



01/08/2021

Job Title: **Administrative Support (Program Specialist II #1663)**
Agency: Illinois State Board Of Education *
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **1663**

REQUIRED QUALIFICATIONS:

High School Diploma or equivalent.

Two years of progressively responsible secretarial or programmatic experience in an office setting involving typing, filing, and/or computer work or other specialized training.

Extensive knowledge of office practices and procedures.

Proficiency in Microsoft Word.

Working knowledge of grammar, spelling and punctuation.

Excellent telephone and communication skills.

Excellent organizational skills.

Ability to work independently and as part of a team.

Proficient in a language other than standard English.

To view full posting and apply electronically, please visit <https://www.isbe.net/Lists/ISBECareers/CareerDisplayForm.aspx?ID=461>. 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).



01/08/2021

Job Title: **Program Compliance Monitor (Principal Consultant #1709,1710)**
Agency: Illinois State Board Of Education *
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Bid ID#: **1709 1710**

REQUIRED QUALIFICATIONS:

- Bachelor's Degree plus two years of relevant professional experience. (COPY OF TRANSCRIPTS REQUIRED AT TIME OF APPLICATION)
- Basic computer knowledge.
- Knowledge of working with law or grants.
- **Proficient in a language other than standard English.**

To view full posting and apply electronically, please visit <https://www.isbe.net/Lists/ISBECareers/CareerDisplayForm.aspx?ID=406>. 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.

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01/08/2021

Job Title: **Graphic Design and Branding Specialist (Principal Consultant #1752)**
Agency: Illinois State Board Of Education *
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **1752**

REQUIRED QUALIFICATIONS:

- Bachelor's Degree required. (COPY OF TRANSCRIPTS REQUIRED AT TIME OF APPLICATION)
- Portfolio of work must be submitted with application; a link to a digital portfolio is accepted.
- Two years of work experience in graphic design.
- Experience integrating design with email marketing software.
- Experience creating collateral for social media platforms, specifically Twitter and Facebook.
- Expert ability in designing PowerPoint presentation.
- Ability to manage multiple projects at once.
- Ability to meet deadlines.
- Ability to work independently, take initiative, and exhibit ownership over projects.
- Ability to collaborate and work effectively on teams.
- Interest in expanding skillsets and working with new tools and platforms.

To view full posting and apply electronically, please visit <https://www.isbe.net/Lists/ISBECareers/CareerDisplayForm.aspx?ID=429>. 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.

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01/08/2021

Job Title: **Data Specialist (Consultant #1646)**
Agency: Illinois State Board Of Education *
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **1646**

REQUIRED QUALIFICATIONS:

- Bachelor's Degree or a High School Diploma with a combination of four years of education, experience, and/or training related to the duties of this position. (COPY OF TRANSCRIPTS REQUIRED AT TIME OF APPLICATION)
- Minimum one year of experience providing technical assistance/customer service for technical issues, and documenting processes and procedures.
- Strong customer service skills such as conflict resolution, clear verbal communication skills, active listening, pleasant and positive attitude, and patience.
- Strong professional writing skills.
- Attention to detail and accuracy.

To view full posting and apply electronically, please visit <https://www.isbe.net/Lists/ISBECareers/CareerDisplayForm.aspx?ID=475>. 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.

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01/08/2021

Job Title: **Information Technology Auditor (Internal Auditor III #1784)**
Agency: Illinois State Board Of Education *
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **1784**

REQUIRED QUALIFICATIONS:

- Master's Degree in Information Technology, Accounting, or Business, or a Bachelor's Degree in one of the listed fields plus CPA, CIA, CISA or CFE Certification.(COPY OF TRANSCRIPTS REQUIRED AT TIME OF APPLICATION)
- Minimum of two years of information technology auditing and/or information technology experience.
- Ability to work independently.
- Knowledge of risk and control concepts and internal audit requirements.
- Ability to utilize computer based systems.
- Familiarity with information systems control concepts.
- Ability to travel on limited basis.
- Knowledge of federal compliance requirements.

To view full posting and apply electronically, please visit <https://www.isbe.net/Lists/ISBECareers/CareerDisplayForm.aspx?ID=484>. 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.

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01/08/2021

Job Title: **Heavy Construction Equipment Operator -
INFORMATIONAL POSTING ONLY**

Agency: Department of Transportation

Salary: \$4,911.00 - \$6,548.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Bid ID#: **18465**

Education and Experience: Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary schooling. Requires two years' experience operating highway construction equipment. Possession of a Class A CDL with appropriate endorsements, including air brakes. Requires one-year driving experience immediately preceding appointment free of incident which could result in license suspension or revocation. Requires ability to perform arduous labor; ability to lift 50 pounds; and ability to work ladders and scaffolding. Requires ability to understand and carry out oral/written instructions; ability to maintain productive working relationships.

These requirements are: Must be a current Certified Highway Maintainer, Highway Maintenance Lead Worker, or Highway Maintenance Lead/Lead Worker

If you still have questions regarding this process, please contact:

Illinois Department of Transportation
Bureau of Personnel Management
(217)782-5594

DOT.CO.BPM.EmploymentApplications@illinois.gov

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01/08/2021

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

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).



01/08/2021

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 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).



01/08/2021

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
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).



01/08/2021

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).



01/08/2021

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).



01/08/2021

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).



01/08/2021

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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01/08/2021

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.

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01/08/2021

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

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01/08/2021

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.

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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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01/08/2021

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.

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

Additional Documentation for Day Care Licensing Representative II:

[Class Specification](#)

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01/08/2021

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).



01/08/2021

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.

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01/08/2021

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).



01/08/2021

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.

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