job k	nowledge of employers and their U	I and er	nployment service needs. Requires the
identification	of in	appropriate work search	ployers and/or clients; determine a efforts: effectively organize and ar	in eπecti nalvze n	ive work search plan for clients and ertinent information for the determination
of payment or	r nor	n-payment of claimants a	and to use a personal computer wit	th relate	d software programs such as word
processing ar	nd sj	preadsheets, database r	management, electronic mail and in	nternet. I	Requires ability to travel. Requires
ability to spe	ака	and write the Spanish I Spanish speaking clie	language at a colloquial skill leve	el in car	rying out position duties in

### **POSITION DESCRIPTION**

1. POSITION TIT	ſĹĔ	WOR	KING TITLE (IF ANY)	BILINGUAL	POSITIO	ON TITLE	2. POS	TION NU	MBER		
Existing Position											
New/Revised Position											
Employment Program Rep	Security			29	S	SS	13650	-44-55-	103-2	-21-31	
3. AGENCY			4. BUREAU/ DIVISION	•			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH		9. OFFICE USE
Existing Position											
New/Revised Position	·····		Oracia Dalivary/ Fi		-4:			050	Y		
	nt of Employment Secur	ity	Service Delivery/ Fi	ela Opera	ations		0	050			
10. SECTION			11. UNIT				12. TRAN CODE	SACTION	1	3. EFFECTIV	
Existing Position										02/16	/2019
New/Revised Position			Service Unit I	·				21 ESTAE			
Northwest Re	gion/ Ottawa Local Offi	ce	Service Unit I				🗖 мсо	22 EXEM	PT COD		
14. WORK LOCA	ATION		15. BARGAINING/TERM			Rutan Exempt		24 POSIT 26 CLARI		MBER CH	ANGE
Existing Position							🗖 мсо	27 ADDIT	IONAL		
								28 WORK		IT CHANG	
New/Revised Position			RC062			N					
Ottawa, IL								58 UPWA	RD RE		
% OF TIME	16. COMPLETE CURR										
25%	<ul> <li>insurance benefits, in conducts benefit right nonseparation benefit applicants, provides r loads and extracts cla needs to relevant offit these duties for assig Travels to fairs and w services.</li> <li>1. Assesses and ad services related t limited to intersta with clients to det discern employm provides informat use of the IL Lab the registration p and reviews for c programs. As dire other than the pri interpretive service</li> </ul>	cluding but s interview t claim iss referrals, p aims data ce or partu- ned works vorksites. I dresses c o the proc te, military termine ur ent history tor Exchan rocess to ompliance ected, per mary assi- ces.	ut not limited to inters ws; provides orientati ues. Using the IL La placement and follow- using automated sys ner staff; establishes sites within the servic Utilizes Spanish lang dient Unemployment essing of claims for u y and other federal or nemployment insuran y and work status; pro- ailable job training an ige system, determin- facilitate reemployme e; explains client right forms these duties fo igned office. Utilizes S	tate, milit on and cl bor Exch -up servic tems; ref and main e delivery uage to a Insurance unemploy trade rea ce claims ovides or d/or educ es releva ent; assist ts and res r assigne Spanish la	tary ar larifies ange ces on ers cli ntains y area assist of ment adjust s mon- ientati cation: nt ser ts in th sponsi ed wor angua	nd othe s eligib system a availa ients w activity other clients Wagne insura ment. etary a ion and al prog vices f he form ibilities ksites age to a	er feder ility fac able job ith com y report than th who re er-Peys nce be Conduc and non d clarifie grams; j or the a hation c s as the within t assist c	al or trad tors; adj ts suitat orders o plex iss s. As dir e primal quest or er servin moneta es eligibi provides applicant f work s y pertair he servi lients wi	de rea udica ble job or trai ues a recteo ry ass r need cludin fit right ry elig ility fa infor t and ce de ho red	adjustm tes o openin ining pro- ind/or se d, perfor signed o d interpr eds. Pro- ng but n hts inter gibility at actors; mation of coaches n action enefits livery at quest or	ent; ogs for ograms; ervice ms ffice. etive ovides ot views nd on the s in plan rea need
	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. <b>PECMS &amp; GINATURE</b> IMMEDIATE SUPERVISOR SIGNATURE AGENCY HEAD SIGNATURE DATE										
DIRECTOR	CMS OGNATURE								:		
/"	27	l i b	IAR 28 20.3			10.3	-Ju	an	: 	03/2	22/2019
MS-104 (Rev. 10/	94) IL 401-0794 W 4:55-19	L"									

16. (CONTINUE	D)			
% 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 program referrals and need for a opportunities; assists w applicants and employed performs these duties fa assigned office. Travels need interpretive service	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-assessmi- regarding training programs or sele 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 for assigned worksites within the se s to fairs and worksites. Utilizes Spi- ces.	by the Illinois Department of Employment job seekers and employers using the IL Labor nt skills; refers clients to training programs or ole job openings as listed in the IL Labor le through computer programs and contacts nent 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 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 contin written determinations; these duties for assign	ued claims; investigates, researche conducts reconsidered determinati ed worksites within the service deliv	es, providing eligibility determinations for s, 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	lex or specialized issues and/or set workshops to enhance client emploi from file construction and mainten	a attire as related to a specific job referral; refers rvice needs to relevant office or partner staff. byability. 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 n	easonably within the scope of the duties
conductin	g an			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
				WORKING TITLE (IF ANY)
Employment	Sec	urity Field Office Superv	isor 13600-44-55-103-20-01	
18. CHECK T	HE A	PPROPRIATE BOX IF THI	IS POSITION IS A:	, , ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,,
	RVIS	SOR OR 🗌 LEAD V	VORKER	
	une	rvisory or lead worker res	ponsibilities must be described in a	detailed duty statement(s) with a
ti	me j	percentage(s) allotted.		
If a box w headcour		hecked above, list position	title, position number, and number of su	ubordinate incumbents or authorized funded
	Po	sition Title	Position Number	No. of Incumbents or Funded Vacancies
		KNOWI EDGES SKILLS		CATION NECESSARY FOR THE SUCCESSFUL
				ARE NOW SEVERAL OPTIONS OF SKILLS AND
ABILITIE	S AN			RDS, THE PHRASE "SAME AS SPECIFICATION"
				college with academic background in
				ours) of experience as a department intermittent
				ssing grades in social/behavioral sciences or 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 provisio	ns of the Unemployment Insurance (UI) Act
				I and employment service needs. Requires the
				n effective work search plan for clients and nalyze pertinent information for the determination
				h related software programs such as word
processing a	nd s	preadsheets, database i	management, electronic mail and ir	iternet. Requires ability to travel. Requires
				el in carrying out position duties in
conjunction	wit	h Spanish speaking cli	ents.	

1. POSITION TIT	LE	WOR	(ING TITLE (IF ANY)	BILINGUAL	POSITION OPTION C		ITION NU	MBER				
Existing Position												
New/Revised Position				29	ss	13650	)-44-55-	104-1	1-31	<u> </u>		
Program Repl 3. AGENCY	esentative	I	4. BUREAU/ DIVISION	<u> </u>		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE		
Existing Position							SCONT .					
New/Revised Position	<u></u>											
IL Department	t of Employment Secur	ity	Service Delivery/ Fig	eld Opera	ations	0	081	Y				
10. SECTION			11. UNIT	<u></u>		12. TRA	12. TRANSACTION 13. EFFECTIVE DAT CODE					
Existing Position									02/16/	/2019		
New/Revised Position	gion/ Rock Island Loca	l Office	Service Unit I				MA021 ESTABLISH     MC022 EXEMPT CODE CHANGE     MC024 POSITION NUMBER CHANGE					
14. WORK LOCA	TION		15. BARGAINING/TERM		Rut Exe	empt 🛛 MC	026 CLARI	FY				
Existing Position							027 ADDIT 028 WORK					
New/Revised Position							021 ABOLI 149 DOWN		REALLOCA	ATION		
Rock Island, I	L		RC062			N D MC	150 LATER	RAL REA	ALLOCATIO	ON		
% OF TIME	16. COMPLETE CURR	ENT AND /	ACCURATE STATEME		SITION	ESSENTIAL	FUNCT	ONS				
25%	services related to limited to intersta with clients to de discern employm provides informa use of the IL Lab the registration p and reviews for o programs. As dire	cluding but ts interview t claim iss referrals, p aims data ce or parti- ned works vorksites. I dresses c to the pro- termine un termine un termine un termine un termine un to Exchan rocess to compliance ected, per imary assi	It not limited to inters ws; provides orientation ues. Using the IL Lab placement and follow- using automated systemer staff; establishes sites within the servic	tate, milit on and cl bor Exch up servic tems; ref and mair e deliver uage to a nsurance unemploy trade rea ce claims ovides or d/or educes releva nt; assis s and res r assigne	ary and arifies e ange sy ces on a ers clier stains ac y area o ssist clie e and W yment in adjustm s monet ientatior cational nt servic ts in the sponsibility of works	I other fede eligibility fac vstem, selec vailable job nts with con ctivity repor- other than th ents who re /agner-Pey- isurance be ent. Condu ary and noi n and clarifi programs; ces for the formation of ilities as the sites within	ral or tra tors; adj to suitat o orders nplex iss ts. As din e prima equest of ser servi enefits, ir cts bene nmoneta es eligib provides applican of work s ey pertain the servi	de rea udica ble jok or trai ues a recteo ry ass r need ce ne ce ne ce ne fit rigi fit rigi f	adjustme tes o openin ining pro- ind/or se d, perfor signed o d interpro- eds. Pro- ng but n nts inter gibility ad inters; mation of coaches n action enefits flivery al	ent; ogs for ograms; ervice ms ffice. etive ovides ot views nd on the s in plan rea		
25%	complex and spe Employment Sec not limited to the	ecial claim curity (IDE Illinois Be is these di d office.	to receipt, review, en s on benefit entitleme S). Loads and extrac nefit Information Sys uties for assigned wo	nt progra ts claims tem (IBIS rksites w	ams adn data us data u	ninistered b sing autom is Job Link e service de	y the Illin ated sys (IJL) and livery are	nois E tems i I Gen	Departm including Tax. As her than	ent of g but the		
DIRECTOR OF		IMMEDIAT	E SUPERVISOR SIGNAT			HEAD SIGNA		i	(	DATE		
y an	el fonde	1 1.5 1	MAR 28 25.3		100	has Cr	in	نت	03/	22/2019		
MS,104 (Rev 10/9	94) IL 401-0794		<u> </u>							<u> </u>		
Kan M.	42519											
Nour po	yu .											

16. (CONTINUE	D)		ESSENTIAL EUNCTIONS (Continued)
% OF TIME	16. COMPLETE CURRENT ANI	D ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
20%	Security (IDES) and pa Exchange system. As employers and hiring f Exchange system for employers; trains clier clients with information up on training program referrals and need for opportunities; assists applicants and employ	artner agencies. Assists or registers assesses, researches and selects clie fairs for job interviews; selects suital applicants requiring services availab its to use and interpret self-assessm in regarding training programs or sel ns or job orders for employers reque additional referrals; verifies and rec with the planning, recruitment, and evers in the use of self-service of the	by the Illinois Department of Employment s 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 nent 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,
		ls to fairs and worksites. Utilizes Sp	ervice delivery area other than the primary anish language to assist clients who request or
10%	routine, initial or contir written determinations	nued claims; investigates, researche ;; conducts reconsidered determinat	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%	clients with more com Conducts employmen claims; processes dat extracts and utilizes d	plex or specialized issues and/or se t workshops to enhance client empl a 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 maint	ains activity reports to demonstrate	work activity and detail time charging.
05%	7. Performs other duties enumerated above.	as required or assigned which are r	easonably within the scope of the duties
conductin	N TITLE AND NUMBER OF IM g and signing performance eva umbent of this position.)	MEDIATE SUPERVISOR (Responsible luations; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
Employment	Security Field Office Super-	visor 13600-44-55-104-10-01	
18. CHECK T	HE APPROPRIATE BOX IF TH	IIS POSITION IS A:	
		WORKER	
NOTE: S	upervisory or lead worker re	sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
ti	me percentage(s) allotted.		
If a box w headcour	t:		ubordinate incumbents or authorized funded
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A 19 SPECIAL		ABILITIES LICENSURE OR CERTIFI	CATION NECESSARY FOR THE SUCCESSFUL
PERFOR	MANCE OF THE WORK OF TH	HIS POSITION. NOTE: SINCE THERE	ARE NOW SEVERAL OPTIONS OF SKILLS AND
CAN NO	LONGER BE USED.		RDS, THE PHRASE "SAME AS SPECIFICATION"
			college with academic background in
social/behav	oral sciences or business; or and a minimum of two years	or requires two years (3,000 work ho rs college credits completed with pa	ours) of experience as a department intermittent is using grades in social/behavioral sciences or
business; or	four years (6,000 work hour	s) as a department intermittent staff	member; or qualifying state employees, in the
employee Up	ward Mobility Program may	complete combinations of specific	proficiency tests and training programs leading
			ns of the Unemployment Insurance (UI) Act II and employment service needs. Requires the
ability to effe	ctively communicate with en	nployers and/or clients; determine a	n effective work search plan for clients and
identification	of inappropriate work searc	h efforts; effectively organize and a	nalyze pertinent information for the determination
			th related software programs such as word nternet. Requires ability to travel. <b>Requires</b>
ability to sp	eak and write the Spanish	language at a colloquial skill leve	el in carrying out position duties in
	with Spanish speaking cl		

1. POSITION TITL	E	WOR	(ING TITLE (IF ANY)	BILINGUAL	POSITION OPTION C	DDE 2. POS	ITION NUI	MBER		
Existing Position		·	· · · · · · · · · · · · · · · · · · ·							
New/Revised Position Employment S				29	SS	13650	-44-55-1	106-2	1-31	
Program Repro	esentative	L	4. BUREAU/ DIVISION		L	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position						0002				
New/Revised Position	······································						098	Y	R	
	of Employment Secur	ity	Service Delivery/ F	ield Oper	ations	0		_		
10. SECTION			11. UNIT	CODE	12. TRANSACTION 13. EFFECTIVE DATE CODE					
Existing Position					02/16/2019					
New/Revised Position	gion/ Sterling Local Off	ice	Service Unit I		MA021 ESTABLISH     MC022 EXEMPT CODE CHANGE     MC024 POSITION NUMBER CHANGE					
14. WORK LOCA	TION		15. BARGAINING/TER	M CODE		empt 🛛 MC	26 CLARI	FY		
Existing Position							27 ADDIT	IONAL I COUN	IDENTICAL	_ CHANGE SE
				·			21 ABOLI		REALLOC	
New/Revised Position Sterling, IL			RC062	2			50 LATER	RAL REA	ALLOCATIO	NC
% OF TIME	16. COMPLETE CURR	ENT AND	ACCURATE STATEME	ENT OF PO	DSITION	ESSENTIAL	FUNCT	ONS		
25%	limited to intersta with clients to de discern employm provides informa use of the IL Lab the registration p and reviews for o programs. As dir other than the pr interpretive servi	service ne including bits intervie t claim iss referrals, p aims data ce or part ned work vorksites. Idresses of to the product to the product termine un nent histor tion on av or Exchar process to compliance ected, pen imary ass ces.	eds. Provides servic ut not limited to inter- ws; provides orientat olacement and follow using automated sys- ner staff; establishes sites within the servi- Utilizes Spanish lang client Unemployment cessing of claims for y and other federal of nemployment insura- y and work status; pr ailable job training a nge system, determin facilitate reemploym e; explains client righ forms these duties for igned office. Utilizes	es related state, milition and c abor Exch /-up service stems; ref and main ce deliver guage to a funce claim rovides or nd/or edu nes releva ent; assis nts and re or assigne Spanish	a to the tary and larifies e ange sy ces on a fers clien ntains ac y area c assist clien e and W yment ir adjustm s monel rientatio cational ant servi sts in the sponsib ed works languag	processing l other feder eligibility fac ystem, selec available job nts with con ctivity repor other than the ients who re vagner-Peye neut. Condu tary and non n and clarifi l programs; ices for the e formation silties as the sites within je to assist of	of claims ral or tra tors; adj tors; adj tors; adj tors; adj orders nplex iss ts. As dia the prima equest of ser servi apelican of work s ey pertai the serv clients w	ce ne ce ne ce ne ce ne cludin fit rigi ry elig ility fa s infor t and search n to b ice de ho red	adjustmites o openir ining pro- ind/or se d, perfor signed o d interpr eds. Pro- ng but n hts inter gibility a actors; mation enefits elivery a quest or	ovides ovides nd on the s in plan rea r need
25%	complex and spe Employment Sec not limited to the	ecial claim curity (IDE Illinois Be ns these d d office.	to receipt, review, e is on benefit entitlem S). Loads and extra enefit Information Sy luties for assigned w	ent progra acts claim stem (IBIS orksites w	ams adr s data u S), Illino /ithin the	ministered t ising autom is Job Link	y the III ated sys (IJL) and livery ar	nois L tems d Gen	Departm includin Tax. As ner than	ient of g but
	Amel mole		· · · · · · · · · · · · · · · · · · ·			masci	ran		02	/22/2019
			AR 28 200		<u>_</u>	por Je	nm		. 03/	
CMS-104 (Rev. V0/9 TTUS N	94) 1401-0794 Jayes 4.2519									

16. (CONTINUE		······································	
% OF TIME		D ACCURATE STATEMENT OF POSITION	
20%	Security (IDES) and pa Exchange system. As employers and hiring f Exchange system for a employers; trains client clients with information up on training program referrals and need for opportunities; assists of applicants and employ performs these duties assigned office. Trave need interpretive servit	artner agencies. Assists or registers sesses, researches and selects clie fairs for job interviews; selects suital applicants requiring services availability to use and interpret self-assessment regarding training programs or sel- ns or job orders for employers reque- additional referrals; verifies and rec- with the planning, recruitment, and evers for assigned worksites within the se- is to fairs and worksites. Utilizes Sp- ices.	I by the Illinois Department of Employment s 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 contir written determinations	nued claims; investigates, researche ; conducts reconsidered determinat	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%	clients with more com Conducts employment claims; processes dat extracts and utilizes da	plex or specialized issues and/or se t workshops to enhance client emplo a 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; ies for assigned worksites within the service
05%	6. Establishes and maint	ains activity reports to demonstrate	work activity and detail time charging.
05%	enumerated above.		easonably within the scope of the duties
conductin	N TITLE AND NUMBER OF IM g and signing performance eva umbent of this position.)	MEDIATE SUPERVISOR (Responsible luations; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
Employment	Security Field Office Super-	visor 13600-44-55-106-20-01	
18. CHECK T	HE APPROPRIATE BOX IF TH	IIS POSITION IS A:	
		WORKER	
NOTE: S	upervisory or lead worker re	sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
ti	me percentage(s) allotted.		• • • • •
If a box w headcour	· · ·	title, position number, and number of s	ubordinate incumbents or authorized funded
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
PERFOR ABILITIE CAN NO	MANCE OF THE WORK OF TH S AND LICENSURE OR CERT LONGER BE USED.	HIS POSITION. NOTE: SINCE THERE IFICATION IDENTIFIED ON STANDA	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
social/behav	ioral sciences or business; o r and a minimum of two yea	or requires two years (3,000 work ho rs college credits completed with pa	s college with academic background in burs) of experience as a department intermittent assing grades in social/behavioral sciences or f member; or qualifying state employees, in the
employee Up to a certificat	oward Mobility Program may e of proficiency. Requires v	/ complete combinations of specific working knowledge of those provisio	proficiency tests and training programs leading ons of the Unemployment Insurance (UI) Act
impacting on	areas of responsibility; job	knowledge of employers and their L	II and employment service needs. Requires the an effective work search plan for clients and
identification	of inappropriate work searc	h efforts; effectively organize and a	nalyze pertinent information for the determination
of payment c	r non-payment of claimants	and to use a personal computer with	th related software programs such as word nternet. Requires ability to travel. <b>Requires</b>
ability to sp	eak and write the Spanish	language at a colloquial skill leve	el in carrying out position duties in
conjunction	with Spanish speaking cl	ients.	

Existing Position	ĨLE	WORKING	G TITLE (IF ANY)	BILINGUAL	POSITI	ON TITLE	2. POS	TION NU	MBER			
New/Revised Position Employment Program Rep				29	5	S	13650	-44-55-	108-3	1-31		
3. AGENCY		4.	BUREAU/ DIVISION		1		5. EXMT 6. WORK 7. A/I CODE COUNTY AUTH			8.AUDIT	9. OFFICE USE	
Existing Position												
New/Revised Position					otiono		0	072	Y	R		
	it of Employment Secur	illy j	ervice Delivery/ F		ations		0 12. TRAN		-	A EFFECTIV	E DATE	
10. SECTION	······	11.	. UNIT				CODE	SACTION	`	5. EFFECTIV		
Existing Position			·							02/16/	2019	
New/Revised Position	gion/ Peoria Local Offi	ce Se	ervice Unit II	<u> </u>			MA021 ESTABLISH					
14. WORK LOCA		15	. BARGAINING/TER			Rutan Exempt		24 POSIT 26 CLARI		MBER CHA	NGE	
Existing Position		13	. DAROAINING/TER				🗖 мсо	27 ADDIT	IONAL I			
								28 WORK 21 ABOLI	SH			
New/Revised Position			RC062	2		N		49 DOWN 50 LATER				
Peoria, IL								58 <u>U</u> PWA	RD REA			
% OF TIME	16. COMPLETE CURR Under general super	ENT AND ACC	UKATE STATEME		DILIC nd ad	draese	<u>CINTIAL</u>	Unemo	<u>UNS</u>	ent Insu	ance	
25%	<ul> <li>nonseparation beneficity applicants, provides loads and extracts clineeds to relevant offic these duties for assign the duties duties duties for assign the duties d</li></ul>	referrals, place aims data usir ice or partner gned worksites vorksites. Utiliz ddresses clien to the process ate, military an	ement and follow ng automated sys staff; establishes s within the servic zes Spanish lang t Unemployment sing of claims for id other federal o	<i>i-</i> up servic stems; refe and main ce delivery guage to a Insurance unemploy	ers on ers cli itains y area ssist e and ment	availa ients w activity other clients Wagne insura	able job ith com y report than th who re er-Peys nce be Conduc	orders of plex iss s. As dir e primar quest or er servio nefits, in ts bene	or trai ues a rected y ass need ce need cludir fit righ	ning pro nd/or se , perfori igned o interpro interpro eds. Pro	grams; rvice ns ffice. etive etive ovides ot	
	with clients to de discern employm provides informa use of the IL Lab the registration p and reviews for o programs. As dir other than the pr interpretive servi	nent history an ation on availal por Exchange s process to facil compliance; ex rected, perforn rimary assigne	ble job training an system, determir litate reemploym xplains client righ ns these duties fo	nce claims rovides ori nd/or educ nes releva ent; assist nts and res or assigne	s mon ientati cation nt ser is in th spons id wor	etary a ion and al prog vices f ne forn ibilities ksites	d clarifie grams; j or the a nation c as the within t	es eligibi provides pplicant f work s y pertair he servi	ility fa inform and earch to be ce de	ibility ar ctors; mation c coaches action enefits livery ar	views nd on the s in plan ea	
25%	discern employm provides informa use of the IL Lab the registration p and reviews for o programs. As dir other than the pr	nent history an ation on availal por Exchanges process to facil compliance; ex- rected, perform imary assigne ices. Ins related to r ecial claims on curity (IDES). Illinois Benefins these duties	nd work status; pr ble job training an system, determin litate reemployme xplains client righ ns these duties for ed office. Utilizes receipt, review, en benefit entitleme Loads and extra it Information Sys	nce claims rovides ori nd/or educ ent; assist ats and res or assigne Spanish la ntry, analy ent progra acts claims stem (IBIS	s mon ientati cation nt ser is in th spons d wor angua vsis ar wsis ar uns ac data i), Illin	etary a ion and al prog vices f ne form ibilities ksites age to a age to a dminis using nois Jol	d clarifie grams; j or the a nation o as the within t assist c olution o tered by automa b Link (	es eligibi provides pplicant f work s y pertair he servi lients wi of all typ y the Illir ted syst IJL) and	lity fa inform and c earch to be ce de no rec es of nois D ems i Gen <sup>-</sup>	ibility ar ctors; mation of coaches a action enefits livery ar quest or routine, pepartme ncluding Fax. As	views ad on the in plan ea need need	
	<ul> <li>discern employm provides informa use of the IL Lab the registration p and reviews for o programs. As dir other than the pr interpretive servi</li> <li>2. Performs function complex and spectrum the program to the directed, perform the program to the pro</li></ul>	nent history an ation on availal or Exchanges process to facil compliance; ex- rected, perform imary assigned ces. Ins related to re- curity (IDES). Illinois Benefin ns these duties d office.	nd work status; pr ble job training an system, determin litate reemployme xplains client righ ns these duties for ed office. Utilizes receipt, review, en benefit entitleme Loads and extra it Information Sys	nce claims rovides ori nd/or educ nes relevan ent; assist or assigne Spanish la ntry, analy ent progra icts claims stem (IBIS orksites wi	s mon ientati cation nt ser is in th spons d wor angua vsis an ums ac data s), Illin thin th	etary a ion and al prog vices f ne form ibilities ksites age to a dminisi using iois Jol he serv	d clarifie grams; j or the a nation o as the within t assist c olution o tered by automa b Link ( vice del	es eligibi provides pplicant f work s y pertair he servi lients wi of all typ y the Illir ted syst JJL) and ivery are	lity fa inform and c earch to be ce de no rec es of nois D ems i Gen <sup>-</sup>	ibility ar ctors; mation c coaches a action enefits livery ar quest or routine, repartme ncluding Fax. As er than	views ad on the in plan ea need need ent of g but	
	<ul> <li>discern employm provides informatuse of the IL Lab the registration programs. As dirrother than the printerpretive servi</li> <li>2. Performs function complex and spectrum primary assigned</li> </ul>	nent history an ation on availal or Exchanges process to facil compliance; ex- rected, perform imary assigne- ices. Ins related to r ecial claims on curity (IDES). Illinois Benefin s these duties d office.	nd work status; pr ble job training ar system, determin litate reemploym xplains client righ ns these duties for ed office. Utilizes receipt, review, en benefit entitlem Loads and extra it Information Sys s for assigned wo	nce claims rovides ori nd/or educ nes relevan ent; assist or assigne Spanish la ntry, analy ent progra icts claims stem (IBIS orksites wi	s mon ientati cation nt ser is in th spons d wor angua vsis an ums ac data s), Illin thin th	etary a ion and al prog vices f ne form ibilities ksites age to a dminisi using nois Jol he serv	d clarifie grams; j or the a nation of as the within t assist of blution of tered by automa b Link ( vice del	es eligibi provides pplicant f work s y pertair he servi lients wi of all typ y the Illir ted syst IJL) and ivery are	lity fa inform earch to be ce de no rec es of nois D ems i Gen ea oth	ibility ar ctors; mation of coaches action enefits livery ar quest or routine, repartme ncluding Tax. As er than	views and on the in plan ea need ent of g but the	

16. (CONTINUE	D)		
	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
% OF TIME 20%	<ol> <li>COMPLETE CURRENT AND</li> <li>Assists clients with var Security (IDES) and particular Exchange system. As employers and hiring far Exchange system for a employers; trains clien clients with information up on training program referrals and need for opportunities; assists variable</li> </ol>	tious programs and services offered artner agencies. Assists or registers sesses, researches and selects clie airs for job interviews; selects suital applicants requiring services availab ts to use and interpret self-assessm regarding training programs or sel as or job orders for employers reque additional referrals; verifies and reco with the planning, recruitment, and evers in the use of self-service of the	ESSENTIAL FUNCTIONS (Continued) I by the Illinois Department of Employment s 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 nent 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
		ls to fairs and worksites. Utilizes Sp	anish language to assist clients who request or
10%	routine, initial or contin written determinations	ued claims; investigates, researche ; conducts reconsidered determinat	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%	clients with more comp Conducts employment claims; processes data extracts and utilizes da	blex or specialized issues and/or se workshops to enhance client emplo a 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 maint	ains activity reports to demonstrate	work activity and detail time charging.
05%	7. Performs other duties enumerated above.	as required or assigned which are r	easonably within the scope of the duties
conductin			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
Employment	Security Field Office Superv	visor 13600-44-55-108-30-01	
	HE APPROPRIATE BOX IF TH		
	RVISOR OR 🗌 LEAD V	NORKER	
	uponvisory or lead worker re	sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
	me percentage(s) allotted.	spensionnico <u>musi</u> ne described in a	a wary outomonitor with a
	as checked 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			
19. SPECIAL			CATION NECESSARY FOR THE SUCCESSFUL
			ARE NOW SEVERAL OPTIONS OF SKILLS AND
	S AND LICENSURE OR CERT LONGER BE USED.	IFICATION IDENTIFIED ON STANDA	RDS, THE PHRASE "SAME AS SPECIFICATION"
Requires know	owledge, skills and mental de		s college with academic background in
			ours) of experience as a department intermittent
			ssing 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
impacting on	areas of responsibility; job l	knowledge of employers and their L	JI and employment service needs. Requires the
			an effective work search plan for clients and
			nalyze pertinent information for the determination
			th related software programs such as word nternet. Requires ability to travel. <b>Requires</b>
			el in carrying out position duties in
	with Spanish speaking cli		······································

1. POSITION TITI	E	WOF	KING TITLE (IF ANY)	BILINGUAL	POSITIC	N TITLE	2. POS	TION NU	MBER				
Existing Position							13650	-44-56-2	220-4	1-31			
New/Revised Position Employment S Brogram Benr				29	s	s	13650	-44-56-′	101-1	0-31			
Program Repr 3. AGENCY	Cochidiive	l	4. BUREAU/ DIVISION	1			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE		
Existing Position		<u></u>											
New/Revised Position		<u></u>	Sancias Delivery/ Fig		tions		0	092	Y	R			
IL Department	of Employment Secur	ity	Service Delivery/ Fie				12. TRAN			B. EFFECTIV	E DATE		
10. SECTION Existing Position								CODE					
Central Region	ר ר		Employment Service	es			07/16/2018						
New/Revised Position		··						21 ESTAB	<u></u>				
Northwestern Office	Region/ Champaign Lo	ocal		Rutan	MA021 ESTABLISH MC022 EXEMPT CODE CHANGE								
	4. WORK LOCATION 15. BARGAINING/TERM CODE Exempt X MC026 CLARIFY												
Existing Position							П мсо	28 WORK	COUN				
New/Revised Position								21 ABOLI: 49 DOWN		REALLOC	ATION		
Danville, IL													
% OF TIME	16. COMPLETE CURR	ENT AND	ACCURATE STATEME	ENT OF PO	OSITIO	N ESS	ENTIAL	FUNCTI	ONS				
<ul> <li>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, other federal or trade readjustment; conducts benefit right interviews; provides orientation and clarifies eligibility factors; adjudicates minor benefit claim issues. Through the use of the IL Labor Exchange system, matches candidates to job openings, provides referrals, placement and follow-up services on available job orders or training programs; processes and extracts data using automated data systems; refers clients with complex issues and service needs to the appropriate office or partner staff; establishes and maintains activity reports. As needed, performs these duties for assigned worksites within the service delivery area, other than the primary assigned office. Provides interpretive services for Spanish speaking clients.</li> <li>Using the Spanish language when necessary, interviews clients to determine unemployment insurance claims monetary eligibility and discern employment history and work status; provides information on available job training and/or educational programs; provides information on the use of the IL Labor Exchange system, determines appropriate service for the applicant and coaches in the registration process to facilitate self-service; assists in the formation of work search action plan and reviews for compliance; explains rights and responsibilities on benefits programs.</li> </ul>													
25%	programs ad	ministere		lient vouc	chers o	or eligit	oility for	n benefit ms for t	entitl arget	ement funded	or tax		
20%	<ul> <li>programs administered by IDES; process client vouchers or eligibility forms for target funded or tax incentive programs. Loads and extracts data from automated systems.</li> <li>Assists clients with various programs and services offered by IDES and partner agencies, using the Spanish language when necessary. Assists or registers job seekers and employers using the IL Labor Exchange system. Assesses client skills, researches and modifies the skills to match the client; refers clients to employers and hiring fairs for job interviews; selects appropriate job openings as listed in IL Labor Exchange system for applicants requiring services available through computer programs and contacts employers; provides clients with information regarding selected jobs and job interview procedures; follows up on 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. Travels to fairs and worksites.</li> </ul>												
DIRECTOR OF C	MS SIGNATURE	IMMEDIA	TE SAMERYISOR SIGNAT	TURE A	GENC	Y HEAD	SIGNAT	URE		C	DATE		
Lin	J.L				<	-\-/	Gra I	> Ma	ye	07/3	31/2018		
CM9-104 (Rev. 10	/94) IL 401-0794		5.6 19.8mm - Pri	<u> </u> 			¥	- 1					
ini 110	ife 101110												

16. (CONTINUE	D)			
% OF TIME	16. COM	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
10%	4.	continued claims; i	nvestigates, researches, and expla	pility determinations for routine, initial or ins case disposition; provides written and accepts appeal when appropriate.
10%	5.	relationships and a service to fellow of 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. w necessitates; processes data from file automated data files; extracts and utilizes data
05%	6.	Establishes and ma	aintains activity reports to demonst	ate work activity and detail time charging.
05%	7.	Performs other dut enumerated above		re reasonably within the scope of the duties
1				
conducting	g and sigi	ND NUMBER OF IM ning performance eval f this position.)	AEDIATE SUPERVISOR (Responsible uations; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
				WORKING TITLE (IF ANY)
PSA, Opt. 1		44-56-101-00-01		Local Office Manager
18. CHECK TH	HE APPR	OPRIATE BOX IF TH	IS POSITION IS A:	
	RVISOR	OR 🗌 LEAD V	VORKER	
		ry or lead worker res entage(s) allotted.	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
	as check		title, position number, and number of s	ubordinate incumbents or authorized funded
		<b>T</b> :41 -	Position Number	No. of Incumbents or Funded Vacancies
N/A	Position		Position Number	No. of incumbents of Funded Vacancies
PERFORI ABILITIES	MANCE ( <b>5 AND LI</b>	OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
social/behavi	ioral scie	ences or business; o	r requires two years (3,000 work ho	college with academic background in burs) of experience as a department intermittent
				ssing grades in social/behavioral sciences or
provisions of	the UI A	rs (o,000 work nours	as a department intermittent stan	member. Requires working knowledge of those of employers and their UI and employment
service need	s. Requ	ires the ability to eff	ectively communicate with employe	rs and/or clients; determine an effective work
				; effectively organize and analyze pertinent
				nd to use a personal computer with related anagement, electronic mail and internet.
Requires abi	lity to tra	vel. Requires abilit	y to speak and write the Spanish	language at a colloquial skill level in
carrying out	positio	n duties in conjun	ction with Spanish speaking clie	nts.
				······································

