



**State Services  
Assurance Act  
Annual Report**

Annual Report on the staffing level of bilingual on-board frontline employees within the Illinois Department of Natural Resources.

In accordance with 5 ILCS 382/3-1 *et seq.*, the Illinois Department of Natural Resources submits the following report to the Illinois General Assembly.



### Executive Summary

The State Services Assurance Act recognizes that the State government delivers essential services to all Illinois residents, including those with limited English proficiency. To address this, the Act mandates the hiring and retention of bilingual frontline staff in State agencies with the highest public service demand.

The Act requires each executive branch agency, board, and commission to prepare and submit an annual report to the General Assembly by April 1. This report must include bilingual staffing data from the previous month, specifically each employee's name, job title, job description, and languages spoken.

As of April 1, 2026, the Illinois Department of Natural Resources (IDNR) employed sixteen (16) bilingual frontline staff: three in Water Resources (Spanish); two in Grant Management (one Spanish, one Russian); two in Mines and Minerals (Spanish); two in Resource Conservation (Spanish); two in Lands Management (Spanish); and one each in Fiscal Management (Spanish), Realty & Capital Planning (Gujarati and Hindi), Human Resources (Spanish and Turkish), Office of Law Enforcement (Spanish), and Illinois Nature Preserves (French).



May 12, 2026

To the Honorable Members of the General Assembly:

Subject: State Services Assurance Act

Pursuant to the State Services Assurance Act, 5 ILCS 382/3-1 et seq., I respectfully submit the Department of Natural Resources (DNR) Annual Report. In accordance with statutory requirements, this report details the staffing levels from the previous month for frontline State employees in specific bargaining units represented by the American Federation of State, County, and Municipal Employees (AFSCME). The report includes, but is not limited to, each employee's name, job title, job description, and languages spoken.

The Department of Natural Resources is committed to ensuring that all Illinois residents have equitable access to State services, many of which are essential to health, welfare, safety, and quality of life. Bilingual employees are vital to this goal, helping the State government remain representative, responsive, and effective.



## State Services Assurance Act: Annual Report

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

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

Employee Name	Job Title	Position Number	Bargaining Unit	Languages Spoken	Job Description
Corral-Jacquez, Daisy	Grant Administrator 1	09311-12-12-100-31-02	RC-062	Spanish	Appendix A
Schweikart, Olivia	Natural Resources Coordinator	28831-12-32-210-06-01	RC-062	Spanish	Appendix B
Barraza, Sofia	Office Coordinator	30025-12-46-510-00-01	RC-014	Spanish	Appendix C
Zuniga, Norma	Account Tech II	00116--12-05-100-11-01	RC-014	Spanish	Appendix D
Salazar, Ana	Administrative Assistant 1	00501-12-64-100-00-01	RC-028	Spanish	Appendix E
Payan, Luz	Administrative Assistant 2	00502-12-64-400-10-01	RC-028	Spanish	Appendix F
Patel, Manish	Civil Engineer IV	07604-12-23-520-02-01	RC-063	Gujarati; Hindi	Appendix G
Aranzubia, Olga	Civil Engineer IV	07604-12-73-700-10-02	RC-063	Spanish	Appendix H
Scott, Zivile	Grant Administrator. 3	09313-12-12-100-30-01	RC-062	Russian	Appendix I
Macias, Roberto	Conservation Police Officer 1	09341-12-81-410-40-01	RC-061	Spanish	Appendix J
Montano, Natalia	Environment. Protection. Engineer 3	13793-12-73-700-00-02	RC-063	Spanish	Appendix K
Cantal-Lopez, Audrey	Human Resources Representative	19692-12-00-710-20-01	RC-062	Spanish, Turkish	Appendix L
Chavira-Meza, Esther	Natural Resources Coordinator	28831-12-65-610-11-02	RC-062	Spanish	Appendix M
Strahl, Loretta (Nicky)	Natural Resources. Specialist	28832-12-46-170-20-01	RC-062	Spanish	Appendix N
Njapa, Valerie	Natural Resources. Advanced Specialist	28833-12-00-520-20-01	RC-062	French	Appendix O
Smith Jr, Ervin	Site Technician II	41131-12-32-405-03-02	RC-028	Spanish	Appendix P

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION						09311-12-12-100-31-02		
Conservation Grant Administrator I			29					
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION		Grant Administration						
NEW/REVISED POSITION		Office of Grant Management and Assistance		0	084	1	R	
Natural Resources								
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		09/01/2022		
NEW/REVISED POSITION								
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC062		N				
Sangamon								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
40%	<p>1. Under general direction, assists in managing various grant projects:</p> <ul style="list-style-type: none"> <li>Participates in the review for accuracy, completeness and eligibility of submitted project applications for the Open Land Trust (OLT), Off-Highway Vehicle (OHV), the federal Recreational Trails Program (RTP), the Snowmobile Trail Establishment Fund (STEF), the Local Government Snowmobile program, the Open Space Land Acquisition Development (OSLAD), the Land and Water Conservation Fund (LWCF), the Bicycle Path program, the Boat Access program, and the Museum Operating and Capital grant programs</li> </ul>							
20%	<p>2. Participates in the preparation of contracts and CODs by providing general assistance to local grant recipients:</p> <ul style="list-style-type: none"> <li>Translates from and to Spanish for recipients who are unable to speak English</li> <li>Assists with inspections of completed projects for contract compliance by visiting locations and reviewing project guidelines</li> <li>Assists with completing reimbursement documents and reviewing for the accuracy, completeness and eligibility of other state and federal grant projects</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
20%	3. Maintains administrative files on the Open Land Trust (OLT), Off-Highway Vehicle (OHV), the federal Recreational Trails Program (RTP), the Snowmobile Trail Establishment Fund (STEF), the Local Government Snowmobile grant program and other grant projects and progress.
15%	4. Communicates with various individuals in both English and Spanish: <ul style="list-style-type: none"> <li>• Prepares responses to oral/written grant inquiries from local officials, professional staff, consultants, and legislators regarding various grant programs</li> </ul>
5%	5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

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

	WORKING TITLE (IF ANY)
Conservation Grant Administrator III 09313-12-12-100-30-01	

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

- Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to the completion of four years of college, with coursework in public administration.
2. Requires one year of professional experience in a public organization or in a grants administration field.

Preferred Qualifications

1. One (1) year of working knowledge of methods and procedures utilized in the review and evaluation of grant applications
2. One (1) year working knowledge of current federal and state legislation regulating the Division of Grant Administration
3. One (1) year of working knowledge of methods and procedures used in determining noncompliance with statutes, rules, and regulations

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.

4. One (1) year of working knowledge of methods and procedures used in preparing contracts and/or updating contracts.
5. One (1) year of working knowledge of methods and procedures used in compiling, preparing and maintaining technical files and reports
6. One (1) year of elementary knowledge of departmental policies and procedures regarding the administration of grant programs
7. One (1) year of experience preparing and maintaining administrative files on grant projects
8. One (1) year of experience preparing and maintaining technical reports of project progress
9. One (1) year of experience using sound judgement in making determinations regarding accuracy and completeness of applications, contracts, billing requests and project amendments
10. One (1) year of experience effectively communicating in oral and written form
11. One (1) year of experience establishing and maintaining cooperative working relationships with local and federal governmental agencies and agency employees.
12. One (1) year of experience assisting in the administration of regional grant programs

20. CONDITIONS OF EMPLOYMENT

1. Ability to pass background check
2. Valid driver's license
3. Ability to travel
4. Ability to translate Spanish orally and in writing


All applicants must be able to meet the following Conditions of Employment, with or without reasonable accommodation, to be considered for this position.

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

The Office of Grant Management and Assistance is responsible for managing and coordinating the Department's various Recreational Grant In Aid Programs to local government entities. These programs provide federal and state funds to enhance and improve recreational amenities through a competitive selection process. The programs include the Open Space Land Acquisition and Development (OSLAD) Program. This funds projects which will provide new recreational facilities such as parks and playgrounds. The Bikeway's Program provides for bike trail enhancement and development. The Boat Access program provides for new and improved boat accesses. The Snowmobile Access & Development program provides for new and improved snowmobile trails and trail access.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

Charged with preserving, protecting and promoting Illinois' natural and cultural resources, Illinois Department of Natural Resources (IDNR) employees oversee water, wildlife, wetlands and oil wells, parks, historic sites – and everything in between. Employment opportunities vary greatly, often providing employees the chance to work indoors and out in a dynamic yet relaxed environment. Working for the State of Illinois, IDNR employees receive excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; as well as pre-tax benefit programs.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Anthony Pascente by Amy Tribble</i> 10/24/2022			8/24/2022

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER			
EXISTING POSITION										
NEW/REVISED POSITION					SS5		28831-12-32-210-06-01			
Natural Resources Coordinator				29						
3. AGENCY			4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE	
EXISTING POSITION										
NEW/REVISED POSITION			Office of Land Management		0	016	1	R		
Natural Resources										
10. SECTION			11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE			
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		5/1/2023			
NEW/REVISED POSITION			Region 2 / William Powers							
Div of Parks & Recreation										
14. WORK LOCATION			15. BARGAINING/TERM CODE		RUTAN EXEMPT					
EXISTING POSITION										
NEW/REVISED POSITION			RC062		N					
Cook										
%	OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
30%		1. Under general supervision, interprets the recreational, educational, and ecological aspects of William Powers Conservation Area to a variety of park visitors: <ul style="list-style-type: none"> <li>• Develops outdoor recreation and resource-oriented programs and informational material for utilization in the overall interpretive programs (i.e. calendar of events, newsletter, brochures, audio/video presentations, etc.)</li> <li>• Develops and constructs interpretive displays, makes necessary alterations and improvements</li> <li>• Staffs the visitor center and disseminates site information to the public</li> <li>• Collects and analyzes data to assist in natural and cultural resource projects</li> </ul>								
20%		2. Translates interpretive programs and brochures into Spanish for individuals who cannot speak or read English: <ul style="list-style-type: none"> <li>• Coordinates interpretive programs and special events for Spanish speaking visitors</li> <li>• Offers six public programs per summer exclusively for Spanish speaking visitors</li> </ul>								

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Develops programs in Spanish (i.e. slide shows, general nature hikes and one family programs)</li> <li>• Responds to requests for programs from Spanish speaking groups</li> <li>• Develops informational sheets or brochures in Spanish</li> </ul>
20%	<p>3. Assists various groups and individuals that visit the site:</p> <ul style="list-style-type: none"> <li>• Consults with, advises, and provides guidance and assistance to various groups/individuals</li> <li>• Participates in education and training programs</li> <li>• Prepares and distributes information regarding departmental programs, policies, rules, and regulations to the visiting public, interested individuals, and organizations</li> <li>• Coordinates interpretive programming with area educators so that visiting school groups will achieve maximum benefit from park facilities</li> </ul>
15%	<p>4. Provides input for the development of the program budget:</p> <ul style="list-style-type: none"> <li>• Prepares and maintains various records, reports, resource materials and visual aids related to site operations and the interpretive programs</li> <li>• Develops an interpretive master plan for the park with projections of anticipated usage, possible cost, and needs assessment justification</li> </ul>
5%	<p>5. Provides guidance and direction to seasonal workers and volunteers.</p> <ul style="list-style-type: none"> <li>• Plans and coordinates volunteers with park cleanup, interpretive development and implementation</li> </ul>
5%	<p>6. Participates in the research, design, and development of displays, exhibits, and audio/visual presentations for statewide events such as the State Fair:</p> <ul style="list-style-type: none"> <li>• Delivers informational and educational presentations to visitors at Conservation World</li> <li>• Represents the Site Superintendent at meetings</li> <li>• Enhances the image of the park by public appearances and appropriate efforts in local and area news media</li> </ul>
5%	<p>7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above</p>

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

Site Superintendent 2 41212-12-32-210-00-01	WORKING TITLE (IF ANY)
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

- Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

Minimum Qualifications

1. Requires a bachelor's degree in outdoor recreation, fish, wildlife, forestry, natural heritage resource management, or a related biological, life or natural science
2. Requires one year of directly related professional experience, or completion of an agency sponsored training program.

Preferred Qualifications

1. One (1) year of working knowledge of division objectives, policies, programs and services and state and federal laws, rules and regulations pertaining to outdoor recreation, fish, wildlife, forestry, or natural heritage conservation
2. Two (2) years of elementary knowledge of public relations principles and techniques, audio/visual and other interpretive methods, theories, and practices
3. One (1) year of elementary knowledge of budgetary planning
4. One (1) year of experience establishing and maintaining satisfactory working relationships with representatives from federal, state, and local governments, conservation organizations, other Natural Resource employees, and the general public
5. One (1) year of experience in providing task-related direction and assistance to seasonal or intermittent employees, volunteers, landowners, sports enthusiasts, or the general public
6. Two (2) years of experience in delivering planned and impromptu informational presentations
7. Two (2) years of experience in developing the core site interpretive program, addressing site interpretive needs, and translating those needs into meaningful outlets

**20. CONDITIONS OF EMPLOYMENT**

- 1. Ability to pass background check
  - 2. Ability to travel in the performance of duties, with overnight stays as appropriate.
  - 3. Valid driver’s license.
  - 3. Ability to speak and write Spanish at a colloquial skill level
  - 5. Ability to lift, carry, and transport loads exceeding sixty pounds.
- All applicants must be able to meet the following Conditions of Employment, with or without reasonable accommodation, to be considered for this position.

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

The Office of Land Management (OLM) oversees nearly 400 individual parcels of land and institutes a wide variety of programs and activities advocating outdoor recreation through sustainable use, conservation, and preservation. The Historic Sites Division of the Office of Land Management oversees 57 Historic Sites, Monuments, and Memorials. OLM facilitates activities from small group interpretive programming at Historical Sites, to hiking, hunting, fishing, boating, and camping.

**22. ABOUT THE AGENCY/BUREAU/PROGRAM**

Charged with preserving, protecting, and promoting Illinois’ natural resources, the Illinois Department of Natural Resources (IDNR) employees oversee water, wildlife, wetlands and oil wells, parks, historic sites – and everything in between. Employment opportunities vary greatly, often providing employees the chance to work indoors and out in a dynamic yet relaxed environment. Working for the State of Illinois, IDNR employees receive excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; as well as pre-tax benefit programs; flexible/remote work schedules may be available in for certain positions.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Raven DeV Vaughn by Amy Tribble</i> 5/18/2023		<i>Natalie Phelps Jimmie</i>	5/1/2023

# CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

## POSITION DESCRIPTION

1. POSITION TITLE		Working Title (If Any)	Bilingual Code	Position Title Option Code	2. POSITION NUMBER				
Existing Position				2					
New/Revised Position Office Coordinator			29	S2	30025-12-46-510-00-01				
3. AGENCY		4. BUREAU/DIVISION			5. Exmt. Code	6. Work Cd.	7. An Auth.	8. Audit	9. Office Use
Existing Position									
New/Revised Position Natural Resources		Office of Resource Conservation			0	022	1	R	
10. SECTION		11. UNIT			12. Transaction Code			13. Effective Date	
Existing Position					MA021 ESTABLISH			6/16/20 CA	
New/Revised Position Division of Wildlife		Wildlife			9 MC022 EXEMPT CODE CHANGE 30025-12-46-510-MC024 POSITION NO. CHANGE XMC026 CLARIFY				
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exmt	0 MC027 ADDITIONAL IDENTICAL CHANGE				
Existing Position					MC028 WORK COUNTY CHANGE MC021 ABOLISH 9 MC149 DOWNWARD REALLOCATION 9 MC150 LATERAL REALLOCATION 9 MC158 UPWARD REALLOCATION				
New/Revised Position DuPage		RC014		N					

% OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
30%	<p>Under direction, serves as secretary to the Regional Wildlife Administrator; provides complex office support for the Regional Wildlife Administrator. Performs responsible administrative functions including assignment tracking, fiscal record keeping, timekeeping, and maintenance of confidential files. Utilizing a personal computer with various software packages including Microsoft Office Suites; develops and maintains databases, prepares charts and graphs; and <del>keyboards</del> complex technical documents. Prepares periodic budget reports; maintains Regional files and records; schedules and coordinates all aspects of the Administrator's calendar, schedule and travel plans, assists in implementation and interpretation of new and existing non-biological Regional policies, procedures, and programs for Regional staff. Serves as the bilingual interpreter; speaks and writes Spanish to those needing translation.</p> <p>1. Serves as secretary to the Regional Wildlife Administrator; performs detailed keyboarding; utilizes a laser printer to produce a variety of letters, memoranda, announcements, reports and documents which require an understanding of scientific terminology in order to proofread and edit material to ensure completeness of content and accuracy of spelling, grammar, context, punctuation, etc. composes a variety of routine correspondence; make/cancels/revises appointments for/with supervisor and government officials, business representatives and Department constituents; receives, opens, logs, reviews, and distributes incoming mail. Maintains assignment tracking for use by Administrator in ensuring timeliness of assignment completion; Prepares invoices and travel vouchers as needed utilizing PC based software.</p>
25%	<p>2. Assists Regional staff with implementation of policies and procedures for administrative functions of the Region. Assists staff in administrative functions including but not limited to purchasing, timekeeping, budgets, vouchers, requisitions, Policy and Procedures Manual, and other Departmental, Division, and Regional policies, procedures, and programs. Advises and instructs Regional personnel in these procedural functions for compliance and accuracy. Confers with other Regional staff and/or other division and Department staff regarding new and revised policies and procedures or in the interpretation of these and other policies and procedures.</p>

DIRECTOR OF CMS SIGNATURE <i>James J. Cook</i> 39	IMMEDIATE SUPERVISOR SIGNATURE <i>James J. Cook</i> AUG 04 2020	AGENCY HEAD SIGNATURE <i>Allen Callahan</i>	DATE 8/4/2020
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CMS-104 (REV. 10/1/94) IL 401-0794  
9/15/20

% OF TIME	16. (CONTINUED)
10%	3. Coordinates scheduling of personnel evaluations; disseminates evaluation forms to supervisors; monitors to ensure that evaluation deadlines are met; <del>types</del> evaluations from draft; proofreads and edits evaluation and maintains confidentiality of all information processed; maintains monthly timekeeping records and programmatic time sheets for the Section.
10%	4. Schedules and coordinates all aspects of Regional Wildlife Administrator's calendar, schedule, and travel; secures meeting rooms and makes arrangements for Regional meetings, including accommodations and transportation.
10%	5. Answers non-technical questions pertaining to the Region. routes calls and requests for assistance, and performs other such public relations functions.
5%	6. Serves as the bilingual interpreter, translating and/or interpreting for vendors, and constituents, and the public.
5%	7. Maintains budget records on a monthly, quarterly, and annual basis for the section using Excel to develop spreadsheets by gathering and compiling data to prepare budget status reports for the Wildlife Administrator. Monitors cash flow and provides fund balance indicator readings to prevent over obligation of funds.
5%	8. Performs other duties which are reasonably within the scope of the duties enumerated above, as assigned or required.

