

# ILLINOIS DEPARTMENT OF CORRECTIONS



## Annual Report for State Services Assurance Act

April 1, 2026

**JB Pritzker**

*Governor*

**Latoya Hughes**

*Director*



The Illinois Department of Corrections respectfully submits the following data regarding the State Services Assurance Act for 2008.

The following figures are a representation of employees working for the Illinois Department of Corrections on March 1, 2026.

For the time period represented in this report; March 1, 2026, there were 23 bilingual individuals employed with the Illinois Department of Corrections.

#### [5 ILCS 382/3-20](#)

Sec. 3-20. Accountability. On or before April 1, 2008 and each year thereafter, each executive branch agency, board, and commission shall prepare and submit a report to the General Assembly on the staffing level of bilingual employees. The report shall provide data from the previous month, including but not limited to each employees name, job title, job description, and languages spoken. (Source: P.A. 95-707, eff. 1-11-08.)

## March 1, 2026 State Services Assurance Act

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\*The job descriptions for each title are listed starting on page 5. The descriptions are generic to the job title and may not represent the facility where the person is employed. The descriptions were limited to one per title to reduce redundancy in the report.

**ILLINOIS DEPARTMENT OF CORRECTIONS**  
**Annual Report for State Services Assurance Act**  
**Bilingual Employees on March 1, 2026**

<b>NAME</b>	<b>TITLE</b>	<b>LANGUAGE SPOKEN</b>
MARTINEZ LILIANA G	COR ASSESS SPEC	Spanish
CHINO ANGEL	COR SEN PAR AGT	Spanish
MERLO JULIETE S	COR SEN PAR AGT	Spanish
PEREZ VICTOR M	COR SEN PAR AGT	Spanish
PRADO JOSE M	COR SEN PAR AGT	Spanish
PRADO JOSE M J	COR SEN PAR AGT	Spanish
TREVINO MARTHA O	COR SEN PAR AGT	Spanish
ZAMUDIO NEREYDA	CORR CASEWK SPVR	Spanish
BALLARD JASON M	CORR COUNSELOR 2	Spanish
LENZ PAULA	CORR COUNSELOR 2	Spanish
REYES CARLOS R	CORR COUNSELOR 2	Spanish
SMITH KELSEY S	CORR COUNSELOR 2	Spanish
WIEWEL VICTORIA R	CORR COUNSELOR 2	Spanish
LOPEZ LUIS A	CORR COUNSELOR I	Spanish
JARA SNOWFEATHER B	CORR OFFICER	Spanish
MADRIGAL JESUS A	CORR OFFICER	Spanish
JIMENEZHERNANDEZ AL	CORR RESIDE CO 1	Spanish
SALDANA LUCAS A	CORR SERGEANT	Spanish
FRAGOZO MARTHA	EXECUTIVE 1	Spanish
CALLE FERNANDO	OFFICE ASSISTANT	Spanish
DOMINGUEZ-QUINTERO	OFFICE ASSISTANT	Spanish
RIVERA ELENA D	OFFICE ASSOCIATE	Spanish
VILLAGOMEZ LUCY I	SWITCHBRD OPR I	Spanish

POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	POSITION NUMBER	LEGACY POSITION NUMBER	AGENCY SPECIFIC POSITION CODE
CORRECTIONAL CASEWORK SUPERVISOR-UMP Credential-Spanish	DOC Programs and Support Services District 1 Reentry Correctional Casework Supervisor	Spanish	UMP Credential	90672799	09655-29-02-120-20-13	09655-29-02-120-20-13
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	EXMT CODE	SITE	POSITION TYPE	MI	TARGET FTE
false	No	Not Exempt	In-Office	RP	false	1
AGENCY	DIVISION	SECTION	UNIT	EFFECTIVE DATE		
Department of Corrections	Programs & Support Services	Re-Entry Program	Re-Entry District 1	2025.04.30		
WORK COUNTY	WORK LOCATION	BARGAINING CODE	JOB PROTECTED	ALTERNATE RATE OF PAY	MERIT COMP CODE	
Cook	Chicago - 1110 S Oakley Blvd	USA/CU500	Yes	S		
% OF TIME	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
25	<p>1. Supervises contractual professional staff.</p> <ul style="list-style-type: none"> <li>• Assigns and reviews work.</li> <li>• Provides guidance and training to assigned staff.</li> <li>• Establishes annual goals and objectives.</li> <li>• Reviews activity reports.</li> <li>• Verifies contractual staffing provisions are adhered to according to contract provisions.</li> <li>• Provides functional supervision to field service representatives located in the placement units of the facilities.</li> <li>• Monitors provisions of contractual agreements to ensure they are adhered to.</li> </ul> <p>Serves as a functional supervisor to Correctional Counselor III positions assigned to Field Services.</p> <ul style="list-style-type: none"> <li>• Assigns and reviews work.</li> <li>• Provides guidance and training to assigned staff.</li> <li>• Reviews activity reports.</li> </ul>					
20	<p>2. Conducts case management of assigned caseload.</p> <ul style="list-style-type: none"> <li>• Identifies and secures placement/supportive services with appropriate community organizations for individuals preparing for release and on parole.</li> <li>• Travels in the performance of this duty.</li> </ul>					
20	<p>3. Prepares and completes case reports, progress reports, and vendor evaluations.</p> <ul style="list-style-type: none"> <li>• Reviews and maintains reports from community resource vendors providing outline related to delivery of case management treatment and supportive services needs.</li> </ul>					
15	<p>4. Facilitates placement coordination and resource linkage between Department staff and community organizations.</p> <ul style="list-style-type: none"> <li>• Monitors caseload progress.</li> <li>• Monitors recommendations from facility staff and parole pertaining to individuals in custody preparing for release and on parole.</li> </ul>					
10	<p>5. Translates and interprets, both orally and in writing for Spanish speaking individuals regarding functions/ procedures and proper completion forms.</p>					
05	<p>6. Identifies community service providers and assists in the training of service providers, facility multi-disciplinary team members, parole agents and staff with regards to the placement of individuals in custody into community-based treatment/residential services upon release.</p>					
05	<p>7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>					
	<p>8.</p>					
	<p>9.</p>					

10.

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

SUPERVISOR POSITION TITLE	POSITION	WORKING TITLE (IF ANY)
PUBLIC SERVICE ADMINISTRATOR-Law Enforcement/ Correctional	90675668	DOC Programs and Support Services Reentry District 1 Supervisor

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.

Supervisor - Yes    Lead Worker - N/A

POSITION TITLE	POSITION NUMBER	NO. OF INCUMBENTS OR FUNDED VACANCIES

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

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of four (4) years of college supplemented by a master's degree in behavioral or social sciences.
2. Requires two (2) years of progressively responsible professional experience in corrections, behavioral, social sciences, or a related field.
3. Requires the ability to speak and write Spanish, at the colloquial skill level.
4. This class is included as an Upward Mobility Program credential title.

Preferred Qualifications (In Order of Significance)

1. Prefers at least three (3) years of work experience working within a criminal justice setting.
2. Prefers at least two (2) years of experience of collaborative work with community service providers and assisting individuals with linkage to resources with the re-entry population.
3. Prefers at least two (2) years of case management experience with a focus on re-entry from a custodial setting to a community setting.
4. Prefers at least one (1) year of experience with contract monitoring.
5. Prefers at least two (2) years of professional experience utilizing computer systems in relation to counseling and/or human development.
6. Prefers at least one (1) year of professional experience participating as part of a multi-disciplinary team.

