



01/05/2021

Job Title: **State Police Evidence Technician II**  
Agency: Illinois State Police  
Closing Date/Time: Fri. 01/08/21 4:00 PM Central Time  
Salary: \$3,676.00 - \$5,247.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **21-31-ISP20-133**

Requires knowledge, skill and mental development equivalent to the completion of two years of college, preferably in one of the physical/biological sciences, supplemented with one year experience in related evidence and/or tracking processes; or the completion of three years of college, preferably in one of the physical/biological sciences. Requires elementary knowledge of physical evidence processes such as can be obtained in introductory courses to law enforcement or through exposure to evidence processes by working in a forensic science laboratory in other support roles; ability to communicate ideas effectively in oral and written form; ability to use computer software programs and various types of hardware; ability to construct court exhibits and demonstration charts; and ability to pass an agency background investigation.

**Agency Contact**

**Submit completed, 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](mailto: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).



01/05/2021

Job Title: **Student Intern**  
Agency: Department of Employment Security  
Closing Date/Time: Thu. 01/07/21 11:59 PM Central Time  
Salary: \$1,631.00 - \$2,990.00 monthly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **RA 09223**

Requires knowledge, skill and mental development equivalent to the completion of high school and active enrollment at a college; prefers active enrollment in a Masters program and coursework in business administration, business statistics or finance. Requires no previous work experience. Requires ability to follow written and oral instructions; establish and maintain working relationship with agency staff and the general public. Prefers ability to utilize Microsoft Office products such as Word and Excel.

**Where to Apply**

IDES Recruitment & Selection  
33 S. State Street, 8th Floor  
Chicago, IL 60603  
[DES.JOBS@illinois.gov](mailto:DES.JOBS@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



01/05/2021

Job Title: **Forensic Science Administrator I**  
Agency: Illinois State Police  
Closing Date/Time: Fri. 01/08/21 4:00 PM Central Time  
Salary: \$6,641.00 - \$9,811.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **VR704**  
Bid ID#: **21-31-ISP20-129**

Requires a bachelor's degree in a natural or forensic science, preferably supplemented by a master's degree in one of the biological, natural, physical, or forensic sciences, or related discipline. Requires two years of professional forensic science work experience such as would be gained at the advanced caseworker level.

**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](mailto: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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



01/05/2021

Job Title: **Public Service Administrator - Opt 1**  
Agency: Department of Employment Security  
Closing Date/Time: Sun. 01/31/21 11:59 PM Central Time  
Salary: \$85,000.00 / Year  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB063**  
Bid ID#: **RA 09217**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with advanced courses in Economics, Statistics, Database design, Computer Programming and Business Administration or closely related field. Prefers the possession of a Master's degree in Economics, Statistics, or a closely related field with courses in graduate level economics, statistics. Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization, preferably with one year of managerial experience in a public agency. Prefers two years of professional experience in the IDES Economic Information & Analysis Division. Requires two years of experience in the use of Access, Excel or related database or spreadsheet software programs; development and application of research designs and statistical methods and techniques, preferably in a job related subject matter area. Requires ability to use a PC; prepare written and oral reports; analyze problems and develop systems of action and to establish and maintain working relationships. Requires ability to travel.

**AGENCY CONTACT/ Where to Apply:**

IDES Recruitment & Selection  
33 S. State Street - 8th Floor  
Chicago, IL 60603  
Attn: Sudi Garcia  
Scan: [DES.JOBS@illinois.gov](mailto:DES.JOBS@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



01/05/2021

Job Title: **Medical Administrator III**  
Agency: Department of Human Services  
Closing Date/Time: Fri. 01/15/21 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **TA000**  
Bid ID#: **10-76-27225**

Requires Illinois licensure to practice medicine and completion of an approved residency in Psychiatry. Requires three years of substantive medical experience in clinical/medical program direction, planning and evaluation at an administrative level in a mental health setting. Requires ability to interact with and communicate clearly and tactfully with a wide range of individuals, including state agency officials, court officials, correctional and detention facility officials, community service providers, advocacy group leadership, legislatures and members of the media. Prefers extensive knowledge of the Mental Health Code, DHS rules and various accreditation and certification bodies.

