



01/06/2021

Job Title: **Administrative Assistant III (Administrative Assistant III #1712)**
Agency: Illinois State Board Of Education *
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **1712**

REQUIRED QUALIFICATIONS:

- **High School Diploma or equivalent.**
- **Two years of progressively responsible administrative support or programmatic experience in an office setting involving duties such as complex typing, computer work, personnel functions, fiscal procedures, and other specialized activities.**
- **Extensive knowledge of office practices and procedures.**
- **Extensive knowledge of grammar, spelling, and punctuation.**
- **Proficient in Microsoft Word, PowerPoint, and Excel.**
- **Excellent verbal and written communication skills.**
- **Superior interpersonal skills.**
- **Ability to problem solve.**
- **Highly organized and able to comprehend and interpret policies and processes.**
- **Ability to type 50 WPM.**

To view full posting and apply electronically, please visit <https://www.isbe.net/Lists/ISBECareers/CareerDisplayForm.aspx?ID=358>. Interested parties must submit the required application, cover letter, resume, and transcripts (unofficial until recommended for hire). The subject line should include the position number(s) you are applying for.

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).



01/06/2021

Job Title: **Recognition Liaison (Principal Consultant #679)**
Agency: Illinois State Board Of Education *
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **679**

REQUIRED QUALIFICATIONS:

Master's Degree in Education, Teaching, Policy, Grant Management, Business, Finance, or a related field; or a Bachelor's Degree in one of the indicated fields plus two years of relevant professional experience. (COPY OF TRANSCRIPTS REQUIRED AT TIME OF APPLICATION)

Two years of experience (in addition to education requirements) either as a teacher, administrator, school service personnel, in a public school, nonpublic school, school district, ROE, ISC, university, or state agency; or in policy, data, budgets, grant management, and/or project management.

Ability to develop and manage budgets.

Ability to present complex information to professional audiences in formal and informal settings.

Ability to work with diverse teams.

Ability to identify and locate resources.

Knowledge of federal and state funding sources.

Ability to set schedules and timelines.

Knowledge of policy development.

Demonstrated skill in written and oral communication, including public speaking.

Commitment to public service and equity in schools.

Proficiency in Microsoft Suite.

To view full posting and apply electronically, please visit

<https://www.isbe.net/Lists/ISBECareers/CareerDisplayForm.aspx?ID=451>.

Interested parties must submit the required application, cover letter, resume, and transcripts (unofficial until recommended for hire). The subject line should include the position number(s) you are applying for.

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).



01/06/2021

Job Title: **Developer - Business Intelligence (Principal Consultant #1773)**
Agency: Illinois State Board Of Education *
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **1773**

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Computer Science, Management Information Systems, or other computer related field. (COPY OF TRANSCRIPTS REQUIRED AT TIME OF APPLICATION)

Experience is preferred but not required. Our Software Solutions team has the capacity to train a recent college graduate.

Excellent listening, oral, written, and interpersonal communication skills.

Ability to efficiently manage simultaneous projects and re-prioritize workload.

Ability to think logically, interpret problems, present creative solutions with clarity and precision, and deliver results.

Ability to work independently, yet quickly assimilate into a team atmosphere to participate on inter-departmental assignments.

Ability to translate technical and complex information and instructions into common, user-friendly terms capable of quickly adapting to change and various agency demands.

To view full posting and apply electronically, please visit

<https://www.isbe.net/Lists/ISBECareers/CareerDisplayForm.aspx?ID=452>.

Interested parties must submit the required application, cover letter, resume, and transcripts (unofficial until recommended for hire). The subject line should include the position number(s) you are applying for.

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).



01/06/2021

Job Title: **Special Education Programming Consultant (Principal Consultant #1114)**
Agency: Illinois State Board Of Education *
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **1114**

REQUIRED QUALIFICATIONS:

Master's Degree in Special Education or Pupil Personnel Services (School Counselor, School Psychologist, School Social Worker, Speech Language Pathologist) or a Bachelor's Degree in one of these areas plus two years of relevant professional experience.

(COPY OF TRANSCRIPTS REQUIRED AT TIME OF APPLICATION)

Two years of experience (in addition to education requirements) providing education, special education, or pupil personnel services to students with disabilities in elementary and/or secondary schools.

Knowledge of current issues and best practices in the field of special education.

Working knowledge of federal and state laws and regulations regarding students with disabilities.