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.)

Natural Resources Manager 2 28837-12-46-510-00-01	WORKING TITLE (If Any)
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR                      OR                       LEAD WORKER

**NOTE: Supervisor or Lead Worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.**

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

POSITION TITLE	POSITION NUMBER	NO. OF INCUMBENTS OR FUNDED VACANCIES

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

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college, or completion of high school and two years of related office experience, or two years of independent business experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires extensive knowledge of basic mathematics. Requires working knowledge of the logic of computer programs. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. *Requires ability to keyboard accurately at 30 wpm.*

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

# CMS ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

## POSITION DESCRIPTION

1. POSITION TITLE		Working Title (If Any)	1. Job Code	2. POSITION NUMBER				
Existing Position								
New/Revised Position Office Coordinator			2	30025-12-46-510-00-01				
3. AGENCY		4. BUREAU/DIVISION		5. Exmt Code	6. Work Co	7. A.I. Auth	8. Audit	9. Office Loc
Existing Position					098			
New/Revised Position Natural Resources		Office of Resource Conservation		0	022	N	R	
10. SECTION		11. UNIT		12. Transaction Code			13. Effective Date	
Existing Position		Wildlife/Region 1		MAD21 ESTABL 5H			AUG 16 2019	
New/Revised Position Division of Wildlife		Wildlife/Region 2		<input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO CHANGE <input type="checkbox"/> MC026 CLARIFY				
14. WORK LOCATION		15. BARGAINING/TERM CODE		Reason Exmt		MC027 ADDITIONAL DENTIAL CHANGE		
Existing Position Whiteside						<input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC145 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		
New/Revised Position DuPage		RC014		N				
% OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	<p>Under direction, serves as secretary to the Region 1 Wildlife Administrator; and complex office support for the Region 2 Wildlife Administrator. Performs responsible administrative functions including assignment tracking, fiscal record keeping, timekeeping, and maintenance of confidential files. Utilizing a personal computer with various software packages including Microsoft Office Suites; develops and maintains databases, prepares charts and graphs; and types complex technical documents. Prepares periodic budget reports; maintains Regional files and records; schedules and coordinates all aspects of the Administrator's calendar, schedule and travel plans, assists in implementation and interpretation of new and existing non-biological Regional policies, procedures, and programs for Regional staff. Coordinates evaluation scheduling. Routes calls, schedules meeting rooms, makes travel arrangements for staff.</p> <p>1. Serves as secretary to the Region 1 Wildlife Administrator; performs detailed typing; operates a personal computer and laser printer to produce a variety of letters, memoranda, announcements, reports and documents which require an understanding of scientific terminology in order to proofread and edit material to ensure completeness of content and accuracy of spelling, grammar, context, punctuation, etc. composes a variety of routine correspondence; make/cancels/revises appointments for/with supervisor and government officials, business representatives and Department constituents; receives, opens, logs, reviews, and distributes incoming mail. Maintains assignment tracking for use by Region 2 Administrator in ensuring timeliness of assignment completion; Prepares invoices and travel vouchers as needed utilizing PC based software.</p>							
25%	<p>2. Assists Regional staff with implementation of policies and procedures for administrative functions of the Region. Assists staff in administrative functions including but not limited to purchasing, timekeeping, budgets, vouchers, requisitions, Policy and Procedures Manual, and other Departmental, Division, and Regional policies, procedures, and programs. Advises and instructs Regional personnel in these procedural functions for compliance and accuracy. Confers with other Regional staff and/or other division and Department staff regarding new and revised policies and procedures or in the interpretation of these and other policies and procedures.</p>							
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE		DATE	
<i>Janet Jorde</i> 39		<i>[Signature]</i> 8/12/19			<i>[Signature]</i>		6-4-19	
Per <i>Shark Topcott 8/2/19</i>		Per _____						

RECEIVED

AUG 01 2019

OF TIME	16 (CONTINUED)
10%	3. Coordinates scheduling of personnel evaluations; disseminates evaluation forms to supervisors; monitors to ensure that evaluation deadlines are met; types evaluations from draft; proofreads and edits evaluation and maintains confidentiality of all information processed; maintains monthly timekeeping records and programmatic time sheets for the Section.
10%	4. Schedules and coordinates all aspects of Region 1 Wildlife Administrator's calendar, schedule, and travel; secures meeting rooms and makes arrangements for Regional meetings, including accommodations and transportation.
10%	5. Answers non-technical questions pertaining to the Region, routes calls and requests for assistance, and performs other such public relations functions.
10%	6. Maintains budget records on a monthly, quarterly, and annual basis for the section using Excel to develop spreadsheets by gathering and compiling data to prepare budget status reports for the Region 1 Wildlife Administrator. Monitors cash flow and provides fund balance indicator readings to prevent over obligation of funds.
5%	7. Performs other duties which are reasonably within the scope of the duties enumerated above, as assigned or required.

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.)

Natural Resources Manager 2 28837-12-46-510-00-01	WORKING TITLE (If Any)

18 CHECK THE APPROPRIATE BOX IF THIS POSITION IS A

SUPERVISOR                      OR                      LEAD WORKER

NOTE: Supervisor or Lead Worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.

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

POSITION TITLE	POSITION NUMBER	NO. OF INCUMBENTS OR FUNDED VACANCIES

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

"Requires knowledge, skill and mental development equivalent to completion of two years of secretarial/business college, or completion of high school and two years of related office experience, or two years of independent business experience. Requires extensive knowledge of office practices, procedures and programs and basic math and composition. Requires extensive knowledge of agency policies and procedures and of personal computers using word processing, spreadsheets and database management programs. Prefers extensive knowledge of budgeting and bookkeeping. Requires ability to keyboard accurately at 30 WPM."



ILLINOIS DEPARTMENT OF  
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position						30025-12-40-110-01-01				
New/Revised Position						30025-12-46-510-00-01				
Office Coordinator										
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AUTH.	8. AUDIT	9. OFFICE USE		
Existing Position										
New/Revised Position		Office of Resource Conservation		0	098	N	R			
Natural Resources										
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE				
Existing Position		Regional Headquarters				4-16-04				
New / Revised Position		Wildlife/Region 1				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MC021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Region 1										
Division of Wildlife										
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT						
Existing Position				N						
New / Revised Position		RC-14		N						
Whiteside										
% OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES									
30%	<p>Under <del>general</del> direction, provides secretarial and complex office support for the Region 1 Wildlife Administrator. Performs responsible administrative functions including assignment tracking, fiscal record keeping, timekeeping, and maintenance of confidential files. Utilizing a personal computer with various software packages such as Paradox, QuattroPro and WordPerfect, develops and maintains databases, prepares charts and graphs; and types complex technical documents. Prepares periodic budget reports; maintains Regional files and records; schedules and coordinates all aspects of the Administrator's calendar, schedule and travel plans, assists in implementation and interpretation of new and existing non-biological Regional policies, procedures, and programs for Regional staff.</p> <p>1. Serves as secretary to the Region 1 Wildlife Administrator; performs detailed typing; operates a personal computer and laser printer to produce a variety of letters, memoranda, announcements, reports and documents which require an understanding of scientific terminology in order to proofread and edit material to ensure completeness of content and accuracy of spelling, grammar, context, punctuation, etc. composes a variety of routine correspondence; make/cancels/revises appointments for/with supervisor and government officials, business representatives and Department constituents; receives, opens, logs, reviews, and distributes incoming mail. Maintains assignment tracking for use by Region 1 Administrator in ensuring timeliness of assignment completion; Prepares invoices and travel vouchers as needed utilizing PC based software.</p>									
25%	<p>2. Assists Regional staff with implementation of policies and procedures for administrative functions of the Region. Assists staff in administrative functions including but not limited to purchasing, timekeeping, budgets, vouchers, requisitions, Policy and Procedures Manual, and other Departmental, Division, and Regional policies, procedures, and programs. Advises and instructs Regional personnel in these procedural functions for compliance and accuracy. Confers with other Regional staff and/or other division and Department staff regarding new and revised policies and procedures or in the interpretation of these and other policies and procedures.</p>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
									11/13/03	

Ready for Personnel  
Nov 19 2003  
Tech Services

28  
5-10-04

16 (CONTINUED)

% OF	
10%	3. Coordinates scheduling of personnel evaluations; disseminates evaluation forms to supervisors; monitors to ensure that evaluation deadlines are met; types evaluations from draft; proofreads and edits evaluation and maintains confidentiality of all information processed; maintains monthly timekeeping records and programmatic time sheets for the Section.
10%	4. Schedules and coordinates all aspects of Region 1 Wildlife Administrator's calendar, schedule, and travel; secures meeting rooms and makes arrangements for Regional meetings, including accommodations and transportation.
10%	5. Answers non-technical questions pertaining to the Region, routes calls and requests for assistance, and performs other such public relations functions.
10%	6. Maintains budget records on a monthly, quarterly, and annual basis for the section using a QuattroPro spreadsheet by gathering and compiling data to prepare budget status reports for the Region 1 Wildlife Administrator. Monitors cash flow and provides fund balance indicator readings to prevent over obligation of funds.
05%	7. Performs other duties which are reasonably within the scope of the duties enumerated above, as assigned or required.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work,

Public Service Administrator  
37015-12-46-510-00-01

**WORKING TITLE (IF ANY)**  
Region 1 Wildlife Administrator

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

SUPERVISOR OR  LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Requires knowledge, skill and mental development equivalent to completion of two years of secretarial or business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures, and programs; basic math and composition. Require knowledge of budgeting and bookkeeping; agency policies and procedures; and knowledge of personal computers using word processing, spreadsheets, and data base management programs. Requires ability to type accurately at 30 words per minute.



ILLINOIS DEPARTMENT OF  
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position									
New/Revised Position				2	30025-12-40-110-01-01				
Office Coordinator									
3. AGENCY		4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AM AUTH.	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position		Office of Resource Conservation			0	098	N	R	
Natural Resources									
10. SECTION		11. UNIT			12. TRANSACTION CODE				13. EFFECTIVE DATE
Existing Position									12/1/00
New / Revised Position		Region 1			<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MC021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Regional Headquarters									
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT					
Existing Position									
New / Revised Position		Whiteside		RC-044	N				
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES									
Under general direction of the Regional Resource Manager, provides secretarial and complex office support for the Office of Resource Conservation Regional Resource Manager. Performs responsible administrative functions including assignment tracking, fiscal record keeping, timekeeping, and maintenance of confidential files. Utilizing a personal computer with various software packages such as Paradox, QuattroPro and WordPerfect, develops and maintains databases, prepares charts and graphs; and types complex technical documents. Prepares periodic budget reports as required; maintains Regional files and records; schedules and coordinates all aspects of Regional Resource Manager's calendar, schedule and travel plans, assists Regional Resource Manager in implementation and interpretation of new and existing non-biological Regional policies, procedures, and programs for Regional staff.									
30%	1. Serves as secretary to the Regional Resource Manager; performs detailed typing; operates a personal computer and laser printer to produce a variety of letters, memoranda, announcements, reports and documents which require an understanding of scientific terminology in order to proofread and edit material to ensure completeness of content and accuracy of spelling, grammar, context, punctuation, etc. composes a variety of routine correspondence on own initiative; make/cancels/revises appointments for/with supervisor and government officials, business representatives and Department constituents; receives, opens, logs, reviews, and distributes incoming mail. Maintains assignment tracking for use by Regional Resource Manager in ensuring timeliness of assignment completion; Prepares invoices and travel vouchers as needed utilizing PC based software.								
25%	2. Assists Regional staff with implementation of policies and procedures for administrative functions of the Region. Assists staff in administrative functions including but not limited to purchasing, timekeeping, budgets, vouchers, requisitions, Policy and Procedures Manual, and other Departmental, Division, and Regional policies, procedures, and programs. Advises and instructs Regional personnel in these procedural functions for compliance and accuracy. Confers with other Regional staff and/or other division and Department staff regarding new and revised policies and procedures or in the interpretation of these and other policies and procedures.								
10%	3. Coordinates scheduling of personnel evaluations within the Region; disseminates evaluation forms to supervisors; ensures that evaluation deadlines are met; types evaluations from draft; proofreads and edits evaluation and maintains confidentiality of all information processed; maintains monthly timekeeping records and programmatic time sheets for the Section.								
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE DATE				
<i>[Signature]</i>		BEC 01 2000			<i>[Signature]</i> 11/28/00				

**16 (CONTINUED)**

% OF	
10%	4. Schedules and coordinates all aspects of Regional Resource Manager's calendar, schedule, and travel; secures meeting rooms and makes arrangements for Regional meetings, including accommodations and transportation.
10%	5. <del>As needed,</del> Answers non-technical questions pertaining to the Region, routes calls and requests for assistance, and performs other such public relations functions when necessary.
10%	6. Maintains budget records on a monthly, quarterly, and annual basis for the section using a QuattroPro spreadsheet by gathering and compiling data to prepare budget status reports for the Regional Resource Manager. Monitors cash flow and provides fund balance indicator readings to prevent over obligation of funds.
05%	7. Performs other duties which are reasonably within the scope of the duties enumerated above, as assigned or required.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing

Public Service Administrator 37015-12-40-110-00-01	<b>WORKING TITLE (IF ANY)</b> Regional Resource Manager
--	--

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

- SUPERVISOR OR  LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

Requires knowledge, skill and mental development equivalent to completion of two years of secretarial or business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures, and programs; basic math and composition. Require knowledge of budgeting and bookkeeping; agency policies and procedures; and knowledge of personal computers using word processing, spreadsheets, and data base management programs. Requires ability to type accurately at ~~30~~ words per minute.

1. POSITION TITLE		WORKING TITLE		BILINGUAL CODE	SKILL CODE	2. POSITION NUMBER	LEGACY POSITION NUMBER
ACCOUNT TECHNICIAN II		ACCOUNT TECHNICIAN II		None	None	90684312	00116-12-05-100-11-01
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	5. EXMT CODE		SITE		POSITION TYPE	7. MI
false	No	Not Exempt		In-Office		SP	true
AGENCY		DIVISION		10. SECTION		11. UNIT	13. EFFECTIVE DATE
Department of Natural Resources		Office of Fiscal Management		Expenditures Section			2024-07-01
6. WORK COUNTY		14. WORK LOCATION		15. BARGAINING/TERM CODE		JOB PROTECTED	
Sangamon		Springfield - One Natural Resources Way		USA/RC014		Yes	
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS						
35	1. Under direction, independently analyzes and verifies the Agency's complex voucher payments: <ul style="list-style-type: none"> <li>• Reviews voucher payment for accounting information in conformance with the comptroller's Statewide Accounting practices, Agency contracts, Federal reporting requirements, and the State purchasing and procurement rules and regulations</li> <li>• Verifies appropriateness and adequate funding level to process expenditures</li> <li>• Approves and posts expenditures to automated accounting system</li> <li>• Confers with Department employees, off-site employees and administrative employees statewide as well as vendors to clarify questions or discrepancies in voucher information</li> <li>• Documents additional accounting information and adjusts balances to resolve discrepancies</li> </ul>						
30	2. Reviews and corrects monthly reports: <ul style="list-style-type: none"> <li>• Audits and reconciles expenditures monthly by line and fund to the Comptroller's monthly appropriation ledger report</li> <li>• Examines and adjusts journal entries</li> </ul>						
10	3. Maintains expenditure processing files for internal/external and federal audits and use purposes: <ul style="list-style-type: none"> <li>• Provides for initial distribution of documents for appropriate Agency staff</li> </ul>						
10	4. Assists with budget information and accounts: <ul style="list-style-type: none"> <li>• Provides input in the preparation of documents for the budget, including OMB and ISL forms</li> <li>• Monitors accounts for surpluses and/or deficits and informs supervisor relative to the status of accounts</li> </ul>						
10	5. Serves as section back-up timekeeper as needed: <ul style="list-style-type: none"> <li>• Completes variant pay forms</li> <li>• Prepares timesheets, obtains all initials and files in employee file</li> <li>• Send original timesheet to Agency timekeeper in HR</li> <li>• Maintain current listing of staff work schedules</li> <li>• Answer questions regarding timekeeping rules and procedures</li> </ul>						
5	6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above						
	7.						
	8.						
	9.						
	10.						
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)							
SUPERVISOR POSITION TITLE				POSITION		WORKING TITLE (IF ANY)	
ACCOUNTANT SUPERVISOR				90684351		ACCOUNTANT SUPERVISOR	
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
<p>19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.</p>		
<p><u>Minimum Qualifications</u></p>		
<p>1. Requires knowledge, skill, and mental development equivalent to completion of two years of college and one year of technical accounting experience or four years of related clerical bookkeeping experience.</p>		
<p><u>Preferred Qualifications (In Order of Significance)</u></p>		
<p>1. Two (2) years of extensive knowledge of accounting techniques. 2. Two (2) years of extensive knowledge of office methods and procedures. 3. One (1) year of experience in applying established accounting methods and techniques.</p>		
<p><u>Specialized Skills (Used for certain BU Employees only)</u></p>		
<p>20. CONDITIONS OF EMPLOYMENT</p>		
<p>1. Ability to pass background check. 2. All applicants must be able to meet the following Conditions of Employment, with or without reasonable accommodation, to be considered for this position.</p>		

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION									
NEW/REVISED POSITION					SS		00501-12-64-100-00-01		
Administrative Assistant I				29					
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									
Natural Resources			Office of Water Resources		0	022	1	R	
10. SECTION			11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		1/16/2023		
NEW/REVISED POSITION									
Resource Management			Administrative Support						
14. WORK LOCATION			15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION									
NEW/REVISED POSITION									
DuPage			RC028		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
30%	<p>1. Under general direction, functions as a staff assistant to the Northeastern area:</p> <ul style="list-style-type: none"> <li>Plans, develops and implements administrative policies, procedures and programs.</li> <li>Makes recommendations on administrative matters.</li> <li>Functions as a representative of the Front Desk for the Office of Water Resources and other Offices within IDNR to assist with services.</li> <li>Responds to in person, phone and email inquiries.</li> <li>Conducts investigations of limited scope regarding inquiries and services.</li> <li>Drafts public notices.</li> </ul>								
25%	<p>2. Serves as the Vehicle Coordinator:</p> <ul style="list-style-type: none"> <li>Maintains inventory of fleet vehicles.</li> <li>Ensures compliance from field sites with policies and procedures from the Department's vehicle coordinator.</li> <li>Tracks vehicles and ensure reports are completed monthly.</li> <li>Provides monthly vehicle maintenance report to management.</li> </ul>								

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
15%	3. Initiates office procedures including setting up and organizing confidential filing systems: <ul style="list-style-type: none"> <li>• Managing division document imaging system.</li> <li>• Oversees internal policies and procedures.</li> <li>• Makes recommendation with regard to office areas (such as mail control, duplicating, telecommunications, etc.)</li> <li>• Recommends and implements divisional clerical support policies and procedures.</li> </ul>
10%	4. Serves as the Timekeeper for the section: <ul style="list-style-type: none"> <li>• Maintains time and attendance records.</li> <li>• Reviews official leave requests for completeness and proper signatures.</li> <li>• Records all entries on employee timesheets in compliance with the Agency's Timekeeping Handbook Procedures.</li> </ul>
10%	5. Serves as the inventory coordinator: <ul style="list-style-type: none"> <li>• Maintains inventory for office supplies, equipment and paper goods.</li> <li>• Conducts physical inventory for equipment and computers</li> </ul>
5%	6. Utilizes bilingual skills (Spanish/English) in contacts with the public, advocacy groups, customers, and community organizations.
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

SPSA, 40070-12-64-000-00-01	WORKING TITLE (IF ANY)
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

Minimum Qualifications

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

1. Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration.
2. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management program.
3. Requires the ability to speak, read and write in Spanish at a colloquial skill level.