1. POSITION TIT	ΓLE	WOR	KING TITLE (IF ANY)	BILINGUAL CODE	POSITION TIT OPTION COD	E 2. POS	ITION NU	MBER			
Existing Position											
New/Revised Position Employment : Program Rep	Security			29	SS	13650	)-44-56-	101-3	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		4	Service Delivery/ Fi	ield Oner:	ations	0	010	Y	R		
IL Departmen	t of Employment Secur	ity	11. UNIT			-	ISACTION		3. EFFECTIV	/E DATE	
Existing Position						CODE					
0									02/16	/2019	
New/Revised Position Northwest Re	gion/ Champaign Local	Office	Service Unit I	🔄 🗖 мсо	MA021 ESTABLISH						
14. WORK LOCA			15. BARGAINING/TERM		Rutan Exem		024 POSIT 026 CLARI		MBER CH	ANGE	
Existing Position						П 🗖 мс	027 ADDIT	IONAL			
New Park in the second	·		· ·				021 ABOLI	SH			
New/Revised Position Champaign, II			RC062		149 DOWN	AL REA	ALLOCATIO	N			
% OF TIME			L ACCURATE STATEME				FUNCTI		ALLOCATIO	N	
	Under general superv								ent Insu	rance	
25%		claim iss eferrals, p ims data ce or partr ned works orksites. I dresses c o the proc	ues. Using the IL La placement and follow- using automated sys her staff; establishes sites within the servic Utilizes Spanish langu lient Unemployment essing of claims for u	bor Excha -up servic tems; refe and main e delivery uage to a Insurance unemploy	ange syst es on ava ers clients tains actii area oth ssist clier and Wag ment insu	em, selec illable job with com vity report er than th ts who re gner-Peys rance be	ts suitab orders o nplex iss s. As dir e primal quest or ser servio nefits, in	ole job or trai ues a ected y ass need ce need	o openin ning pro nd/or se l, perfori igned o l interpro eds. Pro ng but no	ograms; ervice ms ffice. etive ovides ot	
	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%	Employment Secund	cial claims urity (IDES Illinois Be s these du	to receipt, review, en s on benefit entitleme S). Loads and extrac nefit Information Syst uties for assigned wo	nt progra ts claims tem (IBIS	ms admir data usin ), Illinois ,	istered by g automa lob Link (	y the Illir ited syst IJL) and	iois D ems i Gen]	epartme ncluding Гax. As	g but	
A											
			E SUPERVISOR SIGNAT		GENCY HE			:	D	ATE	
					thom		nn			ATE 22/2019	
1			MAY 0 1 2019		thom	asch	nn	: 			

<ol> <li>9% OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)</li> <li>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 interview; 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. Utilizes Spanish language to assist clients who request or need interpretive services.</li> <li>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.</li> <li>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. C</li></ol>
<ul> <li>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.</li> <li>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 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 workshops to enhance client employability. Assists clients with negis</li></ul>
<ul> <li>these duties for assigned worksites within the service delivery area other than the primary assigned office.</li> <li>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.</li> <li>Establishes and maintains activity reports to demonstrate work activity and detail time charging.</li> <li>Performs other duties as required or assigned which are reasonably within the scope of the duties</li> </ul>
<ul> <li>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.</li> <li>6. Establishes and maintains activity reports to demonstrate work activity and detail time charging.</li> <li>7. Performs other duties as required or assigned which are reasonably within the scope of the duties</li> </ul>
05% 7. Performs other duties as required or assigned which are reasonably within the scope of the duties
enumerated above.
<ol> <li>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.)</li> </ol>
WORKING TITLE (IF ANY)
Employment Security Field Office Supervisor 13600-44-56-101-30-01
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:
NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a
time percentage(s) allotted.
If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:
Position Title Position Number No. of Incumbents or Funded Vacancies
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
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	(ING TITLE (IF ANY)	BILINGUAL CODE	POSITION OPTION (		DE 2. POSITION NUMBER					
Existing Position												
New/Revised Position Employment S Program Repl				29	SS	5	13650	-44-60-	101-1	1-31		
3. AGENCY		L	4. BUREAU/ DIVISION	<u> </u>	J		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE	
Existing Position												
New/Revised Position			Service Delivery/ Field Operations				0	022	Y	R		
IL Departmen	t of Employment Secur	ity			auons						E DATE	
10. SECTION			11. UNIT				12. TRANSACTION 13. EFFECTIVE DATE CODE					
Existing Position							02/16/2019					
New/Revised Position	I Center - Section A		Service Unit A-1				П МС0	21 ESTAE 22 EXEMI	PT COD			
14. WORK LOCA	TION		15. BARGAINING/TER			utan xempt	🖾 мсо	24 POSIT 26 CLARI	FY			
Existing Position							П мсо	27 ADDIT 28 WORK 21 ABOLI	COUN			
New/Revised Position			RC062 N					49 DOWN 50 LATER	IWARD RAL RE/	ALLOCATIO	N	
Lombard, IL % OF TIME	16. COMPLETE CURR		L ACCURATE STATEME			I ESSI		58 UPWA FUNCTI		ALLOCATIO	<u></u>	
25%	services related to limited to intersta with clients to de discern employm provides informa use of the IL Lab the registration p and reviews for c programs. As dire other than the pri interpretive servit	service ne acluding but ts interview t claim iss referrals, p aims data ce or parti- ned works vorksites. Idresses of the pro- to the pro-	eds. Provides service at not limited to inters ws; provides orientations. Using the IL La placement and follow using automated systemer staff; establishes sites within the service	es related state, militi ion and c abor Exch -up service stems; ref and main ce deliver uage to a Insurance unemploy r trade re- noce claims ovides or nd/or edu uses releva ent; assis ts and re- or assigne Spanish I	d to the tary and larifies of ange sy ces on a fers clie ntains a y area of assist cl e and V yment ir adjustr s mone rientatio cational int servit ts in the sponsible anguag	proce d othe eligibi ystem availa nts wi ictivity other ients Vagne nent. ( tary a on and I prog ices for e form pilities sites ge to a	essing of r feder ility fac , selec , ble job ith com r report than th who re er-Peys nce be Conduc and non I clarifie grams;   or the a nation c as the within t assist c	of claims al or tra- tors; adj ts suitat orders - oplex iss s. As dir e prima quest or er servi nefits, in cts bene moneta es eligib provides applican of work s y pertain he servi lients w	s for u de rea udica ble jok or trai ues a recteo ry ass r need ce ne icludir fit righ ry elig ility fa s infor t and search ho red	inemplo adjustme tes o openin ning pro nd/or se l, perfor igned o l interpre eds. Pro eds. Pro but n ts inter pibility at interpre eds. Pro but n ts inter pibility at interpre eds. Pro action enefits livery at quest or	yment ent; gs for ograms; ervice ms ffice. etive ovides ot views nd on the s in plan rea need	
25%	complex and spe Employment Sec not limited to the	ecial claim curity (IDE Illinois Be ns these d d office.	s on benefit entitleme S). Loads and extra enefit Information Sys uties for assigned wo	ent progra cts claims stem (IBIS orksites w	ams adi s data u S), Illino rithin the	minist Ising a bis Jot e serv HEAD	tered b automa b Link ( vice del	y the Illin ited sys IJL) and ivery are	nois L tems I Gen ea oth	Departm including Tax. As ier than	ent of g but	
1	inel forche:	}!			the	ma	2Ch	an	، ئىت	03/	22/2019	
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16. (CONTINUE	D)		
% OF TIME	16. COMPLETE CURRENT AND	D ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
20%	<ul> <li>Security (IDES) and para Exchange system. Assemployers and hiring fara Exchange system for a employers; trains client clients with information up on training program referrals and need for a opportunities; assists wapplicants and employ performs these duties assigned office. Travel need interpretive service</li> <li>Adjudicates monetary routine, initial or contin written determinations;</li> </ul>	artner agencies. Assists or registers sesses, researches and selects clie fairs for job interviews; selects suital applicants requiring services availability to use and interpret self-assessment regarding training programs or selens or job orders for employers reque additional referrals; verifies and recover in the use of self-service of the for assigned worksites within the selent is to fairs and worksites. Utilizes Spices. and nonmonetary benefit claim issues ; conducts reconsidered determinat	d by the Illinois Department of Employment s 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 oble through computer programs and contacts nent 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 banish language to assist clients who request or uses, providing eligibility determinations for es, and explains case disposition; provides tions and accepts appeals. As directed, performs ivery area other than the primary assigned office.
10%	<ol> <li>Advises clients on wor clients with more comp Conducts employment claims; processes data extracts and utilizes data</li> </ol>	rk attitudes, habits, relationships and plex or specialized issues and/or se t workshops to enhance client emplo a from file construction and mainten	d attire as related to a specific job referral; refers ervice needs to relevant office or partner staff. loyability. 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	ains activity reports to demonstrate	work activity and detail time charging.
05%	enumerated above.		reasonably within the scope of the duties
conducting	N TITLE AND NUMBER OF IM		e for assigning and reviewing work, preparing, I imposing disciplinary action and adjusting grievances
		· · · · · · · · · · · · · · · · ·	WORKING TITLE (IF ANY)
	÷	visor 13600-44-60-101-10-01	
18. CHECK T	HE APPROPRIATE BOX IF TH	IS POSITION IS A:	
		NORKER	
		sponsibilities <u>must</u> be described in a	ı detailed duty statement(s) with a
ti	ime percentage(s) allotted.	·	
If a box w headcour	nt:		subordinate incumbents or authorized funded
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A			ICATION NECESSARY FOR THE SUCCESSFUL
			E ARE NOW SEVERAL OPTIONS OF SKILLS AND
ABILITIE			RDS, THE PHRASE "SAME AS SPECIFICATION"
Requires kno	owledge, 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
employee Up	pward Mobility Program may	complete combinations of specific	proficiency tests and training programs leading
to a certificat	te of proficiency. Requires w	vorking knowledge of those provisio	ons of the Unemployment Insurance (UI) Act
			JI and employment service needs. Requires the an effective work search plan for clients and
identification	of inappropriate work searcl	h efforts; effectively organize and a	nalyze pertinent information for the determination
			ith related software programs such as word
			nternet. Requires ability to travel. <b>Requires</b> el in carrying out position duties in
	with Spanish speaking cli		

1. POSITION TIT	TLE	WOR	(ING TITLE (IF ANY)	BILINGUAL	POSITIO		2. POS	TION NU	MBER		
Existing Position											
New/Revised Position											
Employment				22	P(	o	13650	-44-60-	101-1	1-41	
Program Rep 3. AGENCY	resentative	l	4. BUREAU/ DIVISION	1	L		5. EXMT	6. WORK	7. A/I	8.AUDIT	9. OFFICE
Existing Position					Onoro	tions	CODE	COUNTY	AUTH		USE
New/Revised Position			Service Delivery/ Ca		•	uons	0			-	
	t of Employment Secur	ity	Service Delivery/ Field Operations					022	Y	R	
10. SECTION	<b></b>		11. UNIT				12. TRAN CODE	E DATE			
Existing Position	O anti-									02/16/	2019
Lombard Call New/Revised Position	Center - Section A									02/10/	
	erations/Lombard Call Ctr.	- Section A	Service Unit A-1	Puton	MA021 ESTABLISH     MC022 EXEMPT CODE CHANGE     MC024 POSITION NUMBER CHANGE						
14. WORK LOCA	ATION		15. BARGAINING/TER			Rutan Exempt	🖾 мсо	26 CLARI	FY		
Existing Position								27 ADDIT 28 WORK			
NeudDarden d. D W								21 ABOLI 49 DOWN	SH		
New/Revised Position			RC062 N					50 LATER	AL RE	ALLOCATIO	)N
Lombard, IL % OF TIME	16 COMPLETE CUPP		CCURATE STATEME	CURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							JN
	Under general superv	vision for	an assigned area, as	sesses a	nd add	dresse	s client	Unemp	loyme	ent Insu	rance
25%	<ul> <li>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.</li> <li>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</li> </ul>									ograms; ervice ms ffice. ve ovides ot views nd on the s in plan	
25%	<ol> <li>Performs function complex and spe Employment Sec not limited to the</li> </ol>	ces. Ins related icial claim curity (IDE Illinois Be is these di l office.	to receipt, review, er s on benefit entitleme S). Loads and extra nefit Information Sys uties for assigned wo	ntry, analy ent progra cts claims stem (IBIS orksites w	ysis an ams ad s data ( S), Illing ithin th	nd reso Iminist using a ois Jol ne serv	blution of tered by automa b Link ( vice del	of all typ y the Illir ited syst IJL) and ivery are	es of nois E cems i l Gen	routine, Departm including Tax. As ner than	ent of g but
	nel prode		1 - <u>1</u> - <u>1</u> - <u>1</u>	\ \	the	ma	sch	an		02/	22/2019
	0 27					123	- Je	em			
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16. (CONTINUE	D)		· · · · · · · · · · · · · · · · · · ·
	16. COMPLETE CURRENT ANI	D ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
16. (CONTINUE % OF TIME 20% 10%	<ol> <li>COMPLETE CURRENT AND         <ol> <li>Assists clients with var Security (IDES) and participation</li> <li>Exchange system. As employers and hiring f Exchange system for a employers; trains client clients with information up on training program referrals and need for opportunities; assists variable applicants and employ performs these duties assigned office. Trave need interpretive servition</li> </ol> </li> <li>Adjudicates monetary routine, initial or contin</li> </ol>	artner agencies. Assists or registers sesses, researches and selects clie fairs for job interviews; selects suital applicants requiring services availability to use and interpret self-assessmin regarding training programs or sel ns or job orders for employers reque- additional referrals; verifies and rec- with the planning, recruitment, and evers in the use of self-service of the for assigned worksites within the se- ils to fairs and worksites. Utilizes Po- ices. and nonmonetary benefit claim issu- nued claims; investigates, researche	by the Illinois Department of Employment s 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 lish language to assist clients who request or use, providing eligibility determinations for es, and explains case disposition; provides
			ions and accepts appeals. As directed, performs
	these duties for assign	ned worksites within the service deli	very area other than the primary assigned office.
10%	clients with more comp Conducts employment claims; processes data extracts and utilizes da	plex or specialized issues and/or se t workshops to enhance client empl a 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 maint	ains activity reports to demonstrate	work activity and detail time charging.
05%	7. Performs other duties enumerated above.	as required or assigned which are r	reasonably within the scope of the duties
conductin			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
Employment	Security Field Office Super-	visor 13600-44-60-101-10-01	
18. CHECK T	HE APPROPRIATE BOX IF TH	IIS POSITION IS A:	
		WORKER	
	· · · · ·		
	upervisory or lead worker read worker read worker readers and the second age (s) allotted.	sponsibilities <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
headcour			
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A			
			CATION NECESSARY FOR THE SUCCESSFUL
ABILITIE CAN NO	S AND LICENSURE OR CERT LONGER BE USED.	TFICATION IDENTIFIED ON STANDA	ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
			s college with academic background in
			burs) of experience as a department intermittent ssing grades in social/behavioral sciences or
			f member; or qualifying state employees, in the
employee Up	oward Mobility Program may	complete combinations of specific	proficiency tests and training programs leading
			ns of the Unemployment Insurance (UI) Act
			Il and employment service needs. Requires the
			IN effective work search plan for clients and nalyze pertinent information for the determination
			th related software programs such as word
			nternet. Requires ability to travel. Requires
			in carrying out position duties in conjunction
with Polish	speaking clients.		· ·

1. POSITION TIT	LE	WOR	KING TITLE (IF ANY)	BILINGUAL	POSIT	NON TITLE	2. POS	TION NU	MBER			
Existing Position												
New/Revised Position Employment S				29		SS	13650	-44-60-	101-2	1-31		
Program Repr 3. AGENCY	esentative		4. BUREAU/ DIVISION	<u> </u>			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE	
Existing Position			· · · · · · · · · · · · · · · · · · ·				0002	000111				
New/Revised Position	<u></u>	· · · ·					0					
	t of Employment Secur	ity	Service Delivery/ Field Operations					022	Y	R 3. EFFECTIV		
10. SECTION			11. UNIT				12. TRAN CODE					
Existing Position							02/16/2019					
New/Revised Position	Center - Section A		Service Unit A-2		MA021 ESTABLISH							
14. WORK LOCA			15. BARGAINING/TER	Rutan Exempt		24 POSIT 26 CLARI		MBER CH	ANGE			
Existing Position								27 ADDIT 28 WORK			. CHANGE SE	
		,						21 ABOLI 49 DOWN		REALLOC	ATION	
New/Revised Position			RC062	2		Ν		50 LATEF	AL REA	LLOCATIO	NC	
% OF TIME	16. COMPLETE CURR		L ACCURATE STATEME		OSITI	ON ESS		58 UPWA FUNCTI		LLOCATIC		
	Under general superv	vision. for	an assigned area, as	sesses a	ind a	ddresse	s client	Unemp	loyme	ent Insu	rance	
25%	<ul> <li>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 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 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 services.</li> <li>Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefit, 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 factors; provides information on available job training and/or educational programs; provides information on available bo training and/or educational programs; provides information on thuse 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 benefit programs. As directed, performs these duties for assigned wor</li></ul>								ent; logs for lograms; ervice ms ffice. etive ovides ot views nd on the s in plan rea reed			
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 primary assigned office.								ent of g but			
	CM9 SIGNATURE		ATE SUPERVISOR SIGNATURE AGENCY HEAD SIGNATURE Homas Chan by Jame									
	27	<u> </u>				10.2	-Je	em	' نــــ	03/	22/2019	
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16. (CONTINUE	D)		· · · · · · · · · · · · · · · · · · ·	
% OF TIME		COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	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 program referrals and need for a opportunities; assists w applicants and employ performs these duties fa assigned office. Travel need interpretive service Adjudicates monetary a routine, initial or contin	artner agencies. Assists or registers sesses, researches and selects clie airs for job interviews; selects suital applicants requiring services availab ts to use and interpret self-assessme regarding training programs or sele s or job orders for employers reque additional referrals; verifies and recover with the planning, recruitment, and e ers in the use of self-service of the for assigned worksites within the set s to fairs and worksites. Utilizes Sp ces. and nonmonetary benefit claim issue ued claims; investigates, researche	by the Illinois Department of Employment job seekers and employers using the IL Labor int skills; refers clients to training programs or oble job openings as listed in the IL Labor oble through computer programs and contacts ment vocational exploration tools; provides ected jobs and job interview procedures; follows asting 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 thes, providing eligibility determinations for as, and explains case disposition; provides ions and accepts appeals. As directed, performs
	· .	these duties for assign	ed worksites within the service deliv	very area other than the primary assigned office.
10%	5.	clients with more comp Conducts employment claims; processes data extracts and utilizes da	blex or specialized issues and/or se workshops to enhance client emplo a from file construction and mainten	d attire as related to a specific job referral; refers rvice needs to relevant office or partner staff. byability. 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 r	easonably within the scope of the duties
		LE AND NUMBER OF IMM		for assigning and reviewing work, preparing,
		d signing performance eval ent of this position.)	uations; effectively recommending and	imposing disciplinary action and adjusting grievances
				WORKING TITLE (IF ANY)
Employment	Sec	curity Field Office Superv	risor 13600-44-60-101-20-01	
		PPROPRIATE BOX IF THI		
			VORKER	
NOTE: S	upe	rvisory or lead worker res	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
ti	me j	percentage(s) allotted.	· <u> </u>	
If a box w headcour		hecked above, list position	title, position number, and number of si	ubordinate incumbents or authorized funded
	Po	sition Title	Position Number	No. of Incumbents or Funded Vacancies
	17			
				CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND
ABILITIE: CAN NO	s an Lon	ID LICENSURE OR CERTI GER BE USED.	IFICATION IDENTIFIED ON STANDA	RDS, THE PHRASE "SAME AS SPECIFICATION"
				college with academic background in
				ours) of experience as a department intermittent sing grades in social/behavioral sciences or
				member; or qualifying state employees, in the
employee Up	owar	d Mobility Program may	complete combinations of specific	proficiency tests and training programs leading
				ns of the Unemployment Insurance (UI) Act
				I and employment service needs. Requires the n effective work search plan for clients and
				nalyze pertinent information for the determination
of payment of	or no	n-payment of claimants	and to use a personal computer wit	h related software programs such as word
				ternet. Requires ability to travel. <b>Requires</b>
		h Spanish speaking cli		el in carrying out position duties in

1. POSITION TIT	ΊLĒ	WOR	KING TITLE (IF ANY)	2. POSITION NUMBER								
Existing Position	TITLE     WORKING TITLE (IF ANY)     BILINGUAL CODE     POSITION TITLE OPTION CODE     2. POSITION NUMBER											
New/Revised Position Employment S Program Repl				29		SS	13650	-44-60-1	101-3	1-31		
3. AGENCY		L	4. BUREAU/ DIVISION	N	1		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE	
Existing Position												
New/Revised Position												
IL Departmen	t of Employment Secur	ity	Service Delivery/ I	0	022	Y	R					
10. SECTION			11. UNIT				12. TRANSACTION 13. EFFECTIVE D/ CODE					
Existing Position							02/16/2019					
New/Revised Position	I Center - Section A		Service Unit A-3		MA021 ESTABLISH							
14. WORK LOCA Existing Position	TION		15. BARGAINING/TEF	🖾 мсо	24 POSIT 26 CLARI 27 ADDIT	FY						
Existing Fostion								28 WORK 21 ABOLI	COUN	TY CHANG	Ε	
New/Revised Position							1 🗖 мс1	49 DOWN	WARD			
Lombard, IL			RC062 N					50 LATER 58 UPWA	RD RE/			
% OF TIME	16. COMPLETE CURR	ENT AND /	ACCURATE STATEM	ENT OF P	DSITI	ON ESS	ENTIAL	FUNCTI	ONS			
25%	<ul> <li>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.</li> <li>Assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment. 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; sasists 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.</li></ul>											
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		IMMEDIAT	E'SUPERVISOR SIGNA	ATURE			SIGNAT			C	DATE	
y a	nel hole	KAN NAN	R 2 8 2019		TI	wrna by	sch - sch	an		03/2	22/2019	
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ave rayes		BY:										

16. (CONTINUE	D)				AL ELINCTIONS (Continued)
% OF TIME		COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTI	Illinois Department of Employment
20%	3.	Assists clients with vari	lous programs and services onered	ioh soo	kers and employers using the IL Labor
		Security (IDES) and pa	inner agencies. Assists of registers	jub see	refere alignets to training programs or
		Exchange system. Ass	sesses, researches and selects clie		; refers clients to training programs or
		employers and hiring ta	airs for job interviews; selects suitat		penings as listed in the TL Labor
		Exchange system for a	pplicants requiring services availab	ne throu	gh computer programs and contacts
		employers; trains client	ts to use and interpret self-assessm	ent voc	alional exploration tools, provides
		clients with information	regarding training programs or see	ected jo	bs and job interview procedures; follows rvice from IDES to determine status of
		up on training program	additional referrals; verifies and rec	ordo pla	comparts: as directed, solicits job
			vith the planning, recruitment, and e	vecutio	n of hiring fairs. Coaches both
		applicants and employed	ers in the use of self-service of the	II Laho	r Exchange System As directed
		nerforms these duties f	for assigned worksites within the se	rvice de	livery area other than the primary
		assigned office. Travels	s to fairs and worksites. Utilizes Spa	anish la	nguage to assist clients who request or
		need interpretive service			
		·····			
10%	4.	Adjudicates monetary a	and nonmonetary benefit claim issu	ies, prov	viding eligibility determinations for
		routine, initial or continu	ued claims; investigates, researche	s, and e	explains case disposition; provides
		written determinations;	conducts reconsidered determinati	ions and	I accepts appeals. As directed, performs
		these duties for assigned	ed worksites within the service delive	very are	a other than the primary assigned office.
10%	5.	Advises clients on work	k attitudes, habits, relationships and	d attire a	is related to a specific job referral; refers
		clients with more comp	lex or specialized issues and/or se	rvice ne	eds to relevant office or partner staff.
					. Assists clients with registration and
	1				all relevant IDES automated data files;
				les for a	ssigned worksites within the service
		delivery area other that	n the primary assigned office.		
05%	6	Establishes and maints	ains activity reports to demonstrate	work ac	tivity and detail time charging
05%	0.	Establishes and mainta	ans activity reports to demonstrate	work ac	and detail time charging.
05%	7	Performs other duties a	as required or assigned which are r	easonal	oly within the scope of the duties
0070		enumerated above.			- <b>,</b>
			MEDIATE SUPERVISOR (Responsible		
			uations; effectively recommending and	imposing	g disciplinary action and adjusting grievances
for the inc	cump	ent of this position.)			
				WORK	ING TITLE (IF ANY)
			risor 13600-44-60-101-30-01		
18. CHECK T	HE A	PPROPRIATE BOX IF TH	IS POSITION IS A:		
	RVIE	SOR OR LEAD V	VORKER		
NOTE: S	Supe	rvisory or lead worker res	ponsibilities <u>must</u> be described in a	detailed	I duty statement(s) with a
t	ime j	percentage(s) allotted.			•
1		hecked above, list position	title, position number, and number of si	ubordina	te incumbents or authorized funded
headcour			······································		
	Po	sition Title	Position Number		No. of Incumbents or Funded Vacancies
N/A	1755			CATION	
					NECESSARY FOR THE SUCCESSFUL
					E PHRASE "SAME AS SPECIFICATION"
		GER BE USED.			
Requires kn	owle	dge, skills and mental de	evelopment equivalent to four years		
					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
					ive work search plan for clients and
					pertinent information for the determination
					d software programs such as word
			language at a colloquial skill leve		Requires ability to travel. <b>Requires</b>
		h Spanish speaking cli			The set position duties in

10. SECTION Existing Position Lombard Call C 14. WORK LOCATI Existing Position New/Revised Position Lombard, IL	sentative of Employment Securit Center - Section B	4. BUREAU/ DIVISION y Service Delivery/ F 11. UNIT Service Unit B-1 15. BARGAINING/TEF		SS	13650 5. EXMT CODE 0 12. TRAN CODE	-44-60- 6. WORK COUNTY 022 SACTION	7. A/I AUTH	8.AUDIT	9. OFFICE USE				
Employment Se Program Represent 3. AGENCY Existing Position New/Revised Position L Department of 10. SECTION Existing Position Lombard Call Of 14. WORK LOCATI Existing Position New/Revised Position New/Revised Position	sentative of Employment Securit Center - Section B	y Service Delivery/ H 11. UNIT Service Unit B-1	1		5. EXMT CODE 0 12. TRAN	6. WORK COUNTY 022	7. A/I AUTH	8.AUDIT					
AGENCY     Existing Position     Vew/Revised Position     L Department c     10. SECTION     Existing Position     Lombard Call C     LA. WORK LOCATI     Existing Position     New/Revised Position     New/Revised Position     Lombard, IL     OF TIME	of Employment Securit Center - Section B	y Service Delivery/ H 11. UNIT Service Unit B-1		ations	O 12. TRAN	022	AUTH	R					
New/Revised Position	Center - Section B	11. UNIT	Field Opera	ations	12. TRAN		-						
L Department of 10. SECTION Existing Position New/Revised Position Lombard Call O 14. WORK LOCATI Existing Position New/Revised Position Lombard, IL % OF TIME	Center - Section B	11. UNIT	Field Opera	ations	12. TRAN		-						
10. SECTION Existing Position Lombard Call C 14. WORK LOCATI Existing Position New/Revised Position Lombard, IL	Center - Section B	11. UNIT			12. TRAN		-						
Existing Position New/Revised Position Lombard Call C 14. WORK LOCATI Existing Position New/Revised Position Lombard, IL % OF TIME		Service Unit B-1			CODE		E DATE						
New/Revised Position Lombard Call C 14. WORK LOCATI Existing Position New/Revised Position Lombard, IL % OF TIME													
Lombard Call C 14. WORK LOCATI Existing Position New/Revised Position Lombard, IL % OF TIME									/2019				
Existing Position New/Revised Position Lombard, IL % OF TIME	ION	15. BARGAINING/TEF						MA021 ESTABLISH					
New/Revised Position				Rutan Exempt	🖾 мсо	26 CLARI	FY	MBER CHA					
Lombard, IL % OF TIME								DENTICAL					
Lombard, IL % OF TIME					] 🗖 мро	21 ABOLI	SH	REALLOC					
% OF TIME		RC06	2	N	0 MC1	50 LATEF	RAL REA	ALLOCATIO	ON				
	16. COMPLETE CURRE	NT AND ACCURATE STATEM	CCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS n assigned area, assesses and addresses client Unemployment In										
	nonseparation benefit applicants, provides re- loads and extracts clai needs to relevant office these duties for assign Travels to fairs and we services. 1. Assesses and add services related to limited to interstate with clients to dete discern employme provides information use of the IL Labo the registration pro- and reviews for co- programs. As direct	interviews; provides orienta claim issues. Using the IL L ferrals, placement and follow ms data using automated sy e or partner staff; establishes red worksites within the serv orksites. Utilizes Spanish lan resses client Unemployment the processing of claims for e, military and other federal of ermine unemployment insura- int history and work status; p on on available job training a r Exchange system, determine cleass to facilitate reemployment incess to facilitate reemployment ing client rig cted, performs these duties for nary assigned office. Utilizes es.	abor Exch w-up servic stems; ref s and main ice deliver guage to a t Insurance r unemploy or trade rea noce claims orovides or and/or educ nes releva nent; assist hts and res for assigne	ange system es on availa ers clients witains activit y area other issist clients e and Wagn ment insura adjustment. s monetary a ientation an ientation and cational pro- nt services of ts in the form sponsibilities ad worksites	n, selec able job vith com y report than th who re er-Peys nce be Conduc and non d clarifie grams;   for the a nation c s as the within t	ts suitab orders plex iss s. As dir e prima- quest or er servi nefits, in ts bene moneta es eligib provides orovides pplican of work s y pertair he servi	ce ne ce ce ce ce ce ce ce ce ce ne ce ce ce ce ce ce ce ce ce ne ce ce ce ce ce ce ce ce ce ce c	o openin ning pro nd/or se l, perfor signed o l interpro eds. Pro ng but no nots inter jibility an loctors; mation of coaches n action enefits livery ar	ograms; ervice ms ffice. etive ovides ot views nd on the s in plan rea				
	complex and spec Employment Secu not limited to the li directed, performs primary assigned		nent progra acts claims vstem (IBIS vorksites w	ams adminis data using 3), Illinois Jo ithin the ser	tered by automa b Link ( vice del	y the Illin Ited syst IJL) and ivery are	nois D ems I Gen	Departmo including Tax. As per than	ent of g but				
DIRECTOR OF CN		IMMEDIATE SUPERVISOR SIGN		GENCY HEAD			-						
9440 15-104 (Rev. 10/94 17Wis Mayes	forde:	MAD 2 0 2010		thoma	-Je	em	<b>، م</b> تر 	03/2	22/2019				

16. (CONTINUE	D)				· · · · · · · · · · · · · · · · · · ·
% OF TIME	16. COMP	LETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTI	AL FUNCTIONS (Continued)
20%	Seci Excl emp Excl emp clien up o refei oppo appl perfe assi need	urity (IDES) and pa hange system. Ass loyers and hiring fa hange system for a loyers; trains client its with information in training programs rrals and need for a portunities; assists w licants and employe orms these duties f gned office. Travels d interpretive service	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 regarding training programs or sele 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- ces.	job see nt skills; ole job o le throu ected jol sting se ords plac execution IL Labor rvice de anish lan	gh computer programs and contacts ational exploration tools; provides bs and job interview procedures; follows rivice from IDES to determine status of cements; as directed, solicits job n of hiring fairs. Coaches both r Exchange System. As directed, slivery area other than the primary nguage to assist clients who request or
10%	routi writt	ine, initial or continuen determinations;	and nonmonetary benefit claim issu ued claims; investigates, researche conducts reconsidered determinati ed worksites within the service deliv	s, and e	viding eligibility determinations for explains case disposition; provides accepts appeals. As directed, performs a other than the primary assigned office.
10%	clier Con clair extra	nts with more comp ducts employment ns; processes data acts and utilizes da	lex or specialized issues and/or set workshops to enhance client emploi from file construction and mainten	rvice neo byability. ance for	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. Esta	ablishes and mainta	ains activity reports to demonstrate	work ac	tivity and detail time charging.
05%	enu	merated above.	as required or assigned which are r		· · · · · · · · · · · · · · · · · · ·
conductin	g and signi	ND NUMBER OF IMN ing performance evalution this position.)	IEDIATE SUPERVISOR (Responsible uations; effectively recommending and	for assig imposing	ning and reviewing work, preparing, g disciplinary action and adjusting grievances
				WORK	ING TITLE (IF ANY)
Employment	Security I	Field Office Superv	isor 13600-44-60-102-10-01		
18. CHECK T	HE APPRC	PRIATE BOX IF THI	S POSITION IS A:		
	RVISOR	OR 🗌 LEAD V	VORKER		
NOTE: S	upervisor	v or lead worker res	ponsibilities <u>must</u> be described in a	detailed	l duty statement(s) with a
ti	me percer	ntage(s) allotted.			
If a box w headcour		d above, list position t	title, position number, and number of si	ubordinat	te incumbents or authorized funded
	Position	Title	Position Number		No. of Incumbents or Funded Vacancies
N/A					
					NECESSARY FOR THE SUCCESSFUL DW SEVERAL OPTIONS OF SKILLS AND
ABILITIE CAN NO	S AND LIC LONGER I	ENSURE OR CERTI BE USED.	FICATION IDENTIFIED ON STANDA	RDS, TH	E PHRASE "SAME AS SPECIFICATION"
			evelopment equivalent to four years		
					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
					ive work search plan for clients and pertinent information for the determination
					d software programs such as word
					Requires ability to travel. <b>Requires</b>
ability to sp	eak and v	write the Spanish	language at a colloquial skill leve		
conjunction	with Spa	nish speaking cli	ents.		

