



IPR# 42892

DATE: August 6, 2018

TITLE: Executive Secretary II, Option 2 (Upward Mobility Title)
OFFICE: Office of Planning and Programming / Bureau of Local Roads
CONTRACT: AFSCME – RC014

BRIEF DESCRIPTION OF DUTIES: Under general direction of the Bureau Chief, performs responsible secretarial and administrative duties functioning independently within the framework of organizational policies and exercising initiative and independent judgment on the promulgation and interpretation of the bureau chief's policies and programs. Performs a variety of complex clerical and technical functions; develops and recommends new and revised policies and procedures.

TRAINING & EXPERIENCE: Option 2: Ability to type accurately at 55 wpm. Requires knowledge, skill and mental development equivalent to completion of two years secretarial/business college and two years secretarial experience or completion of high school and four years secretarial experience. Requires thorough knowledge of the principles of office management; ability to maintain satisfactory working relationships with other employees and the general public; and ability to deal with public relations problems courteously and tactfully. 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 state requirements for this classification.

UNIT: Local Roads
LOCATION: 2300 S. Dirksen Parkway, Springfield, IL
SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday
PAY GRADE: RC014-14
SALARY RANGE: \$3,647 - \$5,342
CONTACT PERSON: Denise Hamilton, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Monday, August 20, 2018

POSTED FROM: August 7, 2018 TO: August 20, 2018

***CURRENT STATE EMPLOYEES: SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S. DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV**

*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location must submit an official transfer request form, which can be obtained on the work4illinois website.

*If bidding for a position in a higher classification, eligible bidders must submit CMS 100 B promotional application to CMS to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.

NON-STATE EMPLOYEES: DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT WORK.ILLINOIS.GOV AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.

A handwritten signature in blue ink, appearing to read "Denise Hamilton".