



06/22/2020

Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Wed. 07/01/20 5:00 PM Central Time
Salary: \$3,092.00 - \$4,213.00 monthly
\$37,104.00 - \$50,556.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-91-22670**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

8:30 am – 5:00 pm (M-F)

South Suburban FCRC

3301 Wireton Rd.

Blue Island, IL 60406

Anticipated Started Salary Range – \$49,968 - \$73,536

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply:

DHS.HiringUnit@illinois.gov

[Include posting ID # and bidders names in subject line when applying](#)

Agency Contact:

Bureau of Employee Services
Greer McNeil
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
FAX: 217-524-2116

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).



06/22/2020

Job Title: **Social Worker II - Opt SS (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Wed. 07/01/20 5:00 PM Central Time
Salary: \$4,805.00 - \$7,244.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-82-23050**

Requires a Master's degree in social work from a recognized college or university supplemented by one year of professional social work experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled, or other disabled persons, This class is included as an Upward Mobility Program credential title. Requires extensive knowledge of the theories and assumptions underlying the social work field. Requires the ability to prepare complex written and oral reports. Requires effective communication skills, both verbal and written. Requires ability to observe patients and perceive change in behavior. Prefer licensed social worker or licensed clinical social worker from the Department of Financial and Professional Regulations. Requires ability to speak, read and write Spanish at a colloquial skill level.

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

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06/22/2020

Job Title: **Human Resources Manager**
Agency: Executive Inspector General *
Closing Date/Time: Mon. 07/06/20 3:00 PM Central Time
Salary: \$5,000.00 - \$6,667.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **201**

- bachelor's degree in human resources, business, public administration or a related area of study or demonstrated knowledge, skill, mental development and equivalent experience to four years of college
- four years of demonstrated success in leading human resources functions for an organization of at least 50 employees;
- minimum of four years of prior progressive supervisory experience is desirable;
- extensive knowledge of state personnel rules, and state and federal employment laws including EEO/AA, FMLA, FLSA, and Title VII;
- ability to keep and maintain current knowledge of the aforementioned areas;
- strong organizational skills;
- high personal ethical standards;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to travel, including overnight;
- ability to handle and resolve ambiguous situations and issues;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

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

Office of Executive Inspector General

69 W. Washington Street

Chicago, IL 60602

Division of Human Resources

312.814.1789

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06/22/2020

Job Title: Office Associate - Opt 2
Agency: Public Health
Closing Date/Time: Mon. 07/06/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDPH 44-19-0038

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions. Prefers a working knowledge of legal, social and medical terminology. Requires the ability to type accurately at 45 words per minutes.

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).



06/22/2020

Job Title: **Public Service Administrator - Opt 2**
Agency: Employment Security
Closing Date/Time: Mon. 07/06/20 5:00 PM Central Time
Salary: \$3,116.00 - \$8,301.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **RA 02181**

Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in business administration, accounting, finance, and auditing; three years professional experience in accounting and external auditing and public accounting preferably including one year of supervision. Requires thorough knowledge of accounting and auditing theories and principles, methods and procedures, laws and regulations relating to state and non-state accounting and auditing procedures; Unemployment Insurance Act. Requires the ability to supervise, direct, train and coordinate a professional audit staff; review and analyze complex problems; use a laptop computer and to travel from office to office to complete audit assignments.

WHERE TO APPLY:

IDES Recruitment & Selection
607 E. Adams St. - 8th Floor
Springfield, IL 62701
Attn: Don Motley
Phone: (217) 524-2980
Fax: (217) 524-3472
Scan: Don.motley@illinois.gov

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06/22/2020

Job Title: **Technical Advisor III**
Agency: Revenue
Closing Date/Time: Tue. 07/07/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **DOR 21981**

Requires graduation from a recognized law school. Requires possession of a valid license to practice law in Illinois. Requires two years professional experience in the practice of law. Requires thorough knowledge of common law and of the state and federal laws, particularly relating to administrative and regulatory functions. Requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings, and trials procedures. Requires extensive knowledge in the field of revenue tax law. Requires working knowledge of concepts of administration and management, including organization, controls and techniques used in dealing with management and procedural problems. Requires ability to plan, layout and review with work relating to complicated legal problems. Requires ability to maintain satisfactory working relationships with supervisors, other attorneys, employees and the general public. Requires litigation skills. Requires skill and ability in examining, appraising, and organizing facts, evidence and precedents concerned in difficult and complex cases and in presenting such material in clear and rational form for oral or written presentation, as briefs, orders, reports or verdicts. Requires ability to exercise sound judgment in appraising and evaluating problems of a procedural nature. Requires possession of a valid appropriate driver's license and ability to travel.

