



1. POSITION TITLE Existing Position Senior Public Service Administrator		WORKING TITLE (IF ANY) Assistant Director		Bilingual Code 20	Position Title Option Code MC06	2. POSITION NUMBER 40070-50-11-000-01-01				
3. AGENCY			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH.	8. AUDIT	9. OFFICE USE
New/Revised Position Deaf and Hard of Hearing Commission			Administrative Office			4D1	084	N	R	
10. SECTION Existing Position				11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE	
New/Revised Position									03/16/2012	
14. WORK LOCATION Existing Position Sangamon			15. BARGAINING/TERM CODE EX000			Rutan Exempt Y	<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			EX000			Y				
% OF TIME		16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
		Subject to management approval of the Director serves as Assistant Director; assists in the development of policies, procedures, and programs which promote the awareness of the rights of persons who are deaf and hard of hearing; serves as Director's assistant; manages the Personnel, Interpreter licensure, Public Information programs; serves as full line supervisor; speaks on behalf of the Director and represents the agency before various agencies, organizations, and the public; assists in the maintenance of the agency operational budget with making budget recommendations;Serves as the Director's principle sign Interpreter.								
25%		1. Serves as confidential assistant to the Director, carrying out highly confidential assignments; develops and implements resource development goals;receives assignments and addresses issues of a sensitive and confidential nature for the Director; researches and evaluates initiatives developed through strategic planning activities or other confidential projects impacting or impacted by the Commission and its programs Receives complaints for internal operations and recommends resolution to the Director; carries out Director's approved resolutions.								
20%		2. Organize, plan, execute and control Personnel and Interpreter Coordinator to help promote the Commission, its mission and strategic direction; determines long range goals and objectives;policies and procedures, recommends staffing; assesses agency impact and develops recommendations; monitors progress and evaluates effectiveness of programs/services; develops and integrates a network of effective and positive relationships throughout the state reviews, develops, and recommends updates existing programs to ensure optimal services to the client and general public.								
15%		3. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.								
15%		4. Serves as the Director's spokesperson; representing the Director before various agencies, and in public or private meetings; develops relationships with State and local government officials to promote organizational objectives and increase the visibility of the Commission; interprets and explains agency programs, objectives, goals, policies, and practices;								
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	

16. (CONTINUED)

% OF TIME

15%

5. Serves as a member of the Director's administrative staff; recommends budgeting, staffing; discusses and resolves legislation; new department initiatives; and strategic planning. Interprets through use of sign language for the Director in high level confidential settings such as meetings with Legislators, Budget Hearings and the Governor's Office.

5%

5. Serves as the administrative head of the Commission in the absence of the Director.

5%

6. 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 40070-50-11-000-00-01

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 headcount:

Position Title	Position Number	No. of Incumbent or Funded Vacancies
Administrative Assistant I	00501-50-11-000-01-01	1
PSA, Opt. 1	37015-50-11-000-04-01	1
Executive 1	13851-50-11-000-02-01	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, skill, and mental development equivalent to completion of four years of college with coursework in health care or human services field, plus four years progressively responsible administrative experience associated with providing human services programs; working knowledge of the laws, rules, and regulations associated with the rights and services available for persons who are deaf and hard of hearing; comprehensive knowledge of deafness, deaf culture, and issues related to deafness; certification and registration as a sign language interpreter in the state of Illinois and state policy, procedures, laws, rules and regulations, requires computer experience with word processing, spread sheets, database systems, and CMS mainframe applications; requires ability to communicate by use of sign language at a colloquial skill level.