**Agency Contact:**

Gail Weiskopf  
[Gail.Weiskopf@illinois.gov](mailto:Gail.Weiskopf@illinois.gov)  
BES/MH/SUPR  
100 S Grand Ave East  
Springfield, IL

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



01/05/2021

Job Title: **Rehabilitation Counselor Trainee - Opt H (Upward Mobility Target Title)**  
Agency: Department of Human Services  
Closing Date/Time: Fri. 01/08/21 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#: **10-48-27228**

Requires possession of a master's degree from a college or university program accredited by the Council on Rehabilitation Education (CORE); or, a master's degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, or a closely related field. For Option H only, the following master's Degrees are also acceptable: social work, sociology, gerontology and nursing. This class is included as an Upward Mobility Program credential title. Requires the ability to travel to individual's home; requires ability in the home services program to physically enter living space accessible to the individual and to learn to visually assess the total condition of the home environment for suitability and planning of services.

**Where to Apply:** [DHS.DRSHiringUnit@illinois.gov](mailto:DHS.DRSHiringUnit@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



01/05/2021

Job Title: **Storekeeper I**  
Agency: Department of Human Services  
Closing Date/Time: Fri. 01/08/21 5:00 PM Central Time  
Salary: \$3,385.00 - \$4,694.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **10-44-27366**

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires one year experience in the keeping of stores and stores records.

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](http://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](mailto: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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



01/05/2021

Job Title: **Volunteer Services Coordinator I**  
Agency: Department of Veterans' Affairs  
Closing Date/Time: Fri. 01/08/21 4:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **34-127-21-33**

Requires knowledge, skill and mental development equivalent to the completion of four years of college, with courses in the behavioral sciences. Requires six months of professional experience volunteer services program management, community organization or social science, or completions of the six months training course. Requires working knowledge of principles and procedures in the development and utilization of community services in a volunteer services program. Requires working knowledge of methods of supervision, organization and administration. Requires working knowledge of the principles and practices of personnel management and the learning process as they relate to the recruitment, selection, placement, training and retention of volunteers. Requires ability to participate in planning and organizing programs for utilizing volunteer workers. Requires ability to carry out an informational program for securing public support of volunteer services.

Submit Applications To: (must be postmarked by closing posting date)

IL Dept. of Veterans' Affairs

Attn: HR - Hiring

833 S. Spring St.

Springfield, IL 62704

**Fax: 217-557-7235 (fax is the preferred method of receiving apps)**

**Email: [IDVA.HR.Applicants@Illinois.gov](mailto:IDVA.HR.Applicants@Illinois.gov)** (please put posting number on email subject line)

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).





01/05/2021

**Job Title:** Paralegal Assistant - Opt SS  
**Agency:** Department of Human Services  
**Closing Date/Time:** Thu. 01/07/21 5:00 PM Central Time  
**Salary:** \$3,830.00 - \$5,536.00 monthly  
\$45,960.00 - \$66,432.00 annually  
**Job Type:** Full-Time  
**Location:** Cook County, Illinois  
**Number of Vacancies:** 1  
**Plan/BU:** RC062  
**Bid ID#:** 10-17-27279

Requires knowledge, skill and mental development equivalent to completion of four years college with related coursework in such areas as prelegal, medical or premedical, English, and statistics. Requires working knowledge of precedent cases, search procedures, writing style, format and vocabulary appropriate to the subject matter upon completion of a job learning period. Requires working knowledge of technical report writing, vocabulary, word usage and analytical ability in working with information such as would typically be acquired through a professional education. Requires ability to write in a clear and concise manner. Requires ability to analyze and organize facts, evidence and precedents and to draft written material to legal staff in clear and logical form. Requires ability to organize and present statistical data. Prefers knowledge of administrative hearings rules, regulations and process. Prefers knowledge of case docketing processes and the ability to successfully schedule and monitor a large caseload. Requires the ability to communicate verbally and in writing in Spanish at a colloquial skill level.