1. POSITION TIT	ſLE	WOR	KING TITLE (IF ANY)	BILINGUAL	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER				
Existing Position												
New/Revised Position Employment Program Rep	Security			29	SS	13650	)-44-60-	121-1	1-31			
3. AGENCY	CSCHILLIVC		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/ F	0	081	Y	R					
10. SECTION	nt of Employment Secur	ity	11. UNIT			12. TRAN	SACTION	1	3. EFFECTIV	L /E DATE		
Existing Position						CODE			00/4.0	/0040		
							02/16/2019					
New/Revised Position Rock Island			Service Unit 1			_ 🗖 мсс	☐ MA021 ESTABLISH ☐ MC022 EXEMPT CODE CHANGE ☐ MC024 POSITION NUMBER CHANGE					
14. WORK LOCA	ATION		15. BARGAINING/TERI		Rutan Exemp	🛛 мсс	26 CLARI	FY				
Existing Position							27 ADDIT	COUN				
New/Revised Position					21 ABOLI	WARD						
Rock Island, I			RC062 N MC150 LATERAL R MC158 UPWARD R						ALLOCATIO	NC		
% OF TIME	16. COMPLETE CURR	ENT AND A	ACCURATE STATEME	NT OF PC	SITION ES	SENTIAL	FUNCT	IONS				
<ul> <li>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.</li> <li>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 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 ass</li></ul>									ags for ograms; ervice ms ffice. etive ovides ot views nd on the s in plan rea need			
25%	complex and spe Employment Sec not limited to the directed, perform primary assigned	cial claims urity (IDE Illinois Be is these du I office.	to receipt, review, er s on benefit entitleme S). Loads and extract nefit Information Sys uties for assigned wo	ent progra cts claims tem (IBIS orksites wi	ms admin data usin ), Illinois J	istered b g automa ob Link ( prvice del	y the Illir ated syst IJL) and ivery are	nois D tems i I Gen	Departmo including Tax. As per than	ent of g but		
DIRECTOR OF	CMS SIGNATURE				thom	asch	an					
	() 2		MAR 2 8 2019		10	3-Je	em	: 	03/2	22/2019		
MS-104 (Rev. 18/	94) 11 401-0794 Yys 4951 9		20 20.0 2Y:	U —								

16. (CONTINUE	D)	· · · · · · · · · · · · · · · · · · ·	
% OF TIME		DACCURATE STATEMENT OF POSITION	
20%	Security (IDES) and pa Exchange system. As employers and hiring f Exchange system for a employers; trains client clients with information up on training program referrals and need for opportunities; assists of applicants and employ performs these duties	artner agencies. Assists or registers sesses, researches and selects clie fairs for job interviews; selects suita applicants requiring services availabilits to use and interpret self-assession regarding training programs or sel- ns or job orders for employers reque- additional referrals; verifies and rec- with the planning, recruitment, and evers for assigned worksites within the se- ls to fairs and worksites. Utilizes Sp	d by the Illinois Department of Employment s 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 nent 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%	routine, initial or contin written determinations	nued claims; investigates, researche ; conducts reconsidered determinat	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%	clients with more comp Conducts employment claims; processes data extracts and utilizes da	plex or specialized issues and/or se t workshops to enhance client empl a 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 nance for all relevant IDES automated data files; ties for assigned worksites within the service
05%	6. Establishes and maint	ains activity reports to demonstrate	work activity and detail time charging.
05%	7. Performs other duties enumerated above.	as required or assigned which are r	reasonably within the scope of the duties
conductin			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
Employment	Security Field Office Superv	visor 13600-44-60-121-10-01	
18. CHECK T	HE APPROPRIATE BOX IF TH	IS POSITION IS A:	
		WORKER	
NOTE: S	upervisory or lead worker rea	sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
ti	me percentage(s) allotted.		
headcour	it:	· •	ubordinate incumbents or authorized funded
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A 19. SPECIAL	IZED KNOWLEDGES, SKILLS	ABILITIES, LICENSURF OR CERTIFI	ICATION NECESSARY FOR THE SUCCESSFUL
PERFOR	MANCE OF THE WORK OF TH	HIS POSITION. NOTE: SINCE THERE	ARE NOW SEVERAL OPTIONS OF SKILLS AND
CAN NO	LONGER BE USED.		RDS, THE PHRASE "SAME AS SPECIFICATION"
			s college with academic background in
			ours) of experience as a department intermittent assing grades in social/behavioral sciences or
business; or	four years (6,000 work hours	s) as a department intermittent staff	f member; or qualifying state employees, in the
employee Up	oward Mobility Program may	complete combinations of specific	proficiency tests and training programs leading
to a certificat	e of proficiency. Requires w areas of responsibility: job l	vorking knowledge of those provisio knowledge of employers and their l	ons of the Unemployment Insurance (UI) Act II and employment service needs. Requires the
ability to effe	ctively communicate with en	nployers and/or clients; determine a	an effective work search plan for clients and
identification	of inappropriate work search	h efforts; effectively organize and a	nalyze pertinent information for the determination
			th related software programs such as word nternet. Requires ability to travel. <b>Requires</b>
ability to sp	eak and write the Spanish	language at a colloquial skill leve	el in carrying out position duties in
conjunction	with Spanish speaking cli	ients.	



1. POSITION TIT	LE	W	DRKING TITL	E (IF ANY)	BILINGUAL CODE	POSIT OPTI	ON TITLE	2. POS	ITION NU	MBER	_			
Existing Position														
New/Revised Position	Security Service Rep				29		SS	13667	-44-03-	110-1	0-32			
3. AGENCY		<u></u>	4. BUREAU/	DIVISION	- <b>4</b>	<u> </u>		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE		
Existing Position														
					···			+				ļ		
New/Revised Position	t of Employment Secur	itv	Legal Services/ Board of Review						016	Y	R	1		
10. SECTION	tor Employment coour	<u></u>	11. UNIT						SACTION	1:	EFFECTIV	E DATE		
Existing Position										╾╼┦╼╴				
Externing Feether											10/16/	2013		
New/Revised Position									21 ESTAE	u icu				
Case Manage	ement							] 🗖 мсо	22 EXEM	PT COD				
				NING/TERM C			Autan Exempt		24 POSIT 26 CLARI		MBER CH	ANGE		
14. WORK LOCA Existing Position			15. BANGAI	MINGREENING							DENTICAL	. CHANGE		
									28 WORK 21 ABOLI		LA CHANG	E		
New/Revised Position									49 DOWN		REALLOC	ATION		
33 S. State St	treet	ļ		RC062			N		50 LATER					
Chicago, IL 60								MC158 UPWARD REALLOCATION						
% OF TIME	16. COMPLETE CURR	ENT AN	D ACCURA	TE STATEME	NT OF PO	DSITIC	ON ESS	ENTIAL	FUNCT	ONS				
40%	<ul> <li>Unemployment Insurance benefit entitlement resolutions under the provisions of the Illinois Unemployment Insurance Act and in compliance with federal and state statutory provisions, rules, regulations and requirements; conducts critical analyses of cases submitted, reviewing for sufficiency and adjudication correctness and timeliness; creates, enters and extracts data from automated information systems; serves as liaison in responding to internal and external inquiries relating to problem resolution of cases pending before the Board. Provides interpretive services for Spanish speaking clients.</li> <li>1. Performs highly complex analytical duties in the review of appeal requests from claimants or employers filed to the Board of Review, at the local office level, or those related to dockets that are filed in the circuit court system; determines request status and establishes case routing, priority and path based on prior adjudication activity and potential case outcome; creates case files; makes appropriate copies based on applicable filings and issues in IBIS system; produces organized record for purposes of filing the agency response in court in conjunction with the Attorney General's Office; establishes case tracking and generates notices to claimants, employers representatives and/or their attorneys using the automated BRDS (Board of Review Docketing System); reviews audio recordings of hearings to determine whether a transcript is required; when necessary, uploads/downloads files</li> </ul>													
20%	2. Provides advice and technical assistance to staff, employers, claimants, and their authorized representatives concerning aspects of the UI Act to promote full understanding of their rights and of the controversial issues to be resolved; accesses pertinent information systems to respond to interna and external inquiries; investigates, researches and explains case disposition; resolves issues and processes requires for transcripts, requests for oral hearings and submission of written arguments.									internal s and				
DIRECTOR			IATE SUPER			GENC			URE -		η <del>-</del>	ATE		
			ĨU		7 2013		Yul	V	10		1012	0/2013		
5 more	mener	1					ſY	<u> </u>				~1~0		
CMS-100 UPer 10	VAY XAPYER PHAYII ()	$\overline{\prime}$	B	v			/							
ango	man mar		· · ·			_//	,							
¥ -	- 10.213							× .						

16. (CONTINUE								
% OF TIME	16. COM	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)				
15%	3.	Using the Spanish I regarding the Board	anguage, provides assistance and of Review and the Administrative Review appeals in written form fro	aimants, including the review of appeal requirements answers telephone and in-person inquiries Review appeal procedures and guidelines. The Spanish to English for the Board of Review				
10%	4.	information as need assessments, trans	led (i.e., the highly complicated are fers and cancellations of wage cha	naterial; requests additional or corrected eas of protested determinations and arges); reviews, verifies and organizes data; id application of pertinent policies and				
10%	5.	As requested, resea information; perform decisions and opini	ns special projects and/or prepares	s, court rulings and opinions; excerpts pertinent s statistical reports; assists in publishing				
05%	<ol> <li>Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</li> </ol>							
conducting	g and sig	AND NUMBER OF IMM ning performance evalu of this position.)	EDIATE SUPERVISOR (Responsible lations; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances				
				WORKING TITLE (IF ANY)				
Public Servic	e Admir	n, Opt 1 37015-44-0	3-100-00-01					
		OPRIATE BOX IF THE		<u> </u>				
TO, CHECK II	NE AFFR		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 ti	me perce as check	entage(s) allotted.		ubordinate incumbents or authorized funded				
N/A	Position	n Title	Position Number	No. of Incumbents or Funded Vacancies				
		· · · · · · · · · · · · · · · · · · ·						
PERFOR ABILITIE	MANCE ( S AND L	of the work of th Icensure 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"				
		R BE USED.	alanment og divelant to the same					
background	in social	, skii anu mentai dev /behavioral sciences	or business and one year as a full	etion of four years of college with academic -time professional employee with the Illinois				
Department	of Emple	oyment Security; or fi	ve years professional experience i	n personnel administration, or business				
ownership m	nanagem	ient or operation. Re	quires extensive knowledge of clier	nt and employer rights and obligations in order to				
use a persor	nal comp	outer with related soft	of non-complex Unemployment In: ware programs. Requires ability to n duties in conjunction with Spanis	surance claims benefit issues. Requires ability to o speak and write the Spanish language at a				
Conoquiai SK	an iever l	n can ying out positio	in duties in conjunction with spanis					
		· · · · · · · · · · · · · · · · · · ·		in a signed				
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1. POSITION TIT	LE	WO	RKING TITLE (IF ANY)	BILINGUAL	POSITI	ON TITLE	E 2. POSITION NUMBER					
Existing Position	1.1.5 <sub>0</sub>						<del>n</del>					
New/Revised Position Employment S Service Repre				29	5	SS	13667	-44-51-1	101-2	1-31	<u></u> .	
3. AGENCY		L	4. BUREAU/ DIVISION	<u></u>			13667-44-51-101-21-31         S. EXMT       8. WORK       7. A/I       8. AUDIT       9. OF         0       016       Y       R         12. TRANSACTION       13. EFFECTIVE DAT         CODE       02/16/201         Image: Construct Strate		9. OFFICE USE			
Existing Position												
	t of Employment Security		Service Delivery/ Fi	eld Opera	ations	5	-		•		E DATE	
10. SECTION Existing Position												
										02/16/	/2019	
New/Revised Position Chicago Regi	on/ Lawrence Local Office		Service Unit I				🔲 мсо	22 EXEM	PT COD			
14. WORK LOCA Existing Position	TION		15. BARGAINING/TERM	CODE		Rutan Exempt	🖾 мсо	26 CLARI	FY			
							🔲 мсо	28 WORK	COUN			
New/Revised Position 2444 West La	wrence		RC062			N		49 DOWN 50 LATER	WARD	ALLOCATIO	N	
Chicago, IL % OF TIME			CCURATE STATEME			N FSS	ENTIAI	3667-44-51-101-21-31         Image: Strate in the image  The image in the image. The image in the image. The image in the image. The image in t				
40%	Unemployment Insurance and State statutory provis Insurance and/or Wagne unemployment related is and prepares reports; may worksites in the service of who request or need inter 1. Performs more of insurance benefit Peyser and Work provisions, rules claims issues, in unique initial or of explains case dis federally mandat Education and T service delivery request or need	e, Wag sions, r-Peys sues; l akes so lelivery rpretiv comple t entitle kforce , regula kforce terview continu sposition area to interpr	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. x employment service ement resolutions und Investment legislation ations and requireme ving, investigating, an led claims; makes mu ons to clients; provide ality and timeliness mu of Administration (ETA p perform assigned du etive services.	kforce In requirer provides ta using ssments igned du e and job der provia n in comp nts. Adju d providi ulti-claima es written etrics as ) handbc uties. Util	vestments reco auton and r ties. L place sion c blianc dicate defin ook. A izes S	nent leg s; deter mmend nated s recomm Jtilizes ement : of Uner e with es mon igibility ecisions rminati ed by t s direc Spanish	gislation mines of dations systems nendati Spanis function nploym Federal determ s; inves ons; mo the U.S ted, tra h langus	i in comp client Un to addre s; mainta ons. As h langua as and u ent Insu and Sta nd nonm inations tigates, I eets and . Depart vels to v age to a	oliance empl ess er ins ac direct age to nemp rance ate sta nonet for co resea l/or ex ment vorksi ssist	e with F oyment mployment ctivity re ed, trav o assist assist of vagne atutory ary bene omplex irches a cceeds t of Labo ites in th clients w	ent and ecords els to clients t er- efit or nd the r ne vho	
30%	monetary and no client rights and	on-mor respor	netary issues pertaini	ng to the ain to be	Illinoi nefit p	is Uner	mploym	ent Insu	rance	e Act; ex	plains	
10%	employers for job suitable job oper clients with infor placements. As who request or r	b internings a mation directened in	views and/or to partne is listed in job order re regarding selected jo d, travels to perform terpretive services	er agenci ecords or obs and j these du	ies foi r avai ob int ties. l	r additi lable th terview Jtilizes	onal en nrough a ing proo Spanis	nployme automat cedures h langua	nt sei ed file ; verif	vices; s es; provi ies and o assist	elects des records clients	
DIRECTOR OF	CMS STONATURE IMI	MEDIAT	E SUPERVISOR SIGNAT			ma	sch	an				
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	0)							
16. (CONTINUE % OF TIME			ACCURATE STATEMENT OF POSITION	ESSENTI	AL FUNCTIONS (Continued)			
10%	4. Det rec to r	termines client L ommendations t eferring employ	Inemployment Insurance and/or W to address employment and unemp	agner-F bloymen ss Servi	Peyser related needs and provides t related issues, including but not limited ces, identifying barriers to employment			
05%	per cas incl (IBI inqui	nding adjudications ses. Loads and e luding but not lir IS) and GenTax uiries to supervi	on report in order to maintain timelin extracts data related to job placeme nited to the IL Labor Exchange sys . Evaluates and reports computer e	ness in f ents and tem, the errors or ciency a	ws individual caseload activity on the the completion of pending adjudication l/or claims using automated systems Illinois Benefit Information System deficiencies discovered in analysis of assessments and recommendations.			
05%		rforms other dut umerated above		are reas	onably within the scope of the duties			
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.)								
				WORK	ING TITLE (IF ANY)			
	-		isor 13600-44-51-101-20-01		······································			
		IATE BOX IF THI	S POSITION IS A: VORKER					
i ti	me percentag as checked ab	je(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	Position fille	;	Position Number		No. of incumbents of Funded vacancies			
ļ			· · · · · · · · · · · · · · · · · · ·					
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PERFORI ABILITIES	MANCE OF TH	HE WORK OF TH SURE OR CERTI	IS POSITION. NOTE: SINCE THERE	ARE NO	NECESSARY FOR THE SUCCESSFUL DW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"			
background i employee wit or operation. finding of fac with employe payment or n inappropriate work history spreadsheets	in the social / th IDES; or five Requires the ts, test interp ers and clients on-payment work search information a s, database n e Spanish la	<sup>1</sup> behavioral scie ve years profess prough knowledge retation, and vo s; organize and of claimant bene efforts; write cl and to use a person nanagement, elegant	nces or business/personnel admini sional experience in personnel adm ge of the provisions of the Illinois U cational counseling techniques. Re analyze pertinent information to pro efits; determine an appropriate wor early and concisely to record benef sonal computer with related softwar ectronic mail and internet. Require	istration ninistrati nemplo equires ovide fo k searc fit deter re progr s the at	the ability to effectively communicate r the determination of appropriate h plan for the client and identification of minations employer job orders and client			

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1. POSITION TIT	LE	WO	RKING TITLE (IF ANY)	BILINGUAL CODE	POSITIO	N TITLE	2. POSITION NUMBER				
Existing Position	·										
New/Revised Position				29	s	S	13667-44-51-102-31-31         S. EXMT       6. WORK       7. AT       8. AUDIT       9. OU         0       016       Y       R         12. TRANSACTION       13. EFFECTIVE DAT         CODE       02/16/201         MA021       ESTABLISH         MC022       EXEMPT CODE CHANGE         MC024       POSITION NUMBER CHANGE         MC024       POSITION NUMBER CHANGE         MC024       POSITION NUMBER CHANGE         MC027       ADDITIONAL IDENTICAL CHANGE         MC028       WORK COUNTY CHANGE         MC027       ADDITIONAL IDENTICAL CHANGE         MC028       WORK COUNTY CHANGE         MC029       DOWNWARD REALLOCATION         MC149       DOWNWARD REALLOCATION         MC150       LATERAL REALLOCATION         MC158       UPWARD REALLOCATION         MC158       UPWARD REALLOCATION         ENTIAL FUNCTIONS         mployment service and job         solutions under provision of         gislation in compliance with Feder         mines client Unemployment         dations to address employment assist client         functions and unemployment         moloyment Insurance, Wagner-         Federal and State st				
Service Repre	esentative	I	4. BUREAU/ DIVISION	1	1		13667-44-51-102-31-31         S. EXMT       6. WORK       7. A/I       8. AUDIT       9. OFI         0       016       Y       R         12. TRANSACTION       13. EFFECTIVE DATE         CODE       02/16/2019         0       016       Y         12. TRANSACTION       13. EFFECTIVE DATE         0       02/16/2019         0       00014         0			9. OFFICE	
Existing Position							CODE	COUNTY	AUTH		USE
New/Revised Position										4	
	t of Employment Security		Service Delivery/ Fi	eld Oper	ations		-		•		
10. SECTION			11. UNIT					SACTION	1	3. EFFECTIV	E DATE
Existing Position								-		02/16/	2019
New/Revised Position Chicago Regi	on/ 71st Street Local Office	Э	Service Unit II							DE CHANGE	E
14. WORK LOCA			15. BARGAINING/TERM			Rutan Exempt	PT MC026 CLARIFY ☐ MC027 ADDITIONAL IDENTICAL CHA			NGE	
Existing Position											
								21 ABOLI	SH		
New/Revised Position 1515 East 71s	st Street		RC062		1.	Ν	0 MC1	50 LATER	AL RE	ALLOCATIC	DN .
Chicago, IL % OF TIME			COURATE STATEME			N FSS	MC149 DOWNWARD REALLOCATION     MC150 LATERAL REALLOCATION     MC158 UPWARD REALLOCATION     ENTIAL FUNCTIONS     nployment service and job     solutions under provision of     jislation in compliance with Federa mines client Unemployment dations to address employment ar				
40%	<ul> <li>placement functions and Unemployment Insurance and State statutory provis</li> <li>Insurance and/or Wagne unemployment related is and prepares reports; ma worksites in the service of who request or need inte</li> <li>1. Performs more of insurance benefit Peyser and Work provisions, rules, claims issues, in unique initial or of explains case dis federally mandatt Education and T service delivery a request or need</li> </ul>	<ul> <li>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.</li> <li>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</li> </ul>									
30%	monetary and no client rights and	on-mor respor	netary issues pertaini	ng to the ain to be	Illinoi: nefit p	s Uner	mploym	ent Insu	rance	e Act; ex	plains
10%	employers for job suitable job oper clients with inform placements. As who request or r	b intern nings a mation directe need in	views and/or to partne is listed in job order r regarding selected ju d, travels to perform iterpretive services.	er agenc ecords o obs and j these du	ies for r avail job inte ties. U	additi able th erview Jtilizes	onal en nrough a ing pro Spanis	nployme automat cedures h langu	nt se ed fil ; veri:	rvices; s es; provi fies and o assist	elects des records clients
DIRECTOR OF	CMS SGNATURE	MEDIAT	E SUPERVISOR SIGNAT				SIGNAT	URE an	1		DATE
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16. (CONTINUE % OF TIME	16 COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)					
10%	4. Determines client recommendations to referring employ	Unemployment Insurance and/or W to address employment and unemp	agner-Peyser related needs and provides ployment related issues, including but not limited ss Services, identifying barriers to employment					
05%	pending adjudicati cases. Loads and including but not li (IBIS) and GenTax inquiries to superv	on report in order to maintain timelir extracts data related to job placeme mited to the IL Labor Exchange sys <. 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 tem, the Illinois Benefit Information System errors or deficiencies discovered in analysis of ciency assessments and recommendations.					
05%	enumerated above	9.	are reasonably within the scope of the duties					
conductin	and signing performance evaluation of this position.)	Iuations; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances					
	an a		WORKING TITLE (IF ANY)					
Employment	Security Field Office Superv	visor 13600-44-51-102-30-01						
	18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:							
ti If a box w	upervisory or lead worker rea me percentage(s) allotted. as checked above, list position	sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a ubordinate incumbents or authorized funded					
headcour								
	Position Title	Position Number	No. of Incumbents or Funded Vacancies					
N/A								
	· · · · · · · · · · · · · · · · · · ·							
PERFOR	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"					
background employee wi or operation. finding of fac with employe payment or r inappropriate work history spreadsheet	in the social / behavioral scie th IDES; or five years profes Requires thorough knowled ts, test interpretation, and ve ers and clients; organize and non-payment of claimant ber work search efforts; write c information and to use a per s, database management, ef e Spanish language at a c	ences or business/personnel administrational experience in personnel administrational experience in personnel administrational counseling techniques. Relational counseling techniques. Relational counseling techniques are pertinent information to properite; determine an appropriate worselearly and concisely to record benefits computer with related software lectronic mail and internet. Require	ation of four years of college with academic istration and one year as a full-time professional inistration, or business ownership management nemployment Insurance Act; interviewing, equires the ability to effectively communicate ovide for the determination of appropriate ovide for the determination of appropriate k search plan for the client and identification of fit determinations employer job orders and client re programs such as word processing and the ability to travel. <b>Requires ability to speak</b> <b>t position duties in conjunction with Spanish</b>					

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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	<b>'-44-51-</b>	107-2	1-31			
3. AGENCY		4. BUREAU/ DIVISION	<u>I</u>	I	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE		
Existing Position								1			
New/Revised Position						0.12					
	t of Employment Security	Service Delivery/ Fi	eld Oper	ations							
10. SECTION		11. UNIT			12. TRAN CODE	SACTION		3. EFFECTIV			
Existing Position								02/16	/2019		
New/Revised Position Chicago Regi	on/ Pilsen Local Office	Service Unit I			🔲 мсс	22 EXEM	PT COD				
14. WORK LOCA Existing Position	TION	15. BARGAINING/TERM	I CODE	Rutan Exempt	Exempt X MC026 CLARIFY						
Existing Position					MC028 WORK COUNTY CHANGE						
New/Revised Position						49 DOWN	WARD				
1700 West 18	th Street	RC062		N							
Chicago, IL					ENTIAL FUNCTIONS nployment service and job						
% OF TIME	16. COMPLETE CURRENT	AND ACCURATE STATEME	INT OF PC	COMPLEX		13667-44-51-107-21-31         EXMT       6. WORK       7.47       8. AUDIT       9. OFFIC         0       016       Y       R       9. OFFIC         0       016       Y       R       9. OFFIC         13. EFFECTIVE DATE       13. EFFECTIVE DATE       02/16/2019         MA021       ESTABLISH       02/16/2019         MA021       ESTABLISH       02/16/2019         MC022       EXEMPT CODE CHANGE       MC022         MC024       POSITION NUMBER CHANGE       MC027         MC025       ADDITIONAL IDENTICAL CHANGE       MC027         MC027       ADDITIONAL IDENTICAL CHANGE       MC028         MC027       ADDITIONAL IDENTICAL CHANGE       MC028         MC028       WORK COUNTY CHANGE       MC19         MC19       DOWNWARD REALLOCATION       MC160         MC19       DOWNWARD REALLOCATION       MC160         NTIAL FUNCTIONS       DIPOrment service and job       Nutions under provision of         Islation in compliance with Federa       ations to address employment and stems; maintains activity records         endations. As directed, travels to Spanish language to assist clients       Spanish language to assist clients         oloyment Insurance, Wagner-ededrand State statutory       tary and					
40%	unemployment related is and prepares reports; ma worksites in the service of who request or need inte 1. Performs more of insurance benefi Peyser and Worl provisions, rules claims issues, in unique initial or of explains case dis federally mandat Education and T service delivery request or need	<ul> <li>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.</li> <li>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.</li> </ul>									
30%	monetary and no client rights and	on-monetary issues pertaini	ng to the tain to be	Illinois Une nefit progra	mploym	nent Insu	irance	e Act; e>	cplains		
10%	employers for jo suitable job oper clients with infor placements. As	b interviews and/or to partn hings as listed in job order r mation regarding selected j	ers, taking or updating work history; assesses client skills and refers clients to erviews and/or to partner agencies for additional employment services; selects s as listed in job order records or available through automated files; provides on regarding selected jobs and job interviewing procedures; verifies and record cted, travels to perform these duties. Utilizes Spanish language to assist clients						elects ides records		
DIRECTOR OF	MS GIONATURE IM	MEDIATE SUPERVISOR SIGNAT		GENCY HEAD			i	"	DATE		
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Bus Ma	94) IL 401-0794 4-29-19 Yes		)								

16. (CONTINUE	D)	· · · · · · · · · · · · · · · · · · ·						
% OF TIME	16. COMPLETE CURRENT AND	DACCURATE STATEMENT OF POSITION E	SSENTIAL FUNCTIONS (Continued)					
10%	recommendations to referring employ	to address employment and unempl	agner-Peyser related needs and provides loyment related issues, including but not limited is Services, identifying barriers to employment location programs.					
05%	pending adjudicati cases. Loads and including but not li (IBIS) and GenTax inquiries to superv	on report in order to maintain timelin extracts data related to job placement mited to the IL Labor Exchange syste k. Evaluates and reports computer en	Reviews individual caseload activity on the ess in the completion of pending adjudication nts and/or claims using automated systems em, the Illinois Benefit Information System rrors or deficiencies discovered in analysis of ciency assessments and recommendations.					
05%	<ol> <li>Performs other du enumerated above</li> </ol>		re reasonably within the scope of the duties					
conducting			for assigning and reviewing work, preparing, mposing disciplinary action and adjusting grievances					
	·····		WORKING TITLE (IF ANY)					
Employment	Employment Security Field Office Supervisor 13600-44-51-107-20-31							
18. CHECK TH	HE APPROPRIATE BOX IF TH	IS POSITION IS A:						
		WORKER						
NOTE: S	upervisory or lead worker res	sponsibilities <u>must</u> be described in a (	detailed duty statement(s) with a					
ti	me percentage(s) allotted. as checked above, list position		bordinate incumbents or authorized funded					
	Position Title	Position Number	No. of Incumbents or Funded Vacancies					
N/A		r ositori rumber	No. of mounders of a under vacancies					
PERFORM ABILITIES	MANCE OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND DS, THE PHRASE "SAME AS SPECIFICATION"					
background i	n the social / behavioral scie	ences or business/personnel adminis	ion of four years of college with academic stration and one year as a full-time professional					
or operation. finding of fac with employe payment or n inappropriate work history	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							
	e Spanish language at a co		s the ability to travel. <b>Requires ability to speak</b> position duties in conjunction with Spanish					

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1. POSITION TIT	LE	WOF	RKING TITLE (IF ANY)	BILINGUAL	POSITION TITL OPTION CODE	2. POSITION NUMBER					
Existing Position	· · · · · · · · · · · · · · · · · · ·										
New/Revised Position Employment S			<u> </u>	29	SS	13667	13667-44-51-107-31-31 5. EXMT 6. WORK 7. A/I 8. AUDIT 9. C CODE COUNTY AUTH 8. AUDIT 9. C 0 016 Y R 12. TRANSACTION 13. EFFECTIVE DA				
3. AGENCY	esentative		4. BUREAU/ DIVISION	1		5. EXMT			8.AUDIT	9. OFFICE	
Existing Position							COUNTY			USE	
New/Revised Position	<u></u>								4		
	t of Employment Security		Service Delivery/ Fig	eld Opera	ations	-					
10. SECTION			11. UNIT				ISACTION	1	3. EFFECTIV	/E DATE	
Existing Position				•					02/16	/2019	
New/Revised Position			Service Unit II				21 ESTAF	ulsh			
Chicago Regi	on/ Pilsen Local Office					_ 🗖 мсо	22 EXEM	PT COE			
14. WORK LOCA	TION		15. BARGAINING/TERM	CODE	Rutan Exemp				IMBER CH	ANGE	
Existing Position											
							21 ABOLI	SH			
New/Revised Position	th Stract										
1700 West 18			RC062		N						
Chicago, IL % OF TIME			COURATE STATEME				FUNCT	4-51-107-31-31			
									nd job		
40%	Insurance and/or Wagner unemployment related iss and prepares reports; ma worksites in the service d who request or need inte 1. Performs more c insurance benefit Peyser and Work provisions, rules, claims issues, inf unique initial or c explains case dis federally mandat Education and Th service delivery a request or need in	r-Peys sues; le lelivery rpretive omplea t entitle force regula erview ontinu spositio ed qua raining area to nterpre	er related needs and oads and extracts da ervice efficiency asse y area to perform ass e services. x employment service ement resolutions und Investment legislation ations and requireme ving, investigating, an ed claims; makes mu ons to clients; provide ality and timeliness m Administration (ETA perform assigned du etive services.	provides ta using a ssments igned dut e and job der provisi n in comp nts. Adju d providi ilti-claima es written etrics as ) handbo ities. Util	and recomme automated and recor ties. Utilize placemer sion of Un bliance wit dicates man defined biok. As dir izes Span	ndations I systems hmendati es Spanis t function employm h Federa onetary a ty determ ns; inves ations; m y the U.S ected, tra sh langu	to addre s; mainta ons. As sh langu ent Insu I and Sta nd nonn hinations tigates, eets anc . Depart vels to v age to a	ess el ains a direct age to nemp rance ate sta nonet for c resea l/or ex ment vorks ssist	mploymented, trav o assist oloymented, trav o assist oloymented assist arutory ary bene omplex arches a xceeds to of Labo ites in the clients v	ecords rels to clients t er- efit or nd the r ne vho	
30%	monetary and no client rights and r	n-mon respon	etary issues pertainii	ng to the ain to bei	Illinois Un nefit progr	employm	ient Insu	rance	e Act; e>	plains	
10%	employers for job suitable job open clients with inforr placements. As o who request or n	o interv lings a mation directe	riews and/or to partne s listed in job order re regarding selected jo	er agenci ecords or obs and j	es for add <sup>-</sup> available ob intervie	itional en through wing pro	nployme automat cedures	nt sei ed file ; verif	rvices; s es; provi ïes and o assist	elects ides records clients	
DIRECTOR OF	CMS SIGNATURE IMM		E SUPERVISOR SIGNAT		GENCY HE			÷ .	C	DATE	
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the May	5 429-19	Ľ!									