Preferred Qualifications

1. One (1) year of experience organizing and tracking inventory.
2. One (1) year of knowledge using Microsoft Office.
3. Ability to keyboard accurately.

20. CONDITIONS OF EMPLOYMENT

1. Ability to pass background check.

All applicants must be able to meet the following Conditions of Employment, with or without reasonable accommodation, to be considered for this position.

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

The Office of Water Resources administers regulatory programs over construction in the flood ways of rivers, lakes, and streams. It is also responsible for construction in the shore waters of Lake Michigan, construction and operation of dams, construction in public bodies of water, and diversion of water from Lake Michigan, and withdrawal of water from three Federal lakes (Shelbyville, Carlyle, and Rend Lakes). The Office serves as the lead State agency for water resource planning, navigation, floodplain management, the National Flood Insurance Program, and interstate organizations on water resources.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

Charged with preserving, protecting and promoting Illinois' natural and cultural resources, Illinois Department of Natural Resources (IDNR) employees oversee water, wildlife, wetlands and oil wells, parks, historic sites – and everything in between. Employment opportunities vary greatly, often providing employees the chance to work indoors and out in a dynamic yet relaxed environment. Working for the State of Illinois, IDNR employees receive excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; as well as pre-tax benefit programs.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Raven DeVaughn by Mark Dawson</i> 1/30/2023		<i>Allen Callahan</i>	1/16/2023

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION						00502-12-64-400-10-01		
Administrative Assistant 2								
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Office of Water Resources		0	016	1	R	
Natural Resources								
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY		08/01/2022		
NEW/REVISED POSITION		Lake Michigan Program		<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Water Resource Management								
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC028		N				
Cook								
% OF TIME		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS						
30%		1. Under general direction, assists in implementing the Department's Lake Michigan Water Allocation Program: <ul style="list-style-type: none"> <li>Assists the Division Manager with developing and implementing program policies and procedures.</li> <li>Directs and conducts a variety of studies and investigations of problems affecting the Lake Michigan Program.</li> <li>Advises section manager on personnel and budgetary issues as well as other administrative matters.</li> </ul>						
25%		2. Assimilates and analyzes water use, water conservation and hydrological data to assist in preserving the integrity of the allocation program through balancing water supply and water demands both in the present and in the future: <ul style="list-style-type: none"> <li>Collects available population and water supply usage data from all entities using and contemplating using Lake Michigan water making accurate water use and population projections.</li> </ul>						

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
15%	3. Serves as liaison conferring with federal, state and local officials regarding the Lake Michigan Program: <ul style="list-style-type: none"> <li>• Explains program policies and procedures.</li> <li>• Explains the application process for allocation permits.</li> <li>• Communicates effectively with all levels of government, contractors, suppliers, building management and the private sector.</li> <li>• Receives phone calls and answers questions relates to processes, rules and regulations of the Lake Michigan Program.</li> </ul>
10%	4. Participates in the preparation of water usage reports: <ul style="list-style-type: none"> <li>• Assists in collecting data to evaluate applications for allocation permits.</li> <li>• Attends al formal administrative hearings and prehearing conferences.</li> </ul>
10%	5. Assists in the planning and coordination of meetings, hearings, and workshops: <ul style="list-style-type: none"> <li>• Makes arrangements, notifies participants, etc..</li> </ul>
5%	6. Provides input for the preparation of the budget request for the section: <ul style="list-style-type: none"> <li>• Monitors adherence with finalized budget.</li> </ul>
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

SPSA, 40070-12-64-400-00-01	WORKING TITLE (IF ANY)
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration.
2. Requires two years of professional experience in a public or private organization.

Preferred Qualifications (In Order of Significance)

1. Two (2) years of experience performing confidential duties and responsibilities.
2. Two (2) years of experience reviewing incoming and outgoing correspondence.
3. One (1) year of experience collecting and organizing data.

20. CONDITIONS OF EMPLOYMENT

1. Ability to pass background check.  
All applicants must be able to meet the following Conditions of Employment, with or without reasonable accommodation, to be considered for this position.

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

The Office of Water Resources administers regulatory programs over construction in the flood ways of rivers, lakes, and streams. It is also responsible for construction in the shore waters of Lake Michigan, construction and operation of dams, construction in public bodies of water, and diversion of water from Lake Michigan, and withdrawal of water from three Federal lakes (Shelbyville, Carlyle, and Rend Lakes). The Office serves as the lead State agency for water resource planning, navigation, floodplain management, the National Flood Insurance Program, and interstate organizations on water resources.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

Charged with preserving, protecting and promoting Illinois' natural and cultural resources, Illinois Department of Natural Resources (IDNR) employees oversee water, wildlife, wetlands and oil wells, parks, historic sites – and everything in between. Employment opportunities vary greatly, often providing employees the chance to work indoors and out in a dynamic yet relaxed environment. Working for the State of Illinois, IDNR employees receive excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; as well as pre-tax benefit programs.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Anthony Pascente by Ericka Hine</i>		<i>Allen Callahan</i>	7/26/2022

9/15/22

DEPARTMENT OF CENTRAL MANAGEMENT SERVICE

- - - POSITION ACTION NOTICE - - -

REPORT #: DPP03

RUN DATE: 10/23/17

PROGRAM #: IMPO60

FROM

TO

POSITION #: 07604-12-23-120-02-01

POSITION #: 07604-12-23-520-02-01

TITLE NAME: CIVIL ENGINEER 4

TITLE NAME: CIVIL ENGINEER 4

DEPARTMENT: NATURAL RESOURCES

DEPARTMENT: NATURAL RESOURCES

DIVISION : DIV OF ARCHITECT & ENGR

DIVISION : DIV OF FIELD OPS

\* \* \* \* \*

A/I CONTRL: 001

WRK COUNTY: 022-DUPAGE

EXMPT CODE: 5

TRANS CODE: MC024

AUDIT CODE: RECORD

EFFEC DATE: 07-01-17

BARG CODE : RC083

POS OPTION:

RUTAN EXEMPT: N

BILING PAY:

TERM ID : CMS

ALT FORM : N

\* \* \* \* \*

REMARKS :

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
New/Revised Position Civil Engineer IV						07604-12-23-120-02-01				
3. AGENCY Existing Position			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AN AUTH	8. AUDIT	9. OFFICE USE
New/Revised Position Natural Resources			Engineering							
Architecture & Engineering						4d5	022	N	R	
10. SECTION Existing Position			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position								9-1-06		
14. WORK LOCATION Existing Position			15. BARGAINING/TERM CODE			Rutan Exempt		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		
New/Revised Position DuPage			RC063			N				
% OF TIME										
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS										
<p>Under general direction, independently performs complex engineering work which encompasses responsibility for the design and development of all engineering projects for the Department within Region II.</p> <p>30% 1. Serves as project leader and contract officer for approved design and construction jobs; serves as Department representative in meetings associated with non department personnel; serves as chief inspector on construction projects; verifies compliance with specifications, State standards, and monitors work of consulting engineers on projects.</p> <p>20% 2. Performs studies of complex engineering problems, includes scope developments, investigations and inspection, preparation of reports with management recommendations, problem solutions, cost estimates, alternatives, health and safety relationships and operational consequences.</p> <p>15% 3. Checks and reviews or prepares complex architect and engineering project's specifications and plans; directs and assists engineering technicians, engineers, draftsmen and clerical personnel in preparing documents; assists with inspections, design reviews, and progress meetings.</p> <p>15% 4. Provides facility managers with general technical assistance on non-assigned problems and assists manager(s) in reaching solutions using local operational funds, or in the development of capital scopes for presentation to higher level management.</p>										
<b>BUREAU OF PERSONNEL</b>										
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>Janey Cymbel</i>			AUG 03 2006			<i>Sam Flood</i>			7/31/06	

16. (CONTINUED)	
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
10%	5. Develops designs including specifications for projects, directs the work of technicians and engineers, and draftsmen in the preparation of layouts, diagrams, directs and assists correspondent in preparing contract documentation.
5%	6. Designs and develops projects from idea inception to completion; works with regional landscape architects, regional land managers, site superintendents and fiscal officers investigate project feasibility, propose alternatives, and develop cost estimates; requests funding or funding changes from fiscal officer.
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)	
Senior Public Service Administrator 40070-12-23-100-00-01	WORKING TITLE (IF ANY)
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:	
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER	
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b>	
If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:	
Position Title	Position Number
No. of Incumbents or Funded Vacancies	
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. <b>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.</b>	
Requires knowledge, skill, and mental development equivalent to completion of four years college culminating with a bachelor's degree in civil engineering. Requires possession of Illinois Certificate as a Registered Professional Engineer. Requires four years of professional civil engineering experience.	

**POSITION DESCRIPTION**

1. POSITION TITLE		Working Title (if Any)		Regular Code	Exempt Code	2. POSITION NUMBER				
Existing Position Civil Engineer IV						07604-12-23-120-02-01				
New/Revised Position										
3. AGENCY			4. BUREAU/DIVISION			5. Emr Code	6. Work Co	7. AN Auth	8. Audit	9. Office Use
Existing Position Natural Resources			Office of Capital Development				049			
New/Revised Position						5	022	N	R	
10. SECTION			11. UNIT			12. Transaction Code		13. Effective Date		
Existing Position Engineering			Bureau of Personnel			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC028 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input checked="" type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		NOV 07 2002		
New/Revised Position			Tech Services					1/2-1-02		
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rate Emr					
Existing Position <i>Spoke</i>			RC-63							
New/Revised Position <i>DuPage</i>			RC 63		N					

**% OF TIME** | **16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS**

Under general direction of the Chief Engineer, independently performs complex engineering work which encompasses responsibility for the design and development of all engineering projects for the Department of Natural Resources within Region II.

30% | 1. Serves as project leader and contract officer for approved design and construction jobs; serves as Department representative in meetings associated with non Natural Resources personnel; serves as chief inspector on construction projects, *verifies* compliance with specifications, State standards, and monitors work of consulting engineers on projects.

20% | 2. Performs studies of complex engineering problems, includes scope developments, investigations and inspection, preparation of reports with management recommendations, problem solutions, cost estimates, alternatives, health and safety relationships and operational consequences.

15% | 3. Checks and reviews or prepare complex Architect and Engineering project's specifications and plans; direct and assist engineering technicians, engineers, draftsmen and clerical personnel in preparing documents; assist with inspections, design reviews, and progress meetings.

15% | 4. Provide facility managers with general technical assistance on non-assigned problems and assist manager(s) in reaching solutions using local operational funds, or in the development of capital scopes for presentation to higher level management.

DIRECTOR OF CMS SIGNATURE <i>Stephan B. Schroy</i>	IMMEDIATE SUPERVISOR SIGNATURE <i>[Signature]</i>	AGENCY HEAD SIGNATURE <i>Brent Manning</i>	DATE 12/26/02
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*12-18-02*

% OF TIME	16. (CONTINUED)	
10%	5.	Develops designs including specifications for projects, directs the work of technicians and engineers, and draftsmen in the preparation of layouts, diagrams, directs and assists correspondent in preparing contract documentation.
5%	6.	Designs and develops projects from idea inception to completion; works with regional landscape architects, regional land managers, site superintendents and fiscal officers' investigate project feasibility, propose alternatives, and develop cost estimates; requests funding or funding changes from fiscal officer.
5%	7.	Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

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

Senior Public Service Administrator 40070-12-23-100-00-01	WORKING TITLE (If Any)
	Chief Conservation Engineer

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

SUPERVISOR                      OR                      LEAD WORKER

**NOTE: Supervisor or Lead Worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.**

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

POSITION TITLE	POSITION NUMBER	NO. OF INCUMBENTS OR FUNDED VACANCIES

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

Requires equivalent to completion of four years college culminating with a Bachelor's degree in civil engineering. Requires possession of Illinois Certificate as a Registered Professional Engineer and four years of professional civil engineering experience.



POSITION DESCRIPTION

1. POSITION TITLE		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position <b>CIVIL ENGINEER IV</b>				07604-12-23-200-00-01				
New/Revised Position <b>CIVIL ENGINEER IV</b>				07604-12-23-120-02-01				
3. AGENCY		4. DIVISION/BUREAU		5. EXMT CODE	6. WORK COUNTY	7. A1 AUTH.	8. AUDIT	9. OFFICE USE
Existing Position <del>Conservation</del>								
New/Revised Position <b>Natural Resources</b>		<b>ENGINEERING</b>		405 Q	049	N	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position						07-01-95		
New/Revised Position <b>REGIONAL OPERATIONS</b>		<b>REGION II</b>				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
Existing Position								
New/Revised Position <b>LAKE</b>		<b>RC063</b>		<b>N</b>				
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES								% OF TIME
DUTIES AND RESPONSIBILITIES REMAIN THE SAME								

DIRECTOR OF CMS SIGNATURE <i>[Signature]</i>	IMMEDIATE SUPERVISOR SIGNATURE <i>[Signature]</i>	AGENCY HEAD SIGNATURE <i>[Signature]</i>	DATE 07/19/95
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16. (Continued)

% OF TIME

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

SENIOR PUBLIC SERV ADMIN 40070-12-23-100-00-01

18. IF THIS POSITION IS

- SUPERVISORY (person who assigns and reviews work, prepares, conducts and signs performance evaluations, effectively recommends and imposes disciplinary action, and adjusts grievances).
- LEAD WORKER (person who assigns and reviews work, provides input into performance evaluations and provides guidance and direction to staff).

List position title, position number, and number of incumbents immediately subordinate:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

DEPARTMENT OF CENTRAL MANAGEMENT SERVICE

- - - POSITION ACTION NOTICE - - -

REPORT #: DPP03

RUN DATE: 07/14/95

PROGRAM #: IMPO60

FROM

TO

POSITION #: 07604-12-23-200-00-01

POSITION #: 07604-12-23-200-00-01

TITLE NAME: CIVIL ENGINEER 4

TITLE NAME: CIVIL ENGINEER 4

DEPARTMENT: NATURAL RESOURCES

DEPARTMENT: NATURAL RESOURCES

DIVISION : DIV OF ENGINEERING

DIVISION : DIV OF ENGINEERING

\* \* \* \* \*

A/I CONTRL: 001

WRK COUNTY: 049-LAKE

EXMPT CODE: 5

TRANS CODE: MCO26

AUDIT CODE: RECORD

EFFEC DATE: 08-30-85

BARG CODE : RC083

POS OPTION:

ADMN OR190:

BILING PAY:

TERM ID : CMS

\* \* \* \* \*



POSITION DESCRIPTION

1. POSITION TITLE		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position								
New/Revised Position CIVIL ENGINEER IV				07604-12-23-200-00-01				
3. AGENCY		4. DIVISION/BUREAU		5. EXMT CODE	6. WORK COUNTY	7. A1 AUTH.	8. AUDIT	9. OFFICE USE
Existing Position								
New/Revised Position CONSERVATION		DIVISION OF ENGINEERING		0	049	N	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE	
Existing Position							03-16-94	
New/Revised Position REGIONAL OPERATIONS		REGION II		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
Existing Position								
New/Revised Position LAKE		RC063		N				
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES								% OF TIME
<p>Under general direction of the Chief Conservation Engineer, serves as Regional Engineer coordinating and implementing the technical, administrative, construction, non-construction and public health and safety aspects of the overall Conservation goals on a region-wide basis; serves as functional supervisor to subordinate professional engineer.</p>								
<p>1. Controls all phases of evaluation, design monitoring and construction of all capital improvements within the assigned region. Defines project goals relating to Department of Conservation objectives, analyzes project constraints resources, environmental impacts and conservation engineering criteria; responsible for preparing preliminary designs solutions; develops detailed plans and specifications and obtains other regulatory agencies reviews; comments and permits.</p>								35
<p>2. Provides technical assistance to other Department central and field personnel relating to operation, maintenance and management of recreational areas and facilities. Conducts investigations and gives advice on proper operation and repairs, provides guidance on maintenance and training programs, develops specifications for material and equipment purchases not in the capital budget, provides information on sampling methods and procedures for filing and acting on EPA AND Public Health inspections and permits, and assessment of solution to emergencies.</p>								20
<p>3. Performs the overall coordination and execution of non-construction activities within an assigned region which includes conducting safety inspections of dams and bridges, insures proper water and systems operations compliance with State and Federal regulations prepares feasibility and special studies on fish, wildlife, forestry and natural area facilities; and assembles technical data and cost estimates for Master Management Plans for recreational areas.</p>								15
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE		DATE
<i>Stephen B. Schrey</i>						<i>Brent Manning</i>		3/11/94

KS

4. (Continued)	% OF TIME
Provides functional supervision to subordinate professional engineering staff; assigns and reviews work; provides input into employee performance evaluation; monitors all projects for completion by due date.	10
5. Coordinates engineering activities within an assigned region with Department personnel, other State and Federal agencies, local governments, contractors and citizens groups relating to Statutory requirements, policies and procedures, design implementation and project monitoring, prioritization of engineering activities, development of status reports, plans of work, reports, project scopes and technical files.	10
6. Responds to legislative, gubernatorial, public, news media on inquiries regarding Conservation engineering, policy and theories.	5
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.	5

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

SENIOR PUBLIC SERVICE ADMIN 40070-12-23-000-00-01

18. IF THIS POSITION IS

- SUPERVISORY (person who assigns and reviews work, prepares, conducts and signs performance evaluations, effectively recommends and imposes disciplinary action, and adjusts grievances).
- LEAD WORKER (person who assigns and reviews work, provides input into performance evaluations and provides guidance and direction to staff).

