



JB Pritzker, Governor

James L. Bennett, Director

### **POSITION ANNOUNCEMENT**

**Working Title:** Director of the Fair Housing Program  
**Position Title:** Senior Public Service Administrator (SPSA)  
**Position Number:** 40070-49-60-000-00-02  
**Agency:** Illinois Department of Human Rights (IDHR)  
**Salary:** Depends on Qualifications - Anticipated Starting Salary Range (\$75,000/yr. – \$115,000/yr.)  
**Job Type:** Full-Time  
**Location:** Chicago, Illinois (Loop)

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### **Position Overview**

The Senior Public Service Administrator (Director of the Fair Housing Program) is a senior state management position in the Illinois Department of Human Rights (IDHR) with a level of responsibility equivalent to a major program manager and is subject to the provisions of the Civil Service Code. Incumbent serves as a policy-making official and has major administrative responsibilities for the IDHR Fair Housing Program.

As a policy-making official, the incumbent reports directly to the IDHR assistant/deputy director and participates in determining policy which fixes objectives; states the principles to control action toward operating objectives and toward the conduct of one or more administrative units immediately subordinate to the director or assistant director; and participates in planning and programming agency activities mandated by legislation or the agency's director or assistant director.

### **Summary of Duties**

Subject to management approval, the incumbent plans, develops, organizes and manages a comprehensive state-wide fair housing program that includes the intake of charges of discrimination in the area of housing; the investigation of charges (to determine agency jurisdiction, obtain evidence sufficient to ascertain whether a violation of the Illinois Human Rights Act (IHRA) has occurred, and where appropriate to seek a negotiated settlement between the parties); and the quality review of investigations and determinations, and dismissal and closure of cases. Incumbent plans, directs, evaluates and administers the intake, investigation and quality control of housing charges across agency offices/facilities to provide a state-wide system for the processing of charges; provides for ongoing staff development, evaluation and training; develops and maintains ongoing communications with local, state and federal agencies. Incumbent serves as a member of the Department's Executive Committee.

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### Specific Duties

- Plans, directs, manages, evaluates and administers a comprehensive state-wide Fair Housing Program. Provides for the overall quality control of the Fair Housing Program services that include, but are not limited to Complainant intake interviews, docketing and service of written charges of discrimination, assignment of charges for investigation, settlement discussions, fact-finding activities, case determination reporting, and dismissal and closure of charges within statutory mandated time frames. Provides for the effective coordination of these services with the Department's various executive/administrative and programmatic units to achieve effective, efficient, and quality assurance in the delivery of services. Serves as the primary contact (Liaison) to the United States Department of Housing and Urban Development (HUD), Office of Fair Housing and Equal Opportunity (FHEO) and oversees the Department's participation in the Fair Housing Assistance Program (FHAP) and compliance with FHAP rules and regulations.
- Develops long range plans, budget reports and recommendations, staff needs assessments, and various operating reports as required by the Director and other government officials; reviews the Fair Housing Program to identify areas that require program modification to promote program efficiency and effectiveness and recommends any associated budget modifications; reviews new legislation and establishes policies to implement and maintain programs; develops, reviews and revises policies, procedures and legislation and drafts; and confers with the Department's Executive Committee on feasibility of recommended policies.
- Through computerized case monitoring and administrative reports, is responsible for identifying case processing delays, procedural and operational problems in the case processing system and takes steps to correct identified difficulties; coordinates management studies and periodic evaluative programs to ascertain the degree to which program goals are being met; oversees the preparation of monthly program reports, statistics and other data from executive/administrative personnel; and prepares periodic operational and evaluative reports as required.
- Supervises Fair Housing Program staff; assigns work; approves time off; provides guidance and training; effectively recommends grievance resolution; complete and signs performance evaluations; establishes annual goals and objectives; counsels staff on problems with productivity, quality of work and conduct; assess staffing resources needed to achieve program objectives; reviews activity reports; monitors provisions of contractual agreements; ensures all procedures are adhered to; and effectively recommends termination or renewal of contracts.
- Performs program managerial duties such as participation in the hiring of staff (e.g., development of applicant screening tools, participation on interview panels and selection of candidates); oversees the training and development of program supervisors, investigators and office support staff; provides for the resolution of employee and personnel problems which impact the work setting; hears second level grievances and participates in grievance hearings at subsequent levels; serves as a member of the bargaining/labor management team.

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- Plans, organizes, evaluates and relays information to Department administrators regarding case production, investigative procedures, caseload management, personnel matters, budget, and other program administrative concerns; meets with Department administrators to discuss and correct problems and indicate program directions; monitors travel and program expenses; and coordinates program activities with the Department's Legal Division, Management Operations and Technology Division, and the Human Resources and Labor Relations Unit.
- Performs other duties as required or assigned that are reasonably within the scope of the duties enumerated above.

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### MINIMUM QUALIFICATIONS

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in business or public administration. Requires prior experience equivalent to four years of progressively responsible administrative experience in a public or business organization.

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### SUBMIT RESUMES TO

**ADAM COE, HUMAN RESOURCES REPRESENTATIVE**

ILLINOIS DEPARTMENT OF HUMAN RIGHTS

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### ABOUT THE ILLINOIS DEPARTMENT OF HUMAN RIGHTS

- The Department of Human Rights enforces the Illinois Human Rights Act (IHRA) which prohibits discrimination in Illinois with respect to employment, financial credit, public accommodations and real estate transactions.
- Discrimination is prohibited on the bases of race, color, religion, sex (including sexual harassment), national origin, ancestry, military status, age (40 and over), order of protection status, marital status, sexual orientation (which includes gender-related identity), pregnancy, unfavorable military discharge and physical and mental disability.
- The IHRA also prohibits sexual harassment in education, discrimination because of citizenship status and arrest record in employment, and discrimination based on familial status and arrest record in real estate transactions.
- The IHRA further prohibits retaliation against a person who filed a charge of unlawful discrimination, opposed discrimination, or participated in an investigation or other proceeding under the Act.