



11/17/2020

Job Title: **Chicago Cashier and Deposit Manager (PSA, Opt. 2)**
Agency: Department of Revenue
Closing Date/Time: Tue. 11/24/20 11:59 PM Central Time
Salary: \$55,000.00 - \$75,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB062**
Bid ID#: **37015-25-31-170-10-01**

1. Professional work experience in accounting, finance, banking, taxes, or related field.
2. Professional supervisory/management experience.
3. Experience supervising/managing a deposit operation and/or a customer service operation.
4. Current professional experience (i.e., within the last 2 years) working with deposit operations (reconciliation of receipts, bank deposits, and other related transactions).
5. Proficiency gathering and compiling data for the purpose of generating complex reports.
6. Experience developing and conducting classroom and/or one-on-one training.
7. Experience recommending and administering discipline or resolving employee grievances.
8. Experience working in a face-to-face customer service role.
9. Bachelor's degree or higher level of education.
10. Experience working with GenTax or similar tax systems, payment receipt and reconciliation systems, and/or credit card systems.
11. 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.

12. ESTIMATED HIRING TIMELINE:

13. Applicant notification of interview: **12/01/2020**
Interviews will begin: **12/15/2020**

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).



11/17/2020

Job Title: **Senior Project Manager**
Agency: Illinois Power Agency
Closing Date/Time: Fri. 12/04/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **20-03**

Required Experience

- Bachelor's degree in business, or related field, or the equivalent combination of education and experience. Graduate degree preferred.
- Formal training in project management (e.g., Certified Project Management Professional).
- 5 or more years of experience managing government, non-profit, or private sector projects spanning all phases of project management (initiating, planning, executing, controlling, and closing).

To apply, please send a cover letter, resume, and three professional references to ipa.contactus@illinois.gov

No phone calls please.

The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.

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).



11/17/2020

Job Title: **Child Protection Specialist - Opt SS**
Agency: Department of Children & Family Services
Salary: Depends on Qualifications
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **Continuous**

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; requires ability to speak and write Spanish at a colloquial skill level.

This posting is for recruitment purposes and is intended for those currently not employed with DCFS

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

Applicants should indicate 2 work county choices on their [CMS 100 Employment Application](#)

Additional Documentation for Child Protection Specialist SS:

[Class Specification](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

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).



11/17/2020

Job Title: **Snow Removal Operator (Hourly Snowbird) - District 9**
Agency: Department of Transportation
Closing Date/Time: Tue. 12/29/20 4:30 PM Central Time
Salary: \$20.55 - \$20.55 hourly
Job Type: Temporary
Location: Jackson County, Illinois
Number of Vacancies: **120**
Bid ID#: **IPR#44429**

Applicants must possess a valid Class 'A' or 'B' Commercial Drivers' License with an 'N' or 'X' endorsement and non-restricted air brakes.

Applicants must be available to work in emergency conditions at any time, including weekends, holidays, and nights.

Applicants must be able to report to the maintenance facility as early as practicable, but never in excess of 45 minutes of being called.

Applicants must be available to work when called up from October 16th through April 15th (dates are dependent on the weather).

Applicants must be able to pass a background check, a pre-employment physical, drug/alcohol testing, and vision testing.

All applicants must submit the Application (PM2414), as well as the additional required documents listed above, to IDOT District 9 via:

- (1) MAIL to: Attn: Personnel, 2801 W Murphysboro Rd, Carbondale, IL 62903
- (2) FAX to: Attn: Personnel at fax number (618) 351-5298
- (3) EMAIL to: DOT.D9WinterApplications@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).



11/17/2020

Job Title: **Communications Manager**
Agency: Illinois Power Agency
Closing Date/Time: Fri. 12/04/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **20-02**

Required Experience

- Bachelor's degree in communications, journalism, English, or the equivalent combination of education and experience.
- Minimum 5 years of experience in a government, non-profit, or corporate communication, marketing, or similar role.
- Strong knowledge of communication practices and techniques.
- Demonstrated experience designing and creating communication and marketing strategies for new products, services, programs, events, and related promotions.
- Organized and detail-oriented with a strong ability to absorb and process information quickly.
- Excellent time management skills.