**Hours/Work Schedule:**

8:30 am – 5:00 pm (M-F)

Anticipated Started Salary Range – \$45,960 - \$66,432

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

**Where to Apply:**

DHS.HiringUnit@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).



01/05/2021

Job Title: **Day Care Licensing Representative II - Opt SS  
(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; 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 current [CMS 100 Employment Application](#) and preferably a legible copy of your Official college transcripts to [DCFS.Work4DCFS@illinois.gov](mailto:DCFS.Work4DCFS@illinois.gov). Failure to use a current version of the application may result in disqualification.

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

**Additional Documentation for Day Care Licensing Representative II:**

[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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



01/05/2021

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

Interested applicants should submit a current [CMS 100 Employment Application](#) and preferably a legible copy of your Official college transcripts to [DCFS.Work4DCFS@illinois.gov](mailto:DCFS.Work4DCFS@illinois.gov). Failure to use a current version of the application may result in disqualification.

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

**Additional Documentation for Day Care Licensing Representative II:**

[Class Specification](#)

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

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01/05/2021

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**

Under direction of the team supervisor, receives and investigates reports of child abuse and neglect within mandated time limits; assesses immediate safety of children and initiates appropriate levels of protection needed; conducts home evaluations, observing family situations relating to allegations of abuse and neglect; interviews clients and professionals to obtain information for the purposes of making a finding and determining protection and service needs; conducts service assessments; on a rotating basis, assigned to 24 hour "on call" duty in addition to normal assignments; prepares investigation reports; selects, summarizes, and presents case material for transfer to permanency caseworker or community agencies; determines the need for and coordinates the placement of children in substitute care facilities; translates and interprets, both orally and in writing, for Spanish speaking clients.

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

Interested applicants should submit a current [CMS 100 Employment Application](#) and preferably a legible copy of your Official college transcripts to [DCFS.Work4DCFS@illinois.gov](mailto:DCFS.Work4DCFS@illinois.gov). Failure to use a current version of the application may result in disqualification.

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



01/05/2021

Job Title: **Child Welfare Specialist - Opt SS (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**

Preferably requires a master's degree in social work; or a master's degree in a related human service field, supplemented by one year of directly related professional casework/case management experience; or requires a bachelor's degree in social work and one year of directly related professional casework/case management experience; or requires a bachelor's degree in a related human service field and two years of directly related professional casework/case management 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 current [CMS 100 Employment Application](#) and preferably a legible copy of your Official college transcripts to [DCFS.Work4DCFS@illinois.gov](mailto:DCFS.Work4DCFS@illinois.gov). Failure to use a current version of the application may result in disqualification.

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

**Additional Documentation for Child Welfare Specialist SS:**

[http://www.state.il.us/cms/download/pdfs\\_specs/07218.pdf](http://www.state.il.us/cms/download/pdfs_specs/07218.pdf)

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



01/05/2021

Job Title: **Registered Nurse I - Opt SS (Upward Mobility Target Title)**  
Agency: Department of Human Services  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **9**  
Plan/BU: **RC023**  
Bid ID#: **10/79-38131SS**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires license as a Registered Nurse in the State of Illinois. This class is included as an Upward Mobility Program, credential title. Requires working knowledge of set up, application, use and care of specialized medical equipment. Requires working knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to acquire maintain Cardiopulmonary Resuscitation (CPR) certificate.

