



01/23/2021

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).

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).



01/23/2021

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

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

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

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01/23/2021

Job Title: **Registered Nurse I (Upward Mobility Target Title)**  
Agency: Department of Human Services  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: **9**  
Plan/BU: **RC023**  
Bid ID#: **10-75-38131**

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 licensure as a Registered Nurse in the State of Illinois. This class is included as an Upward Mobility Credential title. Requires working knowledge of diversified professional nursing principles, concepts and practices. Requires working knowledge of set up, application and use and care of specialized nursing equipment. Requires working knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires the ability to acquire and maintain Cardiopulmonary Resuscitation (CPR) certificate. Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the individual. Requires ability to evaluate individual condition and behavior and prepare accurate detailed records of such observations. Requires ability to apply emergency medical techniques such as CPR, control of bleeding, airway maintenance. Requires ability to instruct non-nursing personnel in the proper practices and procedures of individual care. Requires ability to maintain security of the work area and comply with facility rules, regulations and policies and directives.

Work Location: Shapiro Center Campus

Work Shifts Available: 6:30 am - 7:00 pm or 10:30 am - 11:00 PM with rotating days off which include every other weekend off.

Contact:

Shapiro Center HR, 100 E. Jeffery Street, Kankakee IL 60901.

Phone: 815-939-8222 Fax: 815-939-8560

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01/23/2021

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

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 licensure as a registered nurse in the State of Illinois. Requires current cardiopulmonary resuscitation certification. Requires elementary knowledge of diversified professional nursing principles, concepts and practices. Requires elementary knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to provide professional nursing care based on orders of the physician and specific needs of the patient. Requires ability to maintain security of the work and comply with all facility rules, regulations, policies and directives. Requires ability to adhere to detailed rules of conduct with regard to appropriate interaction with inmates or students.

**WORK LOCATION/AGENCY CONTACT:**

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

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01/23/2021

Job Title: **Medical Administrator II Option D - Opt 18**  
Agency: Department of Human Services  
Closing Date/Time: Continuous  
Salary: \$10,441.00 - \$20,722.00 monthly  
Job Type: Full-Time  
Location: Madison County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **10-77-300-93771-4279**

Requires an Illinois license to practice medicine and American Board Certification in psychiatry; requires 2 years of substantive medical administrative experience in clinical psychiatric program direction, planning and evaluation; requires extensive knowledge of the principles of clinical administration, and various professional and non-professional health service disciplines. Requires ability to effectively communicate with a wide variety of people both verbally and in writing. Requires ability to train staff to develop techniques that evoke positive patient responses. Requires ability to identify most appropriate ability to pass CPR training; requires ability to physically restrain patients to prevent them from hurting themselves or others; requires ability to respond to facility-wide emergencies; requires ability to enable them to observe, monitor, and redirect patient behavior; requires ability to perform and deliver mouth to mask CPR and manual resuscitation.

Alton Mental Health Center  
4500 College Ave.  
Alton, IL 62002

Elton Arrindell  
FAX: 618-474-5538

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01/23/2021

Job Title: **Public Service Administrator - Opt 6**  
Agency: Department of Children & Family Services  
Closing Date/Time: Thu. 02/18/21 5:00 PM Central Time  
Salary: \$3,116.00 - \$10,253.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB063**  
Bid ID#: **2005005-052292**

**CONDITIONS OF EMPLOYMENT:**

1. Requires a valid driver's license and ability to travel
2. Requires ability to pass a background check
3. Requires enrollment as a member of a Native American tribe

**Working Hours:** M-F 08:30 AM - 05:00 PM

**Location:** 1911 S. Indiana, Chicago, IL 60616

**Supervisor:** Daniel Fitzgerald

**Contact:**

**Name:** Lorrie Coleman

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

**E-mail:** Lorrie.Coleman@illinois.gov (**preferred**)

**Phone:** (312) 814-1222

**Fax:** (312) 814-1224

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



01/23/2021

Job Title: **Student Intern**  
Agency: Illinois Workers' Compensation Commission  
Closing Date/Time: Mon. 01/25/21 11:59 PM Central Time  
Salary: \$1,794.00 - \$2,990.00 monthly  
Job Type: Part-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **BBR**  
Bid ID#: **IWCC-50-21-0001**

Requires enrollment at an accredited undergraduate or graduate program.  
Requires the ability to follow oral and written instructions and to carry out routine operations, once established, without further instruction.