To apply, please send a cover letter, resume, and three professional references to ipa.contactus@illinois.gov

No phone calls please.

The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.

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).



11/17/2020

Job Title: **Public Service Administrator - Opt 8N**
Agency: Department of Juvenile Justice
Closing Date/Time: Wed. 12/02/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **IDJJ27-17-20-0011**

Requires a Bachelor's Degree in Nursing and three years of professional nursing experience preferably including one year of supervisor experience; requires extensive knowledge of professional nursing theory and practice and of recent developments in the field of nursing; requires extensive knowledge of teaching methods used in in-service training; requires ability to develop staffing plans and to revise such plans to meet emergency requirements; requires ability to develop maintain harmonious working relationships with staff and to provide constructive criticism and counseling to alleviate work related problems; requires ability to interpret, implement and enforce policies, procedures and practices in the areas of patient care; requires ability to coordinate nursing practices and procedures with those of other professions; requires licensure as a Registered Nurse in the State of Illinois.

Agency Contact:

Apply via Email (include BID ID in Subject line), USPS or Facility drop off:

IDJJ / IYC-Chicago

Shaunda L Dale / Human Resource Representative

136 N Western Avenue

Chicago, IL 60612

312-633-5219 extension 4080

Shaunda.dale@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).



11/17/2020

Job Title: **Technical Advisor Advanced Program Specialist**
Agency: Department of Revenue
Closing Date/Time: Wed. 12/02/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **DOR 26593**

Requires graduation from a recognized law school and the possession of a license to practice law in Illinois. Requires three years professional experience in the practice of law. Requires thorough knowledge of common law and of the State and Federal laws, particularly relating to administrative and regulatory functions. Requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings and trials procedures. Requires extensive knowledge in the field of law with which primarily concerned. Requires working knowledge of concepts of administration and management, including organization, controls and techniques used in dealing with management and procedural problems. Requires ability to plan, layout and review work relating to complicated legal problems.

Agency Contact:

Illinois Department of Revenue – Human Resources
Willard Ice Building, 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).



11/17/2020

Job Title: **Public Service Administrator - Opt 4**
Agency: Department of Public Health
Closing Date/Time: Tue. 12/01/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDPH 55-19-0222**

Requires the completion of four years in college, including at least 32 semester hours in chemistry or biology from a recognized college or university, supplemented by three years of professional laboratory experience. Requires extensive knowledge of the principles, practices and techniques of general chemistry, analytical chemistry, microbiology or biology. Requires ability to supervise and direct the work of professional chemical, environmental and clinical laboratory staff performing laboratory operations. Requires ability to develop and maintain cooperative relationships with subordinates, other departments and the general public. Ability to utilize various PC applications to access, enter data, analyze and produce reports.

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

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).



11/17/2020

Job Title: Office Associate - Opt 2
Agency: Department of Children & Family Services
Closing Date/Time: Mon. 11/30/20 11:59 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#: 2064006-642397

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to keyboard accurately at 45 wpm; requires a working knowledge of legal, social, medical, and business terminology; requires ability to utilize a computer and software applications on a daily basis.

Contact:

Cherrelle Brinker
406 E. Monroe, Station 440
Springfield, IL 62701
Phone: 217-524-4391
Fax: 217-785-1765
Email: cherrelle.brinker@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).



11/17/2020

Job Title: **Executive II - Opt J2**
Agency: Department of Financial and Professional Regulation
Closing Date/Time: Mon. 11/30/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **26552**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires two years of responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of the functions of state government and of the character of relationships between the executive branch with the other branches, and between the State and higher and lower levels of government

Agency Contact: Human Resources
320 W Washington St, 2nd floor
Springfield, IL 62786

Scan all applications or questions to FPR.Employment@illinois.gov
217-557-3022 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).



11/17/2020

Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**
Agency: Department of Children & Family Services
Closing Date/Time: Mon. 11/30/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **2013080-135191**

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.

Contact:
Karen Wagner
1911 S Indiana Ave., 9th Floor
Chicago, IL 60616

Phone: 312-328-2461
Email: DCFS.LicensingPersonnel@illinois.gov (Preferred)

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).



