



06/08/2020

Job Title: **Medical Administrator I Option D - Opt 18**
Agency: Human Services
Closing Date/Time: Fri. 09/04/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Bid ID#: **10-81-26401**

Subject to management approval of the Medical Director, serves as primary resource person in directing the analysis and review of clinical and psychiatric consultants to physicians. Serves as an Associate Clinical Director of Community Psychiatric Services (CPS) for Elgin Mental Health Center (EMHC); monitors, directs and coordinates the clinical/medical support services; verifies access to medical services and timeliness of medical follow-up. Serves as full-line supervisor. Coordinates and determines the need for outside medical consultants; selects qualified physicians and/or medical centers to meet specialized medical services. Serves as a subject matter expert in the planning and delivery of psychiatric medical services.

Work Hours: 8:00am - 4:00pm M-F
Location: Elgin Mental Health Center

CONTACT INFORMATION

Elgin Mental Health Center
Human Resource Office
750 S. State St.
Elgin, IL 60123
Phone: 847-742-1040, Ext 2095; Fax: 847-429-4933
Email Address: Sandra.Hoston@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).



06/08/2020

Job Title: **Information Systems Technical Consultant**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$42,175.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **299**

EXPERIENCE AND EDUCATION: A Bachelor of Science degree in Information Technology or a related field or equivalent combination of education and experience is required. The successful candidate must possess strong oral and written communication skills and excellent project and time management skills, be detail-oriented and self-motivated with the ability to prioritize daily tasks, have the ability to accurately record assets and licensing information, and consistently follow procedures and ensure tasks are completed in a timely manner. The ability to work alone, with colleagues, and with third-party service providers is required.

PHYSICAL REQUIREMENTS: Work is generally performed in a professional office working environment. This position requires the ability to lift and move servers, storage systems, computers, monitors, and computer accessories. Applicant must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record. Applicant must have the ability to work additional hours and travel, including overnight stays, as required.

Work Hours: 8:30 a.m. - 5:00 p.m.

Administrative Office of the Illinois Courts
222 North LaSalle Street, 13th Floor
Chicago, IL 60601

Agency Contact: Barbara Black
Phone: (217) 524-6429

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).



06/08/2020

Job Title: **Research Analyst**
Agency: Criminal Justice Information Authority
Closing Date/Time: Fri. 06/26/20 11:59 PM Central Time
Salary: \$58,000.00 - \$62,500.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA 74213-10-2020**

Requires knowledge, skill equivalent to completion of four years of college with coursework in law, criminal justice, government, public administration, sociology, or political science. Master's degree preferred. Requires two years of experience conducting criminal justice research; experience in multivariate statistical analyses using SPSS. Experience using a statistical programming language such as R preferred. Requires one year of experience creating, updating, or maintaining a large dataset or database. Requires willingness and ability to travel in-state. Basic familiarity with any computer programming or markup language, and/or website development platform, is a plus.

Please apply by emailing a cover letter and resume to:

cja.hrdepartment@illinois.gov

Please type the title of the position in the e-mail subject line and your first and last name.

For example: Research Analyst (Non-code)/John Doe

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).



06/08/2020

Job Title: **Physician Specialist - Option B - Opt 06**
Agency: Human Services
Closing Date/Time: Tue. 06/23/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-75-22331**

Requires an Illinois license to practice medicine and American Board Certification in Internal Medicine. Requires ability to communicate in both written and verbal formats.

Work Hours: 8:00 am – 4:30 pm; M-F with rotating weekend, Holiday and physician on call coverage.

Anticipated Starting Salary: \$133,104 - \$189,792 / year
Current Bargaining Unit Employees - CBA Language Applies
Full bargaining unit range: \$133,104 - \$189,792 / year

Location:
Shapiro Center
100 E. Jeffery Street
Kankakee IL 60901

Agency Contact:
Kimberly Parks
Shapiro Human Resources
Phone: 815-939-8203
Fax: 815-939-8560
Kimberly.Parks@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).