16. (CONTINUE	D)		
% OF TIME	16 COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
10%	4. Determines client L recommendations t to referring employe	Inemployment Insurance and/or W to address employment and unemployment and unemplo	/agner-Peyser related needs and provides ployment related issues, including but not limited ss Services, identifying barriers to employment
05%	pending adjudicatio cases. Loads and e including but not lin (IBIS) and GenTax inquiries to supervis	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	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
conductin			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
Employment	Security Field Office Supervi	isor 13600-44-51-107-30-31	
			i
SUPE NOTE: S If a box w	RVISOR OR LEAD W supervisory or lead worker res me percentage(s) allotted. as checked above, list position t	VORKER ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a ubordinate incumbents or authorized funded
headcour	nt:		
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A			
PERFOR	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"
background employee wi or operation. finding of fac with employe payment or r inappropriate work history spreadsheets	in the social / behavioral scie th IDES; or five years profess Requires thorough knowledg its, test interpretation, and vo- ers and clients; organize and non-payment of claimant bence work search efforts; write clain information and to use a pers s, database management, else <b>e Spanish language at a co</b>	nces or business/personnel admin sional experience in personnel adm ge of the provisions of the Illinois U cational counseling techniques. R analyze pertinent information to pr efits; determine an appropriate wo early and concisely to record bene sonal computer with related softwa ectronic mail and internet. Require	etion 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 rovide for the determination of appropriate rk search plan for the client and identification of fit determinations employer job orders and client re programs such as word processing and es the ability to travel. <b>Requires ability to speak</b> <b>it position duties in conjunction with Spanish</b>

1. POSITION TIT	ſLE	WORKING TITLE (IF ANY	) BILINGUAL CODE	POSITION TIT	TLE 2. POS	2. POSITION NUMBER					
Existing Position											
New/Revised Position					12667	44 52	101 4	1 21			
Employment Service Repr			29	SS	13007	13667-44-53-101-41-31         5. EXMT       6. WORK       7. AI       8. AUDIT       9. C         0       016       Y       R         12. TRANSACTION       13. EFFECTIVE DA         CODE       02/16/20         MA021       ESTABLISH         MC022       EXEMPT CODE CHANGE         MC024       POSITION NUMBER CHANGE         MC025       CLARIFY         MC027       ADDITIONAL IDENTICAL CH.         MC028       WORK COUNTY CHANGE         MC029       ABOLISH         MC19       DOWNWARD REALLOCATION         MC19       DOWNWARD REALL					
3. AGENCY		4. BUREAU/ DIVISIO	DN N		5. EXMT CODE	6. WORK COUNTY	-101-41-31 T.AT 8.AUDIT 9. AUTH 8.AUDIT 9. AUTH 8.AUDIT 9. AUTH 8.AUDIT 9. 13. EFFECTIVE D/ 02/16/20 BLISH MPT CODE CHANGE TION NUMBER CHANGE TION NUMBER CHANGE ISH NVARD REALLOCATION ARD REALLOCATION IONS vice and job r provision of npliance with Fed nemployment urance, Wagner- tate statutory monetary benefit s for complex or researches and d/or exceeds the tment of Labor worksites in the assist clients who and adjudicates urance Act; expla anish language t anish language t		9. OFFICE USE		
Existing Position	····										
New/Revised Position		Service Delivery	/ Field One	rations	0	016	Y	R			
IL Departmen 10. SECTION	nt of Employment Security	11. UNIT			-				E DATE		
Existing Position			······································		CODE						
								02/16/	2019		
New/Revised Position		Service Unit III				21 ESTAE	BLISH				
Metro South	Region/ Harvey Local Offic			Ruta	🗖 мсо	22 EXEM	РТ СОБ				
14. WORK LOCA	ATION	15. BARGAINING/T	ERM CODE	Exen	npt 🛛 MCO	26 CLARI	FY				
Existing Position						MC028 WORK COUNTY CHANGE					
New/Revised Position								REALLOC	ATION		
Harvey, IL		RCC	)62	N	↓ 🗍 МС1	50 LATER	RAL REA	ALLOCATIO	ON		
% OF TIME	16. COMPLETE CURRENT				SSENTIAL	MC150 LATERAL REALLOCATION     MC158 UPWARD REALLOCATION     MC158 UPWARD REALLOCATION     MODELOCATIONS     MODELOCATIONS     MODELOCATIONS     MODELOCATIONS     MODELOCATIONS     MODELOCATION					
40%	placement functions and Unemployment Insurance and State statutory provi Insurance and/or Wagne unemployment related is and prepares reports; ma worksites in the service of who request or need inter 1. Performs more of insurance benefit Peyser and Work provisions, rules claims issues, in unique initial or of explains case dis federally mandat Education and T service delivery request or need	unemployment insurance, Wagner-Peyser and V sions, rules, regulations r-Peyser related needs a sues; loads and extracts akes service efficiency a delivery area to perform a repretive services. complex employment services tentitlement resolutions kforce Investment legisla , regulations and require terviewing, investigating continued claims; makes spositions to clients; pro- ted quality and timelines raining Administration (E area to perform assigned interpretive services.	e benefit er Vorkforce In and require and provide data using ssessments assigned du vice and jok under prov ation in com ments. Adju , and provid multi-claim vides writter s metrics as TA) handbo d duties. Uti	ntitlement westments; de s recomm automate s and reco uties. Utiliz o placeme ision of U pliance w udicates n ling eligib ant decisi n determines defined l ook. As di lizes Spa	resolution t legislation etermines of hendations ed systems ommendati zes Spanis ent functior nemploym vith Federa nonetary a ility determ ions; inves nations; mo by the U.S irected, tra nish langu	s under in com client Ur to addro s; mainta ons. As sh langu ns and u ent Insu l and Sta nd nonn ninations tigates, eets and . Depart vels to v age to a	provis pliance nempl ains a direct age to nemp rance ate st nonet for c resea d/or ex ment works issist	sion of ce with F oyment mploymen ctivity re ted, trav o assist bloymen e, Wagn atutory ary bene omplex arches a xceeds f of Labo ites in th clients v	ent and ecords els to clients t er- efit or nd the r ne vho		
30%	monetary and no client rights and	on-monetary issues perta	aining to the pertain to be	e Illinois U enefit prog	Inemploym	ient Insu	irance	e Act; e>	plains		
10%	employers for jo suitable job oper clients with infor placements. As who request or r	b interviews and/or to pa nings as listed in job orde mation regarding selecte directed, travels to perfo need interpretive service	rtner ageno er records o ed jobs and rm these du s.	cies for ad or availabl job interv ities. Utili:	lditional en le through iewing pro zes Spanis	nployme automat cedures sh langu	ent se ted file ; verif	rvices; s es; prov fies and p assist	elects ides records clients		
							1				
	Janel forde	· -/ · · · -/		1	by Je	em	<u>ن</u> ت	03/	22/2019		
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Mi Mar	1 29-19										
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16. (CONTINUE		D ACCURATE STATEMENT OF POSITION	ESSENTIAL ELINCTIONS (Continued)						
% OF TIME	16. COMPLETE CURRENT ANI	DACCURATE STATEMENT OF FOSTION	ESSENTIAL FONCTIONS (continued)						
10%	recommendations to referring employ	to address employment and unemp	agner-Peyser related needs and provides bloyment related issues, including but not limited ss Services, identifying barriers to employment lucation programs.						
05%	pending adjudicati cases. Loads and including but not li (IBIS) and GenTa: inquiries to superv	ion report in order to maintain timelin extracts data related to job placeme mited to the IL Labor Exchange sys x. 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 tem, the Illinois Benefit Information System errors or deficiencies discovered in analysis of ciency assessments and recommendations.						
05%	<ol> <li>Performs other du enumerated above</li> </ol>		are reasonably within the scope of the duties						
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)						
English and	Converte Field Office Super-								
	-	visor 13600-44-53-101-40-01							
	HE APPROPRIATE BOX IF TH								
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						
neadcour	II.								
	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"						
Requires kno background employee wi or operation. finding of fac with employed payment or r inappropriated work history	owledge, skill and mental de in the social / behavioral sci th IDES; or five years profes Requires thorough knowled ets, test interpretation, and ve ers and clients; organize and non-payment of claimant ber work search efforts; write c information and to use a per	ences or business/personnel admin ssional experience in personnel adm tge of the provisions of the Illinois U ocational counseling techniques. Re analyze pertinent information to pr nefits; determine an appropriate wor clearly and concisely to record bene rsonal computer with related softwa	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 k search plan for the client and identification of fit determinations employer job orders and client re programs such as word processing and es the ability to travel. <b>Requires ability to speak</b>						
and write th speaking cli		olloquial skill level in carrying ou	t position duties in conjunction with Spanish						

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1. POSITION TITLE		wo	RKING TITLE (IF ANY)	BILINGUAL	POS	TION TITLE	2. POSITION NUMBER					
Existing Position												
New (Dec.) - 4 m - 11		<b> </b>			<b> </b>		ļ					
New/Revised Position Employment Security Service Representative		29 SS			13667-44-53-104-31-31							
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 IL Department of Employment Security			Service Delivery/ Field Operations				0	016	Y	R		
10. SECTION			11. UNIT				12. TRAN	SACTION	1:	B. EFFECTIV	E DATE	
Existing Position							CODE					
Existing Coldon				02/16/2019				2019				
New/Revised Position												
Metro South Region/ Burbank Local Office			Service Unit II				MA021 ESTABLISH     MC022 EXEMPT CODE CHANGE					
			Rutan				MC022 EXEMPT CODE CHANGE					
14. WORK LOCATION			15. BARGAINING/TERM CODE Exempt				MC026 CLARIFY					
Existing Position				MC027 ADDITIONAL IDENTICAL CHANGE     MC028 WORK COUNTY CHANGE								
				MD021 ABOLISH								
New/Revised Position			RC062 N				MC149 DOWNWARD REALLOCATION     MC150 LATERAL REALLOCATION					
Burbank, IL							MC158 UPWARD REALLOCATION					
% OF TIME	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											
	Unemployment Insurance	e, wa	gner-Peyser and wor	KTOICE IN	vest	ment leg	gisiation	l in com	omnl	e with r	euerai	
	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 is	er-Peys	ser related needs and	to using	auto	mated a	vetome	: maints	ine ar	npioyni stivity re	cords	
	unemployment related is	sues,	onvice officiency asse	na using	auto	recom	nondati	ons As	direct	ed trav	els to	
	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.											
40%	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											
											efit	
	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									nd		
										ne r		
	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											
	Education and I	raining	o perform assigned d	() nanobe	JOK. A	AS UIIEC Spanie	h langu	ane to a	eciet (	lients v	vho	
	request or need	area (	o periorni assigned di	ulles. Oli	11265	Spanis	nanyu	aye io a	33131 1			
	request of need	interp	leuve services.									
30%	2. Conducts recon	sidere	d determinations and	accepts	appe	als: he	ars. con	siders a	nd ad	ljudicate	es	
5070	monetary and n	on-mo	netarv issues pertaini	ng to the	Illino	ois Une	mploym	ent Insu	rance	Act; ex	plains	
	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.										e to	
		•										
10%	3. Interviews job se	eekers	, taking or updating w	ork histo	ory; a	ssesse	s client	skills an	d refe	rs client	ts to	
	employers for job interviews and/or to partner agencies for additional employment services; select									elects		
	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											
DIDEATOR OF			nterpretive services.		ACEN		SIGNAT			<u>г</u>	DATE	
DIRECTOR OF C			TE SUPERVISOR SIGNAT			imo	sch	an				
1 Jan	st hat				- *	long	1-30	em	انت	03/2	22/2019	
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V		<b>*</b>										
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	D)									
16. (CONTINUE % OF TIME	16 COMPLETE CUPPENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)							
10%	4. Determines client L recommendations to referring employ	Jnemployment Insurance and/or W to address employment and unemp	agner-Peyser related needs and provides ployment related issues, including but not limited ss 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.									
05%	enumerated above	. '	are reasonably within the scope of the duties							
conducting	N TITLE AND NUMBER OF IMM g and signing performance evalu umbent 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 Superv	risor 13600-44-53-104-30-01								
	HE APPROPRIATE BOX IF THI									
	RVISOR OR 🗌 LEAD V		detailed duty statement(s) with a							
ti	me percentage(s) allotted. as checked above, list position		ubordinate incumbents or authorized funded							
	Position Title	Position Number	No. of Incumbents or Funded Vacancies							
N/A										
	·····									
PERFOR	MANCE OF THE WORK OF TH	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 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 fac with employed payment or r inappropriate work history spreadsheet and write th	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. <b>Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish</b>									
speaking cli	ients.		· · · · · · · · · · · · · · · · · · ·							

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1. POSITION TIT	LE	WOR	KING TITLE (IF ANY)	BILINGUAL CODE	POSITION	CODE	2. POS	TION NU	MBER				
Existing Position							2. POSITION NUMBER						
New/Revised Position				29	SS	3	13667	13667-44-53-104-41-31 5. EXMT 6. WORK 7. AI CODE COUNTY AUTH 8. AUDIT 9. OFF USE					
Service Repre 3. AGENCY	esentative		4. BUREAU/ DIVISION	1					7. A/I AUTH	8.AUDIT	9. OFFICE USE		
Existing Position													
New/Revised Position			Oranias Delivery/Ei		ationa		0	016	Y	R			
IL Departmen	t of Employment Security		Service Delivery/ Fi		ations		0	016		3. EFFECTIV			
10. SECTION			11. UNIT	12. TRANSACTION 13. EFFECTIVE DA CODE									
Existing Position						-				02/16/	/2019		
New/Revised Position Metro South F	Region/ Burbank Local Offi	ce	Service Unit III				🔲 мсо	MA021 ESTABLISH MC022 EXEMPT CODE CHANGE MC024 POSITION NUMBER CHANGE					
14. WORK LOCA			15. BARGAINING/TERM			utan xempt	🖾 мсо	26 CLARI	FY				
Existing Position								27 ADDIT 28 WORK					
				<u></u>				21 ABOLI 49 DOWN		REALLOC			
New/Revised Position Burbank, IL			RC062			N	🗍 MC1	50 LATER	AL REA	ALLOCATIO	DN .		
% OF TIME	16. COMPLETE CURRENT		CCURATE STATEME	NT OF PC	SITION	I ESS				LLOCATI			
40%	<ul> <li>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 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.</li> <li>1. Performs more complex employment service and job placement functions and 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 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</li> </ul>												
30%	client rights and assist clients wh	on-mon respon o reque	etary issues pertaini sibilities as they per est or need interpreti	ing to the tain to be ive servic	Illinois nefit pr es.	Uner rograr	mploym ms. Util	ent Insu izes Spa	irance anish	e Act; e> languag	kplains je to		
<ol> <li>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; sele 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 or explanation. As directed, travels to perform these duties. Utilizes Spanish language to assist clien who request or need interpretive services.</li> </ol>							selects ides records clients						
DIRECTOR OF			E SUPERVISOR SIGNA				SIGNAT				DATE		
4	ramel orde	ţ	the states and		100	long	-Je	in	<b></b>	03/	22/2019		
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	<u></u>											
16. (CONTINUE			CURATE STATEMENT OF POSITION	ESSENTI	AL FUNCTIONS (Continued)							
<u>% OF TIME</u> 10%	<ol> <li>Determines client Unemployment Insurance and/or Wagner-Peyser related needs and provides 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.</li> <li>Establishes and maintains activity records and reports. Reviews individual caseload activity on the</li> </ol>											
05%	pending cases. includir (IBIS) a inquirie	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%	enume	rated above.			onably within the scope of the duties							
conductin		ormance evaluati			gning and reviewing work, preparing, g disciplinary action and adjusting grievances							
		<u>-</u>		WORK	(ING TITLE (IF ANY)							
Employment	Security Field Of	ffice Superviso	r 13600-44-53-104-40-01		· · · · · · · · · · · · · · · · · · ·							
SUPE	upervisory or lead me percentage(s) as checked above,	LEAD WO	RKER nsibilities <u>must</u> be described in a		d duty statement(s) with a ite incumbents or authorized funded							
	Position Title		Position Number		No. of Incumbents or Funded Vacancies							
N/A			······									
PERFORI	MANCE OF THE W	VORK OF THIS	POSITION. NOTE: SINCE THERE	ARE NO	I NECESSARY FOR THE SUCCESSFUL OW SEVERAL OPTIONS OF SKILLS AND IE PHRASE "SAME AS SPECIFICATION"							
background i employee wit or operation. finding of fac with employee payment or r inappropriate work history spreadsheets	n the social / beh th IDES; or five y Requires thoroug ts, test interpreta ers and clients; or on-payment of cl work search effor information and to s, database mana e Spanish langu	navioral science ears profession gh knowledge tion, and vocal ganize and an laimant benefit orts; write clear o use a person agement, elect	es or business/personnel admini nal experience in personnel admini of the provisions of the Illinois U tional counseling techniques. Re alyze pertinent information to pro s; determine an appropriate wor rly and concisely to record benef nal computer with related softwar ronic mail and internet. Require	stration nemplo equires ovide fo k searc fit deter re progr s the at	four years of college with academic and one year as a full-time professional ion, or business ownership management yment Insurance Act; interviewing, the ability to effectively communicate or the determination of appropriate h plan for the client and identification of minations employer job orders and client rams such as word processing and bility to travel. <b>Requires ability to speak</b> <b>on duties in conjunction with Spanish</b>							

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1. POSITION TIT	LE	WORKING TITLE (IF ANY)	BILINGUAL	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER						
Existing Position	<u></u>					2. POSITION NUMBER							
New/Revised Position Employment S Service Repre			29	SS	13667	-44-53-	105-3	1-31					
3. AGENCY		4. BUREAU/ DIVISION	N	L	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE				
Existing Position													
New/Revised Position		Service Delivery/	Field Oner	ations	0	099	Y	R					
IL Departmen	t of Employment Security	11. UNIT	Service Delivery/ Field Operations					12. TRANSACTION 13. EFFECTIV					
Existing Position	<u> </u>				CODE								
		· · · · · · · · · · · · · · · · · · ·						02/16	/2019				
New/Revised Position Metro South F	Region/ Joliet Local Office	Service Unit II	Service Unit II					MA021 ESTABLISH					
14. WORK LOCA	TION	15. BARGAINING/TEI		Rutan Exempt	🛛 🖾 мсс	24 POSIT 26 CLARI	FY						
Existing Position						27 ADDIT							
New/Revised Position						21 ABOLI		REALLOC	ATION				
Joliet, IL		RC06	62	N		50 LATER	RAL REA	ALLOCATIO	ON				
% OF TIME	16. COMPLETE CURRENT Under general direction,	AND ACCURATE STATEM	ENT OF PO	DSITION ES	SENTIAL	FUNCTI	ONS						
40%	insurance benefi Peyser and Worl provisions, rules claims issues, in unique initial or o explains case dis federally mandat Education and T service delivery request or need	e, Wagner-Peyser and We sions, rules, regulations a r-Peyser related needs ar sues; loads and extracts o akes service efficiency as lelivery area to perform as	orkforce In nd required nd provides data using sessments ssigned du ice and job inder provid nulti-claim des writter metrics as FA) handbo duties. Uti	vestment le ments; dete s recommer automated and recom ties. Utilizes placement sion of Une pliance with dicates mo ing eligibility ant decision determina defined by pok. As dire lizes Spanis	gislatior rmines ( adations systems mendati s Spanis function mploym Federa netary a / detern s; inves tions; m the U.S cted, tra sh langu	n in com client Ur to addre s; mainta ons. As sh langu ns and u ent Insu l and Sta ind nonn hinations stigates, eets and . Depart ivels to v age to a	pliance nempl ains ac direct age to nemp rance ate sta nonet for c resea d/or ex ment works issist	e with F oyment mployment ctivity re- ted, trav o assist oloymen e, Wagn atutory ary ben- omplex arches a kceeds f of Labo	ent and ecords vels to clients t er- efit or nd the or ne who				
30%	monetary and no client rights and assist clients wh	on-monetary issues pertai responsibilities as they pe o request or need interpre	ning to the ertain to be etive servic	Illinois Une nefit progra es.	mploym ms. Util	ient Insu izes Spa	irance anish	e Act; ex languag	xplains 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		MEDIATE SUPERVISOR SIGN	ATURE /	GENCY HEA			;		DATE				
	Janel Jorde	Se Law .		thome	1- Je	in	ٽٽر ،	03/	22/2019				
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16. (CONTINUE	D)	<u>,</u>										
% OF TIME	16 COMPLET	E CURRENT AND	ACCURATE STATEMENT OF POSITION I	ESSENTIA	AL FUNCTIONS (Continued)							
10%	<ul> <li>4. Determines client Unemployment Insurance and/or Wagner-Peyser related needs and provides 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.</li> <li>5. Establishes and maintains activity records and reports. Reviews individual caseload activity on the</li> </ul>											
05%	pei cas inc (IB ing	<ol> <li>Establishes and maintains activity records and reports. Reviews individual obscious detrify entities 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.</li> <li>Performs other duties as required or assigned which are reasonably within the scope of the duties</li> </ol>										
05%	en	umerated above.										
conductin	N TITLE AND g and signing cumbent of this	performance evalu	EDIATE SUPERVISOR (Responsible actions; effectively recommending and	for assig imposing	ning and reviewing work, preparing, g disciplinary action and adjusting grievances							
		<u></u>		WORKI	ING TITLE (IF ANY)							
Employment	Security Fie	ld Office Supervi	sor 13600-44-53-105-30-31									
18. CHECK T		RIATE BOX IF THIS	S POSITION IS A:	<u>I</u>								
	RVISOR (	DR 🗌 LEAD W	ORKER									
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ti	ime percenta	ge(s) allotted.	ponsibilities <u>must</u> be described in a		•							
If a box w headcour		bove, list position t	itle, position number, and number of s	ubordinat	te incumbents or authorized funded							
	Position Title	e l	Position Number	ï	No. of Incumbents or Funded Vacancies							
N/A												
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PERFOR ABILITIE	MANCE OF T	HE WORK OF THI ISURE OR CERTI	IS POSITION. NOTE: SINCE THERE	ARE NO	NECESSARY FOR THE SUCCESSFUL OW SEVERAL OPTIONS OF SKILLS AND E PHRASE "SAME AS SPECIFICATION"							
background employee wi or operation. finding of fac with employe payment or r inappropriate work history spreadsheet	in the social th IDES; or f Requires th cts, test inter ers and clien non-payment work searc information a s, database <b>s Spanish l</b>	/ behavioral scient ive years profess orough knowledg pretation, and voo ts; organize and s t of claimant bench h efforts; write cla and to use a person management, ele	nces or business/personnel admin sional experience in personnel admin ge of the provisions of the Illinois U cational counseling techniques. R analyze pertinent information to pr efits; determine an appropriate wor early and concisely to record bene sonal computer with related softwa ectronic mail and internet. Require	istration ninistration nemploy equires rovide four rk search fit deterr re progra es the ab	our years of college with academic and one year as a full-time professional on, or business ownership management yment Insurance Act; interviewing, the ability to effectively communicate r the determination of appropriate n plan for the client and identification of minations employer job orders and client ams such as word processing and bility to travel. <b>Requires ability to speak</b> on duties in conjunction with Spanish							

1. POSITION TIT	E	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION OPTION		2. POSITION NUMBER							
Existing Position				·			_						
New/Revised Position						13667-44-54-102-41-31							
Employment S			29	SS	s   '	13667	-44-54-′	102-4	1-31				
Service Repre 3. AGENCY	sentative	4. BUREAU/ DIVISION		<u> </u>		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE			
Existing Position						CODE	COUNTY	AVIE		032			
New/Revised Position									_				
	of Employment Security	Service Delivery/ F	ield Oper	ations		0	101	Y	R				
10. SECTION		11. UNIT				12. TRANSACTION 13. EFFECTIVE DATE							
Existing Position								02/16/2019					
New/Revised Position Northern Regi	on/ Rockford Local Office	Service Unit II						MA021 ESTABLISH					
14. WORK LOCA	TION	15. BARGAINING/TER	MCODE		Rutan Exempt	🛛 МСО	24 POSIT 26 CLARI	FY					
Existing Position						MC0	28 WORK	COUN		CHANGE			
New/Revised Position							21 ABOLI 49 DOWN	WARD	REALLOC	ATION			
Rockford, IL		RC06			N	D MC1	50 LATER 58 UPWA	RD REA					
% OF TIME	16. COMPLETE CURREN	T AND ACCURATE STATEM	ENT OF PO	OSITION	N ESSE	NTIAL	FUNCTI	ONS					
40%	placement functions and Unemployment Insurance and State statutory provi Insurance and/or Wagne unemployment related is and prepares reports; m worksites in the service who request or need inter 1. Performs more of insurance benef Peyser and Wor provisions, rules claims issues, ir unique initial or explains case di federally manda Education and T	<ul> <li>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.</li> <li>1. Performs more complex employment service and job placement functions and 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</li> </ul>											
30%	monetary and ne client rights and	sidered determinations and on-monetary issues pertair responsibilities as they pe no request or need interpre	ning to the rtain to be	e Illinois enefit pr	s Unem	ploym	ent Insu	irance	e Act; e>	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		IMEDIATE SUPERVISOR SIGNA			HEAD S		URE an			DATE			
1 YA	u finde 27			1000	by	- Ja	in	<b>ن</b> ـت	03/	22/2019			
TAN May		MAR 28 2019		<u>,</u>			· · · · ·	- i					

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16. (CONTINUE			······································										
% OF TIME		D ACCURATE STATEMENT OF POSITION											
10%	recommendations to referring employ	<ol> <li>Determines client Unemployment Insurance and/or Wagner-Peyser related needs and provides 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.</li> <li>Establishes and maintains activity records and reports. Reviews individual caseload activity on the</li> </ol>											
05%	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%	enumerated above	e.	are reasonably within the scope of the duties										
conducting	N TITLE AND NUMBER OF IM g and signing performance eva umbent of this position.)	MEDIATE SUPERVISOR (Responsible luations; effectively recommending and	ofor assigning and reviewing work, preparing, I imposing disciplinary action and adjusting grievances										
			WORKING TITLE (IF ANY)										
Employment	Security Field Office Super-	visor 13600-44-54-102-40-01											
SUPE	upervisory or lead worker re me percentage(s) allotted. as checked above, list position	WORKER sponsibilities <u>must</u> be described in a	a detailed duty statement(s) with a subordinate incumbents or authorized funded										
	Position Title	Position Number	No. of Incumbents or Funded Vacancies										
N/A													
PERFOR	MANCE OF THE WORK OF TH	HIS POSITION. NOTE: SINCE THERE	ICATION NECESSARY FOR THE SUCCESSFUL E ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"										
background employee wi or operation. finding of fac with employe payment or r inappropriate work history spreadsheet	in the social / behavioral sci th IDES; or five years profes Requires thorough knowled ets, test interpretation, and ve and clients; organize and non-payment of claimant ber work search efforts; write of information and to use a per s, database management, e e Spanish language at a c	ences or business/personnel admini ssional experience in personnel adm dge of the provisions of the Illinois U ocational counseling techniques. Re d analyze pertinent information to pr nefits; determine an appropriate wor clearly and concisely to record bene rsonal computer with related softwa electronic mail and internet. Require	etion of four years of college with academic histration and one year as a full-time professional ministration, or business ownership management Jnemployment Insurance Act; interviewing, Requires the ability to effectively communicate rovide for the determination of appropriate rrk search plan for the client and identification of effit determinations employer job orders and client are programs such as word processing and es the ability to travel. <b>Requires ability to speak</b> <b>ut position duties in conjunction with Spanish</b>										

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#### **POSITION DESCRIPTION**

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1. POSITION TIT	LE	WOR	KING TITLE (IF ANY)	BILINGUAL	POSIT	NON TITLE	2. POS	ITION NU	MBER				
Existing Position									·				
New/Revised Position			<u></u>	29		SS	13667						
Service Repre	esentative	<u> </u>	4. BUREAU/ DIVISION							8.AUDIT	9. OFFICE USE		
Existing Position							CODE	COUNTY	AUTH		USE		
										1			
New/Revised Position	t of Employment Security		Service Delivery/ Fi	eld Oper	ation	S	0	045	Y	R			
10. SECTION			11. UNIT				12. TRAN CODE	SACTION	1	3. EFFECTIN	E DATE		
Existing Position							02/16/2019						
New/Revised Position Northern Reg Center	ion/ Carpentersville Proce	ssing	Service Unit I					21 ESTAE	PT COD				
14. WORK LOCA	ATION		15. BARGAINING/TERM			Rutan Exempt	🛛 мсо	24 POSIT 26 CLARI	FY				
Existing Position								27 ADDIT					
								21 ABOLI	SH				
New/Revised Position			RC062			Ν		49 DOWN 50 LATER	RAL REA	ALLOCATIO	NC		
Carpentersvil % OF TIME	IE, IL 16. COMPLETE CURREN							58 UPWA		ALLOCATIO	ON		
40%	<ul> <li>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.</li> <li>1. Performs more complex employment service and job placement functions and 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 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.</li> </ul>												
30%	client rights and	on-mon I respon	determinations and etary issues pertain sibilities as they per est or need interpret	ing to the tain to be	e Illinc enefit	ois Une	mploym	nent Insu	irance	e Act; e>	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		MEDIAT	E SUPERVISOR SIGNA				SIGNA	and	I		DATE		
1 4	inel forde	A	iar 2 8 2019 👘			pro	- Je	in	انت	03/	22/2019		
MS-104 (Rev. 10)	( <u>127</u> ) (94) IL 401-0794	6.9		Ł					·		· · · · · · · · · · · · · · · · · · ·		
This / au	14 427-19	¯Β̈́Υ:											
1 10	-												

16. (CONTINUE	<u></u>										
% OF TIME	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)								
10%	<ol> <li>COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)</li> <li>Determines client Unemployment Insurance and/or Wagner-Peyser related needs and provides 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.</li> </ol>										
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%	enumerated above	э.	are reasonably within the scope of the duties								
conducting	N TITLE AND NUMBER OF IMI g and signing performance eval umbent of this position.)	MEDIATE SUPERVISOR (Responsible luations; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances								
			WORKING TITLE (IF ANY)								
Employment	Security Field Office Superv	visor 13600-44-54-105-20-01									
18. CHECK T	HE APPROPRIATE BOX IF TH	IS POSITION IS A:									
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											
	· · · · · · ·										
PERFORI ABILITIES	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"								
background i employee wir or operation. finding of fac with employe payment or r inappropriate work history spreadsheets	In the social / behavioral scie th IDES; or five years profes Requires thorough knowled ts, test interpretation, and vo ers and clients; organize and non-payment of claimant ber work search efforts; write c information and to use a per s, database management, el e Spanish language at a co	ences or business/personnel admin sional experience in personnel adm lge of the provisions of the Illinois U ocational counseling techniques. R I analyze pertinent information to pr hefits; determine an appropriate wor learly and concisely to record bene sonal computer with related softwa lectronic mail and internet. Require	ation of four years of college with academic istration and one year as a full-time professional inistration, or business ownership management nemployment Insurance Act; interviewing, equires the ability to effectively communicate ovide for the determination of appropriate rk search plan for the client and identification of fit determinations employer job orders and client re programs such as word processing and es the ability to travel. <b>Requires ability to speak</b> <b>th position duties in conjunction with Spanish</b>								

1. POSITION TIT	ſLE	WOF	RKING TITLE (IF ANY)	BILINGUAL	POSI	TION TITLE	2. POS	TION NU	MBER		
Existing Position											
New/Revised Position Employment				29		SS	13667-44-54-107-21-31 5. EXMT CODE 6. WORK 7. A/I AUTH 8. AUDIT 9. OF US				
3. AGENCY		L	4. BUREAU/ DIVISION	I	1			6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE
Existing Position			<u> </u>								
New/Revised Position	<u> </u>		Service Delivery/ Fi	eld Oper	ation	<u> </u>	0	045	Y	R	
	t of Employment Security		11. UNIT		auon	3	_	TRANSACTION 13. EFFECTIV			
10. SECTION Existing Position							CODE				
-ABUNG FUSIKUN										02/16/	/2019
New/Revised Position	ion/ North Aurora Local Off	fice	Service Unit I					21 ESTAE 22 EXEMI			F
4. WORK LOCA			15. BARGAINING/TERM	1 CODE		Rutan Exempt	□ мсо ⊠ мсо	24 POSIT 26 CLARI	ion nu Fy	MBER CH	ANGE
Existing Position							🗖 мсо	28 WORK	COUN		L CHANGE SE
New/Revised Position			· · · · · · · · · · · · · · · · · · ·			<u> </u>		21 ABOLI 49 DOWN		REALLOC	ATION
North Aurora,	IL		RC062			N	🔲 MC1	50 LATER 58 UPWA	AL REA	ALLOCATIO	NC
% OF TIME	16. COMPLETE CURRENT Under general direction,	AND A	CCURATE STATEME	NT OF PO	DSITI	ON ESS	ENTIAL	FUNCTI	ONS		
40%	Peyser and Work provisions, rules, claims issues, in unique initial or of explains case dis federally mandat Education and T service delivery a request or need 2. Conducts recons	r-Peys sues; la lakes se delivery rpretivery complet t entitle kforce , regula terview continu sposition ted qua raining area to interpre-	er related needs and oads and extracts da ervice efficiency asse of area to perform asse e services. a employment service ement resolutions un Investment legislation ations and requirement ving, investigating, ar ed claims; makes mo ons to clients; provide ality and timeliness mo Administration (ETA perform assigned di etive services.	provides ita using ssments igned du e and job der provi n in comp nts. Adju nd provid ulti-claima es writter netrics as handbo uties. Util accepts	and ties. o place sion pliane dication definion definion definion ant definion ant definion ant definion ant definion ant definion ant definion ant definion ant definion ant definion ant definion and definion appe	ommen mated s recomr Utilizes cement of Uner ce with tes mor ligibility ecisions ermination As direct Spanis	dations systems nendati Spanis functior nploym Federal netary a determ s; inves ions; mo the U.S the U.S the J.S the J.S	to addre s; mainta ons. As in langua as and u ent Insu and Sta nd nonn inations tigates, eets and . Depart vels to v age to a siders a	ess er ins a direct age to nemp rance ate sta nonet for c resea l/or e ssist	nployme ctivity re- ted, trav o assist oloymen a, Wagn atutory ary ben omplex irches a kceeds t of Labo ites in the clients v	ent and ecords rels to clients t er- efit or nd the vho
50 /6	monetary and no client rights and assist clients wh	on-mor respor o requ	netary issues pertaini nsibilities as they perf est or need interpreti	ng to the ain to be ve servio	Illino nefit es.	ois Unei prograi	mploym ms. Utili	ent Insu zes Spa	irance anish	e Act; ex languag	cplains le to
10%	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.										
			E SUPERVISOR SIGNAT				SIGNAT				DATE
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16. (CONTINUE	D)		ACCURATE STATEMENT OF POSITION	FSSENT	AL ELINCTIONS (Continued)							
<u>% OF TIME</u> 10%	<u>4.</u>	Determines client recommendations to referring employ	Unemployment Insurance and/or W to address employment and unemp	/agner-F bloymer ss Serv	Peyser related needs and provides It related issues, including but not limited ices, identifying barriers to employment							
05%	5.	<ol> <li>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.</li> <li>6. Performs other duties as required or assigned which are reasonably within the scope of the duties</li> </ol>										
05%	6.	Performs other dut enumerated above		are reas	onably within the scope of the duties							
17. POSITIO	N TITLE A	ND NUMBER OF IM	MEDIATE SUPERVISOR (Responsible	for assig	gning and reviewing work, preparing,							
		ning performance evail of this position.)	luations; effectively recommending and	imposin	g disciplinary action and adjusting grievances							
				WORK	ING TITLE (IF ANY)							
Employment	Security	Field Office Superv	visor 13600-44-54-107-20-01									
SUPE	RVISOR upervisc me perce	ory or lead worker res entage(s) allotted.										
headcoun		• •										
	Positior	Title	Position Number		No. of Incumbents or Funded Vacancies							
N/A												
PERFORI ABILITIES	MANCE ( S AND LI	OF THE WORK OF TH CENSURE OR CERT	IS POSITION. NOTE: SINCE THERE	ARE NO	INECESSARY FOR THE SUCCESSFUL OW SEVERAL OPTIONS OF SKILLS AND IE PHRASE "SAME AS SPECIFICATION"							
background i employee wit or operation. finding of fac with employe payment or n inappropriate work history spreadsheets	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 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											

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## CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES POSITION DESCRIPTION