Specialized Skills (Used for certain BU Employees only)

**CONDITIONS OF EMPLOYMENT**

1. Requires ability to travel in the performance of duties, with overnight stays as appropriate.
2. Requires the ability to pass the IDOC/IDJJ background check.
3. Requires ability to pass a drug screen. The use of unauthorized drugs by an employee, regardless of position held, is prohibited.
4. The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

**COMMENTS**

POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	POSITION NUMBER	LEGACY POSITION NUMBER	AGENCY SPECIFIC POSITION CODE
CORRECTIONAL COUNSELOR I-UMP DUAL - Combination of Certificate and Credential-Spanish	DOC Taylorville CC Correctional Counselor I Spanish Speaking Unit	Spanish	UMP DUAL - Combination of Certificate and Credential	90672820	09661-29-56-230-11-13	09661-29-56-230-11-13
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	EXMT CODE	SITE	POSITION TYPE	MI	TARGET FTE
false	No	Not Exempt	In-Office	SP	true	50
AGENCY	DIVISION	SECTION	UNIT	EFFECTIVE DATE		
Department of Corrections	Taylorville Correctional Center	Taylorville Programs	Taylorville Clinical Services	2025.06.26		
WORK COUNTY	WORK LOCATION	BARGAINING CODE	JOB PROTECTED	ALTERNATE RATE OF PAY	MERIT COMP CODE	
Christian	Taylorville - 1144 II Route 29	USA/RC062	Yes	A		
% OF TIME	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
30	<p>1. Assists in providing a regular interview routine for each assigned individual in custody seeing them no less than once every 60 days to address the needs of the individual in custody.</p> <ul style="list-style-type: none"> <li>• Maintains file on each individual in custody reflecting counselor/individual in custody contacts.</li> <li>• Records all contacts on cumulative counseling summary and maintains records in accurate and orderly manner.</li> <li>• Responds to and reviews routine request slips from individuals in custody on assigned caseload.</li> <li>• Documents request and follow-up for periodic review.</li> <li>• Processes requests for work release, day release, furloughs, and entrance into educational vocational programs.</li> <li>• Conducts sentence credit reviews</li> </ul>					
25	<p>2. Conducts beginning level counseling sessions with individuals in custody providing assistance to each individual in custody in the development of a program plan in conjunction with staff completing the risk and needs assessments.</p> <ul style="list-style-type: none"> <li>• Contacts each individual in custody on assigned caseload to determine individual's current counseling needs.</li> <li>• Prepares tentative placement plan based on evaluation of individual in custody and records review.</li> <li>• Makes recommendations to supervisor for placement of individuals in custody into goal specific programs.</li> <li>• Facilitates programs to individuals in custody of a correctional center relative to such topics as behavior modification, anger management, communication, criminal thinking, life skills, wellness, veteran's groups, and self-improvement.</li> <li>• Provides guidance for individuals in custody exhibiting complex personal problems or difficulty in adjustment and growth in the areas of social, emotional, education, vocational, and health planning.</li> <li>• Assists in chart progress for program participation.</li> </ul>					
10	<p>3. Prepares progress reports including required professional reports.</p> <ul style="list-style-type: none"> <li>• Prepares professional reports, i.e., reclassifications, transfer reports, and supplemental program consideration reports.</li> <li>• Inputs accurate information into Offender 360 for retrieval upon request.</li> </ul>					
10	<p>4. Translates functions/procedures into Spanish for individuals who cannot speak or read English.</p>					
10	<p>5. Participates on institutional committees or projects, i.e., assignment committee, adjustment committee, grievance committee and/or program team.</p> <ul style="list-style-type: none"> <li>• Collects, reviews, and provides responses to first level grievances for individuals in custody (not including: grievances deemed emergency by the Chief Administrative Officer (CAO), medical, Health Insurance Portability and Accountability Act (HIPPA), disciplinary, excessive force, Americans with Disabilities Act (ADA), and/or Prison Rape Elimination Act (PREA) grievances.</li> <li>• Prepares reports.</li> </ul>					
5	<p>6. Communicates with the families and support systems of the individuals in custody relative to requests, adjustment, emergency furloughs, visitation, parole plans, and issues related to family members.</p>					

5	7. Receives on-the-job training relating to counseling principles and techniques for increased job responsibilities and job proficiency. • Attends and participates in staff training. • Pursues efforts at continued professional development.
5	8. Performs other duties as required or assigned which are reasonably within the scope of those duties enumerated above.
	9.
	10.

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

SUPERVISOR POSITION TITLE	POSITION	WORKING TITLE (IF ANY)
CORRECTIONAL CASEWORK SUPERVISOR-UMP Credential	90672774	DOC Taylorville CC Correctional Casework Supervisor

**CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:**

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

POSITION TITLE	POSITION NUMBER	NO. OF INCUMBENTS OR FUNDED VACANCIES

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

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of four (4) years of college with a bachelor's degree in behavioral or social sciences.
2. Requires the ability to speak and write Spanish, at the colloquial skill level.
3. Qualifying state employees in the employee Upward Mobility Program, may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this profession.

Preferred Qualifications (In Order of Significance)

1. Prefers at least one (1) year professional experience providing counseling services to individuals in a custody setting.
2. Prefers at least one (1) year of professional experience participating as part of a multi-disciplinary team.
3. Prefers at least one (1) year professional experience documenting progress of individual in relation to case/treatment plans.
4. Prefers at least one (1) year of professional experience utilizing departmental or equivalent computer systems.

Specialized Skills (Used for certain BU Employees only)

**CONDITIONS OF EMPLOYMENT**

1. Requires written and spoken knowledge of the English language.
2. Requires ability to pass the IDOC/IDJJ background check.
3. Requires ability to pass a drug screen. The use of unauthorized drugs by an employee, regardless of position held, is prohibited.
4. Required to utilize digital technology, tools, platforms, and processes in managing and supporting various digital enhancements for greater efficiency, productivity, and digital transformation efforts within the department.
5. The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

**COMMENTS**

POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	POSITION NUMBER	LEGACY POSITION NUMBER	AGENCY SPECIFIC POSITION CODE
CORRECTIONAL COUNSELOR II - Spanish	DOC Illinois River CC Correctional Counselor II - Unit - Spanish Speaking	Spanish	None	90673003	09662-29-55-230-11-13	09662-29-55-230-11-13
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	EXMT CODE	SITE	POSITION TYPE	MI	TARGET FTE
false	No	Not Exempt	In-Office	SP	true	50
AGENCY	DIVISION	SECTION	UNIT	EFFECTIVE DATE		
Department of Corrections	Illinois River Correctional Center	Illinois River Programs	Illinois River Clinical Services	2025.06.27		
WORK COUNTY	WORK LOCATION	BARGAINING CODE	JOB PROTECTED	ALTERNATE RATE OF PAY	MERIT COMP CODE	
Fulton	Canton - 1300 W Locust St	USA/RC062	Yes	A		
% OF TIME	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
30	1. Provides a regular interview routine for each assigned individual in custody seeing them no less than once every 60 days to address the needs of the individual in custody. <ul style="list-style-type: none"> <li>• Maintains file on each individual in custody reflecting counselor/individual in custody contacts.</li> <li>• Records all contacts on cumulative counseling summary and maintains records in accurate and orderly manner.</li> <li>• Responds to and reviews routine request slips from individuals in custody on assigned caseload.</li> <li>• Documents request and follow-up for periodic review.</li> <li>• Processes requests for work release, day release, furloughs, and entrance into educational vocational programs.</li> <li>• Conducts sentence credit reviews</li> </ul>					
25	2. Conducts journeyman level counseling sessions with individuals in custody providing assistance to each individual in custody in the development of a program plan in conjunction with staff completing the risk and needs assessments. <ul style="list-style-type: none"> <li>• Contacts each individual in custody on assigned caseload to determine individual's current counseling needs.</li> <li>• Prepares tentative placement plan based on evaluation of individual in custody and records review.</li> <li>• Makes recommendations to supervisor for placement of individuals in custody into goal specific programs.</li> <li>• Facilitates programs to individuals in custody of a correctional center relative to such topics as behavior modification, anger management, communication, criminal thinking, life skills, wellness, veteran's groups, and self-improvement.</li> <li>• Provides guidance for individuals in custody exhibiting complex personal problems or difficulty in adjustment and growth in the areas of social, emotional, education, vocational, and health planning.</li> <li>• Assists in chart progress for program participation.</li> </ul>					
10	3. Prepares progress reports including required professional reports. <ul style="list-style-type: none"> <li>• Prepares professional reports, i.e., reclassifications, transfer reports, and supplemental program consideration reports.</li> <li>• Inputs accurate information into Offender 360 for retrieval upon request.</li> </ul>					
10	4. Translates functions/procedures into Spanish for individuals who cannot speak or read English.					
10	5. Participates on institutional committees or projects, i.e., assignment committee, adjustment committee, grievance committee and/or program team. <ul style="list-style-type: none"> <li>• Collects, reviews, and provides responses to first level grievances for individuals in custody (not including: grievances deemed emergency by the Chief Administrative Officer (CAO), medical, Health Insurance Portability and Accountability Act (HIPPA), disciplinary, excessive force, Americans with Disabilities Act (ADA), and/or Prison Rape Elimination Act (PREA) grievances.</li> <li>• Prepares reports.</li> </ul>					
05	6. Communicates with the families and support systems of the individuals in custody relative to requests, adjustment, emergency furloughs, visitation, parole plans, and issues related to family members.					
05	7. Receives on-the-job training relating to counseling principles and techniques for increased job responsibilities and job proficiency. <ul style="list-style-type: none"> <li>• Attends and participates in staff training.</li> <li>• Pursues efforts at continued professional development.</li> </ul>					
05	8. Performs other duties as required or assigned which are reasonably within the scope of those duties enumerated above.					

