

**State of Illinois
 Department of Central Management Services
 Bureau of Personnel
 Springfield, Illinois 62706**

Supplementary Examination Announcement

SENIOR PUBLIC SERVICE ADMINISTRATOR – 40070

Monthly Salary Range: \$4295 - \$12128

Option:	Description:	Language Option(s):
1	General Administration/Business/Marketing/Labor/Personnel	SS1
2	Fiscal Mgt/Accounting/Budgeting/Internal Auditing/Insurance/Financial	
3	Management Information Systems/Data Processing/Telecommunications	SS3
6	Health and Human Services	MC6 & SS6
8N	Registered Nurse License	

NOTE: Use the CMS 100 application to apply. A separate application must be used when applying for multiple options (Option 1, 6, 8N, etc.). However, language options may be listed on the same application as the primary option (e.g., SPSA, Option 1, SS1, MC6, etc.).

Language Option Descriptions:

MC6 – Manual Communication Skills

SS1, SS3 & SS6 – Spanish Speaking

Option MC6 – Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit these abilities will result in disqualification for these options.

Option SS1, SS3 & SS6 – Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for these options

Counties in which positions are established by option:

Option 1 – Champaign, Cook (SS), DuPage, Effingham, Jackson, Jefferson, Kane, Lake, McLean, Macon, Madison, Peoria, Perry, Randolph, Rock Island, Sangamon, Schuyler, St. Clair, Union, Will, Williamson, Winnebago.

Option 2 – Cook, Sangamon.

Option 3 – Cook (SS), Sangamon, Will.

Option 6 – Adams, Champaign, Clinton, Coles, Cook (MC) (SS), DeKalb, DuPage (SS), Effingham, Jackson, Jefferson, Kane, Kankakee, Lake, Lee (MC), Livingston, Logan, McHenry, McLean, Madison, Morgan, Peoria, Randolph, Rock Island, Saline, Sangamon (MC), Schuyler, St. Clair, Tazewell, Union, Will, Williamson, Winnebago.

Option 8N – Adams, Cook, Kane, Kankakee, Lake, LaSalle, Livingston, Madison, Randolph, Sangamon, Schuyler, Tazewell, Union.

(MC) Indicates Manual Communication Skills Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

Note: Counties listed include all counties in which positions have been established, and do not represent immediate openings. This listing is based on information currently available and is subject to change.

General Duties: A Senior Public Service Administrator – Option 1 undertakes major administrative responsibilities and directs programs defined by statute, agency, board, or commission policy or is responsible for the execution of policies or operating objectives in one or more operating units. Employees may participate in the integrating of plans and projections of related organizational units, scheduling projected work programs, and encompassing, on a regular basis, questions of allocation and determination of resources, program definition, interpretation and implementation, and accountability. The employee reviews all administrative rules and related laws, researches, develops, and writes proposals affecting changes in statutes and administrative rules, conducts and coordinates investigations and supervises and reviews the activities of professional staff engaged in conducting investigations. The employee directs, coordinates, and reviews the activities of operational and program personnel through subordinate managers, reviews, modifies and implements existing program objectives or develops new program objectives, acts authoritatively on policy-making issues impacting agency management and statewide agency operations, develops long range plans for the agency and monitors progress toward accomplishment of the goals and objectives of the agency

Employees may supervise subordinate staff, monitor and evaluate performance and recommend disciplinary action. The employee develops and maintains ongoing communications with private and public organizations, officials of other agencies, or officials of other states and the federal government, responds to oral and written inquiries concerning programs, agency policies, rules and regulations and may appear at public hearings as required and speaks before various groups to explain/interpret program objectives and requirements.