List position title, position number, and number of incumbents immediately subordinate:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
CIVIL ENGINEER III	07603-12-23-200-01-01	
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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.



<b>1. POSITION TITLE</b>		<b>2. POSITION NUMBER</b>				
Existing Position CIVIL ENGINEER IV		07604-12-21-320-00-01				
New/Revised Position CIVIL ENGINEER IV		07604-12-23-200-00-01				
<b>3. AGENCY</b>	<b>4. DIVISION/BUREAU</b>	<b>5. EXMT CODE</b>	<b>6. WORK COUNTY</b>	<b>7. AUTH.</b>	<b>8. AUDIT</b>	<b>9. OFFICE USE</b>
Existing Position CONSERVATION	TECHNICAL SERVICES	0	049	N	R	
New/Revised Position CONSERVATION	ENGINEERING	0	049	N		
<b>10. SECTION</b>	<b>11. UNIT</b>	<b>12. TRANSACTION CODE</b>		<b>13. EFFECTIVE DATE</b>		
Existing Position ENGINEERING				02-16-93		
New/Revised Position REGIONAL OPERATIONS		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
<b>14. WORK LOCATION</b>	<b>15. BARGAINING/TERM CODE</b>					
Existing Position LAKE	RC063					
New/Revised Position LAKE	RC063					
<b>16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES</b>						<b>% OF TIME</b>
<p>Under general direction of the Chief Conservation Engineer, serves as Regional Engineer coordinating and implementing the technical, administrative, construction, non-construction and public health and safety aspects of the overall Conservation goals on a region-wide basis.</p>						
<p>1. Controls all phases of evaluation, design monitoring and construction of all capital improvements within the assigned region. Defines project goals relating to Department of Conservation objectives, analyzes project constraints resources, environmental impacts and conservation engineering criteria; responsible for preparing preliminary designs solutions; develops detailed plans and specifications and obtains other regulatory agencies reviews; comments and permits.</p>						35
<p>2. Provides technical assistance to other Department central and field personnel relating to operation, maintenance and management of recreational areas and facilities. Conducts investigations and gives advice on proper operation and repairs, provides guidance on maintenance and training programs, develops specifications for material and equipment purchases not in the capital budget, provides information on sampling methods and procedures for filing and acting on EPA and Public Health inspections and permits, and assessment of solutions to emergencies.</p>						20
<p>3. Performs the overall coordination and execution of non-construction activities within an assigned region which includes conducting safety inspections of dams and bridges, insures proper water and systems operations compliance with State and Federal regulations, prepares feasibility and special studies on fish, wildlife, forestry and natural area facilities; and assembles technical data and cost estimates for Master Management Plans of recreational areas.</p>						20

<b>DIRECTOR OF CMS SIGNATURE</b> <i>Stephen B. Schopf</i> 7/19/93 BJK	<b>IMMEDIATE SUPERVISOR SIGNATURE</b> FEB 17 1993	<b>AGENCY HEAD SIGNATURE</b> <i>Brent Manning</i> JKO	<b>DATE</b> 2/15/93
---	--	---	------------------------

16. (Continued)

% OF TIME

- 4. Coordinates engineering activities within an assigned region with Department personnel, other State and Federal agencies, local governments, contractors and citizens groups relating to Statutory requirements, policies and procedures, design implementation and project monitoring, prioritization of engineering activities, development of status reports, plans of work, reports, project scopes and technical files. 15
- 5. Responds to legislative, gubernatorial, public, news media on inquiries regarding Conservation engineering, policy and theories. 5
- 6. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above. 5

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)

Chief Conservation Engineer 06990-12-23-000-00-01

18. IF THIS POSITION IS  SUPERVISORY OR  A LEAD WORKER (person who assigns and reviews work and has input into performance evaluations); list position title, position number, and number of incumbents immediately subordinate:

Position Title	Position Number	No. of Incumbents
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION:

Requires licensing as a professional engineer in Illinois in order to perform mandated safety inspections, develop regulatory permit applications and certify capital projects design and pay requests per the State Purchasing Act.



1. POSITION TITLE Existing Position				2. POSITION NUMBER				
New/Revised Position <b>CIVIL ENGINEER IV</b>				07604-12-21-320-00-01				
3. AGENCY Existing Position		4. DIVISION/BUREAU		5. EXMT CODE	6. WORK COUNTY	7. AN AUTH.	8. AUDIT	9. OFFICE USE
New/Revised Position <b>CONSERVATION</b>		<b>TECHNICAL SERVICES</b>		0	049	N	R	
10. SECTION Existing Position		11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE	
New/Revised Position <b>REGIONAL OPERATIONS</b>		<b>REGION II</b>		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			<del>10-19-92</del> <del>10-16-92</del>	
14. WORK LOCATION Existing Position		15. BARGAINING/TERM CODE						
New/Revised Position <b>LAKE</b>		<b>RC063</b>						

16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES % OF TIME

*Clarification of reporting relationships*

DIRECTOR OF CMS SIGNATURE

IMMEDIATE SUPERVISOR SIGNATURE

AGENCY HEAD SIGNATURE

DATE

16. (Continued)

% OF TIME

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)

CHIEF CONS ENGINEER 06990-12-21-300-00-01

18. IF THIS POSITION IS  SUPERVISORY OR  A LEAD WORKER (person who assigns and reviews work and has input into performance evaluations); list position title, position number, and number of incumbents immediately subordinate:

Position Title	Position Number	No. of Incumbents
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION:



1. POSITION TITLE Existing Position		2. POSITION NUMBER 07604-12-21-320-00-02				
New/Revised Position CIVIL ENGINEER IV		07604-12-21-320-00-01				
3. AGENCY Existing Position	4. DIVISION/BUREAU	5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH.	8. AUDIT	9. OFFICE USE
New/Revised Position CONSERVATION	TECHNICAL SERVICES	0	049	N	R	
10. SECTION Existing Position	11. UNIT	12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position REGIONAL OPERATIONS				11-01-89		
14. WORK LOCATION Existing Position	15. BARGAINING/TERM CODE	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
New/Revised Position LAKE	RC063					

16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES	% OF TIME
<p>Under general direction of the Engineer of Regional Operations, serves as Regional Engineer coordinating and implementing the technical, administrative, construction, non-construction, and public health and safety aspects of the overall Conservation goals on a region-wide basis. This position also supervises the work of the Region II engineer technician position.</p> <p>1. Controls all phases of evaluation, design monitoring and construction of all capital improvements within the assigned region. Defines project goals relating to Department of Conservation objectives, analyzes project constraints resources, environmental impacts and conservation engineering criteria; responsible for preparing preliminary designs solutions; develops detailed plans and specifications and obtains other regulatory agencies reviews; comments and permits.</p> <p>2. Provides technical assistance to other Department central and field personnel relating to operation, maintenance and management of recreational areas and facilities. Conducts investigations and gives advice on proper operation and repairs, provides guidance on maintenance and training programs, develops specifications for material and equipment purchases not in the capital budget, provides information on sampling methods and procedures for filing and acting on EPA and Public Health inspections and permits, and assessment of solutions to emergencies.</p> <p>3. Performs the overall coordination and execution of non-construction activities within an assigned region which includes conducting safety inspections of dams and bridges, insures proper water and systems operations compliance with State and Federal regulations, prepares feasibility and special studies on fish, wildlife, forestry and natural area facilities; and assembles technical data and cost estimates for Master Management Plans of recreational areas.</p>	<p>35</p> <p>20</p> <p>15</p>

DIRECTOR OF CMS SIGNATURE <i>Engelbert Kuehn</i> 11/16/89	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE <i>Mark Fresh</i> 11/9/89	DATE
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KRS

16. (Continued)

% OF TIME

- 4. Supervises subordinate technical staff assigned to the region. Conducts performance evaluations, distributes work assignments and reviews work output. 10
- 5. Coordinates engineering activities within an assigned region with Department personnel, other State and Federal Agencies, local governments, contractors and citizen groups relating to Statutory requirements, policies and procedures, design implementation and project monitoring, prioritization of engineering activities, development of status reports, plans of work, reports, project scopes and technical files. 10
- 6. Responds to legislative, gubernatorial, public, news media on inquires regarding Conservation engineering, policy and theories. 5
- 7. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above. 5

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AGENCY PERSONNEL  
SECTION

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)

Civil Engineer V 07605-12-21-300-00-01

18. IF THIS POSITION IS  SUPERVISORY OR  A LEAD WORKER (person who assigns and reviews work and has input into performance evaluations); list position title, position number, and number of incumbents immediately subordinate:

Position Title	Position Number	No. of Incumbents
ENG TECH II	13732-12-21-320-01-01	1

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION:

Same as spec

**ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES**  
Springfield, Illinois 62706

**POSITION DESCRIPTION**

<b>1. POSITION TITLE</b> Existing Position		<b>2. POSITION NUMBER</b>				
New/Revised Position <b>CIVIL ENGINEER 4</b>		07604-12-21-320-00-02				
<b>3. AGENCY</b>	<b>4. DIVISION/BUREAU</b>	<b>5. EXMT CODE</b>	<b>6. WORK COUNTY</b>	<b>7. AUTH.</b>	<b>8. AUDIT</b>	<b>9. OFFICE USE</b>
Existing Position						Intra Ag TRANSFER
New/Revised Position <b>CONSERVATION</b>	<b>TECHNICAL SERVICES</b>	0	049	N	R	
<b>10. SECTION</b>	<b>11. UNIT</b>	<b>12. TRANSACTION CODE</b>			<b>13. EFFECTIVE DATE</b>	
Existing Position		<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			06-16-86	
New/Revised Position <b>REGIONAL OPERATIONS</b>						
<b>14. WORK LOCATION</b>	<b>15. BARGAINING/TERM CODE</b>					
Existing Position						
New/Revised Position <b>LAKE</b>	<b>RC063</b>					
<b>16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES</b>						<b>% OF TIME</b>
Under general direction of the Chief Regional Operations, serves as Regional Engineer coordinating and implementing the technical, administrative, construction, non-construction, and public health and safety aspects of the overall Conservation goals on a region-wide basis.						
1. Provides technical assistance to other Department central and field personnel relating to operation, maintenance and management of recreational areas and facilities. Conducts investigations and gives advice on proper operation and repairs, provides guidance on maintenance and training programs, develops specifications for material and equipment purchases not in the capital budget, provides information on sampling methods and procedures for filing and acting on EPA and Public Health inspections and permits, and assessment of solutions to emergencies.						40%
2. Coordinates engineering activities within an assigned region with Department personnel, other State and Federal Agencies, local governments, contractors and citizen groups relating to Statutory requirements, policies and procedures, design implementation and project monitoring, prioritization of engineering activities, development of status reports, plans of work, reports, project scopes and technical files.						15%
3. Controls all phases of evaluation, design monitoring and construction of all capital improvements within the assigned region. Defines project goals relating to Department of Conservation objectives, analyzes project constraints resources, environmental impacts and conservation engineering criteria; responsible for preparing preliminary designs solutions; develops detailed plans and specifications and obtains other regulatory agencies reviews; comments and permits.						15%

<b>DIRECTOR OF CMS SIGNATURE</b> <i>Michael Tristano</i> 08/11/86	<b>IMMEDIATE SUPERVISOR SIGNATURE</b> <i>JUN 24 1986</i>	<b>AGENCY HEAD SIGNATURE</b> <i>Michael D. Kittle</i>	<b>DATE</b>
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16. (Continued)

% OF TIME

- 4. Performs the overall coordination and execution of non-construction activities within an assigned region which includes conducting safety inspections of dams and bridges, insures proper water and systems operations compliance with State and Federal regulations, prepares feasibility and special studies on fish, wildlife, forestry and natural area facilities; and assembles technical data and cost estimates for Master Management Plans of recreational areas. 10%
- 5. Responds to legislative, gubernatorial, public, news media on inquires regarding Conservation engineering, policy and theories. 5%
- 6. Coordinate Capital construction projects within assigned region utilizing efficient A/E selection to ensure aesthetic quality control. Botain input from the Central Operations section regarding architectural design to ensure standardized projects within each region. 5%
- 7. Reviews, plans and inspects boat access area Construction projects funded by the Department through Boating funds within assigned regions. Inspects project estimates and construction cost relative to Boat access grant applications. 5%
- 8. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above. 5%

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)

Civil Engineer V 07605-12-21-300-00-01





18. PAYROLL TITLE & POSITION NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised and evaluated by this position)

Position Title	Position number of Subordinates	Position Title	Position number of Subordinates
ENGINEER TECH 2	13732-12-21-320-01-01		

Position assigned responsibility as leadworker check  and list payroll title and position number above.

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED OTHER THAN THOSE REQUIRED BY THE CLASS SPECIFICATIONS.

Same as spec

1. POSITION TITLE		Working Title (If Any)	Bilingual Code	Position Title Option Code	2. POSITION NUMBER				
Existing Position					07604-12-74-700-10-02				
New/Revised Position Civil Engineer IV					07604-12-73-700-10-02				
3. AGENCY		4. BUREAU/DIVISION			5. Exmt. Code	6. Work Co.	7. A/I Auth.	8. Audit	9. Office Use
Existing Position									
New/Revised Position Natural Resources		Office of Mines & Minerals			5E	028	N	R	
10. SECTION		11. UNIT			12. Transaction Code		13. Effective Date		
Existing Position AMLRD					MA021 ESTABLISH		5/1/10		
New/Revised Position Abandoned Mined Lands Reclamation		Southern IL			<input checked="" type="checkbox"/> 9 MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY				
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exmt	- MC027 ADDITIONAL IDENTICAL CHANGE				
Existing Position					<input type="checkbox"/> 9 MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> 9 MC149 DOWNWARD REALLOCATION <input type="checkbox"/> 9 MC150 LATERAL REALLOCATION <input type="checkbox"/> 9 MC158 UPWARD REALLOCATION				
New/Revised Position Franklin		RC063		N					
% OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
45%	<p>Under direction of the AMLRD Manager for Southern Illinois, serves as professional engineer for engineering work in the region; serves as project manager on assigned projects; reviews engineering work in order to affix the professional engineering seal to reclamation plans; performs difficult civil engineering duties in connection with the planning, investigation, design, construction and inspection of abandoned mined land reclamation projects.</p> <p>1. Serves as project manager on assigned AML reclamation projects; plans and participates in conducting detailed investigations to identify site conditions; Prepares and presents reclamation concepts to supervisors. Performs calculations and engineering analysis; prepares designs, construction plans, specifications, estimates and bid documents; manages construction/reclamation to ensure adherence to the contract plans and specifications; conducts pre-bid and pre-construction meetings; communicates Division plans to property owners; inspects and monitors projects in process to ensure adherence to the contract plans and specifications; provides assistance and information to contractors concerning project details and activities; advises landowners and supervisor on the status of projects; documents construction procedures and progress; prepares contract change orders; prepares payments; prepares annual reports and close-out reports; prepares record drawings; prepares suggested maintenance and land use plans for landowners. Travels throughout the region.</p>								
20%	<p>2. Serves as designated lead worker, assigns and reviews work; provides input into performance evaluations.</p>								
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE		DATE	
 22			 MAR 04 2010 By _____			 mc			

% OF TIME	16. (CONTINUED)
20%	3. Serves as a professional engineer by reviewing reclamation plans, engineering calculations and analysis and specifications; affixes professional engineering seal to final plans.
10%	4. Plans and participates in detailed site investigations to identify site conditions for projects; records and analyzes field data; samples and analyzes water and soil conditions; identifies drainage patterns and pollutional sources; establishes boring locations and monitors drilling operations; directs investigations by other staff or consultants.
5%	5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-12-73-700-00-01	WORKING TITLE (If Any)
---	------------------------

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:  
 SUPERVISOR                      OR                       LEAD WORKER  
**NOTE:** Supervisor or Lead Worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded head count:



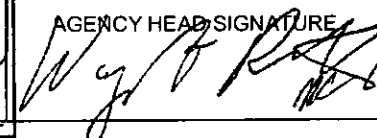
POSITION TITLE	POSITION NUMBER	NO. OF INCUMBENTS OR FUNDED VACANCIES
Civil Engineer 3	07603-12-74-700-13-02	1

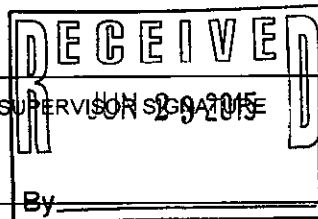
19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. **NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION"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

Requires knowledge, skill and mental development <sup>extensive</sup> equivalent to completion of four years of college culminating in a bachelor's degree in civil engineering; requires possession of an Illinois Certificate as a Registered Professional Engineer; requires four years of professional civil engineering experience in the reclamation of abandoned mined lands. Requires knowledge of methods, procedures and techniques used in site investigations and in the analysis of soils, water and vegetation. Requires ability to analyze various environmental factors and apply theory, principles, and practices to design reclamation solutions. Requires knowledge of methods, procedures and techniques utilized in the preparation of detailed construction plans and specifications. Requires working knowledge of the physical and chemical processes of the generation of acidity at abandoned mine sites and of methods to eliminate and mitigate the acid mine drainage. Requires knowledge of IDOT standard specifications, construction management, inspection and documentation, and familiarity with construction equipment and methods. Requires planning, organization and project management skill to plan and manage multiple projects and prepare and maintain project files and reports. Requires ability to clearly communicate Division plans, policies and regulations to other staff, landowners, consultants and the general public. Requires ability to effectively coordinate and provide technical assistance to other staff. Valid driver's license.