9.		
10.		
POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
SUPERVISOR POSITION TITLE	POSITION	WORKING TITLE (IF ANY)
CORRECTIONAL CASEWORK SUPERVISOR-UMP Credential	90672782	DOC Illinois River CC Correctional Casework Supervisor
CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.		
POSITION TITLE	POSITION NUMBER	NO. OF INCUMBENTS OR FUNDED VACANCIES
SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.		
<u>Minimum Qualifications</u>		
<ol style="list-style-type: none"> <li>Requires knowledge, skill, and mental development equivalent to completion of four (4) years of college with a bachelor's degree in behavioral or social sciences.</li> <li>Requires one (1) year of professional experience in corrections, behavioral, social sciences, or a related field.</li> <li>Requires the ability to speak and write Spanish, at the colloquial skill level.</li> </ol>		
<u>Preferred Qualifications (In Order of Significance)</u>		
<u>Specialized Skills (Used for certain BU Employees only)</u>		
CONDITIONS OF EMPLOYMENT		
<ol style="list-style-type: none"> <li>Requires written and spoken knowledge of the English language.</li> <li>Requires ability to pass the IDOC/IDJJ background check.</li> <li>Requires the ability to pass a drug screen. The use of unauthorized drugs by an employee, regardless of position held, is prohibited.</li> <li>Required to utilize digital technology, tools, platforms, and processes in managing and supporting various digital enhancements for greater efficiency, productivity, and digital transformation efforts within the department.</li> <li>The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.</li> </ol>		
COMMENTS		

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Correctional Officer			29	SS	09675-29-83-310-12-13			
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								
Corrections		Menard Correctional Center		0	079	2	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE	
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH		09/16/2022	
NEW/REVISED POSITION					<input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY			
Operations		Security			<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								
Randolph County		RC006		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
20%	1. Maintains orderly conduct of visitors and individuals in custody. <ul style="list-style-type: none"> <li>Searches visitors prior to entering the facility.</li> <li>Makes visual and physical body counts of individuals in custody.</li> <li>Maintains order in visiting room.</li> <li>Inspects individuals in custody, visitors, and employees for contraband.</li> <li>Inspects individuals in custody rooms and personal property.</li> <li>Completes shake-down reports.</li> <li>Monitors individuals in custody telephone usage.</li> <li>Prepares reports on violations of visitors and individuals in custody.</li> <li>Monitors and controls individuals in custody movement.</li> </ul>							
20%	2. Serves as the tower officer. <ul style="list-style-type: none"> <li>Climbs stairs/ladder to assignment.</li> <li>Observes individuals in custody and staff to ensure security at all times.</li> <li>Reports unusual incidents.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS						
	<ul style="list-style-type: none"> <li>• Remains alert for any and all individuals in custody and staff inside and outside the security perimeter as well as vehicles.</li> <li>• Prepares a written report on unusual individuals in custody, visitor, or vehicle activity.</li> </ul>						
20%	<p>3. Serves as a writ officer certifying safety and security of the individual in custody being escorted on writ.</p> <ul style="list-style-type: none"> <li>• Utilizes vehicle to transport offenders on medical furlough, writs, transfers to other facilities.</li> <li>• Secures appropriate Armory weaponry, ammunition, restraints and keys.</li> <li>• Obtains writ package.</li> <li>• Applies physical restraint if necessary.</li> <li>• Travels in the performance of duties.</li> </ul>						
10%	<p>4. Serves as an inter/outer patrol officer. Makes routine patrols of the perimeter areas checking for contraband, unauthorized person and security breaches.</p> <ul style="list-style-type: none"> <li>• Apprehends escapees.</li> <li>• Escorts yard and gym lines and all details such as school classes, special work details, meetings, and other activities to and from their destination.</li> </ul>						
10%	<p>5. Completes disciplinary and incident reports on individuals in custody.</p> <ul style="list-style-type: none"> <li>• Makes entries in logbooks.</li> <li>• Completes work orders and requisitions.</li> </ul>						
10%	<p>6. Translates functions/procedures into Spanish for individuals who cannot speak or read English.</p>						
05%	<p>7. Enforces, maintains discipline, safety, sanitation, security and custodial measures in all areas of assignment.</p>						
05%	<p>8. Performs other duties as required or assigned which are reasonable within the scope of duties enumerated above.</p>						
<p>17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)</p>							
<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="82 1682 1036 1717"></th> <th data-bbox="1036 1682 1563 1717">WORKING TITLE (IF ANY)</th> </tr> </thead> <tbody> <tr> <td data-bbox="82 1717 1036 1753">Correctional Lieutenant 09673-29-83-310-11-01</td> <td data-bbox="1036 1717 1563 1753"></td> </tr> <tr> <td data-bbox="82 1753 1036 1787">Correctional Lieutenant 09673-29-83-310-11-13</td> <td data-bbox="1036 1753 1563 1787"></td> </tr> </tbody> </table>			WORKING TITLE (IF ANY)	Correctional Lieutenant 09673-29-83-310-11-01		Correctional Lieutenant 09673-29-83-310-11-13	
	WORKING TITLE (IF ANY)						
Correctional Lieutenant 09673-29-83-310-11-01							
Correctional Lieutenant 09673-29-83-310-11-13							
<p>18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:</p>							
<p><input type="checkbox"/> Supervisor    <input type="checkbox"/> Lead Worker</p>							

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

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

Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of four (4) years high school.
2. Requires the successful completion of an approved correctional officer training program.
3. Candidate must have the ability to speak and write Spanish at a colloquial skill level.

Preferred Qualifications (In Order of Significance)

1. Prefers working knowledge and understanding of the methods and objects of discipline required to handle persons under restraint.
2. Prefers the ability to enforce and maintain discipline, safety, sanitation, security, and custodial measures.

**20. CONDITIONS OF EMPLOYMENT**

1. Requires the physical ability to perform duties assigned.
2. Requires a valid, appropriate driver's license and the ability to travel statewide.
3. Requires ability to carry a firearm.
4. Requires the ability to pass the IDOC/IDJJ background check.
5. Requires the ability to pass a drug screen. On January 1, 2020, the Cannabis Regulation and Tax Act made it legal for residents over the age of 21 to produce, consume and sell cannabis in Illinois. Please note that although the law has changed, the Department will continue to enforce the Department's zero tolerance Drug Testing policy. The use of unauthorized drugs, including cannabis, by an employee, regardless of the position held is prohibited.

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 Correctional Officer performs security and custodial duties, supervising and maintaining control of Individuals in Custody's movement and activities on an assigned shift, giving direction and making decisions as required, referring non-routine decisions to the superior officer, as well as enforcing and maintaining disciplinary, safety, sanitary, security and custodial measures. The Correctional Officer position is a vital position for the custody, control, and safety of all IDOC facilities. The candidate must have successfully completed an approved correctional officer training program. The candidate must be able to translate functions/procedures into Spanish for Individuals who cannot speak or read English. We encourage all staff that meet the minimum requirements to apply.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

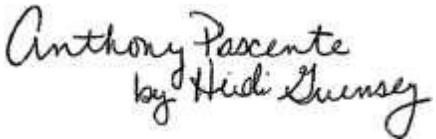

The Illinois Department of Corrections is a multicultural agency deeply committed to ensuring diversity, equity, and inclusion. This commitment is at the forefront of our operations, hiring, policies and procedures, and training. We recognize the benefit of workplace empowerment, the importance of diversity and fully support an environment where ALL employees are treated fairly, respectfully, and have equal access to opportunities and resources necessary to thrive and contribute to the agency's success. IDOC genuinely values the differences of individuals in our custody and is committed to ensuring a healthy living environment where they feel valued, respected, and included.