- 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. 07/2019 or newer) to the contact person; this must be done within the bid/posting period and contain the posting ID number on the all forms.
- 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. 07/2019 or newer) to the contact person; this must be done within the posting period and contain the bid/posting ID number on all forms.
- NON-STATE APPLICANTS/GENERAL PUBLIC:** a CMS 100 application must be submitted with transcripts and a copy of your professional license to the contact person; this must be done within the posting period and contain the bid/posting ID number on all forms. Please visit [www.work.illinois.gov](http://www.work.illinois.gov) to obtain a CMS100 application.

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



01/05/2021

Job Title: **Underage Compliance Assistant**  
Agency: Illinois Liquor Control Commission  
Salary: \$15.00 / Hour  
Job Type: Temporary  
Location: Statewide, Illinois  
Number of Vacancies: **100**  
Bid ID#: **ILCC CP1001**

Must have a high school diploma or actively enrolled in high school. Must be 18-19 years of age. Must be available to work a variety of hours, including nights and possible weekends. Must have a valid driver's license to be able to provide proof of age.

**All Interested Applicants:** Submit a CMS 100 - Employment Application to the Agency Contact. **FAILURE TO COMPLETE AND SUBMIT THE NEW CMS100 VERSION DATED 7/2019 OR AFTER WILL RESULT IN YOUR APPLICATION BEING REJECTED.**

Instructions:

Go to <http://www.work.illinois.gov/>

Click on Forms

Click on CMS100

Complete the application in full (1. Position Title is: Underage Compliance Assistant – ILCC CP1001)

**Sign the application (bottom of first page)**

Mail to: Illinois Liquor Control Commission– Human Resources  
300 West Jefferson St., Suite 300  
Springfield, IL 62702  
or EMAIL to: [LCCHumanResources@illinois.gov](mailto:LCCHumanResources@illinois.gov)

You will be contacted if chosen for an interview.

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



01/05/2021

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**

- Commercial Drivers License-Class "A" with appropriate endorsement.
- Experience necessary to qualify as a skilled mechanic.
- Extensive knowledge of mechanical hand tools and testing equipment.
- Requires knowledge, skill and mental development equivalent to the completion of four years of High School or coursework in Auto Mechanics or completion of an approved training course.
- Option 2 (Truck and Welding)

**At the time the position is posted, interested applicants** must submit a CMS100 to the agency contact listed on the posting and take an automated test to obtain an open competitive grade for this title at the CMS Testing Facility by the closing date of the posting. CMS Testing requires applicants to provide the posting bid number that is listed at the top of the posting or a copy of the posting. If deemed qualified from the automated test, your name will be placed on the appropriate Open Competitive list for this title. Please contact the CMS Testing Facility at 217/557-6885 for testing information.

Additional information may also be obtained from contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Additional Documentation for Automotive Mechanic:**

**Option 2 - Truck And Welding**

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).





01/05/2021

Job Title: **Forensic Science Administrator I**  
Agency: Illinois State Police  
Closing Date/Time: Fri. 01/08/21 4:00 PM Central Time  
Salary: \$6,641.00 - \$9,811.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **VR704**  
Bid ID#: **21-31-ISP20-129**

Requires a bachelor's degree in a natural or forensic science, preferably supplemented by a master's degree in one of the biological, natural, physical, or forensic sciences, or related discipline. Requires two years of professional forensic science work experience such as would be gained at the advanced caseworker level.

Illinois State Police/Human Resources  
801 S. 7th St., Ste. 700 Annex  
Springfield, IL 62703  
[ISP.JobPostings@illinois.gov](mailto: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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



01/05/2021

Job Title: **State Police Evidence Technician II**  
Agency: Illinois State Police  
Closing Date/Time: Fri. 01/08/21 4:00 PM Central Time  
Salary: \$3,676.00 - \$5,247.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **21-31-ISP20-133**

Requires knowledge, skill and mental development equivalent to the completion of two years of college, preferably in one of the physical/biological sciences, supplemented with one year experience in related evidence and/or tracking processes; or the completion of three years of college, preferably in one of the physical/biological sciences. Requires elementary knowledge of physical evidence processes such as can be obtained in introductory courses to law enforcement or through exposure to evidence processes by working in a forensic science laboratory in other support roles; ability to communicate ideas effectively in oral and written form; ability to use computer software programs and various types of hardware; ability to construct court exhibits and demonstration charts; and ability to pass an agency background investigation.