1. POSITION TIT	LE	WOF	KING TITLE (IF ANY)	BILINGUAL	POSITION TIT OPTION COD	LE 2. POS	ITION NU	MBER			
Existing Position						-					
New/Revised Position											
Employment S				29	SS	13667	′-44-54- <sup>,</sup>	107-4	1-31		
Service Repre	esentative					E EYMT		7 00	T	9, OFFICE	
3. AGENCY Existing Position		4. BUREAU/ DIVISION 5. EXMT 6. WORK 7. A1 CODE COUNTY AUTH 8.AUDIT								USE	
Existing Position											
New/Revised Position			Service Delivery/ Fi	0	045	Y	R				
10. SECTION	t of Employment Security		11. UNIT			-	SACTION		3. EFFECTIV	E DATE	
Existing Position	·····					CODE				· · · · ·	
Executing Footion									02/16/	/2019	
New/Revised Position			<u> </u>			┥					
Northern Regi	on/ North Aurora Local Off	ïce	Service Unit II				21 ESTAE		E CHANG	E	
14. WORK LOCA			15. BARGAINING/TERM		Rutar Exem		24 POSIT		MBER CH	ANGE	
Existing Position			15. DARGAINING/TERIV	ICODE	E.M.		27 ADDIT	IONAL			
							28 WORK		TY CHANG	E	
New/Revised Position	· · · · · · · · · · · · · · · · · · ·						49 DOWN	WARD			
North Aurora,	IL		RC062		N		50 LATER 58 UPWA				
% OF TIME	16. COMPLETE CURRENT					SSENTIAL	FUNCTI	ONS			
	Under general direction, t										
	placement functions and									·	
	Unemployment Insurance									ederal	
	and State statutory provis Insurance and/or Wagner									ont and	
	unemployment related is										
	and prepares reports; ma										
	worksites in the service d										
	who request or need inter			.g.100 00		.co opune		.go ((		en en te	
40%	1. Performs more c										
			ment resolutions und							er-	
			nvestment legislation								
			tions and requirement								
			ing, investigating, an ed claims; makes mu								
			ns to clients; provide								
			lity and timeliness m								
			Administration (ETA								
	service delivery a	area to	perform assigned du								
	request or need i	nterpre	tive services.								
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30%	2. Conducts recons		determinations and a etary issues pertainir								
			sibilities as they pertaining								
			st or need interpretiv				000				
	200.00 Shorito With										
10%	3. Interviews job se										
			iews and/or to partne								
			s listed in job order re								
			regarding selected jo								
	placements. As directed, travels to perform these duties. Utilizes Spanish language to assist clients who request or need interpretive services.										
DIRECTOR OR			SUPERVISOR SIGNATI	JRE A	GENCY HE	AD SIGNAT	URE			ATE	
	mil mile				thom	asch	an				
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16. (CONTINUE			
% OF TIME		DACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
10%			/agner-Peyser related needs and provides
	recommendations to referring employ	to address employment and unemployment	ployment related issues, including but not limited ss Services, identifying barriers to employment
05%	pending adjudicati cases. Loads and including but not lin (IBIS) and GenTax inquiries to superv	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	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%	6. Performs other du enumerated above		are reasonably within the scope of the duties
conductin	N TITLE AND NUMBER OF IM g and signing performance eval cumbent 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 Superv	risor 13600-44-54-107-40-01	
18. CHECK T	HE APPROPRIATE BOX IF TH	IS POSITION IS A:	
	RVISOR OR 🗍 LEAD V	VORKER	
		VORKER	
NOTE: S	upervisory or lead worker res	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
		title, position number, and number of si	ubordinate incumbents or authorized funded
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A	1 OSMOIT HILE	r contorr runnber	
		· · · · · · · · · · · · · · · · · · ·	
PERFOR	MANCE OF THE WORK OF TH S AND LICENSURE OR CERT	IS POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
CAN NO	LONGER BE USED.		
Poquiros kor	woday, skill and montal day	clopmont on unclone to the comple	tion of four voors of college with coordomic
			tion of four years of college with academic istration and one year as a full-time professional
			inistration, or business ownership management
			nemployment Insurance Act; interviewing,
			equires the ability to effectively communicate
with employe	ers and clients; organize and	analyze pertinent information to pro	ovide for the determination of appropriate
			k search plan for the client and identification of
			fit determinations employer job orders and client
NOFK DISTORY	information and to use a pers	sonal computer with related software	re programs such as word processing and s the ability to travel. <b>Requires ability to speak</b>
and write th	e Spanish language at a co	bloguial skill level in carrying out	t position duties in conjunction with Spanish
speaking cli		1	· · · · · · · · · · · · · · · · · · ·

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1. POSITION TITL	LE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION OPTION		E 2. POSITION NUMBER				
Existing Position										
New/Revised Position	······································									
Employment S			29	SS	s	13667	-44-55-1	108-2	1-31	
Service Repre 3. AGENCY	sentative	4. BUREAU/ DIVISION				5. EXMT	6. WORK	7. A/I	8.AUDIT	9. OFFICE
Existing Position						CODE	COUNTY	AUTH		USE
New/Revised Position	of Employment Security	Service Delivery/ Fig	Service Delivery/ Field Operations					Y	R	
10. SECTION		11. UNIT	11. UNIT 12. TRAI CODE						B. EFFECTIV	E DATE
Existing Position	· _ · _ · _ · · · · · · · · · · ·									/2019
New/Revised Position	nion/ Boorio Local Office	Service Unit I					21 ESTAB			_
Nonnwest Reg	gion/ Peoria Local Office			R	Rutan	_	22 EXEMI 24 POSIT			
14. WORK LOCA	TION	15. BARGAINING/TERM	CODE	E	xempt		26 CLARI 27 ADDIT			CHANGE
Existing Position							28 WORK	COUN		
New/Revised Position	······					MC1	21 ABOLI 49 DOWN	WARD		
Peoria, IL		RC062			N		50 LATER 58 UPWA			
% OF TIME	16. COMPLETE CURRENT	AND ACCURATE STATEME	NT OF PC	SITION	N ESSE	INTIAL	FUNCTI	ONS		
	Under general direction.	for an assigned area, perfor	ms more	e compl	lex em	nploym	ent serv	ice ar	nd job	
	placement functions and	unemployment insurance b	enefit en	titleme	ent reso	olution	s under	provis	sion of	-
	Unemployment Insurance	e, Wagner-Peyser and Wor	kforce In	vestme	ent legi	islation	in com	plianc	e with F	ederal
	and State statutory provi	sions, rules, regulations and r-Peyser related needs and	requirei	nenis,	aeterr	lations	to addre	enthi	nolovm	ent and
	unemployment related is	sues; loads and extracts da	ta using	automa	ated sv	vstems	: mainta	ins a	ctivity re	cords
	and prepares reports: ma	akes service efficiency asse	ssments	and re	comm	endati	ons. As	direct	ed, trav	els to
	worksites in the service of	lelivery area to perform ass	igned du	ties. Ut	tilizes	Spanis	h langu	age to	o assist	clients
	who request or need inte	rpretive services.								
			and in b		mont f	unction	e and u	nomn	lovmon	+
40%	1. Performs more c	omplex employment service t entitlement resolutions une	e and job der provi	sion of	Unem	niovm	ent Insu	rance	Wagn	er-
	Peyser and Wor	cforce Investment legislation	n in com	oliance	with F	ederal	and Sta	ate sta	atutory	•••
	provisions, rules	regulations and requireme	nts. Adju	dicates	s mone	etary a	nd nonn	noneta	ary ben	efit
	claims issues, in	terviewing, investigating, ar	ing, investigating, and providing eligibility determinations for complex ed claims; makes multi-claimant decisions; investigates, researches a						omplex	or
	unique initial or o	continued claims; makes mu	ulti-claima	ant dec	cisions	; inves	tigates,	resea	rches a	nd
	explains case dis	spositions to clients; provide	ons to clients; provides written determinations; meets and/or exceeds the ality and timeliness metrics as defined by the U.S. Department of Labor							r
	federally mandai	ed quality and timeliness in raining Administration (FTA	ality and timeliness metrics as defined by the U.S. Department of Labor g Administration (ETA) handbook. As directed, travels to worksites in the						ne	
	service delivery	area to perform assigned du	uties. Util	lizes Sr	panish	langu	age to a	ssist	clients v	vho
	request or need	interpretive services.		•		Ŭ	•			
	·									
30%	2. Conducts recons	sidered determinations and	accepts	appeals	s; hea	rs, con	siders a	ind ad		es Inlaine
	monetary and no	on-monetary issues pertaini responsibilities as they pert	ng to tne ain to he	nefit nr	rogram	npioym ne Eltili	zes Sna	nance	ianguag	le to
	Client rights and	o request or need interpreti	ve servic	es.	logran	13. Util			unguug	
10%	3. Interviews job se	ekers, taking or updating w	ork histo	ry; ass	esses	client	skills an	d refe	rs clien	ts to
	employers for io	b interviews and/or to partne	er agenc	ies for a	additic	onal en	nployme	nt sei	vices; s	elects
	suitable job oper	nings as listed in job order r	ecords o	r availa	able th	rough	automat		es; prov	ides records
	clients with infor	mation regarding selected judirected, travels to perform	these du	itipe I It	tilizos	ng pro Snanis	h langu	, veni ane to	assist	clients
		need interpretive services.	uiese uu	ues. 01	111265	opanie	manga	ugo n		onorne
DIRECTOR OF C		MEDIATE SUPERVISOR SIGNAT		GENCY					[	DATE
	.0		· [`	the	ma	2-Ch	an	ا ت	03/	22/2019
	And orde		, <u> </u>	<u></u>	4	0		. 1		-
CMS-104 (Rev. 10)		MAR 2 8 2019								
INM Mayn	1 424-19		,							
U		EY:								

16. (CONTINUE	D)		
% OF TIME	16. COMPLETE CURRENT AN	D ACCURATE STATEMENT OF POSITION E	SSENTIAL FUNCTIONS (Continued)
10%	recommendations to referring employ	to address employment and unemplo	gner-Peyser related needs and provides oyment related issues, including but not limited s Services, identifying barriers to employment cation programs.
05%	pending adjudicati cases. Loads and including but not li (IBIS) and GenTati inquiries to superv	ion report in order to maintain timeline extracts data related to job placemen mited to the IL Labor Exchange syste x. Evaluates and reports computer en	Reviews individual caseload activity on the ess in the completion of pending adjudication hts and/or claims using automated systems em, the Illinois Benefit Information System rors or deficiencies discovered in analysis of iency assessments and recommendations.
05%	enumerated above	e.	e reasonably within the scope of the duties
conductin			or assigning and reviewing work, preparing, nposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
Employment	Security Field Office Super-	visor 13600-44-55-108-20-01	
18. CHECK TH	E APPROPRIATE BOX IF TH	IS POSITION IS A:	
		WORKER	
ti	me percentage(s) allotted. as checked above, list position	sponsibilities <u>must</u> be described in a d title, position number, and number of sub	letailed duty statement(s) with a
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A			
PERFORI ABILITIES	MANCE OF THE WORK OF TH	HIS POSITION. NOTE: SINCE THERE A	ATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND DS, THE PHRASE "SAME AS SPECIFICATION"
background i employee wil or operation. finding of fac with employe payment or n inappropriate work history spreadsheets	n the social / behavioral scie h IDES; or five years profes Requires thorough knowled ts, test interpretation, and vo rs and clients; organize and on-payment of claimant ber work search efforts; write c nformation and to use a per s, database management, e e Spanish language at a c	ences or business/personnel administ sional experience in personnel admir lge of the provisions of the Illinois Une ocational counseling techniques. Rec l analyze pertinent information to prov hefits; determine an appropriate work learly and concisely to record benefit sonal computer with related software lectronic mail and internet. Requires	on of four years of college with academic tration and one year as a full-time professional histration, or business ownership management employment Insurance Act; interviewing, quires the ability to effectively communicate vide for the determination of appropriate search plan for the client and identification of determinations employer job orders and client programs such as word processing and the ability to travel. <b>Requires ability to speak</b> <b>position duties in conjunction with Spanish</b>

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1. POSITION TITI	E	WORKING TITLE (IF ANY)	BILINGUAL	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER				
Existing Position											
New/Revised Position Employment S			29	SS	13667	′-44-56- <sup>-</sup>	107-2	1-31			
Service Repre 3. AGENCY	sentative	4. BUREAU/ DIVISION		1	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE		
Existing Position											
New/Revised Position		Service Delivery/ Fi	eid Oner	ations	0	001	Y	R			
IL Department	of Employment Security		11. UNIT				12. TRANSACTION 13. EFFECTIVE D				
Existing Position					CODE				/0040		
					02/16/2019						
New/Revised Position	gion/ Quincy Local Office	Service Unit I	Service Unit I					E CHANG			
14. WORK LOCA	TION	15. BARGAINING/TERM	I CODE	Rutan Exempt	🖾 мсо	24 POSIT 26 CLARI	FY				
Existing Position	· · · · ·					27 ADDIT 28 WORK					
New/Revised Position	·					21 ABOLI		REALLOC	ATION		
Quincy, IL		RC062		N		50 LATER	RAL REA	LLOCATIO	ON		
% OF TIME	16. COMPLETE CURRENT	AND ACCURATE STATEME	NT OF PC	DSITION ESS	SENTIAL	FUNCT	ONS				
40%	placement functions and Unemployment Insurance and State statutory provis Insurance and/or Wagne unemployment related iss and prepares reports; ma worksites in the service of who request or need inte 1. Performs more c insurance benefi Peyser and Work provisions, rules, claims issues, in unique initial or c explains case dis federally mandat Education and T service delivery a request or need	omplex employment servic t entitlement resolutions un force Investment legislatio regulations and requirement terviewing, investigating, and continued claims; makes mission spositions to clients; provide ed quality and timeliness mission raining Administration (ETA area to perform assigned disinterpretive services.	benefit en kforce In d require I provides ata using essments signed du e and job der provid ulti-claim es writter netrics as A) handbo uties. Uti	titlement re vestment le ments; dete s recommer automated and recom ties. Utilizes placement sion of Une pliance with dicates mo ing eligibility ant decision determinat defined by pok. As dire lizes Spanis	solution gislatior rmines dations systems mendati s Spanis function mploym Federa netary a determ s; inves tions; m the U.S cted, tra sh langu	s under n in com client Ur to addro s; mainta ions. As sh langu ns and u nent Insu i and St ind nonr ninations stigates, eets and to be a vels to v age to a	provis pliance nempliess er ains ac direct age to nemp irance ate sta nonet s for c resea d/or ex tment works assist	sion of the with F oyment mploym ctivity re- ed, trav o assist oloymen atutory ary ben omplex irches a kceeds of Labc ites in the clients v	ent and ecords vels to clients t er- efit or ind the or er- who		
30%	monetary and no client rights and assist clients wh	sidered determinations and on-monetary issues pertain responsibilities as they per o request or need interpret	ing to the tain to be ive servic	Illinois Une nefit progra es.	mployn ms. Util	izes Spa	urance anish	e Act; e: languag	xplains je to		
10%	<ul> <li>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.</li> <li>OMS SIGNATURE IMMEDIATE SUPERVISOR SIGNATURE AGENCY HEAD SIGNATURE DATE</li> </ul>										
	fanel forde:			thome				03/	22/2019		
CMS-104 (Rev. 10	64) 11 661-07847	MAR 2 8 2019	·		500		. :				
Kat May.	s 429-17	LY:									

16. (CONTINUE % OF TIME	D)	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 unemployment and	Vagner-Peyser related needs and provides ployment related issues, including but not limited ess Services, identifying barriers to employment
05%	pending adjudicati cases. Loads and including but not li (IBIS) and GenTax inquiries to superv	ion report in order to maintain timeli extracts data related to job placeme imited to the IL Labor Exchange sys x. Evaluates and reports computer e	s. Reviews individual caseload activity on the iness 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 ficiency assessments and recommendations.
05%	enumerated above	e.	are reasonably within the scope of the duties
conductin			e for assigning and reviewing work, preparing, I imposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
Employment	Security Field Office Superv	visor 13600-44-56-107-20-01	
18. CHECK TH	HE APPROPRIATE BOX IF TH	IIS POSITION IS A:	
	RVISOR OR LEAD V	WORKER	
		sponsibilities <u>must</u> be described in a	a detailed duty statement(s) with a
		title, position number, and number of s	subordinate incumbents or authorized funded
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A			
PERFORM ABILITIES	MANCE OF THE WORK OF TH	HIS POSITION. NOTE: SINCE THERE	ICATION NECESSARY FOR THE SUCCESSFUL E ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
background i employee with or operation. finding of fac with employe payment or n inappropriate work history i spreadsheets	n the social / behavioral scie th IDES; or five years profes Requires thorough knowled ts, test interpretation, and vo rs and clients; organize and on-payment of claimant ben work search efforts; write c information and to use a per s, database management, el e Spanish language at a co	ences or business/personnel admin ssional experience in personnel admin lge of the provisions of the Illinois U ocational counseling techniques. R d analyze pertinent information to pr nefits; determine an appropriate wor clearly and concisely to record bene- rsonal computer with related softwa lectronic mail and internet. Require	etion of four years of college with academic histration and one year as a full-time professional ninistration, or business ownership management Jnemployment Insurance Act; interviewing, equires the ability to effectively communicate rovide for the determination of appropriate rk search plan for the client and identification of fit determinations employer job orders and client are programs such as word processing and es the ability to travel. <b>Requires ability to speak</b> <b>it position duties in conjunction with Spanish</b>

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Existing Position	E		DRKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER		
New/Revised Position	Security Specialist 1			29	SS	13671	-44-40-2	220-3	0-31	
3. AGENCY	county opecialist i		4. BUREAU/ DIVISION	1	I	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE
Existing Position						CODE	COUNTY_			USE
New/Revised Position										
	of Employment Secur	ity	Business Services				010	Y	R	
10. SECTION		-	11. UNIT	12. TRAN CODE	SACTION	1	3. EFFECTIV	E DATE		
Existing Position	<u>,</u>				· · · · · · · · · · · · · · · · · · ·	0002			02/16/	12010
						1			02/10/	
New/Revised Position	No ordination		Migrant and Seasonal	Farm Wo	orker		21 ESTAB	BLISH		
ntra-Agency C	Joordination		(MSFW) Program		Rutan				E CHANGE	
4. WORK LOCA			15. BARGAINING/TERM CO	DDE	Exempt	🖾 мсо	26 CLARI	FY		
xisting Position									IDENTICAL TY CHANG	
lew/Revised Position							21 ABOLI	SH	REALLOCA	
Champaign, IL			RC062		N	<u>□</u> мс1	50 LATER	RAL REA	ALLOCATIC	ON
6 OF TIME			D ACCURATE STATEME						ALLOCATIC	ON
			provides information and						<u> </u>	_
	contract compliance. and services; provide Establishes and main reports. Attends comr	Provide s inforn tains va nunity a	o working and living are es assistance and guida nation and referrals for s arious reports; maintains and hiring events. Make Utilizes Spanish langua	nce to co services r s and more s recomm	mmunity ar elated to M nitors files; nendations	id State SFW, H develop for prog	agencie I-2A and s syster ram imp	es. En I H-2E ns to prover	iters job 3 progra organize nents to	orders ms. e
25%	<ol> <li>Provides information and guidance concerning the Migrant and Seasonal Farm Worker (MSFW) program, H-2A Temporary Agricultural Workers (H-2A) program and H-2B Temporary Non- Agricultural Workers (H-2B) program for IDES. Explains rules, regulations, policies and procedures pertaining to MSFW, H-2A and H-2B programs to employers, employees, community groups and other interested parties. Provides information and assistance to notify individuals of available MSFW, H-2A and H-2B program services and resources and other state and/or federal assistance available to temporary workers, including but not limited to food stamps and Medicare. Utilizes Spanish language to assist clients who request or need interpretive services.</li> </ol>									
	Agricultural W pertaining to l other interest H-2A and H-2 to temporary	Vorkers MSFW ed part 2B prog worker	porary Agricultural Work (H-2B) program for IDE , H-2A and H-2B progra ies. Provides informatio ram services and resou s, including but not limit	kers (H-2/ ES. Explain ms to em n and ass prces and ed to food	A) program ins rules, re ployers, en sistance to r other state d stamps ar	gulatior ployees notify in and/or t nd Media	ns, polici s, comm dividuals federal a	oorary es an unity s of av assista	Non- d proce groups a vailable ance ava	dures and MSFV ailable
20%	Agricultural W pertaining to l other interest H-2A and H-2 to temporary language to a 2. Travels to cor workers and o compliance; o federal guidel	Vorkers MSFW 2B prog worker assist cl nduct fr other m conduct lines. C	porary Agricultural Work (H-2B) program for IDE , H-2A and H-2B progra ies. Provides informatio ram services and resou s, including but not limit	kers (H-2/ ES. Explains to emin and assirces and ed to food ed interpoint rking and and verify and housi s field-wo	<ul> <li>A) program</li> <li>ins rules, reployers, ensistance to lother state</li> <li>d stamps ar</li> <li>retive service</li> <li>l living area</li> <li>employme</li> <li>ng inspection</li> <li>ork screenir</li> </ul>	gulation ployees notify in and/or f ad Media ces. s of farm nt servic ons in ac	ns, polici s, comm dividuals federal a care. Uti n worket ces and dherenc	oorary es an unity s of av assista lizes rs and job co e to re	v Non- d proced groups a vailable ance ava Spanish d/or agrid ontract elated st	dures and MSFV ailable cultura tate ai
20%	Agricultural W pertaining to l other interest H-2A and H-2 to temporary language to a 2. Travels to con workers and o compliance; o federal guidel assist clients 3. Provides assi 2B programs inquiries via e of state and fe	Vorkers MSFW ed part 2B prog worker assist cl nduct fr other m conduct lines. C who re istance by exp email, ir ederal	porary Agricultural Work (H-2B) program for IDE (H-2A and H-2B progra ies. Provides informatio ram services and resou s, including but not limit lients who request or ne requent field visits to wo ligrant workers to offer a ts random field checks a coordinates and execute	kers (H-2/ ES. Explains ms to em m and ass inces and ed to food ed to food ed interpo- rking and and verify and housi es field-wo ve service unity and egulations /or during MSFW,	<ul> <li>A) program</li> <li>ins rules, reployers, ensistance to potential stamps are determined as the service service of the service /li></ul>	gulatior ployees notify in and/or f and Media ces. s of farm t servic ons in an ons in an ons in an ons in an ons in an ons reg nd proc Review I-2B pro	ns, polici s, comm dividuals federal a care. Uti n worke cas and dherenc izes Spa garding M edures. rs and pi	oorary es an unity s of av assista lizes rs and job co e to re anish MSFW Resp rovide	Von- d proced groups a vailable ance ava Spanish d/or agrid ontract elated st languag V, H-2A onds to es interp	dures and MSFV ailable cultura tate a e to and H retatio
15% 15%	<ul> <li>Agricultural W pertaining to l other interest H-2A and H-2 to temporary language to a</li> <li>2. Travels to con workers and of compliance; of federal guidel assist clients</li> <li>3. Provides assi 2B programs inquiries via e of state and fe language to a</li> <li>4. Utilizing word maintains var complaints fro and makes res</li> </ul>	Vorkers MSFW, ed part 2B prog worker assist cl nduct fr other m conduct lines. C who re by exp email, ir ederal g assist cl l proces ious re por emp comm	porary Agricultural Work (H-2B) program for IDE (H-2A and H-2B progra ies. Provides informatio ram services and resou s, including but not limit lients who request or ne requent field visits to wo igrant workers to offer a to random field checks a coordinates and execute quest or need interpreti- and guidance to comm laining program rules, ra person, by phone and guidelines related to the lients who request or ne ssing, spreadsheet and ports, including but not bloyers, employees and andations for program in	kers (H-2/ ES. Explains to eminimis to eminimis to eminimis to eminimis and assurces and ed to food ed interported	A) program ins rules, re ployers, em sistance to l other state d stamps ar retive service l living area employme ng inspection ork screenir es. State agen s, policies a field visits. H-2A and H retive service management reports of co erested part	gulation ployees notify ind and/or f id Medic ces. s of farm t servic ons in action igs. Util cies reg nd proc Review l-2B pro ces ent softwo outreach ies. Pre ewide M	ns, polici s, comm dividuals federal a care. Uti n worked ces and dherenc izes Spa garding N edures. vs and po grams. vare, est n activitie pares re onitor A	orary es an unity s of av assist: lizes : rs and job co e to ro anish MSFW Resp rovide Utilize tablisi es, an	Non- d proces groups a vailable ance ava Spanish d/or agrid ontract elated st languag V, H-2A onds to es interp es Spani hes and d logs from fir ate.	dures and MSFW ailable cultura tate ar e to and H retatio ish
15% 15%	<ul> <li>Agricultural W pertaining to l other interest H-2A and H-2 to temporary language to a</li> <li>2. Travels to con workers and of compliance; of federal guidel assist clients</li> <li>3. Provides assi 2B programs inquiries via e of state and fu language to a</li> <li>4. Utilizing word maintains var complaints fro</li> </ul>	Vorkers MSFW, ed part 2B prog worker assist cl nduct fr other m conduct lines. C who re by exp email, ir ederal g assist cl l proces ious re por emp comm	porary Agricultural Work (H-2B) program for IDE (H-2A and H-2B progra ies. Provides informatio ram services and resou s, including but not limit lients who request or ne requent field visits to wo igrant workers to offer a ts random field checks a coordinates and execute quest or need interpreti- and guidance to comm laining program rules, ra person, by phone and guidelines related to the lients who request or ne ssing, spreadsheet and ports, including but not bloyers, employees and	kers (H-2/ ES. Explains to eminimis to eminimis to eminimis to eminimis and assurces and ed to food ed interported	<ul> <li>A) program</li> <li>ins rules, reployers, ensistance to lother state</li> <li>d stamps ar</li> <li>retive service</li> <li>l living area</li> <li>employme</li> <li>ng inspection</li> <li>ork screening</li> <li>state agen</li> <li>s, policies a</li> <li>field visits.</li> <li>H-2A and H</li> <li>retive service</li> <li>manageme</li> <li>reports of corested part</li> </ul>	gulation ployees notify ind and/or f id Medic ces. s of farm t servic ons in action igs. Util cies reg nd proc Review l-2B pro ces ent softwo outreach ies. Pre ewide M	ns, polici s, comm dividuals federal a care. Uti n worked ces and dherenc izes Spa garding N edures. vs and po grams. vare, est n activitie pares re onitor A	orary es an unity s of av assist: lizes : rs and job co e to ro anish MSFW Resp rovide Utilize tablisi es, an	Non- d proces groups a vailable ance ava Spanish d/or agrid ontract elated st languag V, H-2A onds to es interp es Spani hes and d logs from fir ate.	dures and MSFV ailable cultura tate ar e to and H retatic ish
15% 15%	<ul> <li>Agricultural W pertaining to l other interest H-2A and H-2 to temporary language to a</li> <li>2. Travels to con workers and of compliance; of federal guidel assist clients</li> <li>3. Provides assi 2B programs inquiries via e of state and fe language to a</li> <li>4. Utilizing word maintains var complaints fro and makes res</li> </ul>	Vorkers MSFW, ed part 2B prog worker assist cl nduct fr other m conduct lines. C who re by exp email, ir ederal g assist cl l proces ious re por emp comm	porary Agricultural Work (H-2B) program for IDE (H-2A and H-2B progra ies. Provides informatio ram services and resou s, including but not limit lients who request or ne requent field visits to wo igrant workers to offer a to random field checks a coordinates and execute quest or need interpreti- and guidance to comm laining program rules, ra person, by phone and guidelines related to the lients who request or ne ssing, spreadsheet and ports, including but not bloyers, employees and andations for program in	kers (H-2/ ES. Explains to eminimis to eminimis to eminimis to eminimis and assurces and ed to food ed interported	A) program ins rules, re ployers, em sistance to l other state d stamps ar retive service l living area employme ng inspection ork screenir es. State agen s, policies a field visits. H-2A and H retive service management reports of co erested part	gulation ployees notify ind and/or f id Medic ces. s of farm t servic ons in action igs. Util cies reg nd proc Review l-2B pro ces ent softwo outreach ies. Pre ewide M	ns, polici s, comm dividuals federal a care. Uti n worked ces and dherenc izes Spa garding N edures. vs and po grams. vare, est n activitie pares re onitor A	orary es an unity s of av assist: lizes : rs and job co e to ro anish MSFW Resp rovide Utilize tablisi es, an	Von- d proced groups a vailable ance ava Spanish d/or agrid ontract elated st languag V, H-2A onds to es Spani hes and d logs from fir ate.	dures and MSFV ailable cultura tate an e to and H retationish

16. (CONTINUE	0)		
% OF TIME		DACCURATE STATEMENT OF POSITIO	N ESSENTIAL FUNCTIONS (Continued)
10%	Seasonal Farm W Non-Agricultural V organize related r H-2B programs to	Vorker (MSFW), H-2A Temporary A Norkers (H-2B) programs; maintain eports. Provides information and re	o orders and services relevant to Migrant and agricultural Workers (H-2A) and H-2B Tempo is and monitors related files; develops syste eferrals for services related to MSFW, H-2A y groups and other interested parties. Utilize eed interpretive services.
10%	programs, includi Department of En	ng but not limited to employer orien nployment Security (IDES) employr n services. Utilizes Spanish langua	ents eligible for MSFW, H-2A and H-2B stations. Provides information to promote Illin ment related services and unemployment age to assist clients who request or need
05%	7. Performs other du enumerated abov		are reasonably within the scope of the dution
conducting	I TITLE AND NUMBER OF IM and signing performance eva umbent of this position.)	MEDIATE SUPERVISOR (Responsible aluations; effectively recommending and	e for assigning and reviewing work, preparing, d imposing disciplinary action and adjusting griev
	·		WORKING TITLE (IF ANY)
PSA 37015-	44-40-220-00-31		
NOTE: S tir	upervisory or lead worker re ne percentage(s) allotted. as checked above, list position	WORKER sponsibilities <u>must</u> 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 Vaca
N/A			
	······		
PERFORM ABILITIES	ANCE OF THE WORK OF TH	HIS POSITION. NOTE: SINCE THERE	FICATION NECESSARY FOR THE SUCCESSFI E ARE NOW SEVERAL OPTIONS OF SKILLS ARDS, THE PHRASE "SAME AS SPECIFICATION ARDS, THE PHRASE "SAME AS SPECIFICATION OF SAME AS SAME AS SAME AS SPECIFICATION OF SAME AS SPECIFICATION OF SAME AS SPECIFICATION OF SAME AS SAME
Requires kno the social scie at the profess systems in ar effectively co prepare report	wledge, skill and mental de ences; or requires four year ional level. Requires working ea of responsibility, includir mmunicate ideas, both oral ts using narrative and/or st	rs of work experience in program re ng knowledge of IDES bureau prog ng but not limited to the Illinois Labo ly and in written form; organize and atistical formats; and to use a perso	etion of four years college with major course esearch evaluation or design with two of the grams, service goals, activities and operation or Exchange system. Requires the ability to d analyze pertinent data and/or information a onal computer with related software program ase management software. Requires ability

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1. POSITION TIT	LE		W	ORKING TITLE (IF ANY)	BILINGUAL	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER			
Existing Position					•							
New/Revised Position	Security Spe	ecialist 1			29	SS	13671	-44-40-2	220-4	0-31		
3. AGENCY				4. BUREAU/ DIVISION	-1	_I	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE	
Existing Position								041			05/16/2019 -	
New/Revised Position				Business Services			0		Y	R	update to county	
IL Departmen	t of Employr	nent Securi	ty					082				
10. SECTION Existing Position				11. UNIT			CODE	SACTION	'	EFFECTIVE DATE		
Existing Position										02/16	/2019	
New/Revised Position				Migrant and Seasonal	Farm Wo	orker	1					
Intra-Agency	Coordinatior	า		(MSFW) Program			_ 🗖 мсс	21 ESTAE	РТ СОД			
   14. WORK LOCA				15. BARGAINING/TERM CO	DDE	Rutan Exempt		24 POSIT		MBER CH	ANGE	
Existing Position								27 ADDIT				
								21 ABOLI	SH			
New/Revised Position	Bell	eville, IL		RC062		N		49 DOWN 50 LATER	RAL REA	ALLOCATIO	N	
% OF TIME		FTF CURRE	NT AN	I ID ACCURATE STATEME		SITION ES		58 UPWA		ALLOCATIO	N	
				provides information and I-2A Temporary Agriculti								
				program for the Illinois [								
				to working and living are								
				es assistance and guida nation and referrals for s								
				arious reports; maintains								
				and hiring events. Make								
		Monitor Adv	vocate.	Utilizes Spanish langua	age to as	sist clients	who req	uest or r	ieed i	nterpret	ive	
	services.											
25%	1. Pr	ovides info	matior	n and guidance concerni	na the M	iorant and	Seasona	al Farm \	Norke	er (MSF	W)	
2070	pro	ogram, H-2	A Tem	porary Agricultural Work	ers (H-2	A) program	and H-2	B Temp	orary	Non-		
				(H-2B) program for IDE								
				, H-2A and H-2B progra ties. Provides information								
				gram services and resou								
				s, including but not limite				care. Uti	lizes	Spanish	1	
	lar	nguage to a	ssist c	lients who request or ne	ed interp	retive servi	ces.					
20%	2. Tr	avels to cor	nduct fi	requent field visits to wo	rking and	l living area	s of farr	n worke	rs and	l/or agri	cultural	
2070				nigrant workers to offer a							oundrai	
				ts random field checks a								
				Coordinates and execute equest or need interpretive			ngs. Util	zes Spa	inish l	languag	je to	
	as	aiat Cilefills	who re			-3.						
15%				and guidance to comm								
				laining program rules, re								
-				n person, by phone and/ guidelines related to the								
				lients who request or ne				grams.	011120	opan	1311	
				·								
15%				ssing, spreadsheet and								
				ports, including but not l ployers, employees and							ndings	
	an	d makes re		endations for program ir							Janigo	
DIRECTOR OF C	MS SIGNATU			IATE SUPERVISOR SIGNAT		GENCY HEA					ATE	
1"	nele:			MAD 0 6 2010		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Key D	r Ainy	4	02/2	2/2019	
CMS 104 (Ray 10/	/94) IL 401-079	4		MAK LO LUIS	<u> </u>		<del>~ V</del>	-7-'		<u> </u>		
TNI / 11 lly	vs 3-26	517			L/							
/												