Illinois Workers' Compensation Commission  
Human Resources  
100 W Randolph St  
Chicago, Illinois 60601

**Where to Apply:**

wcc.hr@illinois.gov  
Include posting ID # and bidders names in subject line when applying

**Agency Contact:**

**HR Department**

Richard Betczynski  
100 W. Randolph Street  
Chicago, IL 60601

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01/23/2021

Job Title: **Technical Advisor II**  
Agency: Guardianship & Advocacy Commission  
Closing Date/Time: Sun. 02/28/21 5:00 PM Central Time  
Salary: \$4,983.00 - \$6,880.00 monthly  
Job Type: Full-Time  
Location: Peoria County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC010**  
Bid ID#: **45252-50-70-222-10-09**

Requires a license to practice law in the State of Illinois and in Illinois Federal Court; requires graduation from a recognized law school; previous special education litigation experience required; requires knowledge of relevant administrative, statutory and case law references to provide effective assistance to eligible clients at administrative, trial and appellate levels. Four years of Special Education litigation and representation experience preferred. Requires ability to be flexible in the application of strategy and tactics to administrative and judicial proceedings and to effectively communicate orally and in writing. Requires the ability to interact forcefully yet cordially with other professionals, judicial officers and eligible clients. Requires ability to interpret rules and regulations and propose solutions to administrative questions.

Hours - 8:30am to 5:00pm  
Illinois Guardianship & Advocacy Commission  
Peoria Regional Office  
401 Main Street, Ste 620  
Peoria, IL 61602

Send Bids & Applications via Email to:

[Daniel.campbell@illinois.gov](mailto:Daniel.campbell@illinois.gov)

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

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01/23/2021

Job Title: **Investigator**  
Agency: Executive Inspector General \*  
Closing Date/Time: Fri. 01/29/21 4:00 PM Central Time  
Salary: \$3,333.50 - \$5,833.50 monthly  
Job Type: Exempt  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **200**

- bachelor's degree in criminal justice, law enforcement, public or business administration, or a related area of study or demonstrated knowledge, skill, mental development, and experience equivalent to four years of college; or four years of professional investigative experience in law enforcement or a related field;
- knowledge of investigative techniques, practices, and concepts;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to handle and resolve ambiguous situations and issues;

9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General

69 W. Washington Street

Chicago, IL 60602

Contact:

Human Resources

312-814-1789

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01/23/2021

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

#### DUTIES AND RESPONSIBILITIES:

- Works collaboratively within department and cross-functionally to develop, implement, manage, and monitor state and federal grant programs.
- Reviews grantee budgets for programmatic and fiscal compliance.
- Provides leadership, expertise, and support within the department, cross departmental, and externally in support of middle and secondary school transformation.

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.

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01/23/2021

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.

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.

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01/23/2021

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.

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.

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01/23/2021

Job Title: **School Nurse Consultant (Principal Consultant #441)**  
Agency: Illinois State Board Of Education \*  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **441**

**REQUIRED QUALIFICATIONS:**

- Master's Degree in Education, Educational Administration, Nursing, Public Health, or Pupil Personnel Services (School Nurse, School Counselor, School Psychologist, School Social Worker) 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) in nursing (school nursing preferred).
- Experience working with individuals with serious health issues.
- Experience developing written materials such as reports, technical assistance documents and training materials.
- Knowledge of current issues and best practices in the field of nursing.
- Knowledge and skills in effective nursing skills.
- Ability to analyze, interpret and apply research study results.
- Ability to define problems and apply problem solving techniques to complex issues.
- Ability to coordinate the completion of projects and programs and work effectively with diverse teams.
- Ability to communicate clearly verbally and in writing.
- Computer application skills.