06/08/2020

Job Title: **Group Data Steward**
Agency: Office of Management and Budget
Closing Date/Time: Fri. 06/19/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **HHSi2 Group Data Steward**

- Bachelor's degree in business, public administration, computer science, information technology or related field, or equivalent work experience is required.
- Minimum 5 years of experience in data management and data quality.
- Knowledge of data governance principles and best practices.
- Ability to work collaboratively with various stakeholders is required.
- Excellent verbal and written communication skills are required.
- Strong analytical and problem-solving skills are required.
- Working knowledge of Microsoft Office Suite is required.

Submit resumes by mail, fax, or e-mail.

E-mail: jobs.omb@illinois.gov

Attention Personnel:
603 Stratton Building
Springfield, IL 62706

Fax: 217-524-4876

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).



06/08/2020

Job Title: **NONCODE - Senior Public Service Administrator, Opt-1**
Agency: Healthcare & Family Services
Closing Date/Time: Fri. 06/19/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **HFS 33-00-02**

Requires a Master's Degree, or equivalent in human services administration such as mental health/substance use disorders, public health, social work, education or related field, Ten years of experience in program development and management in delivering Human services, with a focus on substance use disorders social services and/or experience in administering Medical programs and policies related to behavioral health services.

Work Shift: 8:30 - 5:00

Location:
Healthcare and Family Services
Office of the Director
401 South Clinton
Chicago, Illinois (Cook County)

Agency Contact:
Ruthann Day
Bureau of Personnel and Administrative Services
2946 Old Rochester Road
Springfield, Illinois 62703

*Only accepting scanned CMS 100 Employment Applications at this time to Ruth.A.Day@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).



06/08/2020

Job Title: **Human Resources Representative**
Agency: Human Services
Closing Date/Time: Fri. 06/19/20 5:00 PM Central Time
Salary: \$4,247.00 - \$6,311.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-82-22801**

Under direction, serves as FMLA (Family Medical Leave Act) Coordinator for the Madden Mental Health Center; performs professional human resources duties for the evaluation, interpretation and execution of specialized human resource activities; reviews and processes employee requests for FMLA; serves as a facility Coordinator for all Leaves of Absence; provides advice and counsel to staff regarding interpretation and application of Personnel Rules, departmental rules, regulations, policies and Pay Plan, etc. Maintains updated Leave Report in an electronic spreadsheet. Assists in a variety of human resource activities. Maintains files and documentation of all employees Leaves of absence.

Work Location:
Madden Mental Health Center
1200 South First Avenue
Hines, IL

TBD

Anticipated Starting Salary Range – \$4,247 to \$6,311 per month or \$50,964 to \$75,732 per year

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.MHHiringUnit@illinois.gov

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

If this position requires an automated/skills test, candidates must take this test by the close of the posting period in order to receive a grade. For more information, please click here.

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).



06/08/2020

Job Title: **Dietary Manager I - Opt 1 (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Fri. 06/19/20 5:00 PM Central Time
Salary: \$4,054.00 - \$6,002.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-82-22804**

Requires knowledge, skill and mental development equivalent to the completion of four years college with courses in dietetics. Requires one year of professional experience in a large-scale food service program. Requires possession of a Food Service Sanitation Manager Certificate (FSSMC) issued by the Illinois Department of Public Health or requires possession of a Certified Food Protection Manager (CFPM) certification from a program accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP). 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.

Work Location:
Madden Mental Health Center
1200 South First Avenue
Hines, IL

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.MHHiringUnit@illinois.gov

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

Agency Contact:
Bureau of Employee Services
Andrew Surratt
100 South Grand Ave East, 3rd floor
Springfield, IL 62762

****PLEASE SEE NEW CMS GRADING PROCESS BELOW****

Bids/applications must be received at the DHS.MHHiringUnit@illinois.gov by the closing date of the posting, late applications will be considered ineligible.

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).