Agency Contact:

Illinois Department of Revenue – Human Resources
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
(217) 782-6239 Phone
(217) 782-9925 Fax

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).



06/22/2020

Job Title: **Technical Advisor Advanced Program Specialist**
Agency: Revenue
Closing Date/Time: Tue. 07/07/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **DOR 22489**

Requires graduation from a recognized law school and the possession of a license to practice law in Illinois. Requires three years profession experience in the practice of law. Requires thorough knowledge of common law and of the State and Federal laws, particularly relating to administrative and regulatory functions. Requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings and trials procedures. Requires extensive knowledge in the field of law with which primarily concerned. Requires working knowledge of concepts of administration and management, including organization, controls and techniques used in dealing with management and procedural problems. Requires ability to plan, layout and review work relating to complicated legal problems. Requires the ability to maintain satisfactory working relationships with supervisors, other attorneys, employees and the general public. Requires litigation skills. Requires skill and ability in examining, appraising and organizing facts, evidence and precedents concerned in difficult and complex cases, and in presenting such material in clear and rational form for oral or written presentation, as briefs, orders, reports or verdicts. Requires ability to exercise sound judgment in appraising and evaluating problems of a procedural nature. Requires ability and willingness to travel during performance of normal duties.

Agency Contact:

Illinois Department of Revenue – Human Resources
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
(217) 782-6239 Phone
(217) 782-9925 Fax

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06/22/2020

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).



06/22/2020

Job Title: **Medical Administrator II Option D - Opt 05**
Agency: Human Services
Closing Date/Time: Fri. 07/17/20 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.

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).



06/22/2020

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.

o be considered for open competitive eligibility for the title of **Social Services Career Trainee**, you must be deemed qualified by Central Management Services (CMS). **Social Services Career Trainee** is a regularly tested title that requires an automated multiple-choice test to be taken at one of the CMS Assessment Centers. View the [Examination Schedule](#) for times and locations. Refer to [Additional Title and Exam Information](#) for specific details. **You will need to bring a completed online or CMS-100 employment application with you. Applicants will not be allowed to test without a completed application.** After successfully obtaining a passing grade, your name will be placed on an open competitive eligible list for **Social Services Career Trainee** in the two counties you select on your application.

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).



06/22/2020

Job Title: **Technical Manager IV Senior Contract Compliance Representative**
Agency: Transportation
Closing Date/Time: Thu. 07/02/20 4:30 PM Central Time
Salary: \$5,120.00 - \$9,155.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **PM-00**
Bid ID#: **IPR#44403**

Position Requirements:

Education/Experience

- Completion of a bachelor's degree majoring in civil engineering, civil engineering technology, construction management, economics, environmental studies, statistics, sociology, pre-law, public finance, or public/business administration plus two years of experience in the highway construction industry or
- Eight years of experience in the highway construction industry

Valid driver's license

Extensive same day district-wide travel and occasional overnight travel; mandatory overtime during construction season

Position Desirables:

- Working knowledge of the DBE/WBE Program, EEO/AA Programs, and Labor Compliance, as well as experience working with special provisions and federal and state legislation
- Working knowledge of computer systems and databases, including the Microsoft (MS) Office Suite
- Ability to interact effectively with individuals from various disciplines and backgrounds
- Ability to show sensitivity to other's points of view and maintain harmonious working relationships
- Excellent conflict resolution skills
- Strong oral and written communication skills

Technical Applications PM1080 (rev 8/23/19) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time.

Agency Contact: Bureau of Personnel Management, 217/782-5594

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06/22/2020

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

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06/22/2020

Job Title: **Forensic Science Administrator II**
Agency: State Police
Closing Date/Time: Mon. 06/29/20 4:00 PM Central Time
Salary: \$6,933.00 - \$10,311.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **VR704**
Bid ID#: **21-31-ISP20-066**

Requires a bachelor's degree in a natural or forensic science, preferably supplemented by a master's degree in one of the biological, natural, physical, or forensic sciences, or related discipline. Requires three years of professional forensic science work experience such as would be gained at the advanced caseworker level.

Agency Contact

Submit completed, signed CMS100 or CMS100B 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

[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).



06/22/2020

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.

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).



06/22/2020

Job Title: **Corrections Treatment Officer**
Agency: 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.

WORK HOURS: To be determined

LOCATION/AGENCY:

Joliet Treatment Center
2848 W. McDonough St.
Joliet, IL 60436

OR

Elgin Treatment Center
780 S. State St.
Elgin, IL 60123

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

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06/22/2020

Job Title: **IL - HEALS Research Assistant**
Agency: Criminal Justice Information Authority
Closing Date/Time: Wed. 06/24/20 5:00 PM Central Time
Salary: \$50,000.00 - \$55,000.00 annually
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA PSC-08-2020**

Experience : At least three years of experience assisting with or conducting research projects that involve critically summarizing academic literature, developing and administering interview and/or focus group protocols, analyzing qualitative or quantitative data, and writing major findings. Prior experience conducting research related to victims, victim services, or related fields of victimology is preferred. Prior experience conducting or assisting with program evaluation research is preferred.