16. (CONTINUE			
% OF TIME	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION E	SSENTIAL FUNCTIONS (Continued)
10%	Seasonal Farm Wo Non-Agricultural W organize related re H-2B programs to	orker (MSFW), H-2A Temporary Agri /orkers (H-2B) programs; maintains a ports. Provides information and refe	rders and services relevant to Migrant and icultural Workers (H-2A) and H-2B Temporary and monitors related files; develops systems to rrals for services related to MSFW, H-2A and groups and other interested parties. Utilizes d interpretive services.
10%	programs, includin Department of Em	g but not limited to employer orientat ployment Security (IDES) employme services. Utilizes Spanish language	ts eligible for MSFW, H-2A and H-2B tions. Provides information to promote Illinois nt related services and unemployment to assist clients who request or need
05%	<ol> <li>Performs other dut enumerated above</li> </ol>		e reasonably within the scope of the duties
			or assigning and reviewing work, preparing,
conducting			nposing disciplinary action and adjusting grievances
			WORKING TITLE (IF ANY)
PSA 37015-	-44-40-220-00-31		
18. CHECK TH	E APPROPRIATE BOX IF THI	S POSITION IS A:	
	NISOR OR LEADV	VORKER	
tir	ne percentage(s) allotted.	ponsibilities <u>must</u> be described in a d title, position number, and number of sub	bordinate incumbents or authorized funded
headcoun	t		
	Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A			
		· · ·	
PERFORM ABILITIES	MANCE OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE A	ATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND DS, THE PHRASE "SAME AS SPECIFICATION"
Requires kno the social sci at the profess systems in ar effectively co prepare repo including but speak and wr	wledge, skill and mental devences; or requires four years sional level. Requires workin ea of responsibility, includin mmunicate ideas, both orally ts using narrative and/or sta not limited to email, word pro- ite the Spanish language at	s of work experience in program rese g knowledge of IDES bureau program g but not limited to the Illinois Labor I y and in written form; organize and a tistical formats; and to use a person ocessing, spreadsheet and database	on of four years college with major courses in earch evaluation or design with two of the years ms, service goals, activities and operational Exchange system. Requires the ability to nalyze pertinent data and/or information and al computer with related software programs, e management software. Requires ability to position duties in conjunction with Spanish . Requires ability to travel.
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1. POSITION TITI		W	ORKING TITLE (IF ANY)	BILINGUAL CODE	POSITIC	ON TITLE N CODE	2. POSITION NUMBER						
Existing Position							13672	-44-13-	570-1	0-32			
New/Revised Position Employment S	Security Specialist 2			29	S	iS		-44-22-		0-31			
3. AGENCY			4. BUREAU/ DIVISION				5. EXMT CODE	6. WORK COUNTY	7. AAI AUTH	8.AUDIT	9. OFFICE USE		
Existing Position	······		Administration										
New/Revised Position	of Employment Secur	ity	Service Delivery/ Unemployment Insurar	ice Progr	ame		0	016	Y	R			
10. SECTION			11. UNIT		12. TRAN CODE	SACTION	13	B. EFFECTIV	E DATE				
Existing Position	Payment Control						10/01/2014						
New/Revised Position			New Hire Unit				MA021 ESTABLISH						
Benefit Payme	ent Control				Rutan	🗖 мсо	22 EXEMP 22 EXEMP 24 POSITI	т сор					
14. WORK LOCA Existing Position	TION	·=	15. BARGAINING/TERM CC	DE		Exempt	MC0	26 CLARII 27 ADDIT	-Y				
								28 WORK 21 ABOLI	COUNT SH	TY CHANG	E		
New/Revised Position Chicago, IL			RC062			N	MC1	49 DOWN 50 LATER	AL REA	LLOCATIC	NN N		
% OF TIME	16. COMPLETE CURR		I ID ACCURATE STATEME	NT OF PC	L SITIO	N ESS		58 UPWA			<u> </u>		
Under direction of the New Hire program manager, performs professional duties in the New Hire Unit, which													
	is responsible for obta	aining I	Illinois employer informations; provides technical a	tion for th	e nati	onwide	e emplo	oyer Nev	v Hire	Registr	у.		
	reviews and analyzes	emplo	oyer reports; establish an	nd mainta	in nev	v hire i	reportin	g syster	n. Ma	kes			
	recommendations to Spanish speaking clie		ire manager for program	improve	ments	. Prov	ides int	erpretati	ve se	rvices fo	or		
35%	1. Performs pro	fessior	nal duties in the New Hire	e Unit, wh	nich is	respo	nsible f	or obtair	ning li	linois er	nployer		
	information for	or the n	nationwide employer New ons to monitor Unemploy	v Hire Re	gistry.	. Revi	ews an	d analyz	es en	nployer			
			nent earnings.	yn en nis	suidiiC		ente pa	iu iu cia	mani	S WILLI			
25%	2. Using the Sp	anish l	anguage when necessar	v, providi	es tec	hnical	assista	nce and	quid:	ance to			
2070	employers re	garding	g New Hire reporting inst	ructions.	Expla	ains pro	ogram i	ules, reg	gulatio	ons, poli			
			sponds to inquiries; as re d provides interpretation										
	Works with e	mploye	ers and New Hire program										
20%	procedures.												
			intains new hire reporting ent software. Maintains								ind		
	statewide Ne				noro I		oroiope	, 67010111		301120			
15%	4. Performs eva	luation	studies on existing New	/ Hire pro	cesse	es: revi	iews, ai	nalvzes	and e	valuates	s new		
	hire reporting	proce	dures, ensuring adheren	ce to stat	te and	l feder	al guide	elines. F	Partici	pates in			
			om findings, makes reco te to effectiveness of pro			э prog	ram im	proveme	ents to	DINEW H	ine		
	5												
	¢												
DIRECTOR OF C	MS SIGNATURE	IMMEE	DIATE SUPERVISOR SIGNATI			(HEAD	SIGNAT	URE		D	ATE		
	35		- 5,000 X			4			<u>β</u> Π	<u> </u> 10/2 ₩  5	4/2014		
CMS-104 (Rev. 10)	a D'Shut 1	1			Ţ,	r 1	1	()	ын Ц 1. л. л.				
	ilfa	20/14	l		1			ULI	30;	2014	삣		
	·	•					<b>a</b> .			-			
							1 <b>8</b> y	·			_]		

16. (CONTINUE			
% OF TIME	16. COMPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
05%	5. Performs other dut enumerated above		are reasonably within the scope of the duties
·	,		
17. POSITION	N TITLE AND NUMBER OF IMM	MEDIATE SUPERVISOR (Responsible	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
for the inc	umbent of this position.)		inpooning alcorphilary action and adjusting grovanoes
			WORKING TITLE (IF ANY)
PSA, Opt 1	37015-44-22-540-00-01		
18 CHECK T	HE APPROPRIATE BOX IF TH	IS POSITION IS A	
	RVISOR OR 🗌 LEAD V	VORKER	
NOTE: S	upervisory or lead worker res	sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
l ti	me percentage(s) allotted.		
headcour	as checked above, list position	title, position number, and number of s	ubordinate incumbents or authorized funded
	-		
N/A	Position Title	Position Number	No. of Incumbents or Funded Vacancies
PERFOR	MANCE OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	ICATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND
	S AND LICENSURE OR CERT LONGER BE USED.	<b>IFICATION IDENTIFIED ON STANDA</b>	RDS, THE PHRASE "SAME AS SPECIFICATION"
		velopment equivalent to the comple	etion of four years of college with major courses
in the social	sciences and one year profe	essional experience; or requires five	e years of work experience in program research,
evaluation, c	r design with three of the ye	ars at the professional level. Requi	res working knowledge of program research
techniques a	ind design of operational sys	stems; agency programs, service go	pals, activities and operational systems. Requires
to establish	nowledge of state and feder	al regulations impacting on the des	sign or operation of programs. Requires the ability written form, use mainframe and automated
computer sv	stems and related software r	programs. Requires ability to speak	and write the Spanish language at a colloquial
skill level in	carrying out position duties in	n conjunction with Spanish speaking	g clients.
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## POSITION DESCRIPTION

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1. POSITION TIT	LE	-1	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITI OPTI	TION TITLE ON CODE	2. POSITION NUMBER				
Existing Position							13673	-44-41-2	200-10	0-31	
New/Revised Position Employment S	Security S	Specialist 3		29		ss	13673	-44-40-2	220-10	0-31	
3. AGENCY	sound c		4. BUREAU/ DIVISION				5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIŤ	9. OFFICE USE
Existing Position			Business Services/ Employer Outreach								09-01-15 - Update to
New/Revised Position	t of Empl	oyment Security	Business Services					016	Y	R	supervisor position
10. SECTION			11. UNIT				12. TRAN CODE	SACTION	13	. EFFECTIV	E DATE
Existing Position										12/16/	/2014
MSFW Progra	um		Migrant and Seasonal	Earm W/	rkor						••••
Intra-Agency	Coordina	tion	(MSFW) Program			Rutan		21 ESTAE 22 EXEMI 24 POSIT	PT COD		
14. WORK LOCA			15. BARGAINING/TERM CO	DDE		Exempt	MC0	26 CLARI	FY		
Existing Position							🗖 мсо	27 ADDIT 28 WORK	COUN		
New/Revised Position						~~~		21 ABOLI 49 DOWN	WARD		
Chicago, IL			RC062	_		N		50 LATEF 58 UPWA	RD REA		
% OF TIME	16. COM	PLETE CURRENT AN	ON ESS	ENTIAL	FUNCTI	ONS					
<ul> <li>% OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS</li> <li>Under general direction, independently performs professional functions in the Migrant Seasonal Farm Worker (MSFW) Program and other relevant Wagner-Peyser or Business Services programs; plans, evaluates and independently participates in program operations, designs and format; coordinates MSFW program with members of the Mayor's office of Employment and Training, Chicago Board of Education, SAFER Foundation, other employment training agencies, Cook County Development Board, Chicago Alliance of Business and IDES regional and local offices; provides technical assistance to IDES staff, Federal, State, City and County officials, employers, attorneys, accountants, consultants and other interested parties having questions or problems regarding MSFW and other Wagner-Peyser or Business Services programs and services. Provides interpretative services for Spanish speaking clients.</li> <li>30%</li> <li>1. Independently performs advanced professional functions through evaluation and assessment of IDES statewide Migrant Seasonal Farm Worker program in accordance with established agency procedures. Provides assistance in organizing and developing guidelines and procedures and provides advice to management on ways to improve program.</li> <li>15%</li> <li>2. Discusses employer operations with management in order to identify potential positions suitable for participants in MSFW and other Wagner-Peyser or Business Services programs. Processes job order specifications using the internet based Illinois Labor Exchange system; matches job seekers</li> </ul>									s and ith e of having nd of ncy id ble for job ekers		
DIRECTOR OF Sume CMS-104 (Rev. 1	ore,	Using the Spanish I staff in servicing the applicant needs and job applications, ce denials or requests officer for decision.	Screens applicants and on available training an ational opportunities. anguage, provides spec eir employers or represe d provides counseling to rtification requests for ta for additional informatio Establishes and mainta	d educat sialized co ntatives; resolve x credits n, petition ains autor	ional recol probl and n find mated	program tative a mmend ems. S petition: lings sh	ms. Ma ssistan s metho serves a s. Issue all be fo ng syste	tches jo ce and g ods on d as final r e tax cre orwarde ems.	guidar leterm eview edit de d to th	require nce to si ining jo er of jot termina ne certifi	upport b o orders, ations/

16. (CONTINUE	D)									
% OF TIME	16. COM	PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)						
15%	4.	to employers regard develops contacts v Employment Securi	ling the planning and implementati vith businesses to promote the ber	s for the various occupations. Provides guidance ion of work force recruitment procedures; nefits of listing jobs with the Department of ex federal immigration and naturalization (JSCIS) JSDOL programs.						
10%	5.	use in handling and Serve as technical r	reviewing of job orders, job applic	ce staff in developing procedures for statewide ations and certification requests for tax credits. In the preparation of responses to external audit prrective action has taken place.						
10%	6.	Travel to various loo and assist them in p executives and lega	preparing applications. Assist in co	DES programs to participants; register enrollees onducting necessary orientation sessions for						
05%	7.	Provides other dution enumerated above.		re reasonably within the scope of the duties						
conductin	g and sig	AND NUMBER OF IMM ning performance evalu f this position.)	EDIATE SUPERVISOR (Responsible uations; effectively recommending and	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances						
				WORKING TITLE (IF ANY)						
Executive 2	13852-4	4-40-220-00-31 PSA,	Opt S1 37015-44-40-220-00-31							
18. CHECK T		OPRIATE BOX IF THI	S POSITION IS A:							
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:										
t	i <b>me perc</b> /as check	entage(s) allotted.	ponsibilities <u>must</u> be described in a title, position number, and number of s	ubordinate incumbents or authorized funded						
	Positio	n Title	Position Number	No. of Incumbents or Funded Vacancies						
N/A										
PERFOR ABILITIE	MANCE S AND L	OF THE WORK OF TH ICENSURE OR CERT	IS POSITION. NOTE: SINCE THERE	ICATION NECESSARY FOR THE SUCCESSFUL E ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"						
Requires kn Sciences an IDES progra impacting of systems; ag relationship communica programs in	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 speak Spanish at a colloquial level. Requires ability to travel.									

1. POSITION TITI	LE	E WORKING TITLE (IF ANY) BILINGUAL POSITION TITLE 2. POSITION NUMBER								
Existing Position					13673	-44-51-1	102-10	0-31		
New/Revised Position	3		29	SS	13673	-44-51-1	107-10	0-31		
3. AGENCY	<u> </u>	4. BUREAU/ DIVISION		1	5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE	
Existing Position		Service Delivery/								
		Employment Services F	Program							
New/Revised Position	of Employment Security	Service Delivery/ Field	Operatio	ins	0	016	Y	R		
10. SECTION		11. UNIT			12. TRAN CODE	SACTION	13	B. EFFECTIV	E DATE	
Existing Position								11/16/	2018	
Chicago Regio		-								
Chicago Regio	on / Pilsen Local Office			Duter	MC0	21 ESTAB 22 EXEMP	PT COD			
14. WORK LOCA	TION	15. BARGAINING/TERM CO	DE	Rutan Exempt		24 POSIT 26 CLARI		MBER CHA	ANGE	
Existing Position						27 ADDIT 28 WORK				
New/Revised Position					D MD0	21 ABOLI	SH			
Chicago, IL	RC062 N DMC150 LATERAL REALLOCATION									
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	Under general direction, inde							Pevser P	rogram	
25%	for the Illinois Department of Employment Security (IDES). Recommends guidelines and procedures and implements programs to address the employment service needs of job seeker populations, including but not limited to Hire-the-Future, Re-entry/Returning Citizens, Reemployment Services and Eligibility Assessment Program (RESEA) and Older Workers; collects and analyzes data on job seekers, including but not limited to youth, older workers and returning citizens, to ensure IDES is delivering employment services in compliance with federal and state regulations, agency procedures and municipal regulations. Implements and recommends guidelines and procedures to establish and maintain relationships with employers and market agency services and programs; identifies positions suitable for all job seekers. Travels to various locations throughout assigned area to conduct outreach duties, including but not limited to correctional facilities, educational institutions, local chambers, community and faith-based organizations, and community/state fairs to facilitate program services. Registers job seekers in the IL Labor Exchange System (IJL). Conducts training needs assessments to implement training modules, webinars, in-person seminars and workshops related to delivery of employment services.									
20%	<ul> <li>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-visual 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 duties.</li> </ul>									
	() 27			-14/	Key I	May	n	02/2	28/2019	
CMS-104 (Rev. 10/94	4) IL 401-0794 Ayrs 3-13-19	MAR 0 6 2019			- 0	7				

16. (CONTINUE				
% OF TIME			ACCURATE STATEMENT OF POSITION	
15%	3.			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
		procedures.	etanning onzens, conaborates in plan	and implementing wontorise residiment
		F		
15%	4.	Reviews employme	nt opportunities to identify positions s	uitable for all job seeker populations, including but
				Enters job order specifications using the internet-
				ality 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 assist clients who request or need interpretive
		services.	mation. Othizes Spanish language to	assist clients who request or need interpretive
		30111003.		
15%	5.	Travels to various lo	ocations throughout assigned area to	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
				ased on agency guidelines to assist in building
		services.	nent skills. Utilizes Spanish language	to assist clients who request or need interpretive
		services.		
05%	6.	Keeps abreast of ch	nanges to federal and state laws, rule	s and regulations related to Wagner-Peyser
				essions, seminars and conferences to keep job
		skills up-to-date.		
	_			
05%	7.	Provides other dutie enumerated above.	es as required or assigned which are	reasonably within the scope of the duties
				for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
		f this position.)	uations, enectively recommending and	imposing disciplinary action and adjusting gnevances
		, ,		WORKING TITLE (IF ANY)
PSA, Opt. SS	51 37015	5-44-51-107-00-31		Local Office Manager
18. CHECK T	HE APPR	OPRIATE BOX IF TH	IS POSITION IS A:	
	RVISOR	OR 🗌 LEAD V	VORKER	
	unomico	m or lood worker rec	nonaihilition must be departhed in a	detailed duty statement(s) with a
		entage(s) allotted.	sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
			title, position number, and number of si	ubordinate incumbents or authorized funded
headcour		r 1		
	Position	Title	Position Number	No. of Incumbents or Funded Vacancies
N/A				
				CATION NECESSARY FOR THE SUCCESSFUL
				ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
		BE USED.		
			lopment equivalent to four years of co	ollege with major courses in the Social Sciences
and two years	s of profe	ssional experience ir	program research evaluation or des	ign; or the equivalent to six years of related work
				in program research, evaluation or design; prefers
				programs, systems and procedures. Requires
				DES programs. Requires extensive knowledge of
				grams, service goals and Wagner-Peyser activities.
				e effectively both orally and in written form to
				ions and the general public; use a personal
				session of a valid driver's license. Requires ability
				position duties in conjunction with Spanish
speaking clie	nts.			
				ith youth, returning citizens and older workers.
				ing classroom training. Requires extensive
knowledge of	the Illinc	vis Labor Exchange S	System, Microsoft Word and PowerPo	Dint.

<ul> <li>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 workf recruitment procedures; organize and develop guidelines and procedures to develop positive relation employers. Prepares reports and recommendations on findings to Regional ES Program Manager. P interpretive services for Spanish speaking clients.</li> <li>Independently performs advanced professional functions for the Employment Services Program an assigned region. Initiates, plans, develops and organizes guidelines and procedures for the implementation and provision of Employment Service Programs; analyzes Federal Regulation guidelines and programs developed by cooperating public and private organizations to adapt</li> </ul>	9. OFFICE USE 2/16/19 - Update to Work Location E DATE 2016 NGE CHANGE E TION N N I Irams;									
Employment Security Specialist 3       4. BUREAU/ DIVISION       1. Soft 3-44-04/22 OF 31-22 OF 31	USE 2/16/19 - update to Work Location E DATE 2016 NGE CHANGE E CHANGE E TION N N									
3. AGENCY       4. BUREAU/ DIVISION       Bood Coomer and comerce	USE 2/16/19 - update to Work Location E DATE 2016 NGE CHANGE E CHANGE E TION N N									
NewRevised Position         0         045         Y         R           10. SECTION         11. UNIT         12. transaction         13. EFFECTIN           10. SECTION         11. UNIT         12. transaction         13. EFFECTIN           Existing Position         11. UNIT         10.000         10.000           Northern Region         Employment Services         10/01           14. WORK LOCATION         15. BARGAINING/TERM CODE         Rutan         M0222         EXEMPT CODE CHANG           14. WORK LOCATION         15. BARGAINING/TERM CODE         Rutan         M0224         POSITION NUMBER CHANG           Actrora, IL         M0224         CLARIFY         M0227         ADDITIONAL IDENTICAL           MewRevised Position         Autrora, IL         RC062         N         M0224         ADDITIONAL IDENTICAL           MewRevised Position         Autorar, tEr-         North Aurora, IL         RC062         N         MC326         CLARIFY           % OF TIME         16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS         Under general direction, independently performs advanced professional functions for the Employment Service progenession of various federally funded Employment Service progenession of provide guidance to employers regarding the planning and implementation of work recruitment procedures for the implementation and provision of ruan do conduct	update to Work Location E DATE 2016 NGE CHANGE E TTION N N									
IL Department of Employment Security       Service Delivery Field Operations       0       0.043       1       1 K         10. SECTION       11. UNIT       12. TRANSACTION       13. EFFECT         Existing Position       III. UNIT       10.000       10.000       10.000         Northern Region       Employment Services       III. UNIT       10.000       10.000         New/Revised Position       Employment Services       III.       III.       III.       III.         New/Revised Position       Aurora, IL       Employment Services       III.       IIII.       IIII.       IIII.       IIII.       IIII.       IIII.       IIII.       IIII.       IIIII.       IIIII.       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Location E DATE 2016 NGE CHANGE E TION N N									
10. SECTION       11. UNIT       12. MARACHON       IS.EPPC.IN         Existing Position       Image: Construction of the services       10/01         New/Revised Position       Employment Services       Image: Construction of the services       10/01         14. WORK LOCATION       15. BARGAINING/TERM CODE       Rutant       Mc022       EXEMPT CODE CLARKER         14. WORK LOCATION       15. BARGAINING/TERM CODE       Image: Construction of the services       Image: Construction of the service  of the services of the services of the services of the service of the services of the service  of the service of the services of the service of the services of the service of the service of the services of the service of the services of the services	2016 NGE CHANGE E N N I Irams;									
New/Revised Position         Employment Services         MA021         ESTABLISH           14. WORK LOCATION         15. BARGAINING/TERM CODE         Rutan         M0024         POSITION NUMBER CH           14. WORK LOCATION         15. BARGAINING/TERM CODE         Rutan         M0024         POSITION NUMBER CH           Existing Position         Aurora, IL         M0024         M0027         ADDITIONAL IDENTICAL           New/Revised Position         Aurora, IL         RC062         N         M0024         POSITION NUMBER CH           New/Revised Position         Aurora, IL         RC062         N         M0024         POSITION NUMBER CH           New/Revised Position         Aurora, IL         RC062         N         M0024         POSITION NUMBER CH           New/Revised Position         Aurora, IL         RC062         N         M0024         POSITION NUMBER CH           New/Revised Position         Aurora, IL         RC062         N         M0024         POSITION NUMBER CH           New/Revised Position         Moora, TE         North Aurora, IL         RC062         N         M0021         BURANDREALLOCATIN           % OF TIME         16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS         Under general direction, independently performs advanced professional functions for the	NGE CHANGE E ITION N N Irams;									
Northern Region       Employment Services       Image: Engloyment Services         14. WORK LOCATION       15. BARGAINING/TERM CODE       Ruting       Mc022       POSITION NUMBER CH         Existing Position       Aurora, IL       Image: Engloyment Services       Image: Engloyment Services       Mc024       POSITION NUMBER CH         New/Revised Position       Aurora, IL       Image: Engloyment Services       Mc027       ADDITIONAL IDENTICAL         New/Revised Position       Aurora, IL       RC062       N       Mc027       ADDITIONAL IDENTICAL         New/Revised Position       North Aurora, IL       RC062       N       Mc027       ADDITIONAL IDENTICAL         New/Revised Position       North Aurora, IL       RC062       N       Mc027       Mc016       LATERAL REALLOCATIN         Norder general direction, independently performs advanced professional functions for the Employment Services (ES) Program for an assigned region. Initiates, plans, develops and organizes guidelines an procedures for the implementation and provision of various federally funded Employment Service 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 workf recruitment procedures; organize and develop guidelines and procedures to develop positive relation employers. Prepares reports and recommendations on findings to Regional ES Program	NGE CHANGE E ITION N N Jrams;									
14. WORK LOCATION       15. BARGAINING/TERM CODE       Rutan       M0022       POSITION NUMBER CH         Existing Position       Aurora, IL       M0224       North Aurora, IL       M0224       ADDITIONAL IDENTICAL         New/Revised Position       Aurora, TE       North Aurora, IL       RC062       N       M024       M024       ADDITIONAL IDENTICAL         New/Revised Position       Aurora, TE       North Aurora, IL       RC062       N       M024       M024       ADDITIONAL IDENTICAL         % OF TIME       16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS       Under general direction, independently performs advanced professional functions for the Employment Services (ES) Program for an assigned region. Initiates, plans, develops and organizes guidelines an procedures for the implementation and provision of various federally funded Employment Service 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 workf recruitment procedures; organize and develop guidelines and procedures to develop positive relation employers. Prepares reports and recommendations on findings to Regional ES Program Manager. P interpretive services for Spanish speaking clients.         25%       1. Independently performs advanced professional functions for the Employment Services Program an assigned region. Initiates, plans, develops and organizes guidelines and procedures for th implementation and	NGE CHANGE E ITION N N Jrams;									
14. WORK LOCATION       13. BARGAMMINISTERMINO	E IN N I Irams;									
Aurora, IL       RC062       N       MD021 ABOLISH         New/Revised Position       MC149 DOWNWARD REALLOCTIN       DOWNWARD REALLOCTIN         % OF TIME       16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS         Under general direction, independently performs advanced professional functions for the Employment Services (ES) Program for an assigned region. Initiates, plans, develops and organizes guidelines an procedures for the implementation and provision of various federally funded Employment Service proensures 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 workf recruitment procedures; organize and develop guidelines and procedures to develop positive relation employers. Prepares reports and recommendations on findings to Regional ES Program Manager. P interpretive services for Spanish speaking clients.         25%       1. Independently performs advanced professional functions for the Employment Services Program assigned region. Initiates, plans, develops and organizes guidelines and procedures for thimplementation and provision of Employment Service Programs; analyzes Federal Regulation guidelines and procedures for the implementation and provision of Employment Service Programs; analyzes Federal Regulation guidelines and procedures for the implementation and provision of Employment Service Programs; analyzes Federal Regulation guidelines and procedures for the implementation and provision of Employment Service Programs; analyzes Federal Regulation gui	Irams;									
North Aurora, IL         RC062         N         Image: Month Aurora, IL         RC062         Reditait it i	n N I Irams;									
<ul> <li>% OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS</li> <li>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 pro 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 workf recruitment procedures; organize and develop guidelines and procedures to develop positive relation employers. Prepares reports and recommendations on findings to Regional ES Program Manager. P interpretive services for Spanish speaking clients.</li> <li>1. Independently performs advanced professional functions for the Employment Services Program an assigned region. Initiates, plans, develops and organizes guidelines and procedures for the implementation and provision of Employment Service Programs; analyzes Federal Regulation guidelines and programs developed by cooperating public and private organizations to adapt</li> </ul>	l Irams;									
<ul> <li>Under general direction, independently performs advanced professional functions for the Employmen Services (ES) Program for an assigned region. Initiates, plans, develops and organizes guidelines an procedures for the implementation and provision of various federally funded Employment Service proensures 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 workf recruitment procedures; organize and develop guidelines and procedures to develop positive relation employers. Prepares reports and recommendations on findings to Regional ES Program Manager. P interpretive services for Spanish speaking clients.</li> <li>Independently performs advanced professional functions for the Employment Services Program an assigned region. Initiates, plans, develops and organizes guidelines and procedures for the implementation and provision of Employment Service Programs; analyzes Federal Regulation guidelines and programs developed by cooperating public and private organizations to adapt</li> </ul>	i jrams;									
<ul> <li>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 workf recruitment procedures; organize and develop guidelines and procedures to develop positive relation employers. Prepares reports and recommendations on findings to Regional ES Program Manager. P interpretive services for Spanish speaking clients.</li> <li>1. Independently performs advanced professional functions for the Employment Services Program an assigned region. Initiates, plans, develops and organizes guidelines and procedures for the implementation and provision of Employment Service Programs; analyzes Federal Regulation guidelines and programs developed by cooperating public and private organizations to adapt</li> </ul>										
<ul> <li>employers. Prepares reports and recommendations on findings to Regional ES Program Manager. Printerpretive services for Spanish speaking clients.</li> <li>1. Independently performs advanced professional functions for the Employment Services Program an assigned region. Initiates, plans, develops and organizes guidelines and procedures for the implementation and provision of Employment Service Programs; analyzes Federal Regulation guidelines and programs developed by cooperating public and private organizations to adapt</li> </ul>	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									
an assigned region. Initiates, plans, develops and organizes guidelines and procedures for th implementation and provision of Employment Service Programs; analyzes Federal Regulation guidelines and programs developed by cooperating public and private organizations to adapt	employers. Prepares reports and recommendations on findings to Regional ES Program Manager. Provides									
Federal Regulations and agency goals.	<ol> <li>Independently performs advanced professional functions for the Employment Services Program for an assigned region. Initiates, plans, develops and organizes guidelines and procedures for the implementation and provision of Employment Service Programs; analyzes Federal Regulations and guidelines and programs developed by cooperating public and private organizations to adapt, introduce, and integrate procedural innovations and changes to ensure service and compliance with</li> </ol>									
modules, webinars and/or in person seminars for in-house staff development programs to im skills and attitudes for optimum achievement of regional objectives; directs various program requirements, facilitates formulation and installation of staff development, organization and ut to effect operational improvements. Conducts follow-up studies to review and evaluate trainir	2. Utilizing PowerPoint or other related software, plans, develops, schedules, and conducts training modules, webinars and/or in person seminars for in-house staff development programs to improve skills and attitudes for optimum achievement of regional objectives; directs various program requirements, facilitates formulation and installation of staff development, organization and utilization to effect operational improvements. Conducts follow-up studies to review and evaluate training results. Measures overall effectiveness of training programs; identifies needs and recommends									
and employers; prepares correspondence to employers to solicit job openings; refers or acce employer order for workers; disseminates Labor Market and job information to employers, uti the Spanish Janquage when necessary; assist staff for the Regional and local offices in job	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									
DIRECTOR OF CMS SIGNATORE	ATE									
CMS 104 (Fev. 17/94) IL 401-0794 March 105 VALC 1/6/17 UBABBB	ATE 2/2016									

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16. (CONTINUE % OF TIME		PLETE CURRENT AND	ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)
15%		Consults and coord regarding the plan of employers to ide Illinois Labor Exch available jobs, utili employer interview	dinates with Business Services Ou ning and implementation of workfor entify positions suitable for participa ange system; conducts quality revi zing the Spanish language when n vs. Accesses Illinois Benefit Informa a, employment status and wage rev	treach team to provide guidance to employers rce recruitment procedures. Reviews operations ants. Processes job order specifications using the ews on job orders; matches job seekers with ecessary; screens applicants and coordinates ation System (IBIS) and related applications to cords; obtains employer account numbers
10%	5.	corrective action for		ing and evaluative tools; develops plans of Local Offices of assigned region. Utilizing Excel, The Regional ES Program Manager.
05%	6.	improve field visitir resources. Markets	ng program in order to increase em	develop positive relations with employers and to ployer utilization of Employment Service ng jobs with the Department of Employment ary.
05%	7.			rules and regulations related to Employment sessions, seminars, and conferences to keep job
05%	8.	Performs other dut enumerated above		are reasonably within the scope of the duties
conducting	g and sigi			for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances
			······································	WORKING TITLE (IF ANY)
PSA, Opt 1	37015-4	4-54-220-00-01		Northern Region ES Program Manager
18. CHECK TI		OPRIATE BOX IF TH	IS POSITION IS A:	I
	<b>KVISUR</b>	OR 🗌 LEAD V	VORKER	
ti	me perce as checke	entage(s) allotted.	<b>sponsibilities <u>must</u> be described in a</b> title, position number, and number of s	a detailed duty statement(s) with a ubordinate incumbents or authorized funded
	Position	Title	Position Number	No. of Incumbents or Funded Vacancies
N/A				
PERFORI ABILITIES	MANCE C 5 AND LI	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"
in the social to Employme responsible p programs. Re goals, activiti working know public relatio internal and relationships Requires abi position dutie	sciences orofessio equires e es and c vledge o ns and a external ; analyze lity to tra es in con ls: Requ	and two years of proceprograms; or the nal experience in prextensive knowledge operational systems; f state or federal regutomated system ca staff in oral and write problems and adopvel. Requires ability junction with Spanis	ofessional experience in program in equivalent to six years of related with ogram research, evaluation or design of Employment Service programs. Workforce Innovation and Opport gulations impacting on the design of apabilities within the agency. Requi- ten form, as well as the general put of an effective course of action; and to speak and write the Spanish lar is speaking clients.	etion of four years of college with major courses research, evaluation or design, preferably related vork experience and four years of progressively ign; preferably related to Employment Service , Service Delivery Bureau programs, service unity Act regulations and guidelines. Requires r operation of ES and UI Programs; training, res the ability to effectively communicate with blic; establish and maintain cooperative working d to use a PC and related software programs. nguage at a colloquial skill level in carrying out s Labor Exchange system, job seekers and the cting workshop presentations and training.
				nowledge of Illinois Benefit Information System