1. POSITION TITLE		Working Title (If Any)	Bilingual Code	Position Title Option Code	2. POSITION NUMBER				
Existing Position					09313-12-24-140-00-01				
New/Revised Position Conservation Grant Administrator 3					09313-12-12-100-30-01				
3. AGENCY		4. BUREAU/DIVISION			5. Exmt. Code	6. Work Co.	7. A/I Auth.	8. Audit	9. Office Use
Existing Position		Division of Grant Administration							
New/Revised Position Natural Resources		Office of Grant Management & Assistance			0	084	N	R	
10. SECTION		11. UNIT			12. Transaction Code			13. Effective Date	
Existing Position					MA021 ESTABLISH			5/1/15	
New/Revised Position					<input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY				
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exmt	<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE				
Existing Position					<input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
New/Revised Position Sangamon		RC062		N					

% OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<p>Under administrative direction, coordinates and directs the statewide administration of four trails grant programs; the Off-Highway Vehicle (OHV), the federal Recreational Trails Program (RTP), the Snowmobile Trail Establishment Fund (STEF), and the Local Government Snowmobile Grant Program. Serves as a Department representative in meetings and conferences associated with these grant programs. Administers other competitive federal and state grant programs in southern and northeastern Illinois. Supervises staff.</p>
35%	<p>1. Administers, monitors and coordinates the Department's federal RTP and state OHV grant programs. Reviews, evaluates and prioritizes grant applications; makes presentations and recommendations for project funding to the State Off-Highway Vehicle Trails Advisory Board, the Illinois Greenways and Trails Council and DNR Director; coordinates projects and provides administrative guidance and technical assistance to local sponsors; reviews appraisals for approved acquisition projects; reviews and approves bid specifications, working drawings and cost estimates for approved development projects; reviews and approves project billings for grant payment; responds to requests from local sponsors to solve specific problems; performs on-site inspections.</p>
25%	<p>2. Administers, monitors and coordinates the Department's STEF and local government snowmobile grant programs; monitors and maintains fiscal records for the program; reviews, evaluates and prioritizes grant applications; makes recommendations for project funding to the DNR Director; coordinates projects and provides administrative guidance and technical assistance to local sponsors; reviews appraisals for approved acquisition projects; reviews and approves bid specifications, working drawings and cost estimates for approved development projects; reviews and approves project billings for grant payment; responds to requests from local sponsors to solve specific problems; performs on-site inspections.</p>

DIRECTOR OF CMS SIGNATURE 	IMMEDIATE SUPERVISOR SIGNATURE 	AGENCY HEAD SIGNATURE 	DATE 6/23/15
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% OF TIME	16. (CONTINUED)
15%	3. Reviews, evaluates and prioritizes applications from local governmental agencies eligible to receive grants through the state's Open Space Land Acquisition and Development (OSLAD), Museum grant programs, the federal Land and Water conservation Fund (LWCF), and legislative Line Item grants; makes presentations and recommendations to the Natural Resources Advisory Board; coordinates projects and provides administrative guidance and technical assistance in a geographical area (southern and northeastern Illinois); reviews project appraisal reports; reviews and approves project bid specifications, working drawings and cost estimates; reviews and approves project billings for grant payment; respond to requests from local sponsors to solve specific problems; performs on-site inspections.
10%	4. Serves as working supervisor; assigns and reviews work; provides guidance and training to assigned staff; establishes annual goals and objectives; prepares and signs performance evaluations; approves time off; counsels staff regarding work performance; reassigns staff to meet day-to-day operational needs.
5%	5. Reviews, evaluates and prioritizes applications from local governmental agencies eligible to receive grants through the state's Bicycle Path and the Boat Access Area Development (BAAD); makes presentations and recommendations to the Natural Resources Advisory Board; coordinates projects and provides administrative guidance and technical assistance in a geographical area (southern and northeastern Illinois); reviews project appraisal reports; reviews and approves project bid specifications, working drawings and cost estimates; reviews and approves project billings for grant payment; respond to requests from local sponsors to solve specific problems; performs on-site inspections.
5%	6. Responds to oral/written inquiries from local officials, professional staff, consultants and state/federal legislators regarding various grant programs and projects administered by the Division.
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Senior Public Service Administrator 40070-12-12-100-00-01	WORKING TITLE (If Any)
--	------------------------

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:  
 SUPERVISOR                      OR                      LEAD WORKER  
**NOTE: Supervisor or Lead Worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.**  
 If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded head count:

POSITION TITLE	POSITION NUMBER	NO. OF INCUMBENTS OR FUNDED VACANCIES
Conservation Grant Administrator 1	09311-12-12-100-31-01	1
Conservation Grant Administrator 1	09311-12-12-100-31-02	1

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

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in public administration, planning or park design. Requires three years progressively responsible professional experience in a grant administration field. Requires comprehensive knowledge of Illinois' OSLAD, OLT, OHV, Snowmobile, RTP, Bike Path, and Boat Access grant programs and the federal LWCF program. Requires analytic, writing and public speaking skills. Requires knowledge of Illinois record retention procedures and the state's contract and payment procedures. Requires interpersonal skills. Requires a valid driver's license and the ability to travel.

**POSITION DESCRIPTION**

1. POSITION TITLE		WORKING TITLE (if any)		ORGANIZATION	POSITION CODE	2. POSITION NUMBER			
Existing Position									
New/Revised Position Conservation Grant Admin III						09313-12-24-140-00-01			
3. AGENCY		4. DIVISION			5. EXEMPT CODE	6. WORK CO	7. ATTACH	8. HOUR	9. OFFICE USE
Existing Position									
New/Revised Position Natural Resources		Grant Administration			0	084	N	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE	
Existing Position					MA021 ESTABLISH			5-6-10	
New/Revised Position					<input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY				
14. WORK LOCATION		15. BANKING/TENURE CODE		16. HOUR EXEM	17. MC027 ADDITIONAL IDENTICAL CHANGE				
Existing Position					<input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
New/Revised Position Sangamon		RC062		N					

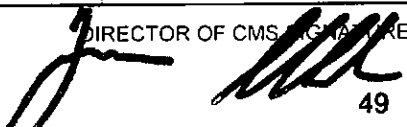
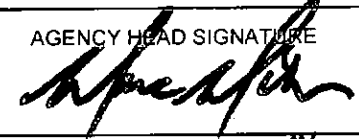
7. % OF TIME

10. COMPLETE, CONCISE AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS

Under administrative direction, coordinates and directs the statewide administration of four trails grant programs; the Off-Highway Vehicle (OHV), the federal Recreational Trails Program (RTP), the Snowmobile Trail Establishment Fund (STEF), and the Local Government Snowmobile Grant Program. Serves as a Department representative in meetings and conferences associated with these grant programs. Administers other competitive federal and state grant programs in southern and northeastern Illinois.

35% 1. Administers, monitors and coordinates the Department's federal RTP and state OHV grant programs. Reviews, evaluates and prioritizes grant applications; makes presentations and recommendations for project funding to the State Off-Highway Vehicle Trails Advisory Board, the Illinois Greenways and Trails Council and DNR Director; coordinates projects and provides administrative guidance and technical assistance to local sponsors; reviews appraisals for approved acquisition projects; reviews and approves bid specifications, working drawings and cost estimates for approved development projects; reviews and approves project billings for grant payment; responds to requests from local sponsors to solve specific problems; performs on-site inspections.

25% 2. Administers, monitors and coordinates the Department's STEF and local government snowmobile grant programs; monitors and maintains fiscal records for the program; reviews, evaluates and prioritizes grant applications; makes recommendations for project funding to the DNR Director; coordinates projects and provides administrative guidance and technical assistance to local sponsors; reviews appraisals for approved acquisition projects; reviews and approves bid specifications, working drawings and cost estimates for approved development projects; reviews and approves project billings for grant payment; responds to requests from local sponsors to solve specific problems; performs on-site inspections.

DIRECTOR OF CMS SIGNATURE  49	CENTRAL MANAGEMENT SERVICES IMMEDIATE SUPERVISOR'S SIGNATURE BUREAU OF PERSONNEL MAR 04 2010	AGENCY HEAD SIGNATURE 	DATE 3/1/10
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CMS-104 (REV. 10/1/94) IL 400-074  
Mark Magallon 3/16/10

TECHNICAL SERVICES

% OF TIME	DUTY DESCRIPTION
15%	3. Reviews, evaluates and prioritizes applications from local governmental agencies eligible to receive grants through the state's Open Space Land Acquisition and Development (OSLAD), Museum grant programs, the federal Land and Water conservation Fund (LWCF), and legislative Line Item grants; makes presentations and recommendations to the Natural Resources Advisory Board; coordinates projects and provides administrative guidance and technical assistance in a geographical area (southern and northeastern Illinois); reviews project appraisal reports; reviews and approves project bid specifications, working drawings and cost estimates; reviews and approves project billings for grant payment; respond to requests form local sponsors to solve specific problems; performs on-site inspections.
10%	4. Serves as designated lead worker, assigns and reviews work; approves time off; provides input into performance evaluations. Reviews program needs, sets priorities, makes and adjusts staff assignments.
5%	5. Reviews, evaluates and prioritizes applications from local governmental agencies eligible to receive grants through the state's Bicycle Path and the Boat Access Area Development (BAAD); makes presentations and recommendations to the Natural Resources Advisory Board; coordinates projects and provides administrative guidance and technical assistance in a geographical area (southern and northeastern Illinois); reviews project appraisal reports; reviews and approves project bid specifications, working drawings and cost estimates; reviews and approves project billings for grant payment; respond to requests form local sponsors to solve specific problems; performs on-site inspections.
5%	6. Responds to oral/written inquiries from local officials, professional staff, consultants and state/federal legislators regarding various grant programs and projects administered by the Division.
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator 37015-12-24-000-00-01

WORKING TITLE (If Any)

Division manager

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

SUPERVISOR OR  LEAD WORKER

**NOTE: Supervisor or Lead Worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.**

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

POSITION TITLE	POSITION NUMBER	NO. OF INCUMBENTS OR FUNDED VACANCIES
Conservation Grant Administrator 1	09311-12-24-140-01-01	1
Conservation Grant Administrator 1	09311-12-24-140-01-02	1

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

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in public administration, planning or park design. Requires three years progressively responsible professional experience in a grant administration field. Requires comprehensive knowledge of Illinois' OSLAD, OLT, OHV, Snowmobile, RTP, Bike Path, and Boat Access grant programs and the federal LWCF program. Requires analytic, writing and public speaking skills. Requires knowledge of Illinois record retention procedures and the state's contract and payment procedures. Requires interpersonal skills.



ILLINOIS DEPARTMENT OF  
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

<b>1. POSITION TITLE</b>		<b>WORKING TITLE (IF ANY)</b>	<b>BILINGUAL CODE</b>	<b>POSITION TITLE OPTION CODE</b>	<b>2. POSITION NUMBER</b>				
Existing Position									
New / Revised Position Conservation Grant Admin. III					09313-12-24-140-00-01				
<b>3. AGENCY</b>		<b>4. BUREAU / DIVISION</b>			<b>5. EXEMPT CODE</b>	<b>6. WORK COUNTY</b>	<b>7. A1 AUTH.</b>	<b>8. AUDIT</b>	<b>9. OFFICE USE</b>
Existing Position									
New / Revised Position Natural Resources		Grant Administration			0	084	N	R	
<b>10. SECTION</b>		<b>11. UNIT</b>			<b>12. TRANSACTION CODE</b>		<b>13. EFFECTIVE DATE</b>		
Existing Position							10-04 08-16-99		
New / Revised Position					<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC028 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
<b>14. WORK LOCATION</b>		<b>15. BARGAINING / TERM CODE</b>		<b>RUTAN EXEMPT</b>					
Existing Position									
New / Revised Position Sangamon		RC062		N					
<b>% OF TIME</b>	<b>16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES</b>								
30%	<p>Under administrative direction of the Manager of the Division of Grant Administration, coordinates, directs and supervises staff engaged in the statewide administration of four trails grant programs: the Off-Highway Vehicle (OHV), the federal Recreational Trails Program (RTP), the Snowmobile Trail Establishment Fund (STEF), and the Local Government Snowmobile Grant Program. Serves as a Department representative in meetings and conferences associated with these grant programs and ensures submission and completion of grant proposals and projects. Administers other competitive federal and state grant programs in southern and northeastern Illinois.</p> <p>1. Responsible for administering, monitoring and coordinating the Department's federal RTP and state OHV grant programs. Supervises subordinate staff in their administration of these grants. Reviews, evaluates and prioritizes grant applications for the OHV and RTP programs; makes presentations and recommendations for project funding to the State Off-Highway Vehicle Trails Advisory Board, the Illinois Greenways and Trails Council and the Director of the Department; coordinates projects and provides administrative guidance and technical assistance to local sponsors; reviews appraisals for approved acquisition projects; reviews and approves bid specifications, working drawings and cost estimates for approved development projects; reviews and approves project billings for grant payment; responds to requests from local sponsors to solve specific problems; performs on-site inspections.</p>								
20%	<p>2. Responsible for administering, monitoring and coordinating the Department's STEF and Local Government snowmobile grant programs. Supervises professional staff and contractors relating to the administration of the snowmobile programs; monitors and maintains fiscal records for the programs; reviews, evaluates and prioritizes grant applications; makes recommendations for project funding to the Director of the Department; coordinates projects and provides administrative guidance and technical assistance to local sponsors; reviews appraisals for approved acquisition projects; reviews and approves bid specifications, working drawings and cost estimates for approved development projects; reviews and approves project billings for grant payment; responds to requests from local sponsors to solve specific problems; performs on-site inspections.</p>								
15%	<p>3. Reviews, evaluates and prioritizes applications from local governmental agencies eligible to receive grants through the state's Open Space Lands Acquisition and Development (OSLAD), Museum grant programs, the federal Land and Water Conservation Fund (LWCF), and legislative Line Item grants; makes presentations and recommendations to the Natural Resources Advisory Board; coordinates projects and provides administrative guidance and technical assistance in a geographical area (southern and northeastern Illinois); reviews project appraisal reports; reviews and approves project bid specifications, working drawings and cost estimates; reviews and approves project billings for grant payment; responds to requests from local sponsors to solve specific problems; performs on-site inspections.</p>								
<b>DIRECTOR OF CMS SIGNATURE</b>			<b>IMMEDIATE SUPERVISOR SIGNATURE</b>			<b>AGENCY HEAD SIGNATURE</b>			<b>DATE</b>
<i>Michael Manning</i>			<i>Kenneth Haller</i>			<i>Brent Manning</i>			8/19/99

KJ

16. (CONTINUED)

% OF TIME	
15%	4. Reviews, evaluates and prioritizes applications from local governmental agencies eligible to receive grants through the state's Bicycle Path and the Boat Access Area Development (BAAD) grant programs; makes presentations and recommendations to the Natural Resources Advisory Board; coordinates projects and provides administrative guidance and technical assistance in a geographical area (southern and northeastern Illinois); reviews project appraisal reports; reviews and approves project bid specifications, working drawings and cost estimates; reviews and approves project billings for grant payment; responds to requests from local sponsors to solve specific problems; performs on-site inspections.
10%	5. Supervises, trains, evaluates and provides guidance and technical assistance to subordinate staff engaged in the review, examination and approval of grant applications, contracts, contract billings, and project amendments.
5%	6. Responds to oral/written inquiries from local officials, professional staff, consultants and state/federal legislators regarding various grant programs and projects administered by the Division.
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Senior Public Service Administrator,

40070-12-400-00-01

WORKING TITLE (IF ANY)

Division Manager

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

SUPERVISOR OR  LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Conservation Grant Administrator I	09311-12-24-140-01-01	1
" II	09312-12-24-140-01-01	1

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

Requires knowledge, skills and mental development equivalent to the completion of four years of college with course work in public administration, planning or park design. Requires three years progressively responsible professional experience in a grants administration field. Requires comprehensive knowledge of Illinois' OSLAD, OLT, OHV, Snowmobile, RTP, Bike Path, Boat Access grant programs and the federal LWCF program. Requires analytic, writing and public speaking skills. Requires knowledge of Illinois administrative rule making procedures and the state's contract and payment procedures. Requires interpersonal skills.

