



1. POSITION TITLE		WORKING TITLE (IF ANY)		Bilingual Code	Position Title Option Code	2. POSITION NUMBER			
Existing Position									
New/Revised Position		Director		20	MC6	40070-50-11-000-00-01			
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH.	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position		Deaf and Hard of Hearing Commission			3	084	N	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							06/01/2016		
New/Revised Position									
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Existing Position									
New/Revised Position		Sangamon		EX000					
% OF TIME	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>Under executive direction of the Commission, serves as the chief executive officer of the Commission, providing leadership in all program areas of the Commission in its efforts to advocate for and coordinate services to the deaf and hard of hearing population of the state of Illinois.</p>								
20%	<p>1. Serves as chief executive officer of the Commission, administering all program areas including issues related to accessibility, advocacy, and referral services; makes recommendations and receives policy direction from the Commission; reports periodically to the members of the Commission of the status of all Commission activities; creates and implements policies and procedures to accomplish Commission objectives and mandates.</p>								
20%	<p>2. Through use of sign language, provides program interpretation to the deaf and hard of hearing population, various public and private entities, Commission members and staff; acts as the Commission spokesperson on all issues affecting or effected by the Commission, interacting frequently with members of the General Assembly, representatives of the Governor's office, and various State agencies; coordinates activities designed to promote public awareness of deaf issues, making presentations, providing consultation and technical assistance to government and private agencies, community organizations, and groups involved in activities related to deafness; represents the interests of deaf and hard of hearing people on intra-departmental, inter-departmental, and/or statewide task forces, council, and committees; solicits support for agency programs from the General Assembly, other agencies, and the general public.</p>								
15%	<p>3. Supervises subordinate staff and makes recommendations such as salary adjustments, transfers, salary increases, and promotions. 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.</p>								
10%	<p>4. Develops and advocates legislation, regulations, policies, and programs to the General Assembly to improve services and opportunities for deaf and hard of hearing individuals, advance research and technology, and enhance communication networks serving the deaf and hard of hearing population.</p>								
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE

16. (CONTINUED)	
% OF TIME	
10%	5. Directs the development and dissemination of informational materials for hearing, deaf, and hard of hearing individuals regarding deafness and deaf culture, the rights of deaf individuals, communication issues, accessibility, proper utilization of interpreter services, CART services, and assistive listening system.
10%	6. Directs the development and implementation of a statewide system of interpreter certification and the establishment and maintenance of the statewide registry of certified interpreters.
5%	7. Coordinates and monitors complaints filed with the Commission of alleged violations of the rights of deaf and hard of hearing individuals; contacts appropriate parties involved to obtain additional information, explain the rights of deaf and hard of hearing individuals, and/or attempt to negotiate a satisfactory resolution of complaints; refers complex cases to civil rights enforcement agencies.
5%	8. Prepares and justifies Commission budget requests, testifies at budget hearings before the legislature and the Office of Management and Budget, and administers approved agency budget.
5%	9. Performs other duties as required or assigned, which are reasonably within the scope of those 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.)

Commission Chair	WORKING TITLE (IF ANY)

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

SUPERVISOR OR LEAD WORKER

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

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

Position Title	Position Number	No. of Incumbent or Funded Vacancies
Senior Public Service Administrator	40070-50-11-000-01-01	1
Public Service Administrator	37015-50-11-000-04-02	1
Executive I	13851-50-11-200-00-01	1
Office Assistant	30010-50-11-000-00-01	1
		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 four years of college and prior experience equivalent to four years of progressively responsible administrative experience in a public or business organization. Requires thorough knowledge of agency programs and service objectives, including supervising agency staff and providing services to deaf and hard of hearing individuals. Requires proficiency in American Sign Language and a working knowledge of other methods of manual communication. Requires comprehensive knowledge and understanding of deafness, deaf culture, and issues relating to deaf, hard of hearing, and late-deafened individuals; requires a working knowledge of state government operations.