Executive 1       29       SS       13851-44-40-301-22-01         3 AGENCY       4. BUREAU/DIVISION       *80%       200%       1.00%       1.00%         Bigging Position       10       90%       200%       1.00%	1. POSITION TIT	LE		W	ORKING TITLE (IF ANY)	BILINGUAL	POSITIC	N TITLE	2. POS		MBER		
EXECUTIVE I       4. BUREAU/ DIVISION       # 5004       County       4.01       # 4.01       <	Existing Position												
EXECUTE 1       ABURCY       4. BUREAU/ DIVISION       \$ 5000       4.01       4.01       4.01         Bising Position       Business Services       0       016       N       R         ID. Dept. of Employment Security       Business Services       0       016       N       R         ID. SECTION       11. UNIT       12 TRANSACTION       13 EFFECTIVE I       0.08/16/21         Unit 2       Immitted Security       Business Services       0       08/16/21         Unit Reveal       Immitted Security       Immitted Security       0.08/16/21         Haw ORK LOCATION       15 BARGAINING/TERM CODE       Ruminted Secure 2       0.0022       08/16/21         Haw ORK LOCATION       15 BARGAINING/TERM CODE       Ruminted Secure 2       0.0023       ADDITIONAL IDENTICAL CODE         Haw ORK LOCATION       15 BARGAINING/TERM CODE       Ruminted Secure 2       0.0023       ADDITIONAL IDENTICAL CODE         Haw ORK LOCATION       15 BARGAINING/TERM CODE       Ruminted Secure 2       0.0023       ADDITIONAL IDENTICAL CODE         Haw ORK LOCATION       15 BARGAINING/TERM CODE       Ruminted Secure 2       0.0023       ADDITIONAL IDENTICAL CODE         Haw ORK LOCATION       16 COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONAL IDENTICAL CODE       Code Secure 2 <td></td> <td></td> <td></td> <td></td> <td></td> <td>29</td> <td>s</td> <td>s</td> <td>13851</td> <td>-44-40-</td> <td>301-2</td> <td>2-01</td> <td></td>						29	s	s	13851	-44-40-	301-2	2-01	
Design Position         Design Positin A dopsit Position Position Position Positin A dop Position Po					4. BUREAU/ DIVISION		<u> </u>		5. EXMT	6. WORK	7. A/I		9. OFF
LL Dept. of Employment Security       Business Services       0       016       N       N         10. SECTION       11. UNIT       12. TRANSACTION       13. EFFECTIVE ( CODE         Searing Position       08/16/21       08/16/21       08/16/21         abor Exchange System       Unit 2       08/16/21       08/16/21         abor Exchange System       Unit 2       08/16/21       08/16/21         Mixing Position       15. BARGAINING/TERM CODE       Exempt       08/026       CLARIFY         Construct Not LOCATION       15. BARGAINING/TERM CODE       08/16/21       08/026       CLARIFY         Construct Not LOCATION       15. BARGAINING/TERM CODE       00026       00027       ADDITIONAL IDENTICAL COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS         Under direction, provides support in the organization, planning, execution, and assessment of the currei statewide Illinois Labor Exchange system; coordinates the development of quality control programs, mo and evaluates system performance for an assigned area. Ensures accurate and timely maintenance of the which represents both the technical and client-related integrity of the Labor Exchange system; coordinates the development of quality control programs, mo and evaluates system performance for an assigned area. Collects and timely maintenance of the system; coordinates the development of quality control programs, monifors an evaluates system performance for an assigned area. Collects and resexchange system; coordinates the development of quality control	Existing Position	• • • •						UUUL	000111				
10. SECTION       11. UNIT       13. EFFECTIVE CODE         Sesting Position       008/16/21         abourPrevated Position       08/16/21         abourPrevated Position       08/16/21         abourPrevated Position       08/16/21         44. WORK LOCATION       15. BARGAINING/TERM CODE       Rutan         05. Recised Position       08/16/21         44. WORK LOCATION       15. BARGAINING/TERM CODE       Rutan         05. Recised Position       0.0024         10. EFFECTIVE       0.0021 / States         11. Emerging Position       0.0024         EveryRevised Position       0.0024         11. Emerging Position       0.0024         11. Emerging Position       0.0024         11. Emerging Position       0.0024         11. EveryRevised Position       0.0024         11. Emerging Position       0.0024         11. EveryRevised Position       0.0024         12. OF TIME       16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION MEAD REALLOCATION         13. OF TIME       16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION NUMARD REALLOCATION         14. Under direction, provides support in the organization, planning, execution, and assessment of the current statewide lillinois Labor Exchange system; coordinates the development of quality control programs, monitors an a eva		anloymont 9			Business Services				0	016	N	R	
Seating Position         08/16/20           Labor Exchange System         Unit 2           14. WORK LOCATION         15. BARGAINING/TERM CODE           Remember         Remember           14. WORK LOCATION         15. BARGAINING/TERM CODE           15. BARGAINING/TERM CODE         Rutan           16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION NUMBER CHANGE           16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS           17. Control of the current statewide lillinois Labor Exchange system; coordinates the development of quality control programs, mo and evaluates system performance for an assigned area. Ensures accurate and timely maintenance of which represents both the technical and client-related integrity of the Labor Exchange system; coordinates the development of quality control programs, mo and evaluates system performance for an assigned area. Ensures accurate and timely maintenance and informitization of recommendations for technical modification the system; serves as technical resource and liaison to IDES staff for Labor Exchange system; coordinates the development of quality control programs, monitors an evaluates system performance for an assigned area. Collects and researches information relate enhancements. Provides interpretive services for Spanish speaking clients.           30%         1. Provides support in the organization, planning, execution, and assessment of the statewide Illino Labor Exchange system; coordinates the development of quality control programs, monitors an evaluates system performance for an assigned area. Collects and researches information relate system performance for an assigned area. Collects and researches information		npioyment	Security		11. UNIT				12. TRANSACTION 13. EFFECTIVE D				
Labor Exchange System       Unit 2       MA221 ESTABLISH         14. WORK LOCATION       15. BARGAINING/TERM CODE       Ruan         15. BARGAINING/TERM CODE       Ruan       MC224 POSITION NUMBER CHANK         2000       MC21 ESTABLISH       MC224 POSITION NUMBER CHANK         2011       MC22       N       MC224 POSITION NUMBER CHANK         2011       MC201       MC22       MC224 POSITION NUMBER CHANK         2011       MC201       MC202       MC22       MC224 POSITION NUMBER CHANK         2011       MC201       RC062       N       MC202 ADOLISH       MC2021 ABOLISH         2011       MC201       RC062       N       MC201 ABOLISH       MC202 ADOLISH         2011       MC161       RC062       N       MC361 LENERAL REALLOCATION         2011       MC161       COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS       MC168 UPWARP REALLOCATION         2011       Under direction, provides support in the organization, planning, execution, and assessment of the current statewide Illinois Labor Exchange system; coordinates the development of quality control programs, monitors and evaluates system performance for an assigned area. Ensures accurate and timely maintenance of a which represents both the technical resource and biaison to IDES staff for Labor Exchange system; coordinates the cevelopment of quality control programs, monitors an evaluates system performance for	xisting Position								CODE		$\top$	08/16	/2017
ABOY Exchange System       Drift 2       Image: Construct and the construction of the constructio	ew/Revised Position					<u></u>			_		L		
4. WORK LOCATION       15. BARGAINING/TERM CODE       Exempt       Image: Clarify Clavental Clatent Clarify Clarify Clarify Clavent Clarify	abor Exchan	ige System			Unit 2				🗖 мсо	22 EXEM	PT COD		
Stating Position	4. WORK LOCA											MBER CH	ANGE
BewiRevised Position         RC062         N         Increase Downware RealLOCATION           Chicago, IL         16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS         Increase Detailognment           6 OF TIME         16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS           Under direction, provides support in the organization, planning, execution, and assessment of the currei statewide Illinois Labor Exchange system; coordinates the development of quality control programs, mo and evaluates system performance for an assigned area. Ensures accurate and timely maintenance of which represents both the technical and client-related integrity of the Labor Exchange system; coordinates the collection, maintenance and prioritization of recommendations for technical modification the system; serves as technical resource and liaison to IDES staff for Labor Exchange system related enhancements. Provides interpretive services for Spanish speaking clients.           30%         1. Provides support in the organization, planning, execution, and assessment of the statewide Illin Labor Exchange system; coordinates the development of quality control programs, monitors an evaluates system performance for an assigned area. Collects and researches information relate system performance; makes recommendations regarding changes in program operation, policy procedures. Interacts with manager and end-users statewide to affect technical system change when necessary.           20%         2. Monitors the Labor Exchange system functions and makes changes to reflect functionality of system according to the usage report. Maintains system overview functionality; conducts on-going revi of all Help Text to ensure that users are accessing up-to-date guidance for syste													
Chicago, IL       RC062       N       □ MC150       LATERAL REALLOCATION         6 OF TIME       16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS         Under direction, provides support in the organization, planning, execution, and assessment of the currei statewide Illinois Labor Exchange system; coordinates the development of quality control programs, mo and evaluates system performance for an assigned area. Ensures accurate and timely maintenance of which represents both the technical and client-related integrity of the Labor Exchange system; conducts reviews of reports which monitor the constantly changing nature of data in an Internet-based system; coordinates the collection, maintenance and prioritization of recommendations for technical modification the systems; serves as technical resource and liaison to IDES staff for Labor Exchange system related enhancements. Provides interpretive services for Spanish speaking clients.         30%       1. Provides support in the organization, planning, execution, and assessment of the statewide Illin Labor Exchange system performance for an assigned area. Collects and researches information relate system performance; makes recommendations regarding changes in program operation, policy procedures. Interacts with manager and end-users statewide to affect technical system change when necessary.         20%       2. Monitors the Labor Exchange system functions and makes changes to reflect functionality of system according to the usage report. Maintains system overview functionality; conducts on-going revior of all Help Text to ensure that users are accessing up-to-date guidance for system use.	w/Pavisod Position											REALLOC	ATION
<ol> <li>OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS</li> <li>Under direction, provides support in the organization, planning, execution, and assessment of the currei statewide Illinois Labor Exchange system; coordinates the development of quality control programs, mo and evaluates system performance for an assigned area. Ensures accurate and timely maintenance of which represents both the technical and client-related integrity of the Labor Exchange system; conducts reviews of reports which monitor the constantly changing nature of data in an Internet-based system; coordinates the collection, maintenance and prioritization of recommendations for technical modification the systems; serves as technical resource and liaison to IDES staff for Labor Exchange system related enhancements. Provides interpretive services for Spanish speaking clients.</li> <li>30% 1. Provides support in the organization, planning, execution, and assessment of the statewide Illin Labor Exchange system; coordinates the development of quality control programs, monitors an evaluates system performance for an assigned area. Collects and researches information relate system performance; makes recommendations regarding changes in program operation, policy procedures. Interacts with manager and end-users statewide to affect technical system change when necessary.</li> <li>20% 20% 20% 1. Monitors the Labor Exchange system complaint system, including communication from internal external customers, using the Spanish language when necessary. Researches and resolves complaints regarding system functions and makes changes to reflect functionality of system according to the usage report. Maintains system overview functionality; conducts on-going revior of all Help Text to ensure that users are accessing up-to-date guidance for system use.</li> </ol>					RC062			Ν	🛛 мс1	50 LATER	AL REA	LLOCATIO	ЭN
<ul> <li>statewide Illinois Labor Exchange system; coordinates the development of quality control programs, mo and evaluates system performance for an assigned area. Ensures accurate and timely maintenance of which represents both the technical and client-related integrity of the Labor Exchange system; conducts reviews of reports which monitor the constantly changing nature of data in an Internet-based system; coordinates the collection, maintenance and prioritization of recommendations for technical modification the systems; serves as technical resource and liaison to IDES staff for Labor Exchange system related enhancements. Provides interpretive services for Spanish speaking clients.</li> <li>Provides support in the organization, planning, execution, and assessment of the statewide Illin Labor Exchange system; coordinates the development of quality control programs, monitors an evaluates system performance for an assigned area. Collects and researches information relate system performance; makes recommendations regarding changes in program operation, policy procedures. Interacts with manager and end-users statewide to affect technical system change when necessary.</li> <li>Monitors the Labor Exchange system complaint system, including communication from internal external customers, using the Spanish language when necessary. Researches and resolves complaints regarding system functions and makes changes to reflect functionality of system according to the usage report. Maintains system overview functionality; conducts on-going revie of all Help Text to ensure that users are accessing up-to-date guidance for system use.</li> </ul>	-	16. COMP	LETE CURF	RENT AN	D ACCURATE STATEME	NT OF PO	SITIO	N ESS					
<ul> <li>20%</li> <li>2. Monitors the Labor Exchange system complaint system, including communication from internal external customers, using the Spanish language when necessary. Researches and resolves complaints regarding system functions and makes changes to reflect functionality of system according to the usage report. Maintains system overview functionality; conducts on-going revie of all Help Text to ensure that users are accessing up-to-date guidance for system use.</li> </ul>	30%	<ul> <li>enhancements. Provides interpretive services for Spanish speaking clients.</li> <li>Provides support in the organization, planning, execution, and assessment of the statewide Illinois Labor Exchange system; coordinates the development of quality control programs, monitors and evaluates system performance for an assigned area. Collects and researches information related to</li> </ul>											
	20%	2. M ex co	lonitors the kternal cust complaints to ccording to	Interac sary. E Labor I tomers, egardin the usa	ets with manager and er Exchange system comp using the Spanish lang g system functions and age report. Maintains sy	nd-users si plaint syste uage when makes ch ystem over	tatewic em, inc n nece anges rview f	de to a cluding essary to ref functio	affect te g comm /. Rese flect fur onality;	echnical nunicatic earches nctionalif conduct	syste on from and re sy of s s on-g	m chan n intern esolves ystem going re	ges al an
20% 3. Monitors, maintains, analyzes and assesses system performance for an assigned area, ensured goals and objectives are met. Works with IDES staff to promote statewide program interest. Performs monitoring of employer registrations, investigating irregularities. Ensures program conformance to federal and state laws, rules and regulations, and agency policy.	20%	3. M ga	lonitors, ma bals and ob erforms mo	aintains ojectives onitoring	, analyzes and assesse s are met. Works with I g of employer registratio	s system p DES staff ons, investi	perforr to proi igating	nance note i irreg	e for an statewi ularities	assigne de progr s. Ensur	d are am in es pro	a; ensui terest.	res

16. (CONTINUE					
% OF TIME	10. CON	IFLETE CURRENT AN	D ACCURATE STATEMENT OF POSITION	235ENTIAL FUNCTIONS (Continued)	
15%	4.	extensive persona leadership in the r discussions relativ	o IDES staff and end users; serves a al contacts with employers, user ma more difficult assignments; as a tech ve to the Labor Exchange system. I ats in the development of technical g	nagement staff and IDES personnel. nical resource person, leads profess Provides on-the-job training to staff a	Provides sional
10%	5.	determine the nee satisfaction surve	of varied reports which include com ed for adjustments to the Labor Excl ys; analyzes feedback and recomments with manager to implement changer	ange system. Monitors responses t ends action to be taken to address a	o customer
05%	6.	Performs other du enumerated abov	uties as required or assigned which a e.	re reasonably within the scope of th	e duties
47. DO0/17/00					
conducting	g and sigr	ND NUMBER OF IM ning performance eva f this position.)	MEDIATE SUPERVISOR (Responsible aluations; effectively recommending and	or assigning and reviewing work, prepa mposing disciplinary action and adjustir	ring, ng grievances
				WORKING TITLE (IF ANY)	
PSA, Opt 1	37015-4	4-40-301-00-01			
18. CHECK TH	IE APPR	OPRIATE BOX IF TH	IS POSITION IS A:		1. <b>1</b> . 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.
	RVISOR		WORKER		
l tir	<mark>ne perce</mark> as checke	ntage(s) allotted.	<b>sponsibilities <u>must</u> be described in a</b> title, position number, and number of s		ded
	Position	Title	Position Number	No. of Incumbents or Funder	d Vacancios
n/a					u vacancies
		<u>.</u>			
PERFORM ABILITIES CAN NO L	ANCE C AND LI ONGER	DF THE WORK OF TH CENSURE OR CERT BE USED.	I , ABILITIES, LICENSURE OR CERTIFI HIS POSITION. NOTE: SINCE THERE "IFICATION IDENTIFIED ON STANDAG	ARE NOW SEVERAL OPTIONS OF SH DS, THE PHRASE "SAME AS SPECIF	(ILLS AND FICATION"
business or p organization, of the IL Labo government. install and ev external to ID	ublic adi or comp or Excha Require aluate ne ES; pres	ministration. Requir detion of an agency nge System admini is the ability to: ana ew and revised me sent ideas clearly b	velopment equivalent to four years res one year of responsible administ approved professional management istration and other workforce develo lyze administrative problems and act thods and procedures; establish and oth orally and in written form and to	rative experience in a public or busin t training program. Requires working oment programs administered by sta opt an effective course of action; de maintain working relationships inter use a personal computer (with relate	ness g knowledge ate velop, nal and
packages suc Requires abil	ch as wo ity to spe	rd processing, elec	tronic mail, data base management panish language at a colloquial skill	and spreadsheets) and Internet.	
Special Skills collection and	: Require Lanalysi	es one year of expe s of data to develop	erience in utilizing the IL Labor Exch o and monitor program compliance i	ange system and one year experien accordance with established stand	ce in the ards.

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1. POSITION TIT	LE	W	ORKING TITLE (IF A	NY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER				
Existing Position													
New/Revised Position	strator 4				29	SS1	29994	-44-08-4	420-3	D-31			
3. AGENCY			4. BUREAU/ DIVIS	ION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE		
Existing Position													
New/Revised Position			· · · · · ·							_			
IL Dept of Em	ployment Security		Legal Services/	Appeals			0	016	N	R			
10. SECTION			11. UNIT				12. TRAN CODE	SACTION	13	. EFFECTIV	E DATE		
Existing Position Case Manage	ment							06/01/2019					
New/Revised Position	/ Case Management	•	Benefit Appeals					MA021 ESTABLISH					
44.14/00/	TION					Rutan Exempt	🛛 🗆 МСО	24 POSITI	ION NU				
14. WORK LOCA Existing Position			15. BARGAINING/1			Exempt	. —	26 CLARII 27 ADDITI		DENTICAL	CHANGE		
-							🔲 мсо	28 WORK 21 ABOLIS	COUNT				
New/Revised Position					· · · · ·		🔲 МС1	49 DOWN	WARD				
Chicago, IL	RC028 N DIMC150 LATERAL REALLOCATION												
% OF TIME	16. COMPLETE CURRE	6. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS											
	Under direction, perfo												
	activities for Illinois De												
	conducts research pe												
	cases to ensure timely												
	and Administrative Co												
	activities; prepares ca										g but		
	not limited to the Illino										nal		
	standards, establishes												
	reports of performance; communicates with and advises claimants, employers, interested governmental agencies and IDES personnel seeking information and assistance on pending appeals; utilizes Spanish												
	language to assist clie						iuniy ap	ipeais, c	1111203	sopariis			
			io request or nee		0110 00	. 11000.							
35%	1. Performs com	plex, s	pecialized and te	echnical	function	s supporting	g Case	Мападе	ment	activitie	s for		
			claims for benefi										
	cases; access	ses sys	tems including b	out not lin	nited IBI	S to gather	and/or	update i	nform	ation: a	pplies		
			erminology and l										
			peals cases; cool										
			s and resolves is										
			; serves as a liais										
			parties in matter										
			assist clients whether	no reque	st or nee	ea interpreti	ve serv	ices; noi	ines p	oarties c	T		
	changes to he	anng	Jales.										
10%	2. Plans, directs	. ordar	izes, reviews, ev	valuates :	and mor	lifies Case	Manage	ement cl	erical	activitie	S		
			processes for the										
			rd of public inqui										
	and procedure						-		•	•			
10%	<ol><li>3. Prepares case</li></ol>												
			ut not limited to I								l and/or		
			creates appeals				e by par	ties; cre	ates a	ind/or .			
	generates app	beals r	otices and mails	notices 1		eα parties.							
											i		
			RECE	IVF	ר								
DIRECTOR OF C		IMMED	ATE SUPERVISOR	SIGNATU		SENCY HEAD	SIGNAT	URE		D,	ATE		
	yanel forele		JUN 1	8 2019	· ·   ·	thoma	2Ch	an	<u>ت</u>	06/1	7/2019		
ME-104-10-					<u> </u>	- d	000			00/1			
Mela Ta	00 ds 80	110	Per										
Ab	lla Usqu	114		• • • • • • •									
	"17												

16. (CONTINUE											
% OF TIME	16. CON	IPLETE CURRENT AND	DACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)							
10%	4.	deadlines for work	projects; using a PC and agency s tains inventory of office supplies a	establishes and monitors priorities and tracks upplied software compiles statistical reports of nd equipment; coordinates orders for new							
10%	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.										
10%	6.	and make recomm personnel to corre	endations for annual program goal	s and objectives; confers with central and field n for administration of the Illinois Unemployment							
10%	7.	personnel seeking regarding policies	information and assistance on pen and procedures; accesses and revi	s, interested governmental agencies and IDES ding appeals; provides information to claimants ews case files to answer inquiries from walk-ins ist clients who request or need interpretive							
05%	8.	Performs other dut enumerated above		are reasonably within the scope of the duties							
conducting	g and sig			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									
		OPRIATE BOX IF TH									
		OR LEAD V									
NOTE: S	uperviso	ry or lead worker res	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a							
	as checke	entage(s) allotted. 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							
Office Associa	te		30015-44-08-420-30-32	2-3							
		· · ·									
PERFORI ABILITIES	MANCE C 5 AND LI	OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"							
college and t four years in mathematics Employment Insurance (U direct and su management	wo years depende and gra Security I) Act, R pervise t t, spread	s of office experienc nt business experien mmar, including fam (IDES) program op ules and Administra the work of a nonpro sheets, electronic m	e; or completion of high school and nce. Requires extensive knowledge niliarity of legal terminology. Require erations and policies, including but tive Code. Requires ability to opera ofessional office staff; use a PC with	of two years of study at a secretarial/business four years of Office Assistant experience; or of office procedures and programs; elementary es working knowledge of Illinois Department of not limited to the Illinois Unemployment ate manual and automated office equipment; n related software packages such as database ability to speak and write the Spanish language anish speaking clients.							

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1. POSITION TITI	LE	W	ORKING TITLE (IF ANY)		BILINGUAL CODE	POSIT OPTIC	ION TITLE	2. POS	ITION NU	MBER				
Existing Position								30015	i-44-03-(	310-1	0-38			
New/Revised Position Office Associa	to				29		S2	30015	-44-03-0	000-1	0-38			
3. AGENCY		L	4. BUREAU/ DIVISION	1		<u>l_</u>		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8.AUDIT	9. OFFICE USE		
Existing Position								CODe	CODATE	Auth				
	· · · · · · · · · · · · · · · · · · ·													
New/Revised Position			Legal Services/ Boa	ard o	f Reviev	v		0	016	Y	R			
10. SECTION			11. UNIT					12. THAN CODE	SACTION	1:	13. EFFECTIVE DATE			
Existing Position					· · · · · · · · · · · · · · · · · · ·			0000	-		01/01/2014			
												2014		
New/Revised Position	0								21 ESTAE	LISH				
Administrative	Support						Rutan		22 EXEM					
14. WORK LOCA			15. BARGAINING/TERM		DE		Exempt	🖾 мсо	26 CLARI	FY				
Existing Position									27 ADDIT					
									21 ABOLI	SH				
New/Revised Position			<b>D</b> 004				N	🔲 MC1	49 DOWN 50 LATEF	IAL REA	LLOCATIC	N		
33 S. State St Chicago, IL 60			RC01	14			Ν		58 UPWA	RD REA	LLOCATIO	N		
% OF TIME	16. COMPLETE CURRI	ENT AN	D ACCURATE STATE	MEN	T OF PC	SITIC	ON ESS	ENTIAL	FUNCTI	ONS				
	Under direction, perfo										ocieiono	and		
	related legal correspo	ndenci	ecialized word proce	of re	y or boa	nctio		lving th	e acquis	ition	of inform	nation		
	from various sources	requiri	e, periorns a variety ng technical knowled	iae a	f the Be	nefit	Informa	ation Sv	/stem to	input	and ext	ract		
	information. On a rota	ational	basis, serves as offic	ce re	ceptionis	st and	timek	eeper.	Provides	; inter	pretativo	е		
	services for Spanish	ervices for Spanish speaking clients.												
30%	1. Using a perso	1. Using a personal computer and related equipment, types and scans Board of Review and Circuit												
	Court decisions and related legally binding documents, bringing significant matters to the manager's attention; prioritizes correspondence by type of action required. Develops, formats or inputs													
			on from documents t									ents		
ļ	Proofreads a	nd edit	s materials for gram	mar,	punctua	tion a	and forr	nat; fin	alizes af	ter lag	yout, de	sign		
			been approved.											
0504			he experimentarized auto			no dr	tobood	n ta ini	out ovtr	not re	wice an	d/or		
25%	2. Undosing ap	propria	te computerized syst on the Benefit Inform	natio	n Svstei	m Ro	alabase	s to m ocketing	and sv	stem	s to han	dle		
	documents s	ent via	e-fax, fax, and mail.	Acc	ess and	use	system	s relate	ed to voi	ce rec	ordings	and		
	prioritize issu	es, doo	cument results, creat	te rec	cords for	r use	by othe	er staff.	Archive	s and	tracks			
	information; s	perform	is functions related to	o dis	position	and r	nailing	of Boa	rd decis	ions i	ncluding	filing of		
	completed ca	ises, fil	e maintenance and r	retrie	val.									
100/	2 Lining the Co	aniah li	anguage when neces	ccon	, recoiv	ac ro	oorde /	and her	ndles nu	hlic in	auiriee			
15%	o. Using the Sp	anisti lä irmatio	n from electronic age	aadi ) endv	records	co, re . polic	cies an	d proce	dures to	resp	ond to p	ublic		
			quest for information;											
	information.						,							
								<i>.</i>			مالية أن	_ 4		
15%	4. On a rotation	al basi	s, serves as office re	ecept	ionist; a	nswe	rs ques		oncernir	ig the	status (	Jí ddroee		
	appeals and	greets r undel	visitors. Opens, sort ivered mail. Perform	is, pr	epares : itine equ	anu u linme	nsinbui nt mair	ies mai itenano	re functio	ans c ons	Unecia	uuless		
				5 106	ano equ	po	an, mall							
DUDEOTOD OF						GENC		SIGNAT	IIRE			ATE		
DIRECTOR OF (		IMMEU	NATE SUPERVISOR SIG	INATU								nalia		
DINCORE	mener 1			~		{	$\lfloor / \rfloor$	1/	10		14	10/13		
CMS-104 (R. V. 1)	VAT VILLAO VOCATATA	<u> </u>		17		ſ	V 1		, ,					
777	man will					1	,							
	/ 115/14					1								

16. (CONTINUE				······
% OF TIME	16. CON	IPLETE CURRENT AND	ACCURATE STATEMENT OF POSITION I	ESSENTIAL FUNCTIONS (Continued)
10%	5.	reviews for accurac processing; resolve	y and completion; enters informations all time s 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 I FI-46 timesheets. Monitor and track employee
05%	6.	Performs other duti defined.	es as required or assigned that are	e reasonably within the scope of those previously
17. POSITION		AND NUMBER OF IMM	1EDIATE SUPERVISOR (Responsible	for assigning and reviewing work, preparing,
conducting	g and sig			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:	
	RVISOR	OR 🗌 LEAD W	/OHKER	
NOTE: S	uperviso	ory or lead worker res	ponsibilities <u>must</u> be described in a	detailed duty statement(s) with a
l ti	i <b>me perc</b> o /as check	entage(s) allotted.		ubordinate incumbents or authorized funded
	Position	a Title	Position Number	No. of Incumbents or Funded Vacancies
n/a	1 05100		Fosition Number	No. of incumbents of Funded vacancies
	· ·			
<u> </u>				······································
PERFOR	MANCE ( S AND L	OF THE WORK OF TH	IS POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"
Requires kno experience. legal termino software pro and telephor maintain cor	owledge Requires blogy. R grams (i ne syste nfidential	, skill and mental dev s extensive knowledg equires the ability to including but not limit ms. Requires the abi	ge of office practices and procedure use and operate complex compute ed to MS Word, Excel, PowerPoint lity to work within short timeframes	etion of high school and two years of office es; composition, grammar and spelling, including erized systems on mainframe, to use a PC with and Outlook), peripheral computer equipment, ; make decisions independently; work with and o type accurately at 45 wpm. Requires the ability
L	<u> </u>			

1. POSITION TIT	LE	WORKING TITLE (IF ANY)	BILINGUAL	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER				
Existing Position			9752 		37015	5-44-06-	330-0	0-31			
New/Revised Position	e Administrator		29	SS1	37015	5-44-16-	500-0	0-31	¥.		
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AVI AUTH	8.AUDIT	9. OFFICE USE		
Existing Position									3/1/2020 - update to		
New/Revised Position	t of Employment Security	Administration/	0	016	<u>1-</u> N-	R	subord. and A/I code				
10. SECTION		Human Resource Mana	igement	-	12. TRAN			3. EFFECTIV	E DATE		
Existing Position					CODE						
New/Revised Position	·				03/01/201						
Recruitment &	Selection				L —	21 ESTAE					
				Rutan		22 EXEMI 24 POSIT					
14. WORK LOCA Existing Position	TION	15. BARGAINING/TERM COI	DE	Exempt	1	26 CLARI			CHANGE		
					🔲 мсо	28 WORK	COUNT				
New/Revised Position						21 ABOLI 49 DOWN		REALLOC	ATION		
Chicago, IL		RC063		N		50 LATER 58 UPWA					
% OF TIME	16. COMPLETE CURRENT AN	ID ACCURATE STATEMEN	IT OF PO	SITION ESS				192			
20%	<ul> <li>Resource Management for IDES. Plans and directs the implementation of program policies and procedures; directs staff in the on-going operations and implementation of Recruitment &amp; Selection projects; interprets program policies for staff; establishes goals and objectives and develops plans to assure they are being met. Assures compliance with the provisions of the "Rutan vs. Republican Party" decree, Personnel Rules, labor contracts, agency policies and any other related rules and regulations.</li> <li>Plans, assigns, reviews and evaluates work of subordinate staff; serves as working supervisor.</li> </ul>										
15%	<ul> <li>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; when appropriate, conducts pre-disciplinary meetings under the supervision of a non-union supervisor to provide relevant information or assistance.</li> <li>3. Develops the operation of appropriate employment interviewing and recruitment techniques for the agency. Designs procedures and processes to implement a workable statewide plan for filling job</li> </ul>										
DIRECTOR OF C	agency.       Designs procedures and processes to implement a workable statewide plan for filling job vacancies. Establishes and maintains interviewing and recruitment relationships with agency staff. Implements and evaluates operational policy and procedures designed to assure compliance with state and federal regulations relative to the agency's hiring practices. Works with agency management staff to assure needed services are developed and supplied in a timely and efficient manner.         DIRECTOR OF CMS SIGNATURE       IMMEDIATE SUPERVISOR SIGNATURE       AGENCY HEAD SIGNATURE       DATE										
	14 1/39	IN USUMI		210	0	7 7		04/09	9/2015		
CMS+104 (Rev. 104 Mulci I	apscott 4/17/15	UL APR 1 4 2015 By									

			e tit					
16. (CONTINUE		4						
<u>% OF TIME</u> 15%								
10%	completes candidat appropriate Rutan p	e evaluation forms, determines candio procedures are followed and documen	erview panel; scores candidates' interviews, date to be selected; monitors to ensure its are completed accurately. Using the of candidates applying for Spanish language					
10%	6. Supervises staff engaged in the process of posting and filling of vacant positions. Directs the procedural review of processing requests to post and fill vacant positions. Establishes criteria for accepting and / or rejecting requests to post. Ensures that the procedures for categorizing and transmitting bidders lists and applications to managers in accordance with Personnel Rules, labor contracts, agency policies and any other related rules and regulations.							
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%	<ul> <li>8. Participates in new employee orientation or other sessions or meetings to inform staff on hiring process and procedures or related human resource management processes; provides advice and instruction to agency employees. May set up and participate in seminar sessions in agency offices statewide.</li> </ul>							
05%	<ul><li>9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</li></ul>							
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.)								
		V	VORKING TITLE (IF ANY)					
SPSA, Opt 1	40070-44-16-000-00-01	N	lanager of Human Resource Management					
18. CHECK TH	HE APPROPRIATE BOX IF TH	IS POSITION IS A:						
	RVISOR OR 🗌 LEAD V	VORKER						
	upervisory or lead worker res me percentage(s) allotted.	sponsibilities <u>must</u> be described in a de	etailed duty statement(s) with a					
lf a box w headcoun	· ·	title, position number, and number of sub	ordinate incumbents or authorized funded					
	Position Title	Position Number	No. of Incumbents or Funded Vacancies					
Human Resou	Irces Specialist	19693-44-16-500-10-01, -10-51						
Human Resou	rces Representative	19692-44-16-500-10-01, -10-51	1 - 3 1 - 3					
PERFORM ABILITIES	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 kno Business or I business org collective bar establish and policies and work of staff; database, sp <b>Special Skill</b> CMS Person personnel-re	wedge, skill and mental dev Public Administration and the anization. Requires thoroug rgaining contracts and CMS d maintain effective working procedures; analyze, review write in a clear and concise readsheets and electronic m Is: Of the three years experi- nel Code and Rules and exp lated computer systems and	ree years of progressively responsible the knowledge of the principles and pra- personnel rules as they apply to filling relationships; interpret bargaining com- and evaluate candidate skills; commu- manner and to use a PC with related nail. Requires ability to speak and write ence, requires two years experience is perience as a certified Rutan interview	n the area of hiring under the provisions of the ver. Requires extensive knowledge of Eligible List System), PEERS (Personnel					