Through our commitment to Diversity, Equity, and Inclusion (DEI), we shall establish and uphold agency policies and practices conducive to eliminating all forms of exclusion including, but not limited to, racism, ageism, ableism, sexism, discrimination based on sexual orientation and gender, and religious oppression.

The IDOC team works to serve justice in Illinois and increase public safety by promoting positive change in behavior of individuals in custody, operating successful reentry programs, and reducing victimization.

Employees enjoy excellent benefits, including health, vision, and dental insurance; retirement plan and deferred compensation; state holidays and other benefit time off; tuition reimbursement; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

The Illinois Department of Corrections is proud to be an Equal Opportunity Employer.

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

POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	POSITION NUMBER	LEGACY POSITION NUMBER	AGENCY SPECIFIC POSITION CODE
CORRECTIONAL SERGEANT- Spanish	DOC Danville CC Correctional Sergeant	Spanish	None	90673261	09717-29-97-310-12-13	09717-29-97-310-12-13
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	EXMT CODE	SITE	POSITION TYPE	MI	TARGET FTE
false	No	Not Exempt	In-Office	SP	true	200
AGENCY	DIVISION	SECTION		UNIT	EFFECTIVE DATE	
Department of Corrections	Danville Correctional Center	Danville Operations		Danville Security	2025.05.22	
WORK COUNTY	WORK LOCATION	BARGAINING CODE	JOB PROTECTED	ALTERNATE RATE OF PAY	MERIT COMP CODE	
Vermilion	Danville - 3820 E Main St	USA/RC006	Yes	A		
% OF TIME	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
15	1. Performs inspections. <ul style="list-style-type: none"> <li>• Verifies proper application of institutional procedures by security staff.</li> <li>• Conducts a complete security inspection of rooms, halls, windows, doors, etc.</li> <li>• Directs all officers (foot and vehicle) or other special posts where independent judgment and responsibility are required.</li> <li>• Instructs and directs detail officers.</li> <li>• Verifies perimeter security and prevents unauthorized movement of persons.</li> <li>• Notifies the Shift Commander and prepares reports if any violations are found.</li> <li>• Verifies that all delivery vehicles and outside maintenance vehicles are escorted.</li> </ul>					
15	2. Monitors individuals in custody movement. <ul style="list-style-type: none"> <li>• Directs yard and gym periods.</li> <li>• Verifies that periodic searches are conducted on all individuals in custody leaving areas e.g., academic, vocational school, gym and yard lines.</li> <li>• Monitors shift shakedowns.</li> <li>• Verifies shakedowns are conducted in individuals in custody rooms and empty cells.</li> <li>• Stands at all feed lines to ensure proper security.</li> <li>• Supervises individuals in custody counts.</li> <li>• Maintains a log book of all movement.</li> <li>• Translates functions and procedures into Spanish for those individuals who cannot speak or write English.</li> </ul>					
15	3. Verifies Correctional Officers are assigned to and relieved for meals. <ul style="list-style-type: none"> <li>• Checks individuals in custody identification cards.</li> <li>• Confirms all individuals in custody are cleared away from the armory area before any weapons and/or ammo is taken from or put into the armory.</li> <li>• Prior to shift change, makes routine checks of tool accountability.</li> <li>• Confirms daily security inspections are completed and documentation is forwarded through the chain of command.</li> </ul>					
10	4. Monitors individuals in custody who are suicide risks, individuals in custody who are ill and individuals in custody who are confined to their rooms. <ul style="list-style-type: none"> <li>• Verifies that individuals in custody and incoming property are searched, inventoried.</li> <li>• Monitors staff entering/exiting and signs the log after each visit.</li> <li>• Verifies individuals in custody in segregation receive all necessary bedding, yard privileges, shower, food.</li> <li>• Confirms meals are picked up for the segregation and medical unit and that meals are served.</li> <li>• Checks individuals in custody observation log book and signs it for verification purposes.</li> </ul>					
10	5. Assists in orientation/training of new officers providing ongoing training and practical advice to subordinates in proper job performance. <ul style="list-style-type: none"> <li>• Participates in staff development, special supervisory meetings or training sessions.</li> <li>• Confirms proper procedures are given as instructions to trainees assigned to area or under his/her supervision.</li> </ul>					

10	6. Investigates and prepares special reports on unusual incidents, destruction of property etc.  <ul style="list-style-type: none"> <li>• Reports same to Lieutenant and Shift Commander.</li> <li>• Prepares reports pertaining to violations by individuals in custody regarding tools or equipment.</li> <li>• Submits to management through chain of command.</li> <li>• Monitors individuals in custody payroll, verifying it is submitted; submits sanitation reports.</li> </ul>
10	7. Operates vehicle to transport individuals in custody to and from court appearances, transfers to other correctional facilities.  <ul style="list-style-type: none"> <li>• Approved furloughs.</li> <li>• Adheres to facility administrative directives and policies while transporting.</li> </ul>
10	8. Serves as designated lead worker.  <ul style="list-style-type: none"> <li>• Assigns and reviews work.</li> <li>• Provides guidance and training to assigned staff.</li> </ul>
5	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.
	10.

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

SUPERVISOR POSITION TITLE	POSITION	WORKING TITLE (IF ANY)
CORRECTIONAL LIEUTENANT-UMP Certificate	90673113	DOC Danville CC Correctional Lieutenant

CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

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

POSITION TITLE	POSITION NUMBER	NO. OF INCUMBENTS OR FUNDED VACANCIES

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

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to completion of four (4) years of high school and completion of an approved correctional officer training program.
2. Requires one (1) year of experience as a Correctional Officer in a penal or security institution.
3. Requires ability to speak and write Spanish at a colloquial skill level.

Preferred Qualifications (In Order of Significance)

1. Prefers three (3) years of experience as a Correctional Officer in a penal or security institution.
2. Prefers at least one (1) year of supervisory experience.
3. Prefers experience using Microsoft Outlook, O360, or similar software.
4. Prefers experience of one (1) ninety (90) day temporary assignment as a Correctional Sergeant.
5. Prefers experience working in the following assignments: Armory, Restrictive housing, Sallyport, Medical unit and Main gate.

Specialized Skills (Used for certain BU Employees only)

**CONDITIONS OF EMPLOYMENT**

1. Requires the physical ability to perform duties assigned.
2. Requires a valid driver's license.
3. Requires ability to carry a firearm.
4. Requires ability to pass the IDOC/IDJJ background check.
5. Requires ability to pass a drug screen. The use of unauthorized drugs by an employee, regardless of position held, is prohibited.
6. Required to utilize digital technology, tools, platforms, and processes in managing and supporting various digital enhancements for greater efficiency, productivity, and digital transformation efforts within the department.
7. The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