Ability to communicate clearly verbally and in writing.

To view full posting and apply electronically, please visit <https://www.isbe.net/Lists/ISBECareers/CareerDisplayForm.aspx?ID=474>. Interested parties must submit the required application, cover letter, resume, and transcripts (unofficial until recommended for hire). The subject line should include the position number(s) you are applying for.

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).



01/06/2021

Job Title: **Early Childhood Birth - 5 (Principal Consultant #1459)**
Agency: Illinois State Board Of Education *
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **1459**

REQUIRED QUALIFICATIONS:

Bachelor's Degree plus two years of relevant professional experience required. (COPY OF TRANSCRIPTS REQUIRED AT TIME OF APPLICATION)

Two years of experience (in addition to education requirements) teaching or working in urban early childhood settings including early childhood special education, community-based preschool/child care, Head Start, and bilingual early childhood programs, or programs serving families of children ages birth to 5 years.

Knowledge of cultural diversity issues and best practices and procedures for developing and delivering high quality early childhood programs for all children in a variety of settings.

Ability to work effectively with community-based organizations, including child care centers and family home child care providers in planning and implementing early childhood programs.

Ability to work as a member of a team, to think creatively and energetically about early childhood service provision across providers.

Ability to communicate effectively.

To view full posting and apply electronically, please visit

<https://www.isbe.net/Lists/ISBECareers/CareerDisplayForm.aspx?ID=478>.

Interested parties must submit the required application, cover letter, resume, and transcripts (unofficial until recommended for hire). The subject line should include the position number(s) you are applying for.

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).



01/06/2021

Job Title: CTE Specialist in Manufacturing, Engineering, Technology and Trades (Principal Consultant #486)
Agency: Illinois State Board Of Education *
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 486

DUTIES AND RESPONSIBILITIES:

Provides leadership to plan, develop and implement quality instructional programs in manufacturing, engineering, technology and trades education and other CTE areas with emphasis on integration and applications aligned with the new Illinois Learning Standards for English Language Arts, Mathematics, and Science and Industry/Technical Skill Standards.

Reviews and recommends approval status of Endorsement for Career and Technical Educator and Endorsement for Provisional Career and Technical Educator Certificate applications in the program area.

Serves as state advisor to career and technical student organization and teacher associations.

Provides technical assistance and other support services to regional CTE systems, administrative and instructional educators.

Monitors and evaluates career and technical education programs and grants through on-site visits and regular communication with clientele.

To view full posting and apply electronically, please visit <https://www.isbe.net/Lists/ISBECareers/CareerDisplayForm.aspx?ID=479>. Interested parties must submit the required application, cover letter, resume, and transcripts (unofficial until recommended for hire). The subject line should include the position number(s) you are applying for.

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).



01/06/2021

Job Title: CTE Specialist in Business and Finance (Principal Consultant #453)
Agency: Illinois State Board Of Education *
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 453

REQUIRED QUALIFICATIONS:

- Master's Degree in Education or any of the career and technical education areas: Manufacturing, Engineering, Technology and Trades (METT); Agriculture, Food and Natural Resources (AFNR); Health Sciences; Computer Science/Information Technology; Human and Public Services/Education; Arts and Communication; Business, Finance; or Marketing; or a Bachelor's Degree with two years of professional experience in a career and technical education field, education, education administration required.(COPY OF TRANSCRIPTS REQUIRED AT TIME OF APPLICATION)

To view full posting and apply electronically, please visit <https://www.isbe.net/Lists/ISBECareers/CareerDisplayForm.aspx?ID=480>. Interested parties must submit the required application, cover letter, resume, and transcripts (unofficial until recommended for hire). The subject line should include the position number(s) you are applying for.

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).



01/06/2021

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

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).



01/06/2021

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

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).



01/06/2021

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

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).



01/06/2021

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
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 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).



01/06/2021

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
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).



01/06/2021

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 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).



01/06/2021

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 (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 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).



01/06/2021

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

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01/06/2021

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. 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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01/06/2021

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. Failure to use a current version of the application may result in disqualification.

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Additional Documentation for Day Care Licensing Representative II:

[Class Specification](#)

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01/06/2021

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. 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 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).



01/06/2021

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. 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

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).



01/06/2021

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.

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. 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.
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. 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.
3. **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 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 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).



01/06/2021

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

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).