1. POSITION TITLE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION							
NEW/REVISED POSITION Conservation Police Officer 1				09341-12-81-410-40-01			
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 Natural Resources	Division of Law Enforcement	0	060	2	R		
10. SECTION	11. UNIT	12. TRANSACTION CODE		13. EFFECTIVE DATE			
EXISTING POSITION		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		8/16/2023			
NEW/REVISED POSITION Region 4	District 10						
14. WORK LOCATION	15. BARGAINING/TERM CODE	RUTAN EXEMPT					
EXISTING POSITION							
NEW/REVISED POSITION Madison	RC061	N					

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
35%	<p>1. Under general direction of a Conservation Police Sergeant in the District with full law enforcement authority:</p> <ul style="list-style-type: none"> <li>• Enforces all Illinois Revised Statutes, administrative laws, and applicable Federal laws within an assigned geographic area (subject to call twenty-four hours a day) to ensure safety of the public, their constitutional rights and to protect the natural resources of the State</li> <li>• Utilizes current technical skills to perform investigations, gather and maintain evidence, make arrests, conduct inspections and to work with the judicial system</li> <li>• Enforces on-view violations of all Illinois Revised Statutes, when public safety is threatened</li> <li>• Conducts routine patrols, (e.g., checking firearms and firearms registrations, checking sportsmen for licenses, checking boats for safety equipment, checking vehicles in recreation areas for vehicle violations, night patrols for poaching, disturbances in parks), promotes public safety and legal compliance of equipment (e.g. watercraft, snowmobiles, firearms, bow &amp; arrow devices, traps) used by outdoor recreationists</li> <li>• Utilizes current officer survival skills and law enforcement equipment, (4-wheel drive vehicles, patrol boats, jon boats, canoes, low and high band radios, snowmobiles, trailers, all-terrain vehicles</li> <li>• Maintains a working knowledge of species which is necessary to enforce State and Federal Conservation Laws</li> </ul>
15%	<p>2. Conducts major commercial investigations:</p> <ul style="list-style-type: none"> <li>• Conducts covert/plain clothes investigations on an intra and inter-state basis of both misdemeanor and felony violations</li> <li>• As an authorized U.S. Fish and Wildlife Agent, conducts major investigations, (e.g., in-depth commercial license violations of state and federal law, unlawful commercialization of protected species, large scale unlawful timber purchases, in depth and large-scale illegal taking of wildlife; poaching), into violations of Federal conservation laws and treaties and works with other State and Federal officers investigating illegal activity and gathers evidence</li> </ul>
15%	<p>3. Conducts investigations into individuals and businesses:</p> <ul style="list-style-type: none"> <li>• Conducts periodic inspections and investigations of individuals or businesses for compliance with laws regulating the sale and commercial possession of protected, threatened, and endangered species (e.g., taxidermists, fish markets, food stores, food wholesalers, game farms, pet stores, timber buyers, sawmills, fur buyers, commercial fishermen)</li> <li>• Conducts investigations of pollution complaints pertaining to hazardous waste or other pollutant substances on Department property or into all waters of the State, obtains samples of pollutants for laboratory analysis, interviews witnesses or suspects, and takes appropriate action to ensure proper disposition</li> </ul>

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
5%	<p>4. Communicates with the public regarding applicable laws and procedures:</p> <ul style="list-style-type: none"> <li>• Conveys interpretations to the public through oral and written communications of State and applicable Federal laws, Department and Division policies, procedures, and programs (individual inquiries, civic and sportsman groups, recreation facilities, legislative mandated Safety Education Programs, Target Illinois Poachers)</li> </ul>
5%	<p>5. Serves as liaison to various law enforcement agencies:</p> <ul style="list-style-type: none"> <li>• Maintains on-going liaison with other Federal, State, County, and Municipal police officers and shares relevant confidential information of criminal violations to provide integrated investigation and suppression of criminal activity in an assigned geographic area</li> </ul>
5%	<p>6. Participates in situations requiring specialized equipment:</p> <ul style="list-style-type: none"> <li>• Works in unique and hazardous situations utilizing special equipment and or training during man-made and natural disasters, search and rescue operations and drowning victim recoveries, etc. (drag bars, body probes, C.P.R., use of watercraft during flood conditions, grid zoning search areas, horse patrols, ATV vehicles)</li> </ul>
5%	<p>7. Continues required training:</p> <ul style="list-style-type: none"> <li>• Participates in continued and/or required Departmental and other professional instruction relating to enforcement responsibilities (e.g., in-service, firearms, C.P.R., first aid)</li> </ul>
5%	<p>8. Maintains all required forms:</p> <ul style="list-style-type: none"> <li>• Completes all required Division, Department, and State forms and reports, evidence forms and tags, long form complaint, judicial processing forms, animal nuisance, programmatic activity, operation of auto, travel vouchers, telephone logs, clothing supply request, field reports and supplements, safety education attendance, D.U.I. forms, etc.</li> </ul>
5%	<p>9. Serves as a field training officer:</p> <ul style="list-style-type: none"> <li>• During recruit training programs, may function as a field training officer for Conservation Police Officer Trainees on an individual basis</li> <li>• Guides, directs, and critiques a trainee in actual field enforcement activities (e.g., patrolling, enforcing the law, making arrests, writing tickets, operation of equipment (4-wheel drive vehicles, high and low band radios, snowmobiles, trailers, all-terrain vehicles, jon boats, patrol boats, canoes), conveying interpretations of the law, etc.)</li> </ul>

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
5%	10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

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

	WORKING TITLE (IF ANY)
Conservation Police Sergeant 09347-12-81-410-20-01	

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

- Supervisor     Lead Worker

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

Minimum Qualifications

1. At the time of hire, the person must hold a 2-year degree and 3 consecutive years of experience as police officer with the same law enforcement agency,  
OR a 4-year degree
2. At the time of hire, the person must demonstrate the ability to swim at the following competency level:
  - a) swim 200 yards continuously using a breaststroke or front crawl stroke
  - b) tread water for 3 minutes, and
  - c) retrieve an object from a 10-foot depth
3. Requires successful completion of an approved training program such as the Illinois Conservation Police Officer Training Program which includes successful completion of the Illinois Basic Police Training Program

Preferred Qualifications

1. One (1) year of working knowledge of verbal and written communication skills
2. One (1) year of working knowledge of outdoor recreational and commercial equipment such as fishing tackle, trapping, hunting, boating and snowmobiling equipment
3. One (1) year of working knowledge of outdoor recreational participant's habits, methods, and techniques relative to various state and federal conservation laws
4. One (1) year of working knowledge of investigations and arrests, confiscation and handling of evidence, and prosecution procedures
5. One (1) year of working independently and recognize and respond to emergency situations quickly and effectively

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.

- 6. One (1) year of working knowledge to communicate and promote safety education to conservation organizations, school groups, and the public in the safe use of various recreational and sport equipment and various activities related to regulatory enforcement and preserving the State's natural resources
- 7. One (1) year of experience in establishing and maintaining satisfactory working relationships with the public, other law enforcement officers, conservation and civic organizations and other departmental employees

20. CONDITIONS OF EMPLOYMENT

- 1. Ability to pass background check
- 2. Requires possession of an appropriate valid driver's license.

All applicants must be able to meet the following Conditions of Employment, with or without reasonable accommodation, to be considered for this position.

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

The Office of Law Enforcement supports the Department's programs designed to protect Illinois' natural and recreational resources through enforcement of those portions of the Illinois Compiled Statutes enacted for that purpose. Conservation Police Officers are vested with full state-wide police authority and are trained to the highest standards for law enforcement professionals in Illinois.

In addition to these enforcement responsibilities, Conservation Police Officers serve as an important link between the Department and its various constituencies (civic groups, sportsmen's groups, sport shows, etc.). These officers are called upon to assist outside agencies in emergency situations or rescue operations. They participate in the instruction of conservation related statutes to outside agencies, law enforcement organizations, or educational institutions upon request.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

Charged with preserving, protecting, and promoting Illinois' natural resources, the Illinois Department of Natural Resources (IDNR) employees oversee water, wildlife, wetlands and oil wells, parks, historic sites – and everything in between. Employment opportunities vary greatly, often providing employees the chance to work indoors and out in a dynamic yet relaxed environment. Working for the State of Illinois, IDNR employees receive excellent benefits, including health, vision and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; as well as pre-tax benefit programs; flexible/remote work schedules may be available in for certain positions.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Raven DeVaughn by Amy Tribble</i> 8/30/2023		<i>Natalie Phelps Jimmie</i>	8/16/2023

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION								
Envir. Protection Engineer 3						13793-12-73-700-00-02		
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		Office of Mines and Minerals		0	028	2	R	
Natural Resources								
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input checked="" type="checkbox"/> MA021 ESTABLISH		5/1/2022		
NEW/REVISED POSITION		Southern Region Design Unit 2		<input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Abandoned Mined Lands								
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC063		N				
Franklin								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
35%	<p>Under limited supervision of Southern Region Design Unit Supervisor, leads and directs field staff engaged in land reclamation work.</p> <ul style="list-style-type: none"> <li>Leads/directs a team engaged in the collection of soil, water, or groundwater samples for geologic and/or contamination laboratory analysis.</li> <li>Works independently to research initial reclamation projects to develop reclamation designs.</li> <li>Analyzes collected water, groundwater and soil samples and prepares reports for resolution of water contamination and soil property analysis, for Supervisor and staff.</li> <li>Formulates potential reclamation concepts; prepares technical documents used for potential reclamation concepts.</li> </ul>							
35%	<p>Under limited supervision and performs engineering calculations for the reclamation designs utilized to abate abandoned mined hazards.</p> <ul style="list-style-type: none"> <li>Analyzes site mapping and survey data to quantify earth grading values.</li> <li>Completes reclamation design plans using standard engineering practices and principles under the supervision of licensed professional engineer.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Determines pay item quantity calculations utilizing (CAD) software for construction bids and contractors preparing bid for reclamation projects.</li> <li>• Advise contracted consulting engineers engaged with completing reclamation design.</li> <li>• Thoroughly reviews reclamation designs to ensure the designs meet the reclamation objectives.</li> </ul>
25%	<p>3. Completes inspections of all phases of AML reclamation construction projects; consults and advises outside engineer consultant firms and construction companies engaged reclamation projects.</p> <ul style="list-style-type: none"> <li>• Ensures the construction is completed according to the plans and specifications of abandoned mine projects.</li> <li>• Ensure the proper evaluation of the reclamation designs.</li> <li>• Inspects construction and maintenance of site operations or operations of environmental control devises</li> <li>• Composes construction inspection reports and documentation.</li> <li>• Oversees the surveying line, grade checks and quantity calculations. Consults with engineering firms and construction groups on project designs, details, and other various site issues.</li> </ul>
5%	Performs other duties as required or assigned that are reasonable within the scope of the abovementioned duties.

2

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

WORKING TITLE (IF ANY)

Public Service Administrator 37015-12-73-700-00-01

3

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

Supervisor     Lead Worker

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

4

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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.

Minimum Qualifications:

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

Preferred Qualifications

1. Prefers ability to prepare technical engineering reports.
2. Prefers ability to make mathematical computations and calculations involving the application of standard theory.
3. Prefers ability to independently conduct routine engineering investigations and assist higher level engineering personnel in making complex or difficult investigations.
4. Prefers ability to conduct personal interviews concerning routine problems with a wide variety of representatives of the general public.

6

20. CONDITIONS OF EMPLOYMENT

- Requires a valid Driver's License.
- Requires ability to work overtime.

7

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


The Illinois Department of Natural Resources, Abandoned Mined Land Reclamation Division abates hazards left at former coal and mineral mine sites. Site hazards include dangerous highwall and embankments, vertical openings and portals, mine subsidence, mine refuse, and water impairments. You would work under a licensed professional engineer with a dynamic team of engineers and geologists to develop and implement reclamation solutions throughout Illinois.

8

22. ABOUT THE AGENCY/BUREAU/PROGRAM

Charged with preserving, protecting, and promoting Illinois' natural and cultural resources, Illinois Department of Natural Resources (IDNR) employees oversee water, wildlife, wetlands and oil wells, parks, historic sites – and everything in between. Employment opportunities vary greatly, often providing employees the chance to work indoors and out in a dynamic yet relaxed environment. Working for the State of Illinois, IDNR employees receive excellent benefits, including health, vision, and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; as well as pre-tax benefit programs.

9

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
Anthony Passante by Frank Dawson 8/10/2022			8/10/2022

10

1.POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	2. POSITION NUMBER	LEGACY POSITION NUMBER
HUMAN RESOURCES REPRESENTATIVE	HUMAN RESOURCES REPRESENTATIVE	None	None	90685023	19692-12-00-710-20-01
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	5. EXMT CODE	SITE	POSITION TYPE	7. MI
false	No	Not Exempt	In-Office	SP	true
AGENCY	DIVISION	10. SECTION		11. UNIT	13. EFFECTIVE DATE
Department of Natural Resources	Chief of Staff	Division of Human Resources		Transactions	1900-01-01
6. WORK COUNTY	14. WORK LOCATION	15. BARGAINING/TERM CODE		JOB PROTECTED	
Sangamon	Springfield - One Natural Resources Way	USA/RC062		Yes	
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS				

30	<p>1. Under direction, provides technical services for assigned division of the Agency:</p> <ul style="list-style-type: none"> <li>• Provides technical guidance and advice to assigned Office Managers and supervisors regarding the completion of the personnel authorization request form, time limits of trainee appointments, temporaries, emergencies, procedures for leave of absence, rules and procedures for all personnel transactions, etc.</li> <li>• Explains the proper interpretation and application of Personnel Code, CMS Personnel Rules, Pay Plan and Collective Bargaining Agreements, policies and procedures governing personnel transactions.</li> <li>• Answers routine and non routine personnel related questions from management staff, employees, public and other stakeholders.</li> <li>• Cross trains and provides backup to other areas in Human Resources to ensure all functions are performed consistently.</li> </ul>
20	<p>2. Prepares and explains new employee documents:</p> <ul style="list-style-type: none"> <li>• Answers questions on the completion of HR documents and collects electronic and hard copy documents for processing.</li> <li>• Assists employees in completion of forms.</li> <li>• Reviews forms to ensure proper completion, has appropriate signatures and necessary documents are attached.</li> <li>• Collects and inputs information and takes photos for employee badge pictures.</li> <li>• Replaces and resets employee's badges upon request.</li> </ul>
20	<p>3. Directs the preparation of and prepares personnel transactions for the assigned Offices:</p> <ul style="list-style-type: none"> <li>• Reviews documents, letters and personnel authorization requests for compliance with applicable pay plan, rules, contracts, policies, and procedures.</li> <li>• Calculates salary increases, temporary assignments, creditable service dates, seniority dates, continuous service dates, longevity dates, etc.</li> <li>• Prepares and directs the maintenance of various personnel records and reports such as leave expiration dates, term appointments, expiration dates, performance evaluation schedules dates, etc.</li> </ul>
10	<p>4. Assists the hiring area in conducting structured interviews, with a panel consisting of a combination of managers and /or technical experts, or functions as interviewer facilitator:</p> <ul style="list-style-type: none"> <li>• Completes candidate evaluation forms for interviews, in consultation with interview panel members.</li> <li>• Determines final interview scores for candidates based on comparison of candidate responses to interview questions with hiring criteria and weights.</li> <li>• Completes and submits required forms such as Employment Decision Forms to agency hiring authority.</li> <li>• Maintains requires documentation and records.</li> <li>• Updates and tracks all hiring information in database.</li> </ul>
10	<p>5. Confers with staff in CMS Service Section and other State Agencies Personnel Offices on various transaction matters such as inter-agency transfers, to obtain employee data, to correct or amend CMS-2s, to resolve transaction problems, to provide state service, continuous service, creditable service, etc:</p> <ul style="list-style-type: none"> <li>• Researches files, extracts information and compiles reports of sensitive and confidential natures, regarding personnel, transactions, and labor relations.</li> <li>• Makes necessary or mandated adjustments to HR records and files.</li> <li>• Ensures the accuracy and validity of data reflecting HR transactions and ensures files and records are up-to-date.</li> </ul>
5	<p>6. Gathers information and prepares a variety of special reports, including budget data, overdue MC evaluations, transaction reports, agency vacancies, payroll discrepancies, etc.</p>
5	<p>7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>
	8.
	9.
	10.

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

SUPERVISOR POSITION TITLE	POSITION	WORKING TITLE (IF ANY)
PUBLIC SERVICE ADMINISTRATOR	90685652	PUBLIC SERVICE ADMINISTRATOR

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

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

POSITION TITLE	POSITION NUMBER	NO. OF INCUMBENTS OR FUNDED VACANCIES

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

Minimum Qualifications

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

Preferred Qualifications (In Order of Significance)

1. Requires working knowledge of the Personnel Code, Pay Plan, Collective Bargaining Contracts, departmental policies and procedures.
2. Requires ability to deal with high volume of information.
3. Requires ability to sort information into like categories and verify by a systematic method the reliability of held information.
4. Requires ability to read, assimilate information and data and recall, with a reasonably degree of proficiency, facts and figures.
5. Requires ability to use computer systems, software, templates or other guides.
6. Requires ability to plan and supervise the work of sub-professional staff.

Specialized Skills (Used for certain BU Employees only)

**20. CONDITIONS OF EMPLOYMENT**

1. Ability to pass background check.
2. All applicants must be able to meet the following Conditions of Employment, with or without reasonable accommodation, to be considered for this position.

\*\*\* Query Name:Positions \*\*\*

Enter Agency Department of Natural  
Resources

Enter Position Number (Optional)  
90685023

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Natural Resources Coordinator				4	28831-12-65-610-11-02			
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		Water Resources		0	016	2	R	
Natural Resources								
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		7/1/2022		
NEW/REVISED POSITION		Great Lakes Program						
Illinois Coastal Zone								
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC062		N				
Copl								
% OF TIME		16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS						
25%		<p>1. Under general supervision of the program manager, provides technical assistance in the development and implementation of the comprehensive management and restoration of the Great Lakes coastal program located from the Chicago city limits to the Indiana border:</p> <ul style="list-style-type: none"> <li>Assesses, observes, studies, and provides technical reports and professional advice to the program manager, general public and other organizations on distribution and condition of coastal resources and the ecosystems for these areas.</li> <li>Resources inventories: analyzes data collected to formulate and develop plans of work and long-term plans for the advancement of the Great Lakes Restoration.</li> </ul>						
25%		<p>2. Conducts field and community assessments; surveys, inventories, and analyzes findings for the compiling reports on the progress of coastal projects:</p> <ul style="list-style-type: none"> <li>Provides and develops reports for watershed development including the implementation and monitoring of the status and future developments for the Illinois Lake Michigan basin.</li> </ul>						

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONSe
	<ul style="list-style-type: none"> <li>• Analyzes data to provide reports on pollution prevention, coastal initiatives, non-point source projects and voluntary pollution reduction/abatement projects.e</li> </ul>
20%	<p>3. Provides professional and technical assistance in the preparation and delivery of public outreach and educational tools for public and private sector presentation and distribution.e</p> <ul style="list-style-type: none"> <li>• Facilitates opportunities for educational public engagements by engaging with educational partnerse</li> <li>• Prepares and presents educational materials for conferences, workshops, schools, partnerships and in house staff on various coastal initiatives.e</li> <li>• Travels within coastal region to visit project sites and meet with partners.e</li> <li>• Travels up to three trips per year out of state for conferences and NOAA's Great Lakes Regional Meeting.e</li> </ul>
15%	<p>4. Serves as liaison to the Waukegan Harbor Citizens Advisory Group and Shoreline Management Working Group, and other groups. Provides coordination and management direction of the program.</p> <ul style="list-style-type: none"> <li>• Reviews regulatory requirements for dredging and disposal of sediments and various coastal pollutants and/or waste removal.e</li> <li>• Provides interpretation, guidance, and technical experts for presentations on the coastal program and projects.e</li> </ul>
10%	<p>5. Assists managements with the preparation of specifications for grants, contracts, and purchases requests. Maintains contract records and assists in grant reporting.e</p>
5%	<p>6. Performs other duties as required or assigned that are reasonable within the scope of the abovementioned duties.</p>

2  
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

	WORKING TITLE (IF ANY)
Natural Resources Manager 2 28837-12-65-610-00-01	Program Manager

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

Supervisor     Lead Worker

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

4 5 Position Title	5 Position Number	No. of Incumbents or Funded Vacancies
-----------------------	-------------------	---------------------------------------

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

Minimum Qualifications

1. Requires a bachelor's degree in outdoor recreation, fish, wildlife, forestry, natural heritage resource management, or a related biological (biology, zoology, ecology, conservation biology), life or natural science.
2. Requires one year of directly related professional experience, or completion of an agency sponsored training program.