**COMMENTS**



1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Corrections Assessment Specialist			29	SS	09758-29-80-230-10-13			
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		Sheridan Correctional Center		0	050	2	R	
Corrections								
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH		09/16/2022		
NEW/REVISED POSITION				<input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY				
Programs		Clinical Services		<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		RC063		N				
LaSalle County								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
35%	1 Conducts motivational interviews with assigned individuals in custody to complete comprehensive risk, assets, and needs assessments. <ul style="list-style-type: none"> <li>• Employs assessment results to develop and implement programming plans to aide in adjustment to incarceration, and rehabilitation promotion and support designed to reduce the risk of recidivism.</li> <li>• Conducts periodic follow-up interviews to update the assessments and note progress or changes to the case plan.</li> <li>• Conducts pre-release evaluation to determine needs of the individual in custody during parole/mandatory supervised release.</li> <li>• Participates in preparing the reentry case plan for individuals in custody assigned to caseload; makes recommendations for Mandatory Supervised Release (MSR) to the Illinois Prisoner Review Board (PRB) based on evidence of treatment progress and the community reintegration case plan.</li> <li>• Monitors and periodically reviews assessments for effectiveness and efficiency.</li> </ul>							
20%	2. Evaluates the provision of designated programs to the individual in custody population.							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Provides guidance to the staff who are facilitating the programs as to how to best deliver the information and ensure consistency and integrity of program delivery.</li> <li>• Evaluates and recommends modification to programs.</li> </ul>
10%	3. Translates functions/procedures into Spanish for individuals who cannot speak or read English.
10%	4. Completes 30-day follow-up Prison Rape Elimination Act (PREA) assessment for Individuals in custody. <ul style="list-style-type: none"> <li>• Provides back-up to assigned staff for initial PREA assessment.</li> </ul>
05%	5. Develops and implements new program initiatives including, but not limited to evidence-based programming, cognitive behavioral programming, and re-entry programming.
05%	6. Attends staff training required by the Department. <ul style="list-style-type: none"> <li>• Attends training on newly developed programs to enhance ability to evaluate the provision of such program.</li> <li>• Pursues continued professional development through outside workshops, conferences, and academic training.</li> </ul>
05%	7. Prepares complex written and/or oral reports for review by other professional and administrative staff. <ul style="list-style-type: none"> <li>• Charts assigned casework activity and updates records.</li> </ul>
05%	8. Participates in crisis intervention to resolve immediate or urgent individual in custody concerns and makes referrals to a qualified mental health professional.
05%	9. Performs other duties as required or assigned which are reasonably within the scope of 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)

Clinical Services Supervisor 08260-29-80-230-00-01

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 possession of a master's degree from an accredited college or university evidencing completion of a program major of social work, psychology, or a directly related field.
2. Requires one (1) year of professional direct-client casework experience, preferably in a correctional setting, that includes conducting risk and needs assessments, and, performing one (1) of the following functions: client intake interviews, assessments, or other evaluative processes; professional individual or group counseling; or providing reentry services to individuals transitioning from incarceration into the community.

This title is included as an Upward Mobility Program Credential title.

Preferred Qualifications (In Order of Significance)

1. Prefers at least three (3) years of professional experience using motivational interview techniques.
2. Prefers at least three (3) years of professional experience in case planning.
3. Prefers at least three (3) years of experience conducting risk and needs assessments.
4. Prefers at least one (1) year of professional experience evaluating evidence-based programs.
5. Prefers at least one (1) year work experience in a correctional, law enforcement, residential, human services setting, or similar field.

20. CONDITIONS OF EMPLOYMENT

1. Requires the ability to speak and write Spanish, at the colloquial skill level.
2. Requires the ability to pass the IDOC/IDJJ background check.
3. Requires the ability to pass a drug screen. On January 1, 2020, the Cannabis Regulation and Tax Act made it legal for residents over the age of 21 to produce, consume and sell cannabis in Illinois. Please note that although the law has changed, the Department will continue to enforce the Department's zero tolerance Drug Testing policy. The use of unauthorized drugs, including cannabis, by an employee, regardless of the position held is prohibited.

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 Corrections is seeking forward thinking staff who are focused on improving reintegration into society outcomes of individuals in custody. If you are committed to improving outcomes of individuals in custody, please join us at the Illinois Department of Corrections. As a Corrections Assessment Specialist you will be at the forefront of change within the department. You will have the opportunity to conduct risk assessments, that help the department better understand risk, needs, and responsivity of individuals in custody. The risk assessments will help guide an individual in custody’s programming and help the individual develop a workable priority driven case plan. We invite all qualified individuals to apply.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

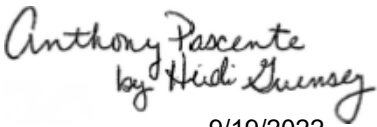

The Illinois Department of Corrections is a multicultural agency deeply committed to ensuring diversity, equity, and inclusion. This commitment is at the forefront of our operations, hiring, policies and procedures, and training. We recognize the benefit of workplace empowerment, the importance of diversity and fully support an environment where ALL employees are treated fairly, respectfully, and have equal access to opportunities and resources necessary to thrive and contribute to the agency’s success. IDOC genuinely values the differences of individuals in our custody and is committed to ensuring a healthy living environment where they feel valued, respected, and included.

Through our commitment to Diversity, Equity, and Inclusion (DEI), we shall establish and uphold agency policies and practices conducive to eliminating all forms of exclusion including, but not limited to, racism, ageism, ableism, sexism, discrimination based on sexual orientation and gender, and religious oppression.

The IDOC team works to serve justice in Illinois and increase public safety by promoting positive change in behavior of individuals in custody, operating successful reentry programs, and reducing victimization.

Employees enjoy excellent benefits, including health, vision, and dental insurance; retirement plan and deferred compensation; state holidays and other benefit time off; tuition reimbursement; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

The Illinois Department of Corrections is proud to be an Equal Opportunity Employer.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 9/19/2022			9/9/2022

**Approved Template for Position Title:** Corrections Assessment Specialist SS - 09758

**Agency:** DOC

**Date Approved:** 8/5/2022

**HRT Approval:** Anne Hofferkamp

**Classification Approved By:** Siobhan M. Johnson

**Date Locked:** 8/5/2022

**Locked by:** *Siobhan M. Johnson, Division Manager – BoP Technical Services*

**Revision On:** 8/19/2022

POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	POSITION NUMBER	LEGACY POSITION NUMBER	AGENCY SPECIFIC POSITION CODE
CORR RESIDENCE COUNSELOR I- Spanish	DOC Peoria ATC Corrections Residence Counselor I- SS	Spanish	None	90673873	09837-29-20-213-32-13	09837-29-20-213-32-13
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	EXMT CODE	SITE	POSITION TYPE	MI	TARGET FTE
false	No	Not Exempt	In-Office	SP	true	50
AGENCY	DIVISION	SECTION	UNIT	EFFECTIVE DATE		
Department of Corrections	Peoria Adult Transition Center	Peoria ATC Assistant Center Supervisor Office	Peoria ATC Operations	2026.02.25		
WORK COUNTY	WORK LOCATION	BARGAINING CODE	JOB PROTECTED	ALTERNATE RATE OF PAY	MERIT COMP CODE	
Peoria	Peoria - 607 Main St	USA/RC006	Yes	A		
% OF TIME	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
35	1. Performs security, safety, and sanitation functions and provides guidance and direction to residents. <ul style="list-style-type: none"> <li>• Maintains control of center residents.</li> <li>• Performs resident count, checking center assignments, monitoring meals, resident rooms and conducting body searches, facility searches, and spot checks.</li> <li>• Performs (POT) physical and telephone checks of residents' activities in the community.</li> <li>• Documents these activities completing necessary forms and reports.</li> <li>• Confirms these activities are completed including count sheets, in/out cards, assignment sheets, shakedown records, and spot check logs.</li> </ul>					
15	2. Performs coordinator duties assigned to the areas of programs and operations including vehicle coordinator, key control coordinator, resident property control coordinator, resident medication coordinator, work assignment board coordinator, and linen coordinator. <ul style="list-style-type: none"> <li>• Monitors departmental policy and verifies departmental policies are followed.</li> <li>• Prepares reports and confirms the reports are submitted and records are maintained.</li> <li>• Completes internal audits.</li> </ul>					
10	3. Documents residents' rule infractions on residents. <ul style="list-style-type: none"> <li>• Prepares resident disciplinary reports.</li> <li>• Participates as a member of the adjustment committee and program unit hearings.</li> <li>• Reports all unusual incidents immediately to supervisor on duty.</li> </ul>					
10	4. Provides transportation services for residents to and from approved community activity when center transportation is necessary. <ul style="list-style-type: none"> <li>• Provides assistance to residents in arranging transportation using available resources in community.</li> <li>• Adheres to center policy regarding vehicle usage.</li> </ul>					
10	5. Counsels residents in orientation status and assists in their learning about center program expectations including assignment, meals, transportation, and the center's house rules/procedures.					
10	6. Translates functions/procedures into Spanish for individuals who cannot speak or read English.					
5	7. Distributes resident mail and other correspondence as appropriate.					
5	8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.					
	9.					
	10.					
POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)						
SUPERVISOR POSITION TITLE				POSITION	WORKING TITLE (IF ANY)	
CORR RESIDENCE COUNSELOR II				90673876	CORRECTIONS RESIDENCE COUNSELOR II	
CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:						

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

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

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of four (4) years of high school.
2. Requires two (2) years of meaningful experience which would require development or establishing rapport on a personal basis.
3. Requires the ability to speak and write Spanish, at the colloquial skill level.