The requirements for minimal passing grade are as follows:

Training and Experience: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration plus four years of progressively responsible administrative experience in a public or business organization or equivalent combinations of training and experience. Specific requirements vary by position and relate to the position's duties and responsibilities as defined by the agency of employment and as approved by the Director of Central Management Services or his/her designee.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

SENIOR PUBLIC SERVICE ADMINISTRATOR - OPTION 2: Fiscal Management/Accounting/Budgeting/Internal Auditing/Insurance/Financial Administration

General Duties: A Senior Public Service Administrator – Option 2 administers programs involving complex accounting and auditing work by directing, coordinating, and reviewing the activities of operational and program personnel through subordinate managers, supervises the preparation of complex financial statements and reports and examines, reconciles and analyzes complex financial statements and reports. The employee also consults on complex accounting problems and on the implementation of new procedures and programs and reviews and recommends changes in complex accounting systems.

A Senior Public Service Administrator – Option 2 may also administer programs involving the review, analysis, and auditing of various entities. The employee consults on the purpose and objectives of the audits and explain standard techniques utilized, appears at hearings and testifies as to the accuracy and propriety of reports, act as a consultant in pre-hearing conferences and during hearings, providing information, regarding adequacy and correctness of data and procedures used.

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires prior experience equivalent to four years of progressively responsible administrative experience in the functional fields of fiscal management, accounting, budgeting, auditing or insurance.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

General Duties: A Senior Public Service Administrator – Option 3 is responsible for administering a complex management information system through subordinate managers directing system / programmer analysts engaged in performing a full range of systems analysis functions ranging from design and development to maintenance and enhancements of systems. This employee would oversee and coordinate operation sequences to assure an even flow and distribution of work, the expeditious handling of priority cases and the meeting of schedules and deadlines. The employee would also consult and approve recommendations concerning the maintenance or replacement of equipment and the maintenance and safety of the operations area.

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires prior experience equivalent to four years of progressively responsible administrative experience in the functional fields of management information systems / data processing or telecommunications.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

SENIOR PUBLIC SERVICE ADMINISTRATOR - OPTION 6: Health & Human Services

General Duties: A Senior Public Service Administrator – Option 6 specializes in the Health and Human Services field, working in a Health and Human Services agency such as Department of Human Services, Department of Children and Family Services, Department of Public Health, Department of Corrections, Department of Healthcare & Family Services, Department of Aging, etc. An employee in this job plans, develops, administers and coordinates a complex social service (facility based or community based) program by reviewing and evaluating agency programs, policies and management practices, and directs changes in operations as deemed necessary. The employee directs and participates in research and reporting activities of programs and services, directs the development, review and analysis of legislation required for the improvement of current agency programs and services, and the development of new programs.

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires prior experience equivalent to four years of progressively responsible administrative experience in the health or human services field.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

SENIOR PUBLIC SERVICE ADMINISTRATOR -OPTION 8N: Registered Nurse License

General Duties: A Senior Public Service Administrator – Option 8N is responsible for administering a nursing program through a subordinate staff of professional nurses and nursing supervisors involved in providing care for recipients or clients. The employee in this position is responsible for assuring that adequate nursing coverage and care is provided to clients. The employee plans, develops and implements methods, systems, techniques, and procedures designed to effectively monitor the overall effectiveness of the nursing program and participates in the development or revision of policies, rules, regulations and procedures affecting nursing care in a facility.

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires prior experience equivalent to four years of progressively responsible administrative experience. Requires proof of licensure as Illinois Registered Nurse.

NOTE: Applicants applying for option 8N must have a copy of their current and valid Illinois license attached to the submitted application.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

YOU NEED NOT APPEAR AT A TEST CENTER FOR THESE EXAMINATIONS.

Apply by sending a completed application (CMS 100) to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, IL 62706. Log on to the CMS website at <http://work.illinois.gov> for more information. Your training and experience will be evaluated from the information provided on your application.

AN EQUAL OPPORTUNITY EMPLOYER

Options 1, 2, 3, 6, 8N transferred to continuous testing (Group A) 3-5-18; Counties updated 3-5-18; Language options updated 3-5-18.