11/17/2020

Job Title: Office Associate - Opt 2
Agency: Department of Children & Family Services
Closing Date/Time: Mon. 11/30/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 2013078-130621

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires the ability to keyboard accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Contact:
Karen Wagner
1911 S Indiana Ave, 9th Floor
Chicago, IL 60616
Phone: 312-328-2461
Email: DCFS.LicensingPersonnel@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).



11/17/2020

Job Title: **Activity Therapist (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Mon. 11/30/20 5:00 PM Central Time
Salary: \$3,980.00 - \$5,804.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-79-26676**

Requires a bachelor's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy, including successful completion of an approved internship, fieldwork or practicum. This class is included as an Upward Mobility Program credential title. Requires working knowledge of the attitudes, problems and behaviors of individuals and groups. Requires ability to utilize the principles and practices of recreational therapy, music therapy, art therapy, dance therapy and drama therapy.

Anticipated Starting Salary Range – \$3,980 to \$5,804 per month or \$47,760 to \$69,648 per year

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.MHHiringUnit@illinois.gov

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

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).



11/17/2020

Job Title: **Security Officer Chief**
Agency: Department of Human Services
Closing Date/Time: Mon. 11/23/20 5:00 PM Central Time
Salary: \$4,221.00 - \$6,071.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC056**
Bid ID#: **10-79-26646**

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires two years supervisory experience in safety and protection service or investigative work. Requires ability to climb stairs, physically restrain and control combative and/or violent patients. Requires adequate vision with/without correction; must be independently mobile to accomplish required rounds (in and outside facility). Requires ability to respond to facility-wide emergencies and perform emergency medical duties/assistance. Requires ability to perform or deliver mouth to mouth CPR and manual resuscitation in emergencies.

1. **PROMOTIONAL OPPORTUNITY (applying for a grade OR currently hold a grade):** Effective November 1, 2019 CMS Examining will no longer accept CMS100B applications. Current employees interested in this position must submit a bid form and completed Promotional Application (CMS100B, Rev. 09/2020 or newer) to the **DHS.MHHiringUnit@illinois.gov**; this must be done within the bid/posting period and contain the posting ID number on the all forms.
2. **ALL OTHER INTERESTED CANDIDATES (Voluntary Reduction, Job Assignments & Transfer):** Applicants must submit a bid form, transfer request form (if applicable), and a completed employment application (CMS100, Rev. 09/2020 or newer) to the **DHS.MHHiringUnit@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).



11/17/2020

Job Title: **Human Services Caseworker (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Wed. 11/18/20 5:00 PM Central Time
Salary: \$4,164.00 - \$6,128.00 monthly
\$49,968.00 - \$73,536.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-26606**

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

Agency Contact:

Bureau of Employee Services
Greer McNeil
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
FAX: 217-524-2116

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).



11/17/2020

Job Title: **Social Service Program Planner III**
Agency: Department of Human Services
Closing Date/Time: Wed. 11/18/20 5:00 PM Central Time
Salary: \$5,100.00 - \$7,661.00 monthly
\$61,200.00 - \$91,932.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-99-26601**

Requires knowledge, skill and mental development equivalent to four years of college, supplemented by a related master's degree. Requires one year of progressively responsible professional experience in community organization, social service work, or in program planning and development. Requires through knowledg.of the structure, organization and methods of social welfare institutions. Requires working knowledge of the principles of government accounting, program budgeting, fiscal monitoring, reporting and program planning and evaluation. Requires the ability to exercise judgment and discretion in developing, inlerpreting, and implementing, departmental policies, procedures, and program specific requirements. Requires excellent oral and written communication skills. Requires a valid driver's license. Requires ability to travel, including overnight.

Agency Contact:
Bureau of Employee Services
Krissie Buss
100 South Grand Ave East, 3rd floor
Springfield, IL 62762

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).