Preferred Qualifications (In Order of Significance)

1. Prefers at least one (1) year of work experience in a correctional, law enforcement, residential, human services setting, or similar field.
2. Prefers at least one (1) year of experience working with diverse and/or multicultural individuals.
3. Prefers at least one (1) year of experience providing assistance to individuals in Federal, State, or local government or community organization, hospital, or school.
4. Prefers at least one (1) year of experience assisting individuals with fulfilling reasonable requests or assisting with daily tasks.
5. Prefers at least one (1) year of experience ensuring rules, policies, and regulations are adhered to.
6. Prefers at least one (1) year of experience working in a team setting.
7. Prefers at least one (1) year of experience collaborating with other professionals, individual family members and/or general public to assist individuals in custody or residents.
8. Prefers at least one (1) year of working experience with conflict resolution.
9. Prefers at least one (1) year of professional experience utilizing departmental or equivalent computer systems.

Specialized Skills (Used for certain BU Employees only)

**CONDITIONS OF EMPLOYMENT**

1. Requires written and spoken knowledge of the English language.
2. Requires ability to pass the IDOC/IDJJ background check.
3. Requires ability to pass a drug screen. The use of unauthorized drugs by an employee, regardless of position held, is prohibited.
4. Required to utilize digital technology, tools, platforms, and processes in managing and supporting various digital enhancements for greater efficiency, productivity, and digital transformation efforts within the department.
5. Requires ability to travel in the performance of duties, with overnight stays as appropriate. Requires appropriate, valid driver's license.
6. The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

**COMMENTS**

POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	POSITION NUMBER	LEGACY POSITION NUMBER	AGENCY SPECIFIC POSITION CODE
CORRECTIONS SENIOR PAROLE AGENT-Spanish	DOC Spanish Speaking Female Offender Unit Senior Parole Agent	Spanish	None	90706491	09844-29-05-10-00-13	09844-29-05-110-00-13
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	EXMT CODE	SITE	POSITION TYPE	MI	TARGET FTE
false	No	Not Exempt	In-Office	SP	true	50
AGENCY	DIVISION	SECTION	UNIT	EFFECTIVE DATE		
Department of Corrections	Parole	Northern Region Area North/West Parole	District 1 - Women's Unit	2025.09.24		
WORK COUNTY	WORK LOCATION	BARGAINING CODE	JOB PROTECTED	ALTERNATE RATE OF PAY	MERIT COMP CODE	
Cook	Chicago - 1110 S Oakley Blvd	USA/RC062	Yes	A		
% OF TIME	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
30	1. Performs professional placement investigations of female individuals in custody family homes, prospective female parolee sites. <ul style="list-style-type: none"> <li>Analyzes institutional case records and case history reports of female parolees.</li> <li>Makes recommendations and decisions relevant to placement.</li> <li>Prepares reports at completion.</li> </ul>					
20	2. Manages a caseload of female parolees. <ul style="list-style-type: none"> <li>Provides assistance with problems such as housing, school, employment, special needs, etc.</li> <li>Receives ongoing information regarding the female parolee status.</li> <li>Prepares reports on each contact.</li> <li>Drives to various locations in the performance of these duties.</li> </ul>					
15	3. Requests warrant for the arrest of female violators. <ul style="list-style-type: none"> <li>Apprehends, transports, and extradites absence without leave (A.W.O.L) violators or escapees.</li> <li>Participates in the preliminary or administrative hearing process to determine probable cause for revocation or discipline.</li> <li>Prepares documentation pertaining to the violation process.</li> <li>Drives to various locations in the performance of these duties.</li> </ul>					
10	4. Provides supervision of female parolees under electronic detention. <ul style="list-style-type: none"> <li>Coordinates the installation and maintenance of electronic monitoring equipment.</li> <li>Responds to reported violations.</li> <li>Furnishes and obtains information regarding violations.</li> <li>Drives to various locations in the performance of these duties.</li> </ul>					
10	5. Coordinates female parole case management with statewide law enforcement agencies, officers of the court, and community-based organizations in matters relating to parolees.					
10	6. Translates and interprets, both orally and in writing, for Spanish Speaking individuals regarding functions and procedures and the proper completion of forms.					
05	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.					
	8.					
	9.					
	10.					
POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)						
SUPERVISOR POSITION TITLE			POSITION	WORKING TITLE (IF ANY)		

PUBLIC SERVICE ADMINISTRATOR-Law Enforcement/ Correctional	90675925	DOC Female Unit Parole Supervisor
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CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

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

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

Minimum Qualifications

1. Requires a bachelor's degree in behavioral or social sciences, law enforcement or a closely related field.
2. Requires two (2) years of professional experience in the area of law enforcement, probation or parole work or counseling work in a public or private agency or institution whose primary function is the treatment and rehabilitation of individuals in custody.
3. Requires the ability to speak and write Spanish at a colloquial skill level.

Preferred Qualifications (In Order of Significance)

1. Prefers at least two (2) years of professional experience in the area of law enforcement, probation or parole work, or counseling work.
2. Prefers at least three (3) years of working experience managing a caseload of individuals in custody.
3. Prefers at least two (2) years of working experience utilizing correctional methods, operations and procedures.
4. Prefers at least three (3) years of working experience requiring prioritizing multiple duties and tasks.
5. Prefers at least two (2) years of working experience working with web-based case management systems.
6. Prefers at least two (2) years of working experience collaborating with community partners in the areas of probation or parole work or counseling work.
7. Prefers at least three (3) years of working experience utilizing Microsoft Office including Outlook, Word, Excel, or similar software.
8. Prefers at least two (2) years of working experience using electronic monitoring equipment.

Specialized Skills (Used for certain BU Employees only)

CONDITIONS OF EMPLOYMENT

1. Requires ability to travel in the performance of duties, with overnight stays as appropriate. Requires appropriate, valid driver's license.
2. Requires possession of a current Illinois Firearms Owner's Identification (FOID) card.
3. Requires ability to carry a firearm.
4. Requires the ability to qualify with firearms prior to the completion of the initial pre-service training curriculum, and annually thereafter in accordance with agency directives and state or federal laws.
5. Requires Gender Responsive (GR) and Creating Regulation & Resilience (CR/2) Training Certificate.
6. Requires the ability to pass the IDOC/IDJJ background check.
7. Requires ability to pass a drug screen. The use of unauthorized drugs by an employee, regardless of position held, is prohibited.
8. Required to utilize digital technology, tools, platforms, and processes in managing and supporting various digital enhancements for greater efficiency, productivity, and digital transformation efforts within the department.
9. The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

COMMENTS

POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	POSITION NUMBER	LEGACY POSITION NUMBER	AGENCY SPECIFIC POSITION CODE
EXECUTIVE I- Spanish	Spanish Speaking Internal Affirmative Action Investigator	Spanish	None	90674384	13851-29-00-00-22-13	
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	EXMT CODE	SITE	POSITION TYPE	MI	TARGET FTE
false	No	Not Exempt	In-Office	SP	true	50
AGENCY	DIVISION	SECTION	UNIT	EFFECTIVE DATE		
Department of Corrections	Affirmative Action/ EEO			2024.04.16		
WORK COUNTY	WORK LOCATION	BARGAINING CODE	JOB PROTECTED	ALTERNATE RATE OF PAY	MERIT COMP CODE	
Cook	Chicago - 555 W Monroe St	USA/RC062	Yes	S		