Preferred Qualifications

1. Two (2) years of working knowledge of flora, fauna, ecological and/or geological attraction identification and modern fish, wildlife, forestry or natural heritage management techniques.
2. Two (2) years of elementary knowledge of division objectives, policies, programs and services and state and federal laws, rules and regulations pertaining to outdoor recreation, fish, wildlife, forestry, or natural heritage resource conservation.
3. One (1) year of experience utilizing elementary knowledge of budgetary planning in a working environment.
4. One (1) year of experience collecting information and assist in analyzing and evaluating technical data reports.
5. One (1) year of experience providing task-related direction and assistance to seasonal or intermittent employees, volunteers, landowners, sports enthusiasts, or the general public.
6. Two (2) years of experience delivering planned and impromptu information presentations.
7. Two (2) years of coursework in Coastal Management, Great Lakes Ecosystems, Shoreline Management, or Water Resources Management.
8. Two (2) years of experience in environmental impact assessments, shoreline management, or stormwater management in coastal zones.

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20. CONDITIONS OF EMPLOYMENT

1. Requires Valid Driver's License and the ability to travel.
  2. Requires ability to work in adverse conditions.
  3. Ability to pass background check.
  4. Ability to lift loads which may exceed sixty pounds.
  5. Ability to traverse rough and broken terrain on foot without mechanical assistance.
  6. Ability to use various equipment while standing in a moving boat, and to negotiate a variety of natural obstacles while carrying or otherwise transporting a variety of equipment.
- All applicants must be able to meet the following Conditions of Employment, with or without reasonable accommodation, to be considered for this position.

7

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


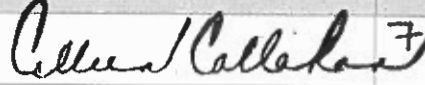
The Office of Water Resources administers regulatory programs over construction in the flood ways of rivers, lakes, and streams. It is also responsible for construction in the shore waters of Lake Michigan, construction and operation of dams, construction in public bodies of water, and diversion of water from Lake Michigan, and withdrawal of water from three Federal lakes (Shelbyville, Carlyle, and Rend Lakes). The Office serves as the lead State agency for water resource planning, navigation, floodplain management, the National Flood Insurance Program, and interstate organizations on water resources.

8

22. ABOUT THE AGENCY/BUREAU/PROGRAM

Charged with preserving, protecting, and promoting Illinois' natural and cultural resources, Illinois Department of Natural Resources (IDNR) employees oversee water, wildlife, wetlands and oil wells, parks, historic sites – and everything in between. Employment opportunities vary greatly, often providing employees the chance to work indoors and out in a dynamic yet relaxed environment. Working for the State of Illinois, IDNR employees receive excellent benefits, including health, vision, and dental insurance; a retirement plan and deferred compensation options; state holidays and other time off; as well as pre-tax benefit programs.

9

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
	8/19/2022		7/12/22

10

07/15/2022 JL



1. POSITION TITLE		WORKING TITLE (IF ANY)	B. BARGAINING L. CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER						
Existing Position											
New/Revised Position				2	28832-12-46-170-20-01						
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AM AUTH.	8. AUDIT	9. OFFICE USE			
Existing Position											
New/Revised Position		Resource Conservation		0	022	N	R				
10. SECTION		11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE				
Existing Position							8-1-10				
New / Revised Position		Wildlife & Hunter Heritage Program		X MA021 ESTABLISH MC022 EXEMPT CODE CHANGE MC024 POSITION NO. CHANGE MC026 CLARIFY MC027 ADDITIONAL IDENTICAL CHANGE MC028 WORK COUNTY CHANGE MC021 ABOLISH MC149 DOWNWARD REALLOCATION MC150 LATERAL REALLOCATION MC158 UPWARD REALLOCATION							
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT							
Existing Position											
New / Revised Position		RC62		N							
DuPage											
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES											
% OF TIME	Under the direction of the Wildlife and Hunting Heritage Program Manager, provides professional, highly complex and comprehensive wildlife resource management, hunter/trapper management, and related outdoor recreation planning services to the public and private landowners within the Region; recommends Departmental positions on wildlife resources and outdoor recreational uses pertaining to private lands; provides technical direction to District assigned personnel providing wildlife recreation planning and management expertise to private landowners; assists in the preparation of the operations budget for the Program; has discretionary spending authorities.										
30%	1. Provides professional comprehensive planning services and technical assistance to private landowners on wildlife resource management, hunter/trapper, management, and recreational access opportunities within the Region; makes recommendations for the development of Program goals, and objectives; develops a detailed Regional plan of work insuring the efficacious use of public funds; formulates private land resource and land access management strategies for the implementation, adherence and compliance of related Divisional operational policies, procedures and programs. Travels throughout the state.										
25%	2. Provides professional comprehensive planning services and technical assistance to public land managers on wildlife resource management, hunter/trapper management and recreational access improvements within the Region; participates in the development of Program goals and objectives and is responsible for the development of a detailed Regional plan of work insuring the efficacious use of public funds, personnel and other resources; formulates public land access strategies for the implementation, adherence and compliance of related Divisional operational policies, procedures and programs.										
15%	3. Prepares and disseminates information regarding wildlife, hunting heritage, recreational access and related subjects to the general public, interested individuals and public/private organizations; conducts public information meetings and/or participation programs emphasizing wildlife, hunting/trapping, our hunting heritage, and obtaining access to public and private lands.										
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE		
									7/21/10		
20			AUG 12 2010								
11-3-10			TECHNICAL SERVICES								

16. (CONTINUED)

% OF TIME	
15%	4. Serves as liaison or serves as Wildlife and Hunting Heritage Program Manager's representative with State and Federal agencies and other organizations (e.g. State and Federal Departments of Agriculture, U.S. Fish and Wildlife Service, local units of government and constituency groups) to plan and coordinate recreational access to public and private lands.
5%	5. Prepares and maintains various technical records and reports such as accomplishment reports, daily and/or monthly activity reports, programmatic cost reports and expenditure accounts relating to private land wildlife habitat management. Makes recommendations for the preparation and prioritization of the operating budget for the District; has discretionary spending authority within divisional guidelines.
5%	6. Collects, compiles, analyzes and evaluates data and programs relative to hunter/trapper access to public and private lands; cooperates and assists with conducting wildlife monitoring and hunter recruitment/retention programs to provide knowledge and information to enhance and improve management of wildlife, wildlife habitats and public use.
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Natural Resource Manager 2    28837-12-46-170-00-01

WORKING TITLE (IF ANY)

Wildlife and Hunter Heritage Program Manager

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

SUPERVISOR OR     LEAD WORKER

**NOTE: Supervisor of Lead Worker responsibilities must be described in a detailed duty statement(s) with time percentage(s) allotted.**

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
_____	_____	_____
_____	_____	_____

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

Requires knowledge, skill and mental ability equivalent to a master's degree in wildlife resource management or a directly related biological science; or requires a bachelor's degree in field supplemented by two years of directly related professional experience. Requires possession of an appropriate valid Illinois drivers license. Requires thorough knowledge of specialized wildlife conservation principles and wildlife outreach techniques. Requires extensive knowledge of flora, fauna and modern wildlife management techniques. Requires extensive knowledge of division objectives, programs and services. Requires extensive knowledge of state/federal laws and regulations pertaining to wildlife management. Requires ability to collect information and assist in analyzing and evaluating technical data/reports. Requires ability to prepare records and written reports. Requires working knowledge of public relations principles, techniques, theories and practices, including the ability to deliver informational presentations. Requires ability to maintain satisfactory working relationships with federal, state and local governments, conservation organizations, Natural Resources employees and the general public. Requires ability to work under adverse environmental conditions.



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER 28833-12-00-510-22-01				
New/Revised Position Natural Resources Adv Spec					4	28833-12-00-520-20-01				
3. AGENCY Existing Position			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH.	8. AUDIT	9. OFFICE USE
New/Revised Position Natural Resources			Office of the Director			0	084	N	R	
10. SECTION Existing Position			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position Nature Preserves Commission								7/1/14		
14. WORK LOCATION Existing Position			15. BARGAINING/TERM CODE			Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
New/Revised Position Sangamon			RC062			N				

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	Under general direction, carries out INPC's Natural Areas Protection Program throughout Illinois and serves as a technical specialist in handling threats to Illinois Nature Preserves statewide.
35%	1. Represents the Commission and owners of legally protected sites in such intrusions as boundary disputes, use disputes, adjacent development and watershed or zoning issues; reviews projects, plans, technical reports and proposals for their impact on nature preserves and other natural areas; presents reports to the Commission and makes recommendation for Commission action. Travels throughout the state.
20%	2. Represents the commission at meetings, hearings, and other events; promotes the nature preserves program through articles and publications; gives programs and talks to organizations and constituency groups and provides general information on natural areas protection to the public.
15%	3. Maintains regular communication with owners of nature preserves and land and water reserves; provides continued assistance in monitoring protection status and threats to nature preserves, and inspects nature preserves and other natural areas.
10%	4. Negotiates long term preservation agreements with private or public owners of natural areas; applies in-depth knowledge of preservation agreements, constituency groups and resources management to develop a mutually beneficial agreement.

DIRECTOR OF CMS SIGNATURE <i>Senore McKel</i>	IMMEDIATE SUPERVISOR SIGNATURE <i>Maumiller</i>	AGENCY HEAD SIGNATURE <i>Maumiller</i>	DATE 6/26/14
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CMS-104 (Rev. 10/94) IL 401-0794  
*Jo Campbell*  
8-29-14

JUL 08 2014  
18, \_\_\_\_\_

16. (CONTINUED)

% OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)

- 10% 5. Evaluates areas for inclusion in the Nature Preserves System program or Land and Water Reserves program; provides ecological and technical assistance to owners of nature preserves and land and water reserves; applies broad-based and in-depth knowledge of life histories, ecology and habitat needs of over a thousand native plants and animals to develop management plans to ensure the viability of natural areas.
- 5% 6. Works with volunteer organizations and individuals to provide management assistance for and surveillance of natural areas.
- 5% 7. Performs other duties as 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.)

Natural Resources Manager 2  
28837-12-00-520-00-01

WORKING TITLE (IF ANY)

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

SUPERVISOR OR  LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

Requires knowledge, skill and mental ability equivalent to a master's degree in outdoor recreation, fish, wildlife, forestry, natural heritage resources management, or a related biological, life or natural science supplemented by two years of directly related professional experience or requires a bachelor's degree in the field supplemented by four years of directly related professional experience. Requires thorough knowledge of flora, fauna, ecological and/or geological attraction identification and modern fish, wildlife, forestry or natural heritage management techniques. Requires thorough knowledge of division objectives, policies, programs and services and state and federal laws, rules and regulations pertaining to outdoor recreation, fish, wildlife, forestry or natural heritage resource conservation. Requires extensive knowledge of public relations principles and techniques, audio/visual and other interpretive methods, theories and practices. Requires extensive knowledge of budgetary planning. Requires ability to prepare and maintain records and written narrative reports. Requires ability to collect information and assists in analyzing and evaluating technical data and reports. Must have a thorough knowledge of the natural areas community in Illinois and techniques of land preservation. Combination of natural science and real estate background with an interest in natural areas preferred. Requires possession of valid driver's license.

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER					
New/Revised Position Natural Resources Adv Spec					4	28833-12-00-510-22-01					
3. AGENCY Existing Position			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A1 AUTH.	8. AUDIT	9. OFFICE USE	
New/Revised Position Natural Resources			Office of the Director			0	084	N	R		
10. SECTION Existing Position			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE			
New/Revised Position Nature Preserves Commission								7-1-07			
14. WORK LOCATION Existing Position			15. BARGAINING/TERM CODE			Rutan Exempt		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input checked="" type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
New/Revised Position Sangamon			RC062			N					
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS											
% OF TIME	<p>Under general direction, carries out INPC's Natural Areas Protection Program throughout Illinois and serves as a technical specialist in handling threats to Illinois Nature Preserves statewide.</p> <p>35% 1. Represents the Commission and owners of legally protected sites in such intrusions as boundary disputes, use disputes, adjacent development and watershed or zoning issues; reviews projects, plans, technical reports and proposals for their impact on nature preserves and other natural areas; presents reports to the Commission and makes recommendation for Commission action. Travels throughout the state.</p> <p>20% 2. Represents the commission at meetings, hearings, and other events; promotes the nature preserves program through articles and publications; gives programs and talks to organizations and constituency groups and provides general information on natural areas protection to the public.</p> <p>15% 3. Maintains regular communication with owners of nature preserves and land and water reserves; provides continued assistance in monitoring protection status and threats to nature preserves, and inspects nature preserves and other natural areas.</p> <p>10% 4. Negotiates long term preservation agreements with private or public owners of natural areas; applies in-depth knowledge of preservation agreements, constituency groups and resources management to develop a mutually beneficial agreement.</p>										
DIRECTOR OF CMS SIGNATURE <i>[Signature]</i> 51			BUREAU OF IMMEDIATE SUPERVISOR SIGNATURE ONINEL MAY 10 2007				AGENCY HEAD SIGNATURE Sam Hood			DATE 5/8/07	

16. (CONTINUED)

% OF TIME : 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)

- 10% : 5. Evaluates areas for inclusion in the Nature Preserves System program or Land and Water Reserves program; provides ecological and technical assistance to owners of nature preserves and land and water reserves; applies broad-based and in-depth knowledge of life histories, ecology and habitat needs of over a thousand native plants and animals to develop management plans to ensure the viability of natural areas.
- 5% : 6. Works with volunteer organizations and individuals to provide management assistance for and surveillance of natural areas.
- 5% : 7. Performs other duties as assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator  
37015-12-00-510-20-01

WORKING TITLE (IF ANY)

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

SUPERVISOR OR  LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

Requires knowledge, skill and mental ability equivalent to a master's degree in outdoor recreation, fish, wildlife, forestry, natural heritage resources management, or a related biological, life or natural science supplemented by two years of directly related professional experience or requires a bachelor's degree in the field supplemented by four years of directly related professional experience. Requires thorough knowledge of flora, fauna, ecological and/or geological attraction identification and modern fish, wildlife, forestry or natural heritage management techniques. Requires thorough knowledge of division objectives, policies, programs and services and state and federal laws, rules and regulations pertaining to outdoor recreation, fish, wildlife, forestry or natural heritage resource conservation. Requires extensive knowledge of public relations principles and techniques, audio/visual and other interpretive methods, theories and practices. Requires extensive knowledge of budgetary planning. Requires ability to prepare and maintain records and written narrative reports. Requires ability to collect information and assists in analyzing and evaluating technical data and reports. Must have a thorough knowledge of the natural areas community in Illinois and techniques of land preservation. Combination of natural science and real estate background with an interest in natural areas preferred. Requires possession of valid driver's license.

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER 28833-12-00-500-03-01				
New/Revised Position Natural Resources Adv Spec					4	28833-12-00-510-22-01				
3. AGENCY Existing Position			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A1 AUTH.	8. AUDIT	9. OFFICE USE
New/Revised Position Natural Resources			Office of the Director			0	056	N	R	
10. SECTION Existing Position			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position Nature Preserves Commission								11-16-06		
14. WORK LOCATION Existing Position			15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
New/Revised Position McHenry			RC062		N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
<p>Under general direction, carries out INPC's Natural Areas Protection Program in Northeastern Illinois and serves as a technical specialist in handling threats to Illinois Nature Preserves in Northeastern Illinois.</p> <p>35% 1. Represents the Commission and owners of legally protected sites in such intrusions as boundary disputes, use disputes, adjacent development and watershed or zoning issues; reviews projects, plans, technical reports and proposals for their impact on nature preserves and other natural areas; presents reports to the Commission and makes recommendation for Commission action. Travels throughout the state.</p> <p>20% 2. Represents the commission at meetings, hearings, and other events; promotes the nature preserves program through articles and publications; gives programs and talks to organizations and constituency groups and provides general information on natural areas protection to the public.</p> <p>15% 3. Maintains regular communication with owners of nature preserves and land and water reserves; provides continued assistance in monitoring protection status and threats to nature preserves, and inspects nature preserves and other natural areas.</p> <p>10% 4. Negotiates long term preservation agreements with private or public owners of natural areas; applies in-depth knowledge of preservation agreements, constituency groups and resources management to develop a mutually beneficial agreement.</p>										
DIRECTOR OF CMS SIGNATURE <i>James Cuyler</i> 33			IMMEDIATE SUPERVISOR SIGNATURE <i>Tech Services</i>			AGENCY HEAD SIGNATURE <i>Sam Flood</i>			DATE 11/16/06	

16. (CONTINUED)

% OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)

- 10% 5. Evaluates areas for inclusion in the Nature Preserves System program or Land and Water Reserves program; provides ecological and technical assistance to owners of nature preserves and land and water reserves; applies broad-based and in-depth knowledge of life histories, ecology and habitat needs of over a thousand native plants and animals to develop management plans to ensure the viability of natural areas.
- 5% 6. Works with volunteer organizations and individuals to provide management assistance for and surveillance of natural areas.
- 5% 7. Performs other duties as assigned which are reasonably within the scope of the duties enumerated above.