1. POSITION TITLE		W	ORKING TITLE (IF ANY)	BILINGUÁL CODE	POSI OPT	ITION TITLE	2. POS	ITION NU	MBER				
Existing Position													
New/Revised Position													
UI Special Agent				29		SS	47096	-44-04-7	711-1	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													
IL Department of Emp	lovment Securi	tv	Financial Operations/ C	ACR			0	016	Y	R			
10. SECTION			11. UNIT				12. TRAN CODE	SACTION	13	. EFFECTIV	E DATE		
Existing Position													
							03/16/2019						
New/Revised Position			Banafita Acouroov Mon	ouromo	nt								
Admin Planning			Benefits Accuracy Mea	Sureme	11L		MA021 ESTABLISH MC022 EXEMPT CODE CHANGE						
14. WORK LOCATION			15. BARGAINING/TERM CO	DE		Rutan Exempt		24 POSITI 26 CLARII		MBER CHA	ANGE		
Existing Position			10. Briter and Co				П мсо	27 ADDIT	ONAL I				
								28 WORK 21 ABOLIS		IY CHANG	E		
New/Revised Position								49 DOWN	WARD				
Chicago, IL			RC062			N		50 LATER 58 UPWA					
% OF TIME 16. CO	MPLETE CURRE	ENT AN	ID ACCURATE STATEMEN	IT OF P	OSITI	ON ESS	ENTIAL	FUNCTI	ONS				
Under	direction, perfor	ms aud	lits of a highly complex, se	ensitive	nature	e for the	Benefits	s Accura	cy Me	asureme	ent		
(BAM)	unit of the Illinoi	s Depa	irtment of Employment Se	curity (II	DES)	to asses	s the p	opriety o	of Une	mploym	ent		
Insurar	nce (UI) benefit	paymer	nts based upon the criteria	a contair	ned in	laws an	a policie	es of the	State	of IIIInoi fodoral I	s and		
U.S. D	epartment of La	bor (DC	DL); detects UI overpayme tary determinations issue	ents, trai d to clair	ua ano mante	<sup>2</sup> utilizes	auided	ouestion	s anu	l other D			
determ	mes accuracy o	ative te	chniques, procedures and	d quideli	ines to	, utilizes o intervie	w and i	nteract v	vith cla	aimants.	02		
employ	ers. governmen	t agen	cies and/or the general pu	blic in p	erson	, by pho	ne and/	or in writ	ing to	dețect			
violatio	ins of state and	federal	laws related to UI benefit	paymer	nts and	d develo	p additi	onal aud	it lead	ls; <sup>*</sup> prepa	ares a		
written	determination a	nd/or c	lecision for each audit≨att	ends he	arings	s to pres	ent evic	lence; cc	mpile	s releva	nt audit 🛛 🛔		
data, p	repares reports,	and m	akes recommendations to	improv	e proc	cesses r	elated t	o UI ben	efits; t	raveis to	attend		
and pa	rticipate in traini	ing, wo	rkshops, and/or DOL man	dated p	eer re	views of	case II	ies; utiliz	es Sp	anish la	nguage		
to assi	st clients who re	quest	or need interpretive servic	85.									
20% 1. Pe	rforms audits of	<sup>:</sup> a high	ly complex, sensitive natu	re for th	e BAN	VI unit of	IDES to	assess	the p	ropriety	of UI		
be	nefit payments I	based i	upon the criteria contained	l in laws	and p	policies (	of the S	tate of III	inois a	and the I	DOL;		
de	tects UI overpay	/ments	, fraud and other violation	s of stat	e and	federal	laws. C	onducts i	intens	ive audi	t j		
int	erviews with cla	imants	selected by the DOL rand	lom aud	lit prog	gram; uti	lizes Sp	anish la	nguag	e to ass	ist seis LU		
cli	ents who reques	st or ne	ed interpretive services; a	ssesses	s and (	evaluate	s all fac	tors rele	vant t	o the IIII tion and			
AC	t and DOL proc	eaures	which could or have affect letermines whether federa	leu ciai I and st	nant e até lav	ws and r	nolicies	were foll	owed	uniform	v bv		
au	aimants employ	ers en	nployer representatives, a	dency si	taff. ar	nd/or inte	erested	third par	ties: a	nalyzes	agency		
do	cuments and/or	electro	onic records to determine	what dat	ta rele	evant to I	oenefit (	eligibility	must	be furth	er		
inv	vestigated to cor	nplete	each audit. Travels to loca	al and/o	r regio	onal offic	es as d	irected to	o perfo	orm thes	e duties.		
	-								- •				
15% 2. Co	onducts in-depth	audits	to determine accuracy of	moneta	ry det	erminati	ons Issi Illinois I		alman	rmation	ng a PC		
an	d relevant sonw	are, us orde to	es the definition of base p calculate the weekly ben	enou sp afit amo	unt an	numb	er of we	eks clair	nants	were eli	aible to		
	coivo III benefito	and e	valuate results against ac	tual mor	netarv	determi	nations	issued.	Enter	s investi	gative		
fin	dings into audit	case fi	les and agency, state and	or fede	ral cor	mputeriz	ed syst	ems inclu	uding	but not i	imited to		
the	e DOL quality co	ontrol s	tatistical survey database			•							
15% 3. Co	onducts in-depth	audits	of the last employing employing employment; utili	bloyer to	or eacl	n selecte	ed claim	ant to de	etermi	ne ine re request	ason or need		
	e claimant was s	separat	ermines whether claimant	s met al	l criter	ria for III	benefit	eligibility	/ esta	blished I	ov state		
an	d federal policie	es, ueu es and o	guidelines and the Illinois	UI Act.			Derion	ongionity			.,		
DIRECTOR OF CMS SIGN		IMMED	DIATE SUPERVISOR SIGNAT			CY HEAD			I		DATE		
famel ford	r		eceiven		TU	wna	2Ch	an	اً م	04/0	04/2019		
	27	<u> </u>	· · · · ·		<u></u>		0-		j	.1,			
CMS-104 (Rev. 10/94)1L 40	1810	n er An an	APR 0 5 2019										
Kaus Mayer 4	01/												
		a u B	(:										

16. (CONTINUE	<u>ED)</u>		ACCURATE STATEMENT OF POSITION E	SSENTIA	AL FUNCTIONS (Continued)		
<u>% OF TIME</u> 15%	4. Utilizing guided questions and other DOL recommended investigative techniques, procedures and methodology, interviews and interacts with claimants, employers, government agencies and/or the general public in person, by phone and/or in writing to detect violations of state and federal laws related to Unemployment Insurance (UI) benefit payments and develop additional audit leads; contacts employers to verify the accuracy of claimant search for work according to state and federal policies and the Illinois UI Act; utilizes Spanish language to assist clients who request or need interpretive services; secures documentation to determine the validity of nonmonetary determinations; audits claimants' dependencies to determine accuracy of payments; obtains records including but not limited to birth, marriage, death and/or divorce records to determine the extent to which each claimant contributed to the support of the dependent(s) claimed. Travels as directed to perform these duties.						
15%	5. Utilizing a PC and relevant software, including but not limited to Microsoft Office Suite and Adobe Reader, prepares a written determination and/or decision for each audit which states the relevant facts, summarizes the evidence and testimony, states the reasoning leading to a conclusion which sets forth the provision of the law violated or misapplied if any, and the applicable disqualification prescribed by the Illinois UI Act.						
05%	6. Attends benefit appeals hearings and/or administrative hearings to present evidence indicating that the claimant may be over / underpaid due to misinformation, errors and/or or violations of the state or federal UI Act; explains evidence, findings and relevant issues to all parties.						
05%	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%	<ol> <li>Keeps abreast of new developments in laws, rules and regulations relevant to BAM; travels to attend and participate in training, workshops, and/or DOL mandated peer reviews of case files.</li> </ol>						
05%	05% 9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.						
conductin	ig an		MEDIATE SUPERVISOR (Responsible luations; effectively recommending and		ning and reviewing work, preparing, g disciplinary action and adjusting grievances		
				WORKI	ING TITLE (IF ANY)		
PSA, Opt. 1	37	7015-44-04-711-00-01					
	HE A	APPROPRIATE BOX IF TH	IS POSITION IS A:				
	RVI	SOR OR 🗌 LEAD V	VORKER				
	Suno	nvisory or lead worker res	sponsibilities <u>must</u> be described in a	detailed	I duty statement(s) with a		
l t	ime	percentage(s) allotted.	· · · ·				
If a box w headcour		hecked above, list position	title, position number, and number of su	ubordinat	te incumbents or authorized funded		
	Po	sition Title	Position Number		No. of Incumbents or Funded Vacancies		
PERFOR ABILITIE	MAN S AN	ICE OF 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"		
					years of college with major courses in		
					nvestigative experience performing major ating Unemployment Insurance (UI)		
benefit claim	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 informa	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						
practices as office benefit	they s pro	relate to the payment of U ogram; communicate effec	JI benetits. Requires the ability to app tively both orally and in writing: and to	ly agenc o use a r	cy laws, policies and procedures to a local personal computer with related software		
programs, inc Reader. Pref	cludi ers c	ng but not limited to Micros andidates who are self-me	soft Office Suite (Word, Excel, Power otivated and possess strong organiza	Point, el ational ar	tc.) and PDF software such as Adobe nd 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.						

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1. POSITION TIT	ſLE	WORKING TITLE (IF ANY) BILINGUAL POSITION TITLE 2. POSITION NUMBER								
Existing Position										
New/Revised Position		29 SS 47096-44-22-510-10-31						0_31		
	gent									
3. AGENCY Existing Position		4. BUREAU/ DIVISION			CODE	6 WORK COUNTY	AUTH	8.AUDIT	USE	
New/Revised Position	nt of Employment Security	Service Delivery/			0	016	2	R		
10. SECTION		Unemployment insurance	e Progra	ms		ISACTION	1:	EFFECTI	VE DATE	
Existing Position					CODE					
								09/01/	2020	
New/Revised Position		Special Investigations			MA021 ESTABLISH					
Benefit Paym	nent Control	opecial investigations			о мес	22 EXEM	PTCO			
14. WORK LOCA	ATION	15. BARGAINING/TERM CODE	1	Rutan Exempt	MCC MCC	024 POSIT 026 CLAR	IFY			
Existing Position						27 ADDI 28 WORI			L CHANGE GE	
New/Revised Position						21 ABOLI	SH			
Chicago, IL		RC062		N		50 LATER	RALRE	ALLOCATI	ON	
% OF TIME	16. COMPLETE CURRENT	I AND ACCURATE STATEMEN		SITION ESS		FUNCTI		ALLUCAII		
	Under direction, performs	investigations of a highly c	omplex a	and sensitiv	e natur	e to ass	ess th			
		yments based upon criteria								
		Pursues cases that involve								
		third party participation, mi lealing benefits through ide								
		ployment insurance (UI) be								
	claim documents and rela	ited records to establish the	d records to establish the existence of fraud violations; develops and pursues							
		resulting in a conclusion a								
		and the application of penalties as prescribed in the fraud provisions; explains the ties, including but not limited to claimants, employers, government agencies and								
		s Spanish language to assi								
				-						
20%		ns of a highly complex and							<b>7</b> HILL 1	
		it payments based upon cri gislation. Pursues cases th								
	but not limited to mult	iple claims, third party part	icipation.	misuse of	SSNs. f	ictitious	emplo	over sch	iemes	
	and stealing benefits	through identity theft; collal	oorates v	vith internal	and ex	ternal gr	oups,	includi	ng but	
	not limited to state an	d federal law enforcement	agencies	s, the Depa	rtment's	Revenu	ie Div	ision ar	id the	
		to minimize improper paym								
		y interviews by phone, in w all the factors which could (								
		er examination. Using the I								
	limited to Microsoft O	ffice Suite, the Illinois Bene	fit Inform	nation Syste	em (IBIS	) and G	enTa>	k, and d	ata	
		s and other parties, analyz								
		whether evidence is suffici tilizes Spanish language to								
		aneee openion language te	. 200131 0		oquoot				UI 1 1000.	
15%		nemployment insurance be								
		s computerized systems, in								
		yment Control (BPC) Syste								
	Benefit Claim documents, claims information in IBIS and any related agency accessible employer recor to establish the existence of fraud violations.						iculus			
10%		s by reviewing case files fo								
	but not limited to payr handwijten exemplar	oll records, certifications, d	eposition	ns, record o	r prope	noticet	o par	ues and		
DIRECTOR OF C	CMS SIGNATURENEL IMMI	S. EDIATE SUPERVISOR SIGNATU		GENCY HEAD	SIGNAT	URE		D	ATE	
	() () 39	·····		Suistin R	chard	Jn. Ad.	(d.)	09/0	1/2020	
MS-104 (Rev. 10/			<u> </u>	W III W	Chenter .	- 3 AC	VVV			
> Suger 6	alista Autor	<b>A</b>								
	15-104 (Rev. 10/94) IL 401-0794 Aug. Topert 2 Lieud 9/15/20 Aug. Topert 415/20									

16. (CONTINUE	5								
% OF TIME		COMPLETE CURRENT ANI	D ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)					
10%	4. At the conclusion of the investigation, explains the issues to all interested parties, including but not limited to claimants, employers, government agencies and the general public, in writing; examines administrative documents and/or other evidence, including but not limited to payroll records and check stubs; coordinates storage and/or maintenance of administrative documents and/or other evidence. Utilizes Spanish language to assist clients who request or need interpretive services.								
10%	5.	secures documentation recommended investion	zing external and internal resources; pursues leads through a variety of methods; tion to support allegations using agency, state and/or U.S. Department of Labor (DOL) tigative techniques, procedures and methodology; confers with manager in the ilization of innovative creative investigative techniques.						
10%	6.	considers demeanor a	and credibility of witnesses and weig utes, precedent decisions and rules	evaluates testimony and exhibits to determine competence and relevance; nd credibility of witnesses and weight of evidence presented; examines relevant tes, precedent decisions and rules and regulations of the Department respective to tions.					
10%	7.	material evidence and		olved, stating relevant facts, summarization of n and a decision which set forth provisions of the raud provisions.					
10%	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%	9.	Performs other duties enumerated above.	as required or assigned which are	reasonable within the scope of the duties					
conductir	ig an	LE AND NUMBER OF IM		e for assigning and reviewing work, preparing, I imposing disciplinary action and adjusting grievances					
				WORKING TITLE (IF ANY)					
PSA, Opt. 1	3	37015-44-22-510-00-01							
		PPROPRIATE BOX IF TH	IIS POSITION IS A:	an an Arra Manan an Arra an Arra a an an Arra a					
NOTE: S	uper	visory or lead worker reg	sponsibilities <u>must</u> be described in a	detailed duty statement(s) with a					
ti	me p	percentage(s) allotted.	·	•					
lf a box w headcour		necked above, list position	n title, position number, and number of s	ubordinate incumbents or authorized funded					
		sition Title	Position Number	No. of Incumbents or Funded Vacancies					
	700								
PERFORM	/AN(	CE OF THE WORK OF TH	HIS POSITION. NOTE: SINCE THERE	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND					
		GER BE USED.	FICATION IDENTIFIED ON STANDAD	RDS, THE PHRASE "SAME AS SPECIFICATION"					
Requires know	owle	dge, skill and mental de		etion 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	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 Ul benefits; Ul benefit fact-finding and interviewing practices and procedures; investigatory techniques relative to the								
examination	reco	ords and the questioning	g of persons, math concepts, databa	ases and hard copy information sources within					
				ing; prepare case reports for referral to mputer with related software packages, including					
but not limite	dīto	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		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POS	ITION NU	MBER			
Existing Position			2001							
New/Revised Position	1				47006 44 00 500 40 24					
UI Special A	gent					47096-44-22-520-10-31				
3. AGENCY Existing Position		4. BUREAU/ DIVISION		<u> </u>	CODE	6 WORK COUNTY	7 A/I AUTH	B.AUDIT	9 OFFICE USE	
Existing Position										
New/Revised Position		Service Delivery/			0	016	2			
	nt of Employment Security	Unemployment Insuranc	e Progra	ms	-					
10. SECTION		11. UNIT			CODE	ISACTION	1	3. EFFECTIN	EDATE	
Existing Position								09/01/	2020	
New/Revised Position	·						L			
Benefit Paym	ent Control	Investigations Unit I				21 ESTAE		DE CHANG	E	
			_	Rutan Exempt	🗆 мса	24 POSIT	10N NI			
14. WORK LOCA Existing Position	ATION	15. BARGAINING/TERM CODE	=	Excalpt		126 CLAR 127 ADDП		IDENTICA	CHANGE	
						28 WORI 21 ABOLI		TY CHANC	θE	
New/Revised Position				· · · · · · · · · · · · · · · · · · ·	П МС1	49 DOWI	WARD			
Chicago, IL		RC062		N		50 LATER 58 UPWA				
% OF TIME		AND ACCURATE STATEMEN								
		s investigations of a highly o								
		ayments based upon the cri t of Labor (DOL) for an assig							t (IIInois	
		performs audits on unemplo							nalvzes	
		im documents and related r								
		allegation of fraud utilizing e								
	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 penalties as prescribed in the fraud provision issues to all interested parties, including but not limited to claimants, employers, government									
	the general public. Utilizes Spanish language to assist clients who request or need interpretive services.									
				·						
30%		ons of a highly complex, ser								
		sed upon the criteria contain I area within the state. Conc								
	writing and/or in per	son with claimants and empl	lovers to	assess and	levalua	te all the	e facto	ors whic	h could	
	or have affected the	claimants' eligibility for UI b	laimants' eligibility for UI benefits during the period under examination. Reviews er report submissions, including but not limited to quarterly, monthly and new hire							
									w hire	
	reports, to monitor U	I benefits paid to claimants	with unre	eported emp tions. Ettilizi	ng the F	it and/or Denartm	eam	ings, in compute	barizad	
		and federal laws, rules and regulations. Utilizing the Department's computerized to Microsoft Office Suite, the Illinois Benefit Information System (IBIS)								
	and GenTax, and da	a provided by employers and other parties, analyzes documents and/or electronic						tronic		
	records and their so	urces to determine whether	evidence	e is sufficien	t to sup	port alle	gatio	n of imp	roper	
	payment. Utilizes S	panish language to assist cl	ients who	o request or	need ir	nterpretiv	vese	rvices.		
20%	2. Performs audits on u	inemployment insurance be	nefit clai	ms with not	ential fr	aud over	mavn	ients ha	sed on	
2070		om the Department's compu								
	Office Suite, IBIS an	d the Illinois Benefit Payme	nt Contro	ol (BPC) Sys	stem, or	as dire	cted; (	compile	5,	
		tes benefit claim document								
		records to establish the exi								
	allegation of fraud utilizing external and internal resources, including but not limited to employers, age staff at local offices and/or the general public; develops and pursues leads; secures documentation to									
	support allegations i	using agency, state and/or D	OL reco	mmended i	rvestiga	tive tec	hniqu	es, proc	edures	
	and methodology.									
							ATE			
	INS SIGNALUBAUC IM	NEDIATE OUT ERVIOUR OIGNATU								
		····	1	MSMAK	n Richard by Jahrin 09,			09/0	1/2020	
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+ Mart	7/15/2004000000	a 522 12 mm								
	<i>4</i> ]].									

16. (CONTINUE	D)							
% OF TIME		COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION	ESSENTIAL FUNCTIONS (Continued)					
20%	3.	Prepares for decisions by reviewing the file for completer not limited to payroll records, certification, depositions, re- handwriting exemplars. Explains and interprets unemploy to employers and other interested parties as they relate to and notices, investigative processes and collection notices employment; provides general information and status of in public. Utilizes Spanish language to assist clients who record	cord of proper notice to all parties and ment insurance (UI) laws, rules and regulations o Illinois Benefit Payment Control (BPC) forms es; answers questions concerning wages and nvestigations; explains appeal rights to the					
10%	4.	Prepares decisions stating the issue or issues involved, s material evidence and testimony, resulting in a conclusion state and/or federal law violated and the application of pe	n and a decision which set forth provisions of the					
05%	5.	At the conclusion of the investigation, explains the issues to all interested parties, including but not limited to claimants, employers, government agencies and the general public, in writing; examines administrative documents and/or other evidence, including but not limited to payroll records and check stubs; coordinates storage and/or maintenance of administrative documents and/or other evidence. Utilizes Spanish language to 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%	05% 7. Maintains systems to track and monitor appeals of BPC decisions and investigative case file materials for appeals, utilizing systems including but not limited to Microsoft Excel. Reviews appealed decisions to determine if investigative follow-up is required and takes relevant action based on agency policies, procedures and guidelines and federal and state Unemployment Insurance laws, rules and regulations.							
05%	8.	Performs other duties as required or assigned which are r enumerated above.	easonably within the scope of the duties					
conductin	g an	ILE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible ad signing performance evaluations; effectively recommending and ent of this position.)	for assigning and reviewing work, preparing, imposing disciplinary action and adjusting grievances					
			WORKING TITLE (IF ANY)					
PSA, Opt. 1	3	7015-44-22-520-00-01						
		PPROPRIATE BOX IF THIS POSITION IS A:						
		_						
	wis	OR OR 🗌 LEAD WORKER						
NOTE: S	uper	rvisory or lead worker responsibilities <u>must</u> be described in a	detailed duty statement(s) with a					
		percentage(s) allotted. hecked above, list position title, position number, and number of si	ubordinate incumbents or authorized funded					
headcoun	t:							
NI/A	Pos	sition Title Position Number	No. of Incumbents or Funded Vacancies					
PERFORM ABILITIES CAN NO L	1AN( AN ON(	I KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFIC CE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ID LICENSURE OR CERTIFICATION IDENTIFIED ON STANDAR GER BE USED.	ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"					
Business Law adjudication v and practices relative to UI b extensive kno finding and in of persons, m effectively bot use a persona PowerPoint, C	vork as ti bene wle tervi ath or al co butic	dge, skill and mental development equivalent to the completion d Business Administration plus three years of local office profe- sinvolved in the fact-finding process. Requires thorough knowle hey relate to the payment of Unemployment Insurance (UI) be effit investigations; the Benefit portion of the UI Act, related com dge of Federal and State laws, rules and regulations applicable iewing practices and procedures; investigatory techniques rela- concepts, databases and hard copy information sources within rally and in writing; prepare case reports for referral to prosecut imputer with related software packages, including but not limite bok, etc.) and the Internet. Requires ability to travel occasionall oguial skill level in carrying out position duties in conjunction w	ssional investigative experience performing major edge of local office automated systems, programs nefits; the functional relationships within IDES puter systems and adjudication forms. Requires to UI benefits and benefit fraud; UI benefit fact- tive to the examination records and the questioning IDES. Requires the ability to communicate ting agency; testify in court in fraud cases; and to ed to Microsoft Office Suite (Word, Excel, ly. Requires ability to speak and write the Spanish					

1. POSITION TI	1. POSITION TITLE WORKING TITLE (IF ANY) BILINGUAL POSITION TITLE 2. POSITION NUMBER					MBER				
Existing Position										
New/Revised Position			29	SS	SS 47096-44-22-530-10-31					
UI Special Ac 3. AGENCY	gent	4. BUREAU/ DIVISION								
Existing Position		4. BUREAU/ DIVISION			CODE	COUNTY	AUTH	B.AUDIT	USE	
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New/Revised Position	nt of Employment Security	Service Delivery/			0	016	2	R		
10, SECTION	······································	Unemployment Insurance	e Progra	ms		SACTION	1:	L 3. EFFECTI	VE DATE	
Existing Position					CODE					
								09/01/	/2020	
New/Revised Position		Investigations Unit II				21 ESTA	BLISH			
Benefit Paym	nent Control			Rutan	П МС	022 EXEM	ртсоі			
14. WORK LOC	ATION	15. BARGAINING/TERM CODE		Exem	<sup>DI</sup> 🛛 MC	26 CLAR	IFY			
Existing Position						027 ADDE 028 WORI			L CHANGE GE	
New/Revised Position	,					021 ABOL 149 DOW		REALLOC	ATION	
Chicago, IL		RC062		N		150 LATER	RAL RE	ALLOCATI	ON	
% OF TIME	16. COMPLETE CURRENT	AND ACCURATE STATEMEN	T OF PO	SITION E		FUNCTI		ALLUGAII		
	Under direction, performs	investigations of a highly o	omplex,	sensitive	nature to	assess	the p	ropriety	of	
		yments based upon the crit							fIllinois	
		of Labor (DOL) for an assigner forms audits on unemplo							nalvzes	
		im documents and related r								
	follows up on reports of a	follows up on reports of allegation of fraud utilizing external and internal resources; develops and pursues								
	leads; prepares decisions	resulting in a conclusion a	nd a dec	ision which	ch set fort	h provis fraud pr	ions c	of the sta	ate ains the	
	issues to all interested pa	and the application of penalties as prescribed in the fraud provisions; explains the ties, including but not limited to claimants, employers, government agencies and								
		s Spanish language to assi								
30%		ns of a highly complex, ser ed upon the criteria contain								
		area within the state. Cond								
	writing and/or in pers	on with claimants and employers to assess and evaluate all the factors which co						h could		
		claimants' eligibility for UI benefits during the period under examination. Reviews er report submissions, including but not limited to quarterly, monthly and new hire								
		er report submissions, incli benefits paid to claimants							wnire	
	accordance with state	e and federal laws, rules an	d regula	tions. Util	zing the l	Departm	ent's	comput	erized	
	systems, including bu	it not limited to Microsoft O	ffice Suit	e, the Illir	ois Bene	fit Inform	ation	System	n (IBIS)	
		a provided by employers a								
		rces to determine whether anish language to assist cl							iohei	
20%		nemployment insurance be								
		m the Department's compu I the Illinois Benefit Payme								
		es benefit claim documents								
	accessible employer	records to establish the exi	stence o	f fraud vio	lations; f	ollows u	oonr	eports c	of	
	allegation of fraud utilizing external and internal resources, including but not limited to employers, age									
	staff at local offices and/or the general public; develops and pursues leads; secures documentation support allegations using agency, state and/or DOL recommended investigative techniques, process									
and methodology.							ninqu	, proc	~~~~~	
DIRECTOR OF (	AND SIGNATURE IMM	EDIATE SUPERVISOR SIGNATI		GENCY HE		-			ATE	
	1 29	······································	Kustin Richard by				him	09/0	1/2020	
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posural	9/15/20 00 4 10 19	1								
	4]	sn_								

16. (CONTINUE								
% OF TIME		COMPLETE CURRENT AND ACCURATE STATEMENT O						
20%	3.	not limited to payroll records, certification, dep	ositions, re	ness of supportive documentation, including but cord of proper notice to all parties and yment insurance (UI) laws, rules and regulations				
		to employers and other interested parties as the						
	ŀ	and notices, investigative processes and collect	ction notice	es; answers questions concerning wages and				
	1	employment, provides general information and public. Utilizes Spanish language to assist clie						
		public. Otlizes Spanish language to assist cile	nis who re	quest of need interpretive services				
10%	4.	Prepares decisions stating the issue or issues material evidence and testimony, resulting in a state and/or federal law violated and the applic	i conclusio	n and a decision which set forth provisions of the				
		state and/or rederariaw violated and the applic	Jacon or pe	chances as prescribed in the nadu provisions.				
05%	5.	At the conclusion of the investigation, explains the issues to all interested parties, including but not limited to claimants, employers, government agencies and the general public, in writing; examines administrative documents and/or other evidence, including but not limited to payroll records and check stubs; coordinates storage and/or maintenance of administrative documents and/or other evidence. Utilizes Spanish						
		language to assist clients who request or need	Interpretiv	e services.				
05%	6.	(IDES) staff and/or state and/or federal govern	iment ager	cies; prepares and signs criminal complaints				
		persons deemed subject to the benefits fraud a		ey General Indictment and criminal prosecution of urv laws of the State of Illinois. As directed.				
		appears before the Grand Jury to establish pro	bable cau	se and testifies in court as to the validity and				
		applicability of the evidence presented. Travels	s to perforr	n these duties.				
05%	7.			decisions and investigative case file materials for				
		appeals, utilizing systems including but not lim determine if investigative follow-up is required						
		procedures and guidelines and federal and sta						
05%		Defermention duties on required or engineer	ubiob oro	recomply within the same of the duties				
0378	0.	Performs other duties as required or assigned enumerated above.	which are	reasonably within the scope of the duties				
		LE AND NUMBER OF IMMEDIATE SUPERVISOR (F						
		a signing performance evaluations; effectively recomment of this position.)	nending and	l imposing disciplinary action and adjusting grievances				
				WORKING TITLE (IF ANY)				
PSA, Opt. 1	3	7015-44-22-530-00-01						
18. CHECK TH	IE A	PPROPRIATE BOX IF THIS POSITION IS A:						
	RVIS	OR OR 🗌 LEAD WORKER						
NOTE								
		visory or lead worker responsibilities <u>must</u> be des percentage(s) allotted.	scribed in a	detailed duty statement(s) with a				
		necked above, list position title, position number, and	number of s	ubordinate incumbents or authorized funded				
headcour		sition Title Position Nu	mber	No. of Incumbents or Funded Vacancies				
N/A								
		KNOWLEDGES, SKILLS, ABILITIES, LICENSURE C CE OF THE WORK OF THIS POSITION. NOTE: SIN						
		D LICENSURE OR CERTIFICATION IDENTIFIED OI						
		GER BE USED.						
		lge, skill and mental development equivalent to the Business Administration plus three years of local						
adjudication	vork	involved in the fact-finding process. Requires thore	ough knowl	edge of local office automated systems, programs				
		hey relate to the payment of Unemployment Insura of tinvestigations; the Benefit portion of the UI Act. r						
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 in	tervi ath (	ewingpractices and procedures; investigatory tech concepts, databases and hard copy information so	iniques rela urces withir	tive to the examination records and the questioning				
effectively bo	th or	ally and in writing; prepare case reports for referral	to prosecu	ting agency; testify in court in fraud cases; and to				
		mputer with related software packages, including b						
	PowerPoint, Outlook, etc.) and the Internet. Requires ability to travel occasionally. Requires ability to speak and write the Spanish anguage at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.							

#### **POSITION DESCRIPTION**

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1. POSITION TIT	POSITION TITLE WORKING TITLE (IF ANY)							2. POSITION NUMBER					
Existing Position	· · · · · · · · · · · · · · · ·												
New/Revised Position			29	SS	47006								
UI Special Ac 3. AGENCY	gent	4. BUREAU/ DIVISION	29	00	47096-44-22-560-10-31								
5. AGENUT Existing Position					CODE	COUNTY	AUTH	8.AUDIT	USE				
New/Revised Position	······································		· · · · · · · · · · ·		<b> </b>	l		-					
	nt of Employment Securit	y Service Delivery/ UI Pr	ograms		0	016	2	R					
10. SECTION		11. UNIT			12 TRAN CODE	ISACTION	1	3. EFFECTI	E DATE				
Existing Position					11/16/2020								
New/Revised Position		Overpayment Collection	ns		MA021 ESTABLISH								
Benefit Paym	ient Control			Rutan	MC022 EXEMPT CODE CHANGE     MC024 POSITION NUMBER CHANGE								
14. WORK LOCA	TION	15. BARGAINING/TERM CO	DE	Exempt	🛛 мса	26 CLAR	IFY						
Existing Position					п мс	28 WORI	K COUN		L CHANGE GE				
New/Revised Position					п мс-	21 ABOL 49 DOW	WARD						
Chicago, IL		RC062		N		150 LATER 158 UPW/							
% OF TIME		IT AND ACCURATE STATEMEN			ENTIAL	FUNCTI	ONS						
1	Under direction, perfor	ms specialized collections wo the criteria contained in laws	rk relativ	e to the reo	overy of	l unemp	loyme	ent bene deret	fit				
		nteracts with claimants, gover							a				
	overpayment collection	ns. Conducts investigations to	locate c	aimants; de	etermine	es ability	topa	ny based	Ion				
	factors including but no	ot limited to current employme	nt and e	stimation of	assets	initiates	s civil	litigatio	non				
	benefit overpayments; coordinates information and activities with respect to collection and to secure accurate accounting and application of all monies collected on individual claims.												
	•												
35%	1. Performs specializ	ed collections work relative to	the reco	very of une	mploym	ent ben	efit pa	ayments	based				
			ned in laws and policies of the State of Illinois and Federal Department of Labor. s, government agencies and the general public regarding overpayment collections;										
			terviews, advising claimants and/or duly authorized representatives of legal										
	requirement to rep	ay; utilizing highly skilled inter	utilizing highly skilled interviewing techniques and knowledge of applicable laws,										
			procedures, establishes individual repayment agreements based on each ay, the amount and type of overpayment and other circumstances that affect										
	repayment Lifilized	s Spanish language to assist of	anish language to assist clients who request or need interpretive services.										
25%		agency reports and computer :											
		enefit Information System (IB nes ability to pay in accordance)											
	but not limited to c	urrent employment and estimation	ation of a	ssets. Dev	elops le	ads usir	ig ext	emal ar	id 🗍				
1	internal resources;	pursues leads through a vari	ety of me	ethods in ac	cordan	æ with e	stabl	ished ag	jency				
	guidelines. Secure conditions of repay	s documentation; analyzes ar	ia evalua	aes docum	entation	ito detel	mine	items a	nia				
1													
10%		on on benefit overpayments;											
		dinates evidence to support ci tent Insurance Act and related				e with So	ectior	1 900 of	ine				
			n cucid	negiaiduoli.									
10%		d policies and procedures in a											
1	Illinois Comptroller in accordance applicable laws, rules and regulations, including but not limited to Illinois Revised Statutes Chapter 15, paragraph 210.5; invokes the offset when relevant.							10					
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1 A	· · · · · · · · · · · · · · · · · · ·							1	ATE				
Janes,	forte	BUREAU OF PERSONNEL	1	WSMO F	Richard 23 Hallin 11/09/2020								
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	-	TECHNICAL SERVIC	ES										

16. (CONTINUE % OF TIME	16. (CONTINUED) % OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)						
10%	5. Conducts investigations requested by the Attorney General to locate claimants with litigation pending and current whereabouts unknown. Consults with Attorney General Office, Illinois Comptroller's Office and other judicial branches to coordinate the collection of benefit overpayments where judgments are entered or bankruptcies and garnishments filed.						
05%		6. Confers with Service Delivery staff and other relevant agency staff to coordinate information and activities with respect to collection and to secure accurate accounting and application of all monies collected on individual claims; utilizing a PC and automated systems, including but not limited to the Illinois Benefit Information System (IBIS), Microsoft Excel and benefit bank software, reviews and makes decisions on issues related to overpayment credits and refunds and on unidentified collections to ensure compliance with state and federal laws, rules and regulations.					
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 IMM ning performance eval this position.)	IEDIATE 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	PSA, Opt. 1 37015-44-22-560-00-01						
18. CHECK TH	HE APPRO	PRIATE BOX IF THI	S POSITION IS A:	· · · · · · · · · · · · · · · · · · ·			
	RVISOR	OR 🗆 LEAD V	VORKER				
ti Ifaboxw	me percei as checke	ntage(s) allotted.	ponsibilities <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			
headcour							
N/A	Position	Title	Position Number	No. of Incumbents or Funded Vacancies			
			· · · · · · · · · · · · · · · · · · ·				
			· · · · · · · · · · · · · · · · · · ·				
PERFORM ABILITIES CAN NO L	MANCE O S AND LIC LONGER	F THE WORK OF TH ENSURE OR CERTI BE USED.	IS POSITION. NOTE: SINCE THERE FICATION IDENTIFIED ON STANDA	CATION NECESSARY FOR THE SUCCESSFUL ARE NOW SEVERAL OPTIONS OF SKILLS AND RDS, THE PHRASE "SAME AS SPECIFICATION"			
Business La	w and Bu	isiness Administrati	on plus three years of local office p	n of four years college with major courses in professional investigative experience performing ugb knowledge of functional relationships within			
the Illinois D Benefit porti	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 limite and write the	ed to Micr	osoft Office Suite (\	Nord, Excel, PowerPoint, Outlook,	mputer with related software packages, including etc.) and the Internet. Requires ability to speak ition duties in conjunction with Spanish speaking			
clients.							