



Illinois Department of Corrections

Administrative Directive

Number: 03.02.103	Title: Position Evaluation	Effective: 7/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes:	03.02.103 effective 3/1/2002	

Authority: 80 IAC 301	Related ACA Standards: 5-ACI-1C-01, 13, 17
Referenced Policies:	Referenced Forms: CMS 104 – Position Description

I. POLICY

Employees shall be assigned only those duties and responsibilities that are within the parameters of their appropriate position descriptions. Any significant changes made in the assigned duties and responsibilities of a position shall be made in accordance with the provisions of this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written instructions to staff to ensure duties and responsibilities are properly assigned.

B. Applicability

This directive is applicable to all employees within the Department who are covered by the Illinois Personnel Rules, both salary grade and merit compensation employees.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Requirements

1. A Position Description, CMS 104, shall be established for each position within the Department. Duties listed shall be within the parameters of the position classification.
 2. Each CMS 104 shall be reviewed at least annually by the appropriate supervisor and be revised as necessary in accordance with this directive to reflect an accurate description of the regular duties of the position.
 3. Employees may be temporarily assigned to perform duties of another position classification; however, only bargaining unit employees may be eligible for temporary assignment pay in accordance with the appropriate collective bargaining agreement. Once the time limits set forth in the contract expire and unless an extension has been mutually agreed upon with the union, the assignment must be terminated.
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