



01/24/2021

Job Title: CTE Specialist for Health Science (Principal Consultant #259)  
Agency: Illinois State Board Of Education \*  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Bid ID#: 259

**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.

To view full posting and apply electronically, please visit <https://www.isbe.net/Lists/ISBECareers/CareerDisplayForm.aspx?ID=481>. 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).



01/24/2021

Job Title: Student Care Investigator (Consultant #1766, 1767, 1768, 1769, 1770, 1771, 1772)  
Agency: Illinois State Board Of Education \*  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 7  
Bid ID#: 1766 - 1772

**REQUIRED QUALIFICATIONS:**

- Bachelor's Degree in an Education field, Business Administration, Public Administration, Communications, Research, Data Analysis or a related field. (COPY OF TRANSCRIPTS REQUIRED AT TIME OF APPLICATION)
- Demonstrated oral and written communication skills.
- Ability to define problems and apply problem-solving techniques.
- Ability to act in concert with and in support of a professional team.

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01/24/2021

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.

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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01/24/2021

Job Title: **School Support Coordinator (Principal Consultant #1742, 1744)--Field Based**  
Agency: Illinois State Board Of Education \*  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Various Locations, Illinois  
Number of Vacancies: **2**  
Bid ID#: **1742 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.

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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01/24/2021

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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01/24/2021

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.

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01/24/2021

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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01/24/2021

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 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).





01/24/2021

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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01/24/2021

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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01/24/2021

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.

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).



01/24/2021

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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01/24/2021

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

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

**AGENCY CONTACT/ Where to Apply:**

IDES Recruitment & Selection  
33 S. State Street - 8th Floor  
Chicago, IL 60603  
Attn: Sudi Garcia  
Scan: [DES.JOBS@illinois.gov](mailto:DES.JOBS@illinois.gov)

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01/24/2021

Job Title: **Day Care Licensing Representative II - Opt SS  
(Upward Mobility Target Title)**

Agency: Department of Children & Family Services

Salary: Depends on Qualifications

Job Type: Full-Time

Location: 2 Counties, Illinois

Number of Vacancies: **1**

Plan/BU: **RC063**

Bid ID#: **Continuous**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance; requires ability to speak and write Spanish at a colloquial skill level.

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

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

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

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

[Class Specification](#)

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

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01/24/2021

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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01/24/2021

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

[Class Specification](#)

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01/24/2021

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

[Class Specification](#)

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01/24/2021

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

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

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

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

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

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

[Class Specification](#)

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

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





01/24/2021

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).



01/24/2021

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](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).



01/24/2021

## 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.

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).