



06/09/2020

Job Title: **Medical Administrator II Option D - Opt 05**
Agency: Human Services
Closing Date/Time: Fri. 06/19/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **10-72-116517**

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 the activities of other professional disciplines. Requires ability to develop and maintain effective working relationships with various professional disciplines.

Anticipated Salary Range: \$170,000 - \$248,000

Full MC Scale Range: \$125,292 - \$261,096

Work Hours: Monday through Friday, 8:30 am – 5:00 pm, with 2 Late Nights a Month to be determined upon hire

Work Location:

Elisabeth Ludeman Developmental Center
114 North Orchard Dr.
Park Forest, IL 60466

Agency Contact:

Jennifer Gunnon, HR/LR Director
IDHS/Mabley Center
1120 Washington Ave
Dixon, IL 61021
Phone ~ (815)288-8340
Fax ~ (815)288-8321
Jennifer.Gunnon@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).



06/09/2020

Job Title: **Medical Administrator II Option D - Opt 18**
Agency: Human Services
Closing Date/Time: Fri. 06/19/20 4:00 PM Central Time
Salary: \$10,441.00 - \$20,722.00 monthly
\$125,292.00 - \$248,664.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TG000**
Bid ID#: **10-82/22806**

Requires an Illinois license to practice medicine and American Board of Specialties certification, or its equivalent, in a position related to psychiatry. Requires three years of substantive medical administration experience in the directing, planning and evaluating a medical/clinical or medical program. Must attend and pass all mandatory training.

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Avenue
Hines, IL. 60141

Fax# 708-338-7078

Non- Bargaining Salary

Anticipated Starting Salary \$200,000/yr - \$248,664/yr

Full Salary Range \$125,292/yr - \$261,096/yr

This position is not in the union

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06/09/2020

Job Title: **Clinical Psychologist**
Agency: Human Services
Closing Date/Time: Thu. 06/18/20 11:59 PM Central Time
Salary: \$5,882.00 - \$9,006.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-79-22800**

Requires a doctoral degree in psychology from a recognized college or university supplemented by two years of supervised experience in health services of which at least one year is post doctoral and one year is in an organized health service program; or a master's degree in psychology from a recognized college or university supplemented by at least six years of experience as a psychologist with at least two years of supervised experience in health services. Requires licensure as a Clinical Psychologist by the Illinois Department of Financial and Professional Regulation. Requires ability to meet criteria as a Qualified Intellectual Disability Professional (QIDP). Requires ability to meet the performance standards of the Psychology Department requirements as a Clinical Psychologist.

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.

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

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).



06/09/2020

Job Title: **Activity Therapist (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Thu. 06/18/20 5:00 PM Central Time
Salary: \$3,874.00 - \$5,685.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **10-82-22736-37**

Requires a bachelor's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy, including successful completion of an approved internship, fieldwork or practicum. This class is included as an Upward Mobility Program credential title. Requires the ability to work effectively in a psychiatric inpatient setting. Requires ability assess patients' current level of functioning, strengths, needs and interests and be able to plan and implement an Activity Therapy that meets the needs of the population served. Requires the ability to work in a multi-disciplinary setting offering expertise and activity therapy with other staff.

Work Hours:

TBD-Schedule determine upon hire

Anticipated Starting Salary Range – \$46,488-\$68,220

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.MHHiringUnit@illinois.gov

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06/09/2020

Job Title: **Human Resources Representative**
Agency: Human Services
Closing Date/Time: Thu. 06/18/20 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#: **10-79-22734**

Requires knowledge, skill and mental development equivalent to completion of four years of college and one year of professional personnel experience, preferably in human resources or satisfactory completion of an approved training program. Requires working knowledge of the Personnel Rules, Pay Plan; FMLA, collective bargaining agreement, group insurance regulations, retirement system benefits and deferred compensation. Requires ability to communicate with a wide variety of people, both verbally and in writing. Requires working knowledge of computer programs, including the ability to develop spreadsheets and track information within a database.

Work Location:

IDHS- Division of Mental Health
Chicago Read Mental Health Center
4200 N. Oak Park Ave
Chicago, IL 60634

8:30 am – 5:00 pm (M-F)

Anticipated Starting Salary Range – \$50,964- \$75,732

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.MHHiringUnit@illinois.gov

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06/09/2020

Job Title: Environmental Protection Engineer I (Upward Mobility Target Title)
Agency: Environmental Protection Agency
Closing Date/Time: Thu. 06/18/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: 46-13-79

Education and Experience: Requires knowledge, skill and mental development equivalent to completion of four years of college with a bachelor's degree in an engineering science. Typically, the subject matter would involve the type of coursework associated with environmental (sanitary, hydraulic, hydrology, and air pollution specialties), civil (sanitary, hydraulic, and hydrology specialties), general, industrial, mechanical, chemical, public health, electronic, acoustical or aeronautical engineering or engineering mechanics or a closely related engineering specialty.