% OF TIME	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
30	1. Conducts confidential investigations of discrimination and sexual harassment complaints. 1. Gathers investigation data. 2. Researches facts for the investigation. 3. Prepares reports outlining findings and recommendations on investigations of discrimination and sexual harassment. 4. Monitors compliance of Administrative Directives. 5. Travels in the performance of the duties in this position.
20	2. Participates in outreach to address underutilized categories. 1. Attends resource fairs. 2. Establishes and maintains community contacts. 3. Provides information on the application process. 4. Assist in the evaluation of underutilization efforts. 5. Assists in job fairs/resource fairs.
15	3. Translates functions and procedures into Spanish for those individuals who cannot speak or write English. 1. Assists in administering the Spanish colloquial skill test to candidates for IDOC positions that require the ability to speak and read Spanish at a colloquial level. 2. Approves or disapproves recommendation to hire based on Spanish speaking and reading skills.
10	4. Participates in responding to employee and applicant requests for accommodations under the American with Disabilities Act. 1. Verifies complaints/requests are founded. 2. Recommends remedy. 3. Conducts follow-up investigations to ensure recommendations are in place.
10	5. Participates in training sessions and the development of training packages to be used for the training of all Department staff in the area of Affirmative Action. 1. Reviews training materials utilized to enhance the understanding of rules, regulation, and court mandates and efforts to prevent discrimination and harassment.
10	6. Assists in the coordination of the Department's Employee Assistance Program (EAP). 1. Conducts training sessions and maintains statistical data for institutional EAP referral coordinators.
5	7. Performs other duties as requires or assigned which are reasonably within the scope of the duties enumerated above.
	8.
	9.
	10.

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

PUBLIC SERVICE ADMINISTRATOR-General Administration/Business Marketing/Labor/Personnel	90675631	PUBLIC SERVICE ADMINISTRATOR
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**CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:**

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

POSITION TITLE	POSITION NUMBER	NO. OF INCUMBENTS OR FUNDED VACANCIES

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

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to completion of four (4) years of college, preferably with coursework in Human Resources, Law, Public Policy, Public Administration, Criminal Justice, Sociology, Human Rights or a related field.
2. Requires one (1) year of responsible administrative experience in a public organization.
3. Requires the ability to speak and write Spanish at a colloquial skill level.

Preferred Qualifications (In Order of Significance)

1. Prefers four (4) years of college, with coursework in Human Resources, Law, Public Policy, Public Administration, Criminal Justice, Sociology, Human Rights or a related field.
2. Prefers at least two (2) years of experience reviewing, conducting, or analyzing investigations.
3. Prefers at least two (2) years of experience conducting investigations related to EEOC or affirmative action claims, civil rights enforcement, or related fields.
4. Prefers at least two (2) years of experience conducting investigations related to claims of sexual harassment.
5. Prefers one (1) year of experience handling EEOC or affirmative action claims, civil rights enforcement, or related fields.
6. Prefers one (1) year of experience recruiting underutilized staff.
7. Prefers one (1) year of experience evaluating requests for reasonable accommodations.
8. Prefers strong analytical and writing skills with attention to details.
9. Prefers one (1) year of experience working with the Department of Human Rights or the Office of the Executive Inspector General.
10. Prefers one (1) year of experience working in federal, state or local government or in a public organization.

Specialized Skills (Used for certain BU Employees only)

1. Requires one (1) year of professional working experience with EEOC or affirmative action claims, civil rights enforcement, or related fields, which provide an understanding of discrimination laws and policies.
2. Requires extensive knowledge of federal and State equal opportunity, affirmative actions, Americans with Disabilities Act, and Title IX laws, policies and regulations, and confidentiality.
3. Requires experience conducting investigations, preferably civil rights and/or Title IX investigations.

**CONDITIONS OF EMPLOYMENT**

1. Requires ability to pass the IDOC/IDJJ background check.
2. Requires ability to pass a drug screen. The use of unauthorized drugs by an employee, regardless of position held, is prohibited.
3. Requires ability to travel in the performance of duties, with overnight stays as appropriate.
4. The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

**COMMENTS**

POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	POSITION NUMBER	LEGACY POSITION NUMBER	AGENCY SPECIFIC POSITION CODE
OFFICE ASSISTANT-Keyboarding-Spanish	DOC Administrative Review Board Office Assistant	Spanish	Keyboarding	90674924	30010-29-00-081-00-13	
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	EXMT CODE	SITE	POSITION TYPE	MI	TARGET FTE
false	No	Not Exempt	In-Office	RP	false	1
AGENCY	DIVISION	SECTION	UNIT	EFFECTIVE DATE		
Department of Corrections	Inspector's Office	Administrative Review Board		2025.04.16		
WORK COUNTY	WORK LOCATION	BARGAINING CODE	JOB PROTECTED	ALTERNATE RATE OF PAY	MERIT COMP CODE	
Sangamon	Springfield - 1021 N Grand Ave E	USA/RC014	Yes	S		
% OF TIME	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
20	1. Keyboards a variety of difficult material including records, reports, correspondence, and other documents. • Proofreads for general clarity, punctuation, grammar, spelling, capitalization, and keyboarding errors.					
20	2. Composes and edits memos and documents for the Administrative Review Board (ARB). • Creates documents, forms, and draft letters for signature of supervisor, coordinator, and chairpersons. • Transcribes from pre-recorded information.					
20	3. Obtains information on the status of grievances for individuals in custody, location of individuals in custody, offenses and sentences, and individuals in custody time revocations or restorations. • Utilizes the Offender 360 (O360), offender grievance data base (IGRV), and lost and restored offender good time (ARTS).					
15	4. Translates functions/ procedures into Spanish for individuals who cannot speak or read English. • Receives and opens correspondence written in Spanish from offenders, family members of individuals in custody and the general public. • Interprets correspondence into English for those individuals who cannot speak or write Spanish. • Gathers data regarding requested information. • Prepares response.					
10	5. Maintains the filing system utilized in the ARB office by keeping files current with changes or updates to the filing system. • Coordinates information with the Transfer Coordinator's Office.					
10	6. Serves as a receptionist. • Screens phone calls, opens, sorts, logs, and distributes mail. • Maintains current ARB office resource information. • Receives visitors and refers specific inquiries to the appropriate staff.					
5	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.					
	8.					
	9.					
	10.					
POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)						
SUPERVISOR POSITION TITLE				POSITION	WORKING TITLE (IF ANY)	
OFFICE ADMINISTRATOR III-Keyboarding				90674917	OFFICE ADMINISTRATOR III	
CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:						

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

POSITION TITLE	POSITION NUMBER	NO. OF INCUMBENTS OR FUNDED VACANCIES

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

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of high school and one (1) year of related office experience.
2. Requires ability to speak and write Spanish at a colloquial skill level.
3. Requires ability to keyboard accurately at 35 wpm.

Preferred Qualifications (In Order of Significance)

Specialized Skills (Used for certain BU Employees only)

**CONDITIONS OF EMPLOYMENT**

1. Requires ability to pass the IDOC/IDJJ background check.
2. Requires ability to pass a drug screen. The use of unauthorized drugs by an employee, regardless of position held, is prohibited.
3. The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

**COMMENTS**

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION							30015-29-82-230-00-01		
NEW/REVISED POSITION					SS2		30015-29-82-230-00-13		
Office Associate				29					
3. AGENCY			4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION									
NEW/REVISED POSITION									
Corrections			Stateville Correctional Center		0	099	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 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		06-16-2023		
NEW/REVISED POSITION									
Programs			Clinical Services						
14. WORK LOCATION			15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION									
NEW/REVISED POSITION									
Will County			RC014		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
25%	1. Serves as a secretary to the Clinical Services Supervisor. <ul style="list-style-type: none"> <li>Composes and types routine correspondence.</li> <li>Responds to inquiries applying knowledge of clinical service programs and procedures.</li> <li>Signs letters or routine documents as authorized by the supervisor.</li> <li>Types performance evaluation forms for clinical staff under direct supervisor of the Clinical Services Supervisor.</li> </ul>								
20%	2. Prepares and keyboards letters, documents, correspondence, memos, and statistical reports as required. <ul style="list-style-type: none"> <li>Serves as a liaison to other departments, coordinating correspondence, committees, reports, and statistical data.</li> <li>Determines proper format.</li> <li>Proofreads documents to verify clarity and accuracy of content.</li> <li>Compiles and assembles data as required or directed.</li> <li>Types and prepares statistical data, charts, forms, parole reports, transfer reports, data summaries, monthly reports and other documents related to clinical services.</li> </ul>								