06/08/2020

Job Title: **Executive Secretary I - Opt 2 (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Fri. 06/19/20 5:00 PM Central Time
Salary: \$3,314.00 - \$4,661.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-82-22802**

Requires knowledge, skill and mental development equivalent to completion of two years of secretarial or business college and one year of secretarial experience or completion of high school and three years of secretarial experience. 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 classification. Requires working knowledge of DMH programs, rules, regulations, policies and procedures. Requires extensive knowledge of principles of office management, manual and automated office equipment, math computations and composition, grammar, spelling and punctuation. Requires extensive knowledge of computer program applications. Requires ability to type at 55wpm.

Work Location:
Madden Mental Health Center
1200 South First Avenue
Hines, IL

8:30 am – 4:30 pm (M-F)

Anticipated Starting Salary Range – \$3,314 to \$4,661 per month or \$39,768 to \$55,932 per year

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.MHHiringUnit@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).



06/08/2020

Job Title: **Executive Secretary I - Opt 2 (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Fri. 06/19/20 5:00 PM Central Time
Salary: \$3,314.00 - \$4,661.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-82-22802**

Requires knowledge, skill and mental development equivalent to completion of two years of secretarial or business college and one year of secretarial experience or completion of high school and three years of secretarial experience. 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 classification. Requires working knowledge of DMH programs, rules, regulations, policies and procedures. Requires extensive knowledge of principles of office management, manual and automated office equipment, math computations and composition, grammar, spelling and punctuation. Requires extensive knowledge of computer program applications. Requires ability to type at 55wpm.

Work Location:
Madden Mental Health Center
1200 South First Avenue
Hines, IL

8:30 am – 4:30 pm (M-F)

Anticipated Starting Salary Range – \$3,314 to \$4,661 per month or \$39,768 to \$55,932 per year

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.MHHiringUnit@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).



06/08/2020

Job Title: **Human Rights Investigator Trainee - Opt SS - Continuous**
Agency: Human Rights Department
Closing Date/Time: Continuous
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Bid ID#: **IDHR49 - Continuous**

Requires ability to read, write and speak Spanish. Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with coursework in business, public, or personnel administration or social science. Requires no previous experience. Requires elementary knowledge of human rights issues, the ability to communicate effectively both orally and in writing, the ability to analyze information and make recommended decisions, and the ability to acquire investigative skill.

Anticipated starting salary: \$3,804/mo (\$45,648/yr). Plus 5% for Spanish Speaking option.

Current bargaining unit employees:

Must be on open competitive (eligibility) list

All relevant Personnel language applies.

Full salary range: \$2,464/mo - \$4,731/mo (\$29,568/yr - \$56,772/yr). Plus 5% for Spanish Speaking option.

Work Hours:

8:30 a.m. to 5:00 p.m.

Work Location:

Department of Human Rights
Charge Processing, Investigations
100 West Randolph Street, Suite 10-100
Chicago, Illinois 60601

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).



06/08/2020

Job Title: Telecommunicator Specialist
Agency: State Police
Closing Date/Time: Continuous
Salary: \$3,874.00 - \$5,685.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 21-40-ISP20-062

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires successful completion of the Telecommunicator Trainee Program. Requires possession of a valid LEADS operator certificate. Requires successful completion of agency provided call taker program. Requires successful completion of specialized training in operation of a sophisticated multi-channel trunked radio communications system. Requires a clear speaking voice. Requires ability to receive, understand, and act upon aural and written instructions and information through the use of two-way radio and telephone. Requires ability to effectively and accurately communicate both verbally and in written form. Requires ability to maintain self-control under stressful conditions. Requires ability to properly arrange material for transmission and to determine priority of messages. Requires ability to establish and maintain satisfactory working relationships with other employees, officers, and the public. Must be able to work assigned shifts, weekends and holidays.

Anticipated Starting Salary: \$3,874/mo; \$46,488/yr
Current bargaining unit employees - contractual language applies
Full bargaining unit range: \$46,488/yr - \$68,220/yr

Work Hours: Indeterminate

Work Location:
Statewide

Agency Contact

Submit signed application via email (include BID ID in Subject line) or USPS:
Illinois State Police/Human Resources
801 S. 7th St., Ste. 700 Annex
Springfield, IL 62703
ISP.JobPostings@illinois.gov

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).