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: HEALS Research Asst../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).



06/22/2020

Job Title: **Civil Engineer Vii Bureau Chief of Construction**
Agency: **Transportation**
Closing Date/Time: **Fri. 06/26/20 4:30 PM Central Time**
Salary: **\$7,795.00 - \$11,660.00 monthly**
Job Type: **Full-Time**
Location: **Cook County, Illinois**
Number of Vacancies: **1**
Plan/BU: **PM-00**
Bid ID#: **IPR#44405**

Position Requirements:

Education/Experience

- Current registration as a Licensed Professional Engineer in the State of Illinois PLUS
- Ten years of experience in civil engineering including six years in the planning and supervision of technical staff performing engineering work related to construction and materials and in the direction of highway engineering projects
- Valid driver's license
- State and district-wide travel and overtime

Position Desirables:

- Extensive knowledge of the principles and practices of construction and highway construction projects
- Ability to solve complex problems at various levels of expertise
- Ability to develop and maintain cooperative relationships with departmental (district and central) staff, FHWA, state and local agencies, contractors, and consultants
- Strong oral and/or written communication skills

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Agency Contact: Bureau of Personnel Management, 217/782-5594

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06/22/2020

Job Title: **TECHNICAL SPECIALIST OPT M TRAINEE (NONCODE)**
Agency: Capital Development Board
Closing Date/Time: Wed. 07/29/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CDB000192**

Requires knowledge, skill, and mental development equivalent to the completion of four years of college culminating with a Bachelor's Degree in mechanical engineering or knowledge in this field with a minimum of four years of experience. One year of college related education is equal to one year of construction related experience. Progress towards or the eventual ability to attain an Illinois certification as a licensed professional engineer is desirable.

Must have knowledge of the principles and practices of electrical engineering, building construction and renovation practices, building materials, trade capabilities and construction. Must have working knowledge of MS Office products and AutoCAD.

Must have the ability to read blueprints and schematics and research new technologies. Must be able to develop the ability to understand and interpret relevant codes, exercise sound judgment in independently analyzing, appraising, evaluating and solving problems of a difficult procedural or technical nature, assist in phases of comprehensive building and renovation projects to include feasibility studies and preliminary drawings and communicate effectively both orally and in writing.

Agency Contact:

Debbi Denzler
Personnel Administrator
Capital Development Board
Third Floor, Wm. G. Stratton Building
401 S. Spring St., Springfield, IL 62706
217-782-7222
Email: Debbi.Denzler@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).



06/22/2020

Job Title: **TECHNICAL SPECIALIST OPT M (NONCODE)**
Agency: Capital Development Board
Closing Date/Time: Wed. 07/29/20 4:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CDB000195**

Requires knowledge, skill, and mental development equivalent to the completion of four years of college culminating with a Bachelor's Degree in mechanical engineering. An Illinois certification as a licensed professional engineer is desirable. Requires five years of progressively responsible professional experience in mechanical engineering.

Must have extensive knowledge of the principles and practices of mechanical engineering, building construction and renovation practices, building materials, trade capabilities and construction. Must have extensive knowledge of MS Office products and AutoCAD.

Must have the ability to read blueprints and schematics, research new technologies, understand and interpret relevant codes, exercise sound judgment in independently analyzing, appraising, evaluating and solving problems of a difficult procedural or technical nature, assist in phases of comprehensive building and renovation projects to include feasibility studies and preliminary drawings and communicate effectively both orally and in writing.

Agency Contact:

Debbi Denzler

Human Resources Specialist

Capital Development Board

401 S. Spring St., 3rd Fl.

Wm. G. Stratton Building

Springfield, IL 62706

217-524-7510

Debbi.Denzler@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).



06/22/2020

Job Title: **Forensic Science Administrator II**
Agency: State Police
Closing Date/Time: Mon. 06/29/20 4:00 PM Central Time
Salary: \$6,933.00 - \$10,311.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **VR704**
Bid ID#: **21-31-ISP20-066**

Requires a bachelor's degree in a natural or forensic science, preferably supplemented by a master's degree in one of the biological, natural, physical, or forensic sciences, or related discipline. Requires three years of professional forensic science work experience such as would be gained at the advanced caseworker level.

Agency Contact

Submit completed, signed CMS100 or CMS100B 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

[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).



06/22/2020

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).