



09/26/2020

Job Title: **Corrections Nurse Trainee**
Agency: Department of Corrections
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **IDOC29-82-17-1108**

Under immediate supervision for a period of six to twelve months, participates in an agency sponsored training program, receiving a combination of comprehensive classroom and on the job training in the nursing field. Receives training in conforming with established standards, procedures, policies and security guidelines and providing the full range of professional nursing services in the care and treatment of inmate patients in a correctional facility.

WORK LOCATION/AGENCY CONTACT:

Cathy Beckway, HR Rep
IDOC Stateville Correctional Center
16830 S. Route 53
Crest Hill, IL 60403
Phone: (815) 727-3607 Ext. 6693
Fax: (815) 727-0838
Email: DOC.STA.Personnel@illinois.gov

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).



09/26/2020

Job Title: **Medical Administrator II Option D - Opt 05**
Agency: Department of Human Services
Salary: \$10,441.00 - \$18,498.00 monthly
Job Type: Part-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **TA000**
Bid ID#: **10-72-26403**

Under administrative direction of the Center Director, serves as the Medical Director of the Ludeman Developmental Center; supervises medical staff; maintains the overall quality of clinical care provided to individuals at the facility, including planning, staff administration and implementation of medical treatment regimens, individual care programs and services of the facility. Develops, implements, and monitors policies and procedures related to established standards for individual care, medical ethics and licensing/regulations.

AGENCY CONTACT:

Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
Phone: 708-283-3014
Fax: 708-283-3017
email: alice.chambers@illinois.gov

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09/26/2020

Job Title: **Corrections Nurse I (Upward Mobility Target Title)**
Agency: Department of Corrections
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **IDOC29-89-18-0013**

Under general supervision of the Nursing Supervisor (Public Service Administrator), provides a full range of professional nursing services in the care and treatment of patients: notifies the physician, Director of Nursing, Nursing Supervisor, Health Care Administrator and Shift Commander in case of emergency situations.

Agency Contact:
Julie Anderson
Joliet Treatment Center
2848 W. McDonough St.
Joliet, IL 60436
Phone: 815-730-4400 ext. 2019
Fax: 815-730-4405

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09/26/2020

Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**
Agency: Department of Children & Family Services
Salary: Depends on Qualifications
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **Continuous**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance.

This position requires an automated exam conducted by CMS. At this time CMS Assessment are scheduling Open Competitive and Promotional examinations via a notification process. Call-in and Walk-in services are currently unavailable at all CMS Assessment locations.

Interested applicants should submit a [CMS 100 Employment Application](#) (version dated 07/2019), and a legible copy of your Official college transcripts to DCFS.Work4DCFS@illinois.gov

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09/26/2020

Job Title: **Telecommunicator Trainee**
Agency: Illinois State Police
Closing Date/Time: Continuous
Salary: \$3,196.00 - \$4,468.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-40-ISP20-061**

Under immediate supervision, on an indeterminate shift, participates in an agency-sponsored training program for a period of six to twelve months in Illinois State Police (ISP) telecommunications applications designed to develop familiarization with ISP telecommunications procedures and practices and the usage of two-way radio, computer terminal equipment, and telephone call taking procedures.

Agency Contact

Submit completed application via Email (include BID ID in Subject line) or USPS:
Illinois State Police/Human Resources
801 S. 7th St., Ste. 700 Annex
Springfield, IL 62703
ISP.JobPostings@illinois.gov

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).



09/26/2020

Job Title: **Telecommunicator Specialist**
Agency: Illinois State Police
Closing Date/Time: Continuous
Salary: \$3,874.00 - \$5,685.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-40-ISP20-062**

Under general supervision, on an assigned/indeterminate shift, utilizes a multi-channel trunked radio network system simultaneously receiving, monitoring, and transmitting information. Communicates within and amongst talk groups comprised of both inter-and intra-agency radio users of the trunked radio system. Operates a multiple-terminal console configuration over which multiple databases and messaging systems are utilized to transmit and receive police business and emergency messages between mobile and other base stations. Answers and acts upon incoming telephone calls, i.e., emergency, non-emergency, 9-1-1, from the public. Under general guidelines, assigns ISP officers to respond to calls for service. Visually observes security monitors and responds to "walk-in" requests for service.