Where to Apply (Agency Contact):

Kathy Taylor
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield, IL 62794-9276
(217)785-1745
Fax (217)524-6907
Kathy.Taylor@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).



06/09/2020

Job Title: **Accountant (Upward Mobility Target Title)**
Agency: Children & Family Services
Closing Date/Time: Thu. 06/18/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **2020018-203675**

Requires a bachelor's degree in accounting or an allied field; qualified state employees in the Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirement for this classification; requires possession of a valid driver's license and ability to travel.

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

Work Location:
Children & Family Services
15115 S Dixie Hwy
Harvey, IL

Contact:
Cherrelle Brinker
406 E. Monroe, Station 440
Springfield, IL 62701
217-524-4391
Fax: 217-785-1765
Email: cherrelle.brinker@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).



06/09/2020

Job Title: **Paralegal Assistant**
Agency: Children & Family Services
Closing Date/Time: Thu. 06/18/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **2003014-030837**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in such areas as legal, pre-legal, English, statistics or directly related coursework; requires travel.

Anticipated Starting Salary: \$3,727

Current Bargaining Unit Employees: Contractual Language Applies

Full Bargaining Unit Range: \$3,727-5,422

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

Work Location:
Children & Family Services
2245 W Ogden, 3rd Fl
Chicago, IL

Contact:
Heather Poe
406 E. Monroe, Station 373
Springfield, IL 62701
217-524-0266
Fax: 217-524-3970
Email: heather.poe@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).



06/09/2020

Job Title: **Criminal Justice Specialist Trainee**
Agency: Criminal Justice Information Authority
Closing Date/Time: Wed. 06/17/20 5:00 PM Central Time
Salary: \$3,576.00 - \$5,139.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **CJIA 10236-08-2020**

Requires a minimum of a four years of college in one of the following: law, criminal justice, government, public administration, violence prevention, sociology, accounting or political science or related field. Two to five years of previous professional work experience preferred. Must be able to demonstrate a working knowledge of the use of Microsoft Office software: Word/ Excel. Must be able to demonstrate basic accounting ability to review basic budget documents and track expenditures against grant funds. Must be proficient in analytical skills and oral communications. Position requires occasional overnight travel and a valid driver's license.

Work hours:

8:30 a.m. to 5:00 p.m.
Monday - Friday

Work Location:

300 W. Adams St., Suite 200
Chicago, Illinois 60606

Submit a CMS-100 Employment Application and Bid form (**Bid Form is required only if you are a current or former State employee**) to:

cja.hrdepartment@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).



06/09/2020

Job Title: **Criminal Justice Specialist I – Opt 1**
Agency: Criminal Justice Information Authority
Closing Date/Time: Wed. 06/17/20 5:00 PM Central Time
Salary: \$4,054.00 - \$6,002.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **CJIA 10231-09-2020**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in law, criminal justice, violence prevention, government, public administration, sociology, accounting or political science or related field. Master's degree preferred. Requires completion of an agency approved training program or one year of professional experience in planning, development, implementation, or assessment of programs in criminal justice, violence prevention, government, public administration, sociology, accounting, political science, or equivalent advanced academic work. Professional experience in grant preparation and grant/contract monitoring; budget preparation; and tracking of expenditure and objectives and outcomes preferred. Requires working knowledge of the criminal justice system. Must be proficient in analytical skills and oral communications. Requires ability to utilize word processing software and office equipment. Position requires occasional overnight travel and a valid driver's license.

Work hours:

8:30 a.m. to 5:00 p.m.
Monday - Friday

Work Location:

300 W. Adams St., Suite 200
Chicago, Illinois 60606

Submit a CMS-100 Employment Application and Bid form (**Bid Form is required only if you are a current or former State employee**) to:

cja.hrdepartment@illinois.gov

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

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06/09/2020

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).



06/09/2020

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).



06/09/2020

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).



06/09/2020

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).



06/09/2020

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).



06/09/2020

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).



06/09/2020

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).



06/09/2020

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).



06/09/2020

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.

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06/09/2020

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).



06/09/2020

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).