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

Public Service Administrator  
37015-12-00-510-20-01

WORKING TITLE (IF ANY)

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

SUPERVISOR OR  LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

Requires knowledge, skill and mental ability equivalent to a master's degree in outdoor recreation, fish, wildlife, forestry, natural heritage resources management, or a related biological, life or natural science supplemented by two years of directly related professional experience or requires a bachelor's degree in the field supplemented by four years of directly related professional experience. Requires thorough knowledge of flora, fauna, ecological and/or geological attraction identification and modern fish, wildlife, forestry or natural heritage management techniques. Requires thorough knowledge of division objectives, policies, programs and services and state and federal laws, rules and regulations pertaining to outdoor recreation, fish, wildlife, forestry or natural heritage resource conservation. Requires extensive knowledge of public relations principles and techniques, audio/visual and other interpretive methods, theories and practices. Requires extensive knowledge of budgetary planning. Requires ability to prepare and maintain records and written narrative reports. Requires ability to collect information and assists in analyzing and evaluating technical data and reports. Must have a thorough knowledge of the natural areas community in Illinois and techniques of land preservation. Combination of natural science and real estate background with an interest in natural areas preferred. Requires possession of valid driver's license.



**POSITION DESCRIPTION**

1. POSITION TITLE		Working Title (If Any)		Approval Code	Position Title Option Code	2. POSITION NUMBER			
Existing Position						28833-12-00-500-02-01			
NATURAL RESOURCES ADV SPEC					4	28833-12-00-500-03-01			
3. AGENCY		4. BUREAU/DIVISION			6. Exmt. Code	8. Work Co.	7. Alt. Auth.	8. Audit	9. Office Use
Existing Position						045			TRANS OF DUTIES
NATURAL RESOURCES		OFFICE OF THE DIRECTOR			0	056	N	R	
10. SECTION		11. UNIT			12. Transaction Code			13. Effective Date	
Existing Position					MA021 ESTABLISH			<del>03-16-01</del> 2-16-01	
NATURE PRESERVES COMMISSION					<input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY  <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input checked="" type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exmt					
Existing Position									
New/Revised Position MCHENRY		RC062		N					
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
<p>Under general direction of the Illinois Nature Preserves Commission's (INPC) Director, carries out INPC's Natural Areas Protection Program in Northeastern Illinois and serves as a technical specialist in handling threats to Illinois Nature Preserves in Northeastern Illinois.</p> <p>35% 1. Represents the Commission and owners of legally protected sites in such intrusions as boundary disputes, use disputes, adjacent development and watershed or zoning issues; reviews projects, plans, technical reports and proposals for their impact on nature preserves and other natural areas; presents reports to the Commission and makes recommendation for Commission action.</p> <p>20% 2. Represents the commission at meetings, hearings, and other events; promotes the nature preserves program through articles and -publications; gives programs and talks to organizations and constituency groups and provides general information on natural areas protection to the public.</p> <p>15% 3. Maintains regular communication with owners of nature preserves and land and water reserves; provides continued assistance in monitoring protection status and threats to nature preserves, and inspects nature preserves and other natural areas.</p> <p>10% 4. Negotiates long term preservation agreements with private or public owners of natural areas; applies in-depth knowledge of preservation agreements, constituency groups, and resources management to develop a mutually beneficial agreement.</p> <p style="text-align: center;"><b>Bureau of Personnel</b></p>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE		DATE	
			MAR 05 2001 Tech Services			Brent Mairum		2-22-01	

<p>% OF TIME</p> <p>10%</p> <p>6%</p> <p>5%</p>	<p>16. (CONTINUED)</p> <p>5. Evaluates areas for inclusion in the Nature Preserves System program or Land and Water Reserves program; provides ecological and technical assistance to owners of nature preserves and land and water reserves; applies broad-based and in-depth knowledge of life histories, ecology and habitat needs of over a thousand native plants and animals to develop management plans to ensure the viability of natural areas.</p> <p>6. Works with volunteer organizations and individuals to provide management assistance for and surveillance of natural areas.</p> <p>7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>
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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.)

<p>PUBLIC SERVICE ADMIN 37015-12-00-500-00-01</p>	<p>WORKING TITLE (If Any)</p> <p>DIRECTOR OF NPC</p>
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR                      OR                       LEAD WORKER

**NOTE: Supervisor or Lead Worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.**

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

POSITION TITLE	POSITION NUMBER	NO. OF INCUMBENTS OR FUNDED VACANCIES

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

Requires knowledge, skill and mental ability equivalent to a master's degree in outdoor recreation, fish, wildlife, forestry, natural heritage resources management, or a related biological, life or natural science supplemented by two years of directly related professional experience or requires a bachelor's degree in the field supplemented by four years of directly related professional experience. Requires thorough knowledge of flora, fauna, ecological and/or geological attraction identification and modern fish, wildlife, forestry or natural heritage management techniques. Requires thorough knowledge of division objectives, policies, programs and services and state and federal laws, rules and regulations pertaining to outdoor recreation, fish, wildlife, forestry or natural heritage resource conservation. Requires extensive knowledge of public relations principles and techniques, audio/visual and other interpretive methods, theories and practices. Requires extensive knowledge of budgetary planning. Requires ability to prepares and maintain records and written narrative reports. Requires ability to collect information and assist in analyzing and evaluating technical data and reports. Must have a thorough knowledge of the natural areas community in Illinois and techniques of land preservation. Combination of natural science and real estate background with an interest in natural areas preferred. Requires possession of an appropriate driver's license valid in Illinois.



ILLINOIS DEPARTMENT OF  
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position - <del>Conservation Resource Manager II</del>		<del>Northeastern IL Threats Coordinator</del>		4	<del>09382-12-00-500-02-01</del>				
New / Revised Position Natural Resources Advanced Specialist		Northeastern IL Threats Coordinator			28833-12-00-500-02-01				
3. AGENCY		4. BUREAU / DIVISION		5. EXEMPT CODE	6. WORK COUNTY	7. A1 AUTH.	8. AUDIT	9. OFFICE USE	
Existing Position <del>Natural Resources</del>		<del>Office of the Director</del>							
New / Revised Position Natural Resources		Office of the Director		0	045	N	R		
10. SECTION		11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE		
Existing Position <del>Nature Preserves Commission</del>				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input checked="" type="checkbox"/> MC158 UPWARD REALLOCATION			01-01-98		
New / Revised Position Nature Preserves Commission									
14. WORK LOCATION		15. BARGAINING / TERM CODE		RUTAN EXEMPT					
Existing Position <del>Kane County</del>		<del>RC062</del>							
New / Revised Position Kane County		RC062		N					
% OF TIME   16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES									
<p>Under general direction of the Illinois Nature Preserves Commission's (INPC) Director, carries out INPC's Natural Areas Protection Program in Northeastern Illinois and serves as a technical specialist in handling threats to Illinois Nature Preserves in Northeastern Illinois.</p> <p>35% 1. Represents the Commission and owners of legally protected sites in such intrusions as boundary disputes, use disputes, adjacent development, and watershed or zoning issues; reviews projects, plans, technical reports and proposals for their impact on nature preserves and other natural areas; presents reports to the Commission and makes recommendations for Commission action.</p> <p>20% 2. Represents the Commission at meetings, hearings, and other events; promotes the nature preserves program through articles and publications; gives programs and talks to organizations and constituency groups and provides general information on natural areas protection to the public.</p> <p>15% 3. Maintains regular communication with owners of nature preserves and land and water reserves; provides continued assistance in monitoring protection status and threats to nature preserves, and inspects nature preserves and other natural areas.</p> <p>10% 4. Negotiates long term preservation agreements with private or public owners of natural areas; applies in-depth knowledge of preservation agreements, constituency groups, and resource management to develop a mutually beneficial agreement.</p> <p>10% 5. Evaluates areas for inclusion in the Nature Preserves System program or Land and Water Reserves program; provides ecological and technical assistance to owners of nature preserves and land and water reserves; applies broad-based and in-depth knowledge of life histories, ecology and habitat needs of over a thousand native plants and animals to develop management plans to ensure the viability of natural areas.</p> <p>5% 6. Works with volunteer organizations and individuals to provide management assistance for and surveillance of natural areas.</p> <p>5% 7. Performs other duties as required or assigned which are reasonable within the scope of the duties enumerated above.</p>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			
<i>Michael Belmont</i>			<i>Brent Manning</i>			DATE JAN 1998 1/15/98 XJ			

16. (CONTINUED)

% OF TIME

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

Public Service Administrator 37015-12-00-500-00-01

WORKING TITLE (IF ANY)

Director

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

SUPERVISOR OR  LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

19. SPECIALIZED 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.

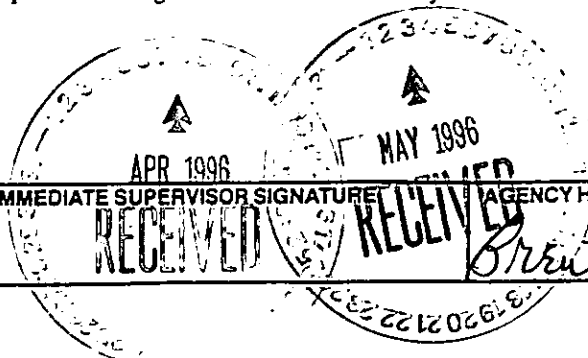
Requires knowledge, skills and mental ability equivalent to a master's degree in outdoor recreation, fish, wildlife, forestry, natural heritage resources management, or a related biological, life or natural science supplemented by two years of directly related professional experience or requires a bachelor's degree in the field supplemented by four years of directly related professional experience. Requires thorough knowledge of flora, fauna, ecological and/or geological attraction identification and modern fish, wildlife, forestry or natural heritage management techniques. Requires thorough knowledge of division objectives, policies, programs and services and state and federal laws, rules and regulations pertaining to outdoor recreation, fish, wildlife, forestry, or natural heritage resource conservation. Requires extensive knowledge of public relations principles and techniques, audio/visual and other interpretive methods, theories and practices. Requires extensive knowledge of budgetary planning. Requires ability to prepare and maintain records and written narrative reports. Requires ability to collect information and assist in analyzing and evaluating technical data and reports. Must have a thorough knowledge of the natural areas community in Illinois and techniques of land preservation. Combination of natural science and real estate background with an interest in natural areas preferred. Requires possession of an appropriate driver's license valid in Illinois.



ILLINOIS DEPARTMENT OF  
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position									
New / Revised Position Conservation Resource Manager II		Northeastern IL Threats Coordinator		4	09382-12-00-500-02-01				
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 Natural Resources		Office of the Director			0	045	N	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							95-03 04-04-96		
New / Revised Position Nature Preserves Commission		Northeastern Illinois Threats Coordinator			<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING / TERM CODE		RUTAN EXEMPT					
Existing Position									
New / Revised Position Kane County		RC062		N					
% OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES								
	<p>Under general supervision of the Director of the Illinois Nature Preserves Commission, administers and carries out the Commission's natural areas protection program, specializing in handling threats to Illinois Nature Preserves in northeastern Illinois.</p>								
35%	1. Maintains regular communication with owners of nature preserves and natural heritage landmarks; provides continued assistance in monitoring protection status and threats to nature preserves; inspects nature preserves and other natural areas; reviews projects, plans, technical reports and proposals for their impact on nature preserves and other natural areas; presents reports to the Commission and makes recommendations for Commission action.								
20%	2. Represents the Commission at meetings, hearings, ceremonies, and other events; contacts private and public owners of natural areas to advise them of the natural significance of their land and why it should be preserved; provides technical expertise in determining and evaluating preservation options.								
15%	3. Prepares or assists in the preparation of detailed reports and documents such as nature preserve dedication proposals, instruments of dedication, natural heritage landmark forms, master plans, and Commission biennial reports on the status of nature preserves.								
10%	4. Promotes the nature preserves program through articles and publications; gives programs and talks to organizations and constituency groups; provides general information on natural areas protection to the public.								
10%	5. Participates in the development of annual work plans and budget priorities for the Commission, assists in developing priorities for the nature preserves program; evaluates areas for inclusion in the Nature Preserves System or natural heritage landmark program.								
5%	6. Works with volunteer organizations and individuals to provide management assistance for and surveillance of natural areas.								
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.								
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>Dick Schultz</i>		<i>Brent Manning</i>			<i>Brent Manning</i>			5/2/96	



RS

% OF TIME

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

Public Service Administrator 37015-12-00-500-00-01

WORKING TITLE (IF ANY)

Director

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

SUPERVISOR OR  LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

19. SPECIALIZED 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 a Bachelor's degree in the field of biological sciences. Requires two years progressively responsible professional experience in natural heritage resource protection. Must have a thorough knowledge of the natural areas community in Illinois and techniques of land preservation. Must have a proven ability to communicate effectively with rural landowners, public officials, land managers, attorneys and real estate practitioners. Combination of natural science and real estate background with an interest in natural areas preferred.

1.POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	2. POSITION NUMBER	LEGACY POSITION NUMBER
SITE TECHNICIAN II-UMP Certificate-Spanish	SITE TECHNICIAN II	Spanish	UMP Certificate	90705131	41132-12-32-405-03-02
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	5. EXMT CODE	SITE	POSITION TYPE	7. MI
false	No		In-Office	SP	true
AGENCY	DIVISION	10. SECTION	11. UNIT	13. EFFECTIVE DATE	
Department of Natural Resources	Division of Parks & Recreation	Horseshoe Lake/Frank Holten	Frank Holten	2025-06-01	
6. WORK COUNTY	14. WORK LOCATION	15. BARGAINING/TERM CODE	JOB PROTECTED		
St. Clair	Frank Holten State Recreation Area	USA/RC028	Yes		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS				

25	1. Under general direction, performs semi-skilled work by performing a range of duties associated with making repairs completing maintenance to site vehicles and equipment. <ul style="list-style-type: none"> <li>Repairs gear mechanics, performs minor bodywork and broken flail and batwing mowers by welding on pieces and parts.</li> <li>Makes minor repairs to plumbing/electrical/heating/air condition equipment.</li> <li>Changes oil, fluid, filters, spark plugs, belts, and repacks wheel bearings.</li> <li>Washes vehicles and equipment.</li> <li>Sharpens mower blades.</li> <li>Winterizes equipment.</li> <li>Repairs and maintains small equipment such as weed eaters and chainsaws.</li> </ul>
25	2. Maintains and applies pesticides to the grounds throughout the site: <ul style="list-style-type: none"> <li>Rakes leaves, mows grass, and cuts brush and trees using such equipment as hand mowers, chainsaws, tractor and 15-foot and 20-foot batwing mowers.</li> <li>Empties trash cans and picks up garbage through the site.</li> <li>Plants trees, shrubs, flowers, and grass.</li> <li>Plows snow and patches roads.</li> </ul>
15	3. Maintains building interiors: <ul style="list-style-type: none"> <li>Sweeps, mops, and waxes floors.</li> <li>Cleans and disinfects restrooms and fixtures.</li> <li>Dusts and cleans furniture.</li> <li>Washes windows.</li> </ul>
10	4. Performs routine tasks related to outdoor recreational programs and utilizes bilingual skills (Spanish/English): <ul style="list-style-type: none"> <li>Assists in setup and gives direction to users in Spanish when needed regarding special events including fishing clinics, group camps, special hunts.</li> <li>Informs visitors in English or Spanish of available programs and rules related to such.</li> <li>Participates in habitat protection programs enacted by supervisor as directed.</li> <li>Assists in setup for reserved shelters, group camps.</li> </ul>
10	5. Performs maintenances on exterior areas of the site: <ul style="list-style-type: none"> <li>Paints buildings, picnic shelters, restrooms, and pit privies.</li> <li>Paints and stencils trash barrels.</li> <li>Repairs and paints picnic tables.</li> <li>Performs carpentry work as necessary to site information signs.</li> <li>Installs and maintains site informational signs.</li> </ul>
5	6. Assists in implementing the safety and security programs at the site: <ul style="list-style-type: none"> <li>Inspects public use areas and reports public health and safety hazards to supervisor.</li> <li>Assists in the rescue of injured or stranded site visitors.</li> <li>Assures building and gates are properly locked.</li> <li>Informs and educates visitors in English or Spanish of rules and regulations.</li> <li>Patrols site for public and staff safety, bringing issues, disturbances, and emergency situations to supervisor and/or authorities as appropriate.</li> <li>Ensures site has been vacated by visitors at time of park closure when working closing shifts.</li> <li>Performs first aid and CPR when needed.</li> </ul>
5	7. On and intermittent or seasonal basis provides leadership and direction in English or Spanish to volunteers, seasonal employees, and other staff: <ul style="list-style-type: none"> <li>Provides on-the-job training to new employees and volunteers to familiarize them with site facilities programs, tools, and equipment.</li> </ul>
5	8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.
	9.
	10.

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

SUPERVISOR POSITION TITLE	POSITION	WORKING TITLE (IF ANY)
SITE ASSISTANT SUPT I	90685964	SITE ASSISTANT SUPERINTENDENT I

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

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

POSITION TITLE	POSITION NUMBER	NO. OF INCUMBENTS OR FUNDED VACANCIES

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

Minimum Qualifications

1. Requires education and experience equivalent to high school graduation and two years maintenance or farming experience preferably associated with the building trades and/or the operation of heavy equipment and machinery.
2. Ability to speak and write Spanish at a colloquial skill level.
3. Qualifying state employees in the Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the state requirement for this classification.

Preferred Qualifications (In Order of Significance)

1. Two (2) years of working knowledge of tools and equipment used in the trades and/or operation of heavy equipment of farm machinery and implements and/or warehousing.
2. One (1) year of experience in following written and oral instructions.
3. One (1) year of experience informing visitors of site facilities, programs, rules, and regulations.

Specialized Skills (Used for certain BU Employees only)

20. CONDITIONS OF EMPLOYMENT

1. Ability to pass background check.
2. Valid and current Driver's license.
3. Ability to obtain a herbicide or pesticide operator's license within 6 months of employment.
4. Ability to withstand exposure to the elements on a year-round basis.
5. Physical ability to operate and maintain tools, equipment, and materials utilized in the maintenance, repair, and care of site resources, buildings, and grounds.
6. Ability to lift, carry, and transport loads exceeding sixty pounds.
7. Ability to walk over rough and broken terrain.
8. Ability to obtain and maintain First Aid/CPR certification.
9. Ability to speak and write Spanish at a colloquial skill level.
10. All applicants must be able to meet the following Conditions of Employment, with or without reasonable accommodation, to be considered for this position.

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