Agency Contact

Submit signed application via email (include BID ID in Subject line) or USPS:

Illinois State Police/Human Resources

801 S. 7th St., Ste. 700 Annex

Springfield, IL 62703

ISP.JobPostings@illinois.gov

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).



09/26/2020

Job Title: **Mental Health Technician II or Mental Health Technician I or Mental Health Technician Trainee**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **10**
Plan/BU: **RC009**
Bid ID#: **10/79- 27012**

Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habitation of persons with mental illness or developmental disabilities. Requires working knowledge of the causes, nature and treatment of mental illness or developmental illness or developmental disabilities and the proper methods and techniques employed in the personal and nursing care, development and habitation of persons with mental illness or developmental disabilities.

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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).



09/26/2020

Job Title: **Automotive Mechanic - Opt 2 - INFORMATIONAL POSTING**

Agency: Department of Transportation

Closing Date/Time: Continuous

Salary: \$4,239.00 - \$5,652.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **000**

Plan/BU: **RC451**

Bid ID#: **00000**

Welds plows, plow frames, spreaders and other miscellaneous off road equipment which is immediate need of repair. Bends, forms and fabricates specialized equipment which may be needed.

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

Additional information may also be obtained from 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).

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).



09/26/2020

Job Title: **Human Services Caseworker**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: \$4,164.00 - \$6,128.00 monthly
\$49,968.00 - \$73,536.00 annually
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **20**
Plan/BU: **RC062**
Bid ID#: **Continuous - Informational**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

Non-State candidates - See the Social Services Career Trainee Continuous Posting - the targeted title is Human Services Caseworker.

For testing information go to: <http://work.illinois.gov> (listed at the top of posting)

For agency assistance contact dhs.recruitment@illinois.gov.

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).



09/26/2020

Job Title: **Human Services Caseworker - Opt SS**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: \$4,164.00 - \$6,128.00 monthly
\$49,968.00 - \$73,536.00 annually
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **20**
Plan/BU: **RC062**
Bid ID#: **Continuous - Informational**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel. Requires ability to speak, write and read Spanish

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

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09/26/2020

Job Title: **Corrections Treatment Officer**
Agency: Department of Corrections
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

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

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09/26/2020

Job Title: **Chicago & Northern Regional Facilities Manager (SPSA Opt 1)**
Agency: Department of Central Management Services
Closing Date/Time: Tue. 09/29/20 11:59 PM Central Time
Salary: \$84,000.00 - \$91,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **40070-37-66-200-00-01**

Subject to administrative direction from the Statewide Facility Manager, serves as a Regional Facility Manager for the Northern/Chicago Region. Manages all facilities management functions for more than 300 state-owned and leased properties through subordinate Facility Managers. Serves as a full line supervisor, overseeing the implementation of facility management policies, procedures and guidelines. Plans, directs, implements and develops on-going projects of the Facilities Division to effect and bring to fruition Property Management initiatives and enhancements based on industry standards. Conducts ongoing methods of improving regional operational efficiency and cost savings through best business practices. Assists other senior management within the Bureau in the development of the regional budget and development and implementation of their initiatives. Develops standard operating procedures for the Division and oversees the implementation throughout the Region.

Please attach a Resume/Curriculum Vitae (CV) to your application in the attachments. You will not be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

ESTIMATED HIRING TIMELINE:

Applicant notification of interview: **10/5/2020**
Interviews will begin: **10/14/2020**

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).



