



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

Public Service Administrator Option 1

Closing date/time: **Thursday, July 21, 2016 at 5:00 p.m.**

Position Number: *37015-50-05-000-21-01*

Salary: \$3,116.00 - \$6,500.00 Monthly

Subject to administrative approval, serves as **Associate Director of the Office of Human Resources**, overseeing all matters involving human resources and labor relations; acts as policy formulating administrator regarding human resources and labor relations which fixes objectives for or states the principles to control action towards compliance with State of Illinois Personnel Code, Rules, Classification Plan and Pay Plan and all collective bargaining agreements; develops and formulates policies and procedures to implement long-term strategic goals associated with personnel; plans programmatic agency initiatives mandated by the Executive Director; serves as spokesperson for the Director on all human resources issues both within the agency and to community groups, the legislature, other state agencies; oversees the Equal Employment Opportunity program for the agency; manages the personnel operations of the agency's Human Resources and Labor Relations Programs.

1. Functions as the Associate Director overseeing all human resources and labor relations programs for the agency; formulates and implements policies and procedures and guidelines to maximize agency human resources while ensuring that the agency complies with all applicable State and Federal laws, the Personnel Rules and all applicable collective Bargaining Agreements.

2. Directs professional and para-professional staff in the oversight of all departmental human resources and labor relations functions; assigns and approves time off; provides guidance and training; issues written and oral reprimands; effectively recommends grievance resolutions; completes and signs performance evaluations. Establishes goals and objectives for staff; counsels staff on matters of productivity, quality of work and adjusts staffing levels to achieve current program objectives.

3. Serves as Labor Relations Manager advising managers and administrators on labor relations issues; resolves 3rd level grievances; serves as part of the management team during Master Contract Negotiations; recommends approval of agency supplemental agreements to the Director.

4. Formulates policy and provides advice and guidance to the Director on any matter involving human resources and labor relations; serves on the Director's Executive Staff in the planning and conducting of short-term and long-term goals and objectives.

5. Functions as the agency's EEO Officer formulating, preparing and implementing the agency's annual Affirmative Action Plan. Prepares quarterly and annual EEO reports. Attends and participates in EEO seminars and conferences. Counsels staff regarding EEO Plan, internal and external complaints, and provides advice regarding EEO hiring policies. Determines and controls recruitment strategy for the agency to maximize diversity and inclusion. Provides Legal Counsel with information/data for litigation relating to equal employment matters, as well as provides testimony to the Courts of State and United States and formal and informal hearings. Compiles data and submits the agency's biennial Affirmative Action Plan to the Office for Civil Rights, Office of Justice Programs.

6. Serves as spokesperson on behalf of the Director and the agency on all matters related to Human Resources and Labor Relations in all levels of interaction with government officials, other state agencies, community organizations and the general public.

7. Directs the preparation and administration of the budget for the Office of Human Resources; independently controls budget and allocates the expenditures. Directs the preparation of data to be utilized in preparing the Agency's Budget and Headcount Controls.

8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Requires knowledge, skill and mental developmental equivalent to completion of 4 years of college with coursework in public administration and personnel administration. Requires extensive knowledge in the tenets of supervision and motivation of individuals. Requires outstanding analytical and communication skills, (verbal and written) to successfully interpret and impart personnel policies to management and line staff. Must be able to use same skills to present agency training programs. Requires budgetary and financial forecasting skills. Must be



ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

familiar with the requirements of the Department of Human Rights relative to equal employment mandates. Requires extensive knowledge of the Rules, Department policies, Classification Plan,

Pay Plan, regulations pertaining to Collective Bargaining and other guidelines developed pursuant to statutory enactments. Requires four years of professional administrative experience in State Government Management preferably in the field of Human Resources Management. Also requires knowledge of Microsoft Office Software.

WORK HOURS:

8:30 am - 5:00 pm
1 unpaid lunch hour
Monday - Friday

WORK LOCATION:

Illinois Criminal Justice Information Authority
300 W. Adams Street, Suite 200
Chicago, Illinois 60606

WHERE TO APPLY:

ICJIA- Office of Human Resources
Maria Espindola, H.R. Assistant
E-mail: maria.espindola@illinois.gov

Applicants must be deemed qualified or have submitted an application (CMS-100 or 100-B) to CMS to receive a qualifying grade prior to closing of the posting period. Current State employees will also need to submit a BID and CMS-100 employment application to the address listed above.

NON STATE EMPLOYEES MUST APPLY PER THE INSTRUCTIONS BELOW. DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

[Click Here for Applicant Information and Grading Procedures](#)

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Additional Documentation for Public Service Administrator:

Option 1 - Gen Adm/Bus-Mkt-Lbr-Per

[Class Specification](#)
[Additional Title and Exam Information](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.