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
	<ul style="list-style-type: none"> <li>Performs complex and varied typing, some of which may be confidential in nature.</li> </ul>	
15%	3. Serves as receptionist for the department. <ul style="list-style-type: none"> <li>Receives and screens telephone calls for supervisor and other clinical staff.</li> <li>Answers routine and technical inquiries of a general and confidential nature.</li> <li>Schedules and cancels appointments for supervisor.</li> <li>Receives, sorts, opens, stamps, reads, and distributes incoming mail.</li> <li>Exercises independent judgement in determining which mail is routine and may be completed by other clinical staff without further referral to supervisor.</li> </ul>	
15%	4. Enters data into Offender 360 (O360). <ul style="list-style-type: none"> <li>Inputs reclassification, transfers, Minimum Security Unit (MSU), signature information, and aggression level data into O360 prior to dissemination.</li> <li>Sorts and distributes reclassification instruments.</li> <li>Indexes and files office records.</li> </ul>	
10%	5. Translates functions/procedures into Spanish for individuals who cannot speak or read English.	
10%	6. Assists supervisor in preparing special projects/reports and developing procedures. <ul style="list-style-type: none"> <li>Compiles, prepares, and submits a variety of weekly/monthly statistical reports.</li> <li>Establishes stock levels and orders supplies for department.</li> <li>Prepares and types purchase requests, travel vouchers, and training requests.</li> </ul>	
05%	7. Performs other duties as assigned or required 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)
Clinical Services Supervisor 08260-29-82-230-00-01		
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker		
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.		
Position Title	Position Number	No. of Incumbents or Funded Vacancies

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

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of high school and (2) two years of office experience.
2. Requires ability to keyboard accurately at 45 words per minute.
3. Requires the ability to speak and write Spanish at a colloquial skill level.

Preferred Qualifications (In Order of Significance)

1. N/A

20. CONDITIONS OF EMPLOYMENT

1. Requires written and spoken knowledge of the English language.
2. Requires the ability to pass the IDOC/IDJJ background check.
3. Requires the ability to pass a drug screen. On January 1, 2020, the Cannabis Regulation and Tax Act made it legal for residents over the age of 21 to produce, consume and sell cannabis in Illinois. Please note that although the law of changed, the Department will continue to enforce the Department's zero tolerance Drug Testing policy. The use of unauthorized drugs, including cannabis, by an employee, regardless of the position held is prohibited.

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 Corrections is looking for a candidate to serve as an Office Associate to work at Stateville Correctional Center in the Clinical Services Office. The ideal candidate is self-motivated, task oriented, has excellent organizational skills and shows great attention to detail. This position performs a variety of complex, specialized secretarial duties for the Clinical Services Unit. Duties include typing reports and correspondence, and inputting data into the Offender Tracking System. We encourage all qualified applicants to apply. If interested in this unique opportunity, please apply according to the instructions on the job posting.

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

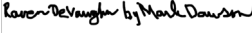
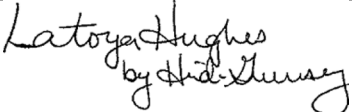
The Illinois Department of Corrections is a multicultural agency deeply committed to ensuring diversity, equity, and inclusion. This commitment is at the forefront of our operations, hiring, policies and procedures, and training. We recognize the benefit of workplace empowerment, the importance of diversity and fully support an environment where ALL employees are treated fairly, respectfully, and have equal access to opportunities and resources necessary to thrive and contribute to the agency's success. IDOC genuinely values the differences of individuals in our custody and is committed to ensuring a healthy living environment where they feel valued, respected, and included.

Through our commitment to Diversity, Equity, and Inclusion (DEI), we shall establish and uphold agency policies and practices conducive to eliminating all forms of exclusion including, but not limited to, racism, ageism, ableism, sexism, discrimination based on sexual orientation and gender, and religious oppression.

The IDOC team works to serve justice in Illinois and increase public safety by promoting positive change in behavior of individuals in custody, operating successful reentry programs, and reducing victimization.

Employees enjoy excellent benefits, including health, vision, and dental insurance; retirement plan and deferred compensation; state holidays and other benefit time off; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities.

The Illinois Department of Corrections is proud to be an Equal Opportunity Employer.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 7/12/2023			6/30/23

POSITION TITLE	WORKING TITLE	BILINGUAL CODE	SKILL CODE	POSITION NUMBER	LEGACY POSITION NUMBER	AGENCY SPECIFIC POSITION CODE
SWITCHBOARD OPERATOR I-UMP Certificate-Spanish	DOC Stateville CC Switchboard Operator I - Spanish Speaking	Spanish	UMP Certificate	90676693	44411-29-82-310-10-13	44411-29-82-310-10-13
REVOLVING DOOR	STMT. OF ECONOMIC INTEREST	EXMT CODE	SITE	POSITION TYPE	MI	TARGET FTE
false	No	Not Exempt	In-Office	SP	true	50
AGENCY	DIVISION	SECTION	UNIT	EFFECTIVE DATE		
Department of Corrections	Stateville Correctional Center	Stateville Operations	Stateville Security	2025.08.19		
WORK COUNTY	WORK LOCATION	BARGAINING CODE	JOB PROTECTED	ALTERNATE RATE OF PAY	MERIT COMP CODE	
Will	Crest Hill - 16830 S Broadway St	USA/RC014	Yes	A		
% OF TIME	COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
45	1. Accepts and dispatches both incoming and outgoing calls generated through the institution switchboard.  <ul style="list-style-type: none"> <li>Answers general inquires to the outside public.</li> <li>Contacts outside emergency personnel to respond to the institution in case of fire, ambulance necessity, or assistance from local and statewide law enforcement agencies.</li> </ul>					
20	2. Responsible for placing calls to employees for the hiring of overtime and accurately logging calls made.  <ul style="list-style-type: none"> <li>Monitors all call-ins received from employees.</li> <li>Records call-ins and notifies supervisors of call-ins and employee absences.</li> </ul>					
10	3. Records departure and arrival times both to and from court writs.  <ul style="list-style-type: none"> <li>Logs and maintains outside hospital daily report.</li> <li>Reports hospital list to the Shift Supervisor and makes notifications of changes to hospital report.</li> <li>Maintains a log of all assigned cell phones issued for court writs.</li> </ul>					
10	4. Utilizes English/Spanish language skills in interpreting and translating policies and procedures for individuals who cannot speak or read English.					
5	5. Receives and records all incoming calls from personnel assigned to the towers.  <ul style="list-style-type: none"> <li>Notifies shift supervisors if any mandatory call checks are not received.</li> </ul>					
5	6. Records and monitors logging system for all outgoing long-distance calls as directed by institutional policy and departmental directives.  <ul style="list-style-type: none"> <li>Notifies supervisors of any unusual incidents or excessively lengthy telephone calls.</li> <li>Receives and records all incoming and outgoing calls generated from or to restricted telephone extensions within the facility.</li> </ul>					
5	7. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.					
	8.					
	9.					
	10.					
POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)						
SUPERVISOR POSITION TITLE				POSITION	WORKING TITLE (IF ANY)	
SWITCHBOARD OPERATOR III				90676707	DOC STATEVILLE SWITCHBOARD OPERATOR III	
CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:						

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

POSITION TITLE	POSITION NUMBER	NO. OF INCUMBENTS OR FUNDED VACANCIES

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

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of four (4) years of high school.
2. Requires the ability to speak and write Spanish at the colloquial skill level.
3. Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this classification.

Preferred Qualifications (In Order of Significance)

1. N/A
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A

Specialized Skills (Used for certain BU Employees only)

**CONDITIONS OF EMPLOYMENT**

1. Requires ability to pass the IDOC/IDJJ background check.
2. Requires ability to pass a drug screen. The use of unauthorized drugs by an employee, regardless of position held, is prohibited.
3. Required to utilize digital technology, tools, platforms, and processes in managing and supporting various digital enhancements for greater efficiency, productivity, and digital transformation efforts within the department.
4. The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

**COMMENTS**