09/26/2020

Job Title: Northern Illinois Regional Workforce Manager (SPSA, Opt. 1)
Agency: Department of Commerce & Economic Opportunity
Closing Date/Time: Tue. 09/29/20 11:59 PM Central Time
Salary: \$75,000.00 - \$95,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: EF000
Bid ID#: 40070-42-40-110-00-01

ABOUT THE AGENCY:

The mission of the Illinois Department of Commerce and Economic Opportunity is to support and maintain a climate that enables a strong economy for our customers - taxpayers, businesses, workers and communities - by keeping, attracting and growing businesses, maintaining a skilled workforce, and enhancing communities so that the climate here is one in which businesses, small and large, and workers, can succeed to the greatest extent possible. The Illinois Department of Commerce delivers impactful and efficient programs and services through focused on business, community and workforce development

Please attach a Resume/Curriculum Vitae (CV) to your application in the attachments. You will not be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

ESTIMATED HIRING TIMELINE:

Applicant notification of interview: **10/5/2020**
Interviews will begin: **10/14/2020**

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).



09/26/2020

Job Title: **Clinical Laboratory Technologist Trainee**
Agency: Department of Public Health
Closing Date/Time: Wed. 09/30/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDPH 55-21-0033**

Requires a Bachelor's degree in one of the chemical, biological, medical technology, clinical laboratory sciences, or physical sciences from a recognized college or university; Requires working knowledge of laboratory techniques used for scientific laboratory examinations. Requires ability to compare, analyze and/or identify various organisms/substances.

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRAApplications@illinois.gov

Where to Apply:

DPH.HRAApplications@illinois.gov

Include posting ID # and bidders names in subject line when applying

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09/26/2020

Job Title: Office Associate - Opt 2
Agency: Department of Children & Family Services
Closing Date/Time: Wed. 09/30/20 5:00 PM Central Time
Salary: \$3,092.00 - \$4,213.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 2088023-885564

Under direction of the supervisor, performs complex, specialized clerical services for a team or teams of supervisors and professional child welfare and/or child protection staff; prepares and keyboards a variety of complex materials; exercises independent judgment and a command of legal, medical, and social terminology to review documents and proof appropriate use of terms and accuracy of information; answers phone calls and greets visitors; establishes and maintains case files; performs timekeeping functions; maintains inventory and orders supplies.

Agency Contact: Tracey Hardrick
Mailing Address: 2020 W. Roosevelt Rd., Chicago, IL 60608
E-mail: Tracey.Hardrick@illinois.gov **(preferred)**
Phone: (312) 814-3775
Fax: (312) 814-1224

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).



09/26/2020

Job Title: **Child Protection Specialist**
Agency: Department of Children & Family Services
Closing Date/Time: Wed. 09/30/20 5:00 PM Central Time
Salary: \$4,587.00 - \$6,820.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **2089019-898750**

Preferably requires a master's degree in social work; or requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; or requires a bachelor's degree in social work and one year of directly related professional experience; or requires a bachelor's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and two years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to serve on 24 hour "on call" duty.

Agency Contact: Tracey Hardrick

Mailing Address: 2020 W. Roosevelt Rd., Chicago, IL 60608

E-mail: Tracey.Hardrick@illinois.gov (preferred)

Phone: (312) 814-3775

Fax: (312) 814-1224

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09/26/2020

Job Title: **Revenue Tax Specialist Trainee (Upward Mobility Target Title)**
Agency: Department of Revenue
Closing Date/Time: Fri. 10/02/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **DOR 25757**

Under immediate supervision, for a period of six to twelve months, participates in an agency sponsored training program, receiving a combination of classroom and on-the-job training in tax laws, rules and regulations, tax forms, research methods and procedures, communications skills and basic computer concepts, including Collection System; receives supervised on-the-job training assignments to acquire a practical knowledge of the tax collection process with periodic assessments throughout the training period.

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 Phone
217-782-9925 Fax

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).



09/26/2020

Job Title: **Commissioner's Assistant**
Agency: Illinois Commerce Commission
Closing Date/Time: Thu. 10/01/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **MC-12**
Bid ID#: **31-09022**

The Commissioner Assistant reports directly to their assigned Commissioner, appointed by the Governor. The successful candidate will have a degree in economics, engineering, law, or other related field. In addition, this position requires superior written and oral English communication skills; extensive knowledge of the personal computer and related software programs and applications; working knowledge of the agency programs, rules, regulations, policies, procedures, and the Illinois Administrative Code; strong communications skills to be able to successfully interact with ICC staff, representatives of government, regulated industry, non-profit organizations and other stakeholders.