06/08/2020

Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Tue. 06/09/20 5:00 PM Central Time
Salary: \$2,761.00 - \$3,389.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-79-116178**

Requires knowledge, skill and mental development equivalent to completion of High School supplemented by six months experience in the housekeeping area. Requires skill in the basic operation of machinery and equipment found in the assigned areas, such as vacuums, scrubbers, buffers, etc, Requires ability to instruct others in simple methods and procedures common to work area. Prefers the ability to work with fellow employees. Requires ability to follow verbal instructions. Requires the ability to perform heavy physical work such as emptying trash cans into dumpsters, etc.

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

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).



06/08/2020

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

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

Work Hours: Various Shifts, Including Nights and Weekends; Details Average 4-5 Hours; Potentially 10-20 Hours per Month

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
217-782-6562 Phone
217-524-1911 Fax

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).



06/08/2020

Job Title: **Social Services Career Trainee - Opt SS**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
\$40,452.00 - \$57,912.00 annually
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **20**
Plan/BU: **RC062**
Bid ID#: **CONTINUOUS - INFORMATIONAL**

Requires Bachelor's degree in psychology, sociology/anthropology, social welfare or equivalent educational attainment in a related field of the social sciences. Requires ability to understand and follow oral and written instructions. Requires the ability to speak, read and write Spanish at a colloquial skill level.

Candidates interested in the Social Services Career Trainee need to take a written test at CMS.

For testing information go to: <http://work.illinois.gov> (listed at the top of posting)

For DHS assistance contact: dhs.recruitment@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).



06/08/2020

Job Title: **Social Services Career Trainee - Manual Communication**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,347.00 - \$4,898.00 monthly
\$40,164.00 - \$58,776.00 annually
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **20**
Plan/BU: **RC062**
Bid ID#: **CONTINUOUS INFORMATIONAL**

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or equivalent educational attainment in a related field of the social sciences. Requires ability to understand and follow oral and written instructions. Requires the ability to communicate in Sign Language at a colloquial skill level.

Candidates interested in the Social Services Career Trainee need to take a written test at CMS.

For testing information go to: <http://work.illinois.gov> (listed at the top of posting)

For DHS assistance contact: dhs.recruitment@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).



06/08/2020

Job Title: **Social Services Career Trainee**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,347.00 - \$4,898.00 monthly
\$40,164.00 - \$58,776.00 annually
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **20**
Plan/BU: **RC062**
Bid ID#: **CONTINUOUS - Informational**

Requires Bachelor's degree in anthropology, psychology, sociology, social welfare or equivalent educational attainment in a related field of the social sciences. Requires ability to understand and follow oral and written instructions. Requires the ability to communicate effectively in verbal and written form.

Candidates interested in the Social Services Career Trainee need to to take a written test at CMS.

For testing information go to: <http://work.illinois.gov> (listed at the top of posting)

For DHS assistance contract: dhs.recruitment@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).



06/08/2020

Job Title: Social Service Program Planner Iv
Agency: Children & Family Services
Closing Date/Time: Fri. 06/12/20 5:00 PM Central Time
Salary: \$5,548.00 - \$8,443.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 2066001-661811

Requires knowledge, skill, and mental development equivalent to completion of four years of college, supplemented by a related master's degree; requires two years of progressively responsible professional experience in community organization, social service work, or in program planning and development; requires possession of a valid driver's license and ability to travel.

Specialized Skills: Of the previously noted years of experience, requires that the experience include direct child welfare casework, including intact family services and permanency/foster care services for DCFS or private sector partner agencies.

Anticipated starting Salary \$5,548.00

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

Work Hours: M-F 8:30 AM - 5:00 PM

Agency Contact: Frances Cunningham

Phone: (312) 814-5987 Fax: (312) 814-5986

Email: Frances.Cunningham@Illinois.gov

Address: DCFS-Clinical - 100 W. Randolph, Chicago. IL 60601

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).