To view full posting and apply electronically, please visit <https://www.isbe.net/Lists/ISBECareers/CareerDisplayForm.aspx?ID=485>. 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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01/23/2021

Job Title: **School Support Coordinator (Principal Consultant #1744)--Field Based**  
Agency: Illinois State Board Of Education \*  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Various Locations, Illinois  
Number of Vacancies: **1**  
Bid ID#: **1744**

**REQUIRED QUALIFICATIONS:**

- Master's Degree or higher in Education (e.g., Educational Leadership, Curriculum and Instruction, Teaching and Learning, Instructional Design, Urban Education, Educational Policy). (COPY OF TRANSCRIPTS REQUIRED AT TIME OF APPLICATION)
- Professional Educator License with an endorsement for Principal or/and Superintendent.
- Previous successful experience as a school or district leader.
- Previous successful experience in school improvement and transformation.
- Previous successful experience developing and leading data informed decision making processes in light of school improvement planning needs.
- Successful experience in alignment of curriculum, instruction, and assessment with the Illinois Learning Standards.
- Successful experience with systems change processes for districts and schools.
- Strong writing and speaking skills.
- Knowledge of whole child, whole school, and whole community approaches to ensure integration of learning environments to address development of cognitive, social-emotional, and physical well-being.
- Skilled in approaches to the development of classroom, grade level, and content area assessments.
- Knowledge of organizational structures, policy, and practices to support effective teaching

To view full posting and apply electronically, please visit <https://www.isbe.net/Lists/ISBECareers/CareerDisplayForm.aspx?ID=473>. 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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01/23/2021

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](mailto:DOT.CO.BPM.EmploymentApplications@illinois.gov)

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01/23/2021

Job Title: **Veterans Nursing Assistant - Certified (Upward Mobility Target Title)**  
Agency: Department of Veterans' Affairs  
Closing Date/Time: Continuous  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **30**  
Plan/BU: **RC009**  
Bid ID#: **34-127-21-10-Continuous**

Requires successful completion of an Illinois approved Basic Nursing Assistant Training Program consisting of a minimum of 120 hours of instruction which shall include at least 80 hours of theoretical instruction and 40 hours of clinical practice. In compliance with Section 340.1376, of the Illinois Administrative Code, requires inclusion on the Illinois Department of Public Health Nurse Aide Registry. Requires a health inventory and physical examination no more than 30 days prior to and no more than 30 days after the initial employment in the facility. Includes a required tuberculin test. Requires the ability to bend, stoop, twist and stand and walk for prolonged periods of time; requires the use of fine and gross hand manipulation and the ability to push, pull or lift 50 pounds unassisted. Performance requires visual and auditory ability to work with and comprehend allied medical and/or diagnostic equipment of a technical nature. Requires a valid Illinois driver's license. Honorable discharge from the 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

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

Email: IDVA.HR.Applicants@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).





01/23/2021

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**

**Work Location:**

Candidates will be chosen to service one or more of the following counties: Cook, McHenry, Whiteside, Lake, Madison, St. Claire, Jo Davies, Carroll, Kankakee, Woodford, Jefferson, Saline, Johnson, Union, Adams, Pike, Brown, Hancock, Ogle, Bureau, LaSalle, Rock Island, Knox, McLean, Champaign, Douglas, Macoupin, Tazewell, Fayette, Jasper, DeKalb, Kane, Will, Sangamon, Randolph, White, Iroquois, Henry, Winnebago, Peoria, Shelby, Macon, Clark, Marion, Washington, Greene, Christian, Mason, McDonough.

**Agency Contact:**

Illinois Liquor Control Commission– Human Resources  
300 West Jefferson St., Suite 300  
Springfield, IL 62702  
LCCHumanResources@illinois.gov

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois Rutan interview process.

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).



01/23/2021

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

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

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

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01/23/2021

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

Requires an Illinois license to practice medicine and American Specialty Board Certification, or its equivalent, in family practice. Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation. Requires ability to supervise and coordinate staff and activities of other professional disciplines. Requires ability to develop and maintain effective working relationships with various professional disciplines

**AGENCY CONTACT:**

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



01/23/2021

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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01/23/2021

### 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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