Monday - Friday
8:30 AM - 5:00 PM

160 North LaSalle
Chicago, IL 60601.

Colette Smith
2187-557-4206
colette.smith@illinois.gov

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).



09/26/2020

Job Title: **Bureau Chief**
Agency: Illinois Commerce Commission
Closing Date/Time: Thu. 10/01/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **31-09-1020**

This position is an exempt merit compensation (non-CMS) position and is exempt from Rutan. This position reports directly to the Executive Director which is an exempt merit compensation (non-CMS) position and is exempt from Rutan. Requires a minimum of a bachelor's degree in accounting, economics, engineering, finance, public administration, management or some closely related field; and six years experience in the transportation industry or related field, at least two years of which involved supervisory responsibilities; or an advanced degree and five years experience in the transportation industry or related field, at least two of which involved supervisory responsibilities. Superior oral and written English communication skills. Extensive knowledge of the personal computer and its related software applications and programs.

160 North LaSalle
Chicago, IL 60601.

Colette Smith
217-557-4206
colette.smith@illinois.gov

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).



09/26/2020

Job Title: **COVID Program Manager**
Agency: Department of Human Services
Closing Date/Time: Thu. 10/01/20 5:00 PM Central Time
Salary: \$4,295.00 - \$12,128.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **21-035**

Requires a Masters Degree in social services, public policy or related field. Requires 5 years experience in developing and managing community-based programs for immigrants and/or refugees. Requires knowledge of budget development and program evaluation.

Work Location

Clinton Building
401 S. Clinton
Chicago, IL.

CMS100 Applications should be emailed to:

lilian.jimenez@Illinois.gov

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).



09/26/2020

Career Counseling Services

State government career counseling services are provided by CMS Assessment Centers either by mail, email or through individual, in-person counseling sessions. Note that in-person counseling sessions are available at all CMS Assessment Centers by appointment only on a limited, first come-first serve basis and available sessions fill up quickly so applicants are strongly encouraged to take advantage of career counseling services offered via mail or email.

Counseling by Mail: If you want to take advantage of counseling by mail, complete a CMS-100 application, indicate that you want counseling by mail and your geographic employment preferences and salary requirements, and mail your application and request to the Chicago or Springfield assessment center. To ensure prompt service, mark the envelope "Request for Counseling by Mail." Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and will send back a list of potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

Counseling by Email: If you prefer, you can request counseling by email. Complete and attach to the email your CMS-100 application, indicate that you want counseling by email along with your geographic employment preferences and salary requirements, and email your request and application to: CMS.CounselingByEmail@Illinois.gov

Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and respond via email with potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

Career Counseling Session: If you schedule an appointment for a career counseling session at a CMS Assessment Center, you must complete and bring your CMS-100 application with you to the assessment center. A career counseling session lasts approximately 30 minutes. The career counselor will review your education and experience as reported on your CMS-100 application and discuss state government employment opportunities with you that match your credentials and employment preferences with position titles for which you may be qualified and answer any questions you may have regarding examination procedures and eligibility requirements. If you are unable to make your appointment, please contact the assessment center in advance to cancel your appointment.

Career Services also provides special assistance to Illinois veterans through the [Veterans Outreach Program](#). Please direct all Veteran Outreach issues directly to VeteransOutreachByEmail@illinois.gov.

From its Chicago office, CMS also offers the [Diversity Enrichment Program](#) (DEP) headquartered in the James R. Thompson Center (JRTC). The Program is responsible for the recruitment of well-qualified candidates for employment in underutilized categories for State employment through targeted outreach events and applicant counseling and is a resource for all State agencies, boards and commissions to supplement their recruiting efforts and develop strategies for diversification.

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