**Illinois State Police/Human Resources**  
**801 S. 7th St., Ste. 700 Annex**  
**Springfield, IL 62703**  
**[ISP.JobPostings@illinois.gov](mailto: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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



01/05/2021

Job Title: **Volunteer Services Coordinator I**  
Agency: Department of Veterans' Affairs  
Closing Date/Time: Fri. 01/08/21 4:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **34-127-21-33**

Requires knowledge, skill and mental development equivalent to the completion of four years of college, with courses in the behavioral sciences. Requires six months of professional experience volunteer services program management, community organization or social science, or completions of the six months training course. Requires working knowledge of principles and procedures in the development and utilization of community services in a volunteer services program. Requires working knowledge of methods of supervision, organization and administration. Requires working knowledge of the principles and practices of personnel management and the learning process as they relate to the recruitment, selection, placement, training and retention of volunteers. Requires ability to participate in planning and organizing programs for utilizing volunteer workers. Requires ability to carry out an informational program for securing public support of volunteer services. Requires ability to provide effective leadership to establish and maintain effective working relationships with staff, community leaders and the public. Requires ability to present ideas accurately and effectively, orally and in writing. Requires a valid Illinois driver's license and the ability to travel. Honorable discharge from U.S. military preferred.

Submit Applications To: (must be postmarked by closing posting date)  
IL Dept. of Veterans' Affairs  
Attn: HR - Hiring  
833 S. Spring St.  
Springfield, IL 62704

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



01/05/2021

Job Title: **Rehabilitation Case Coordinator I (Upward Mobility Target Title)**  
Agency: Department of Human Services  
Closing Date/Time: Fri. 01/08/21 5:00 PM Central Time  
Salary: \$3,092.00 - \$4,213.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC014**  
Bid ID#: **10-48-27299-300**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires one year of clerical related experience, which must include keyboarding. Qualifying state employees, in the employee Upward Mobility Program, may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class. Requires ability to keyboard accurately at a working rate of speed and operate various office equipment, including dictating equipment and computers used in an agency field office; Requires ability to communicate clearly, both orally and in writing. Requires ability to establish and maintain satisfactory working relationships with applicants, social service agencies, medical specialists and other staff. Requires ability to travel for training purposes.

Agency Contact:  
DHS/OHR/BES-CRHU  
Andrew Reagan

**Where to Apply:** [DHS.DRSHiringUnit@illinois.gov](mailto:DHS.DRSHiringUnit@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



01/05/2021

Job Title: **Employment Security Service Representative - Opt SS**  
Agency: Department of Employment Security  
Closing Date/Time: Tue. 01/05/21 11:59 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#: **RCRA 81066**

Requires knowledge, skill and mental development equivalent to the completion of four years of college with academic background in the social/behavioral sciences or business/personnel administration and one year as a full-time professional employee with the Illinois Department of Employment Security; or five years professional experience in personnel administration, or business ownership management or operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing and finding of facts. Requires the ability to effectively communicate both orally and in written form; organize and analyze pertinent information to provide for the determination of highly complex claimant benefit issues, including appropriate payment or non-payment of claimant benefits; write clearly and concisely to report benefit determinations; use a personal computer with related software programs including the Internet. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

**AGENCY CONTACT/ Where to Apply:**

IDES Recruitment & Selection  
33 S. State Street, 8th floor  
Attn: Sudi Garcia  
Scan: [DES.JOBS@illinois.gov](mailto:DES.JOBS@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).



01/05/2021

## 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](mailto: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](mailto: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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