06/08/2020

Job Title: **Senior Public Service Administrator - Opt 8N**
Agency: Public Health
Closing Date/Time: Wed. 06/17/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TG000**
Bid ID#: **IDPH 49-20-0269**

Requires knowledge, skill and mental development equivalent to the completion of four years college with courses in health education, physical and biological sciences, nursing. Requires prior experience equivalent to four years of progressively responsible administrative experience in a business or private organization. Requires licensure as a Registered Nurse.

Anticipated Starting Salary: \$8,333-\$9,833/month

Full Range: \$99,996 to \$117,996 yearly

Work Hours & Location:

Monday - Friday 8:30AM - 5:00PM
Office of Health Care Regulation
Division of Health Care Facilities & Programs
122 S. Michigan Ave.
Chicago, IL

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRApplcations@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).



06/08/2020

Job Title: Senior Public Service Administrator - Opt 6
Agency: Children & Family Services
Closing Date/Time: Wed. 06/10/20 5:00 PM Central Time
Salary: \$4,292.00 - \$12,734.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: TA000
Bid ID#: 2079610-791984S

Requires an MSW and four years of administrative child welfare experience or a master's degree in a related human services field, in business administration, or a juris doctorate, and five years of administrative child welfare experience; requires possession of a valid driver's license and ability to travel.

Anticipated Starting Salary: \$ 7916 – \$9166/Month
Salary Range: \$4,292 - \$12,734/Month

Work days & hours

Monday-Friday
8:30 AM -5:00 PM

Location:

DCFS
1911 S. Indiana
Chicago, Illinois 60616

Contact : Tracey Hardrick

Bureau Of Operations
2020 W. Roosevelt Rd., 2nd Flr.
Chicago, Illinois 60608
Phone:312-814-3775
Fax:312-814-1224
Email: Tracey.Hardrick@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).



06/08/2020

Career Counseling Services

State government career counseling services are provided by CMS Assessment Centers either by mail, email or through individual, in-person counseling sessions. Note that in-person counseling sessions are available at all CMS Assessment Centers by appointment only on a limited, first come-first serve basis and available sessions fill up quickly so applicants are strongly encouraged to take advantage of career counseling services offered via mail or email.

Counseling by Mail: If you want to take advantage of counseling by mail, complete a CMS-100 application, indicate that you want counseling by mail and your geographic employment preferences and salary requirements, and mail your application and request to the Chicago or Springfield assessment center. To ensure prompt service, mark the envelope "Request for Counseling by Mail." Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and will send back a list of potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

Counseling by Email: If you prefer, you can request counseling by email. Complete and attach to the email your CMS-100 application, indicate that you want counseling by email along with your geographic employment preferences and salary requirements, and email your request and application to: CMS.CounselingByEmail@Illinois.gov

Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and respond via email with potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

Career Counseling Session: If you schedule an appointment for a career counseling session at a CMS Assessment Center, you must complete and bring your CMS-100 application with you to the assessment center. A career counseling session lasts approximately 30 minutes. The career counselor will review your education and experience as reported on your CMS-100 application and discuss state government employment opportunities with you that match your credentials and employment preferences with position titles for which you may be qualified and answer any questions you may have regarding examination procedures and eligibility requirements. If you are unable to make your appointment, please contact the assessment center in advance to cancel your appointment.

Career Services also provides special assistance to Illinois veterans through the [Veterans Outreach Program](#). Please direct all Veteran Outreach issues directly to VeteransOutreachByEmail@illinois.gov.

From its Chicago office, CMS also offers the [Diversity Enrichment Program](#) (DEP) headquartered in the James R. Thompson Center (JRTC). The Program is responsible for the recruitment of well-qualified candidates for employment in underutilized categories for State employment through targeted outreach events and applicant counseling and is a resource for all State agencies, boards and commissions to supplement their recruiting efforts and develop strategies for diversification.

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