11/17/2020

Job Title: **Activity Therapist (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Wed. 11/18/20 5:00 PM Central Time
Salary: \$3,980.00 - \$5,804.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC062**
Bid ID#: **10-82-26573-75**

Requires a bachelor's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy, including successful completion of an approved internship, fieldwork or practicum. This class is included as an Upward Mobility Program credential title. Requires the ability to work effectively in a psychiatric inpatient setting. Requires ability assess patients' current level of functioning, strengths, needs and interests and be able to plan and implement an Activity Therapy that meets the needs of the population served. Requires the ability to work in a multi-disciplinary setting offering expertise and activity therapy with other staff.

Where to Apply: DHS.MHHiringUnit@illinois.gov

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

If this position requires an automated/skills test, candidates must take this test by the close of the posting period in order to receive a grade. For more information, please [click here](#).

Agency Contact:
Bureau of Employee Services
Andrew Surratt
100 South Grand Ave East, 3rd floor
Springfield, IL 62762

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).



11/17/2020

Job Title: **Boiler Safety Specialist**
Agency: Office of the State Fire Marshal
Closing Date/Time: Thu. 11/19/20 4:30 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC008**
Bid ID#: **50-50-SFM20-014**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires five years of practical experience in the construction, maintenance, repair or operation of high pressure boilers as a mechanical engineer, operating engineer, or boilermaker. A mechanical engineering degree from a recognized college of engineering may be substituted for two years of experience. Within the first six months of employment, an employee must qualify and pass the examinations given by the National Board of Boiler and Pressure Vessel Inspectors to become a National Board Inservice Commissioned Inspector. Failure to successfully pass these exams in the required time will result in termination of employment.

Agency Contact:

Kathy Fairfield
Office of the State Fire Marshal
1035 Stevenson Drive
Springfield, Illinois 62703
Fax: 217-558-1424
Email: sfm.hr@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).



11/17/2020

Job Title: **Chicago Cashier and Deposit Manager (PSA, Opt. 2)**
Agency: Department of Revenue
Closing Date/Time: Tue. 11/24/20 11:59 PM Central Time
Salary: \$55,000.00 - \$75,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB062**
Bid ID#: **37015-25-31-170-10-01**

The Illinois Department of Revenue is seeking to hire a Public Service Administrator to manage the Cashier & Deposit Section of our Chicago Operations Division. The section, comprised of approximately 10 professional and accountant-series employees, mans a multi-million dollar payment center and ensures that the daily deposit is timely balanced and transmitted to the bank. The ideal candidate has accounting/auditing experience along with experience supervising a deposit operation and managing or working in a payment center. The ideal candidate will have strong analytical, interpersonal, and oral/written communication skills, experience working with banking rules and regulations/laws as well as Image Cash Letter banking/Check 21 and imaging technology.

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: **12/01/2020**
Interviews will begin: **12/15/2020**

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).



11/17/2020

Job Title: **Military Crash, Fire, Rescue I**
Agency: Department of Military Affairs
Closing Date/Time: Thu. 12/31/20 11:59 PM Central Time
Salary: \$3,460.00 - \$5,236.00 monthly
Job Type: Full-Time
Location: Peoria County, Illinois
Number of Vacancies: **1**
Bid ID#: **20-031**

EXAMPLE OF WORK: Under direct supervision of an MCFR III, is responsible for the specialized response to Structural/Aircraft/Wild Land Firefighting, Technical Rescue, Hazardous Materials/CBRNE Response, Urban Search & Rescue, and other duties as assigned. This is a basic level Airport Firefighter position within the 182nd Fire Department.

WHERE TO APPLY: Interested applicants must complete an FM115-R application, **provide Required Certifications and any Highly Desirable Advanced Certifications or the transferable equivalents, DD214, NGB22**, and submit by the closing date. Fax application to (217) 761-3418, or email to ng.il.ilarnng.mbx.state-personnel@mail.mil or send to:

Department of Military Affairs
State Personnel Office
1301 N. MacArthur Boulevard
Springfield, IL 62702-2399
Attn: Janice M. Estes

Applications may be obtained by visiting the website at <http://www.il.ngb.army.mil/> select "Employment Opportunities" then select "DMA FM-115". **NOTE: Applications submitted on forms issued prior to the 07/2015 revision will NOT be accepted.**

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).



11/17/2020

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.

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

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)

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).



11/17/2020

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.

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).