



06/23/2020

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).



06/23/2020

Job Title: **Staff Development Specialist I**
Agency: Human Services
Closing Date/Time: Fri. 07/03/20 5:00 PM Central Time
Salary: \$4,587.00 - \$6,820.00 monthly
\$55,044.00 - \$81,840.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-72-23137**

Work Location:
Ludeman DD Center
114 N Orchard
Park Forest, IL 60466

HOURS: 8:30 am - 5:00 pm Monday - Friday
Anticipated Started Salary Range - \$55,042 - \$81,843

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies
Where to Apply: DHS.DDHiringUnit@illinois.gov.

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06/23/2020

Job Title: **Supervising Investigator**
Agency: Executive Inspector General *
Closing Date/Time: Mon. 07/06/20 3:00 PM Central Time
Salary: \$5,833.50 - \$7,500.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **103**

POSITION SUMMARY: Subject to the management approval of the Executive Inspector General and under the direction of Deputy Inspector General and Chief, serves as Supervising Investigator (SI). The incumbent is responsible for managing subordinate staff in the timely, accurate, and thorough performance of investigative functions in compliance with applicable laws, rules, and policies. Responsible for the development of investigative strategies and the application of relevant policies and procedures. Directs subordinate investigators to achieve optimal productivity, quality, consistency, timeliness, accuracy, and the appropriate prioritization of work. Ensures that investigative and other reports are well-written, accurate, concise, thorough, and timely through the careful review and editing of own and subordinates' work. This position involves working with information of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

9:00 a.m. - 5:00 p.m.
Office of Executive Inspector General
69 W. Washington
Chicago, IL 60602
Human Resources Division
312.814.1789

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06/23/2020

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.

Anticipated Starting Salary Range – \$4,805 to \$7,244 per month, \$57,670 to \$86,923 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

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).



06/23/2020

Job Title: **NONCODE**
Agency: Human Services
Closing Date/Time: Fri. 07/03/20 5:00 PM Central Time
Salary: \$2,892.00 - \$5,797.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **17-072**

This position will be responsible for updating case information using existing software on individual customers, such as citizenship, immigrant status, SSN's, RIN's and other socio-economic elements to ensure that conversion to the new Integrated Eligibility System converts properly and provides accurate benefits to the appropriate individuals. The purpose of the PSC is to ensure that data cleanup is completed in the legacy system that will allow for a clean transition to JES at Go-Live. Corrupt data creates case errors at cut-over that are eliminated or mitigated if information is updated prior. These actions require both policy knowledge of programs as well as proficiency in the legacy systems, i.e., ACM, IPACS, to ensure the actions taken are accurate according to policy and in a manner that is successful using the system.

8:30AM-5:00PM

Northwest FCRC
4105 W. Chicago Ave.
Chicago, IL 60651

Applications should be emailed to the address below:
Aida.Sanchez@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).



06/23/2020

Job Title: **Technical Manager II Labor Relations Analyst**
Agency: Transportation
Closing Date/Time: Fri. 06/26/20 4:30 PM Central Time
Salary: \$4,190.00 - \$7,315.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#44380**

This position is accountable for providing administrative assistance to the district Labor Relations Manager and district Personnel Services Manager in matters pertaining to discipline, grievances, and other issues that impact the district's Labor Relations Unit.

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

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).



06/23/2020

Job Title: **DCI - ISP Cannabis Control Officer Contractual Investigator**
Agency: State Police
Closing Date/Time: Tue. 06/30/20 4:00 PM Central Time
Salary: \$35.00 / Hour
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **2**
Bid ID#: **21-PSC-ISP20-068**

Under supervision of the Illinois State Police, Division of Criminal Investigations, Cannabis Control Officer Contractual Investigator, the contractual investigator will be responsible for conducting reviews of cultivation and dispensary security plans during the application process; physical inspections of installed security systems; investigations into allegations of the Cannabis Control Program, Cannabis Control Act, Administrative Rules promulgated by the Illinois Joint Committee on Administrative Rules, and other violations of the Illinois Compiled Statutes; providing court testimony related to their investigations; providing statistical data on a monthly basis, educating members of the general public, law enforcement, and other agencies, bodies or groups; and developing liaisons with the Illinois Department of Agriculture, Illinois Department of Public Health, Illinois Department of Financial and Professional Regulation, Illinois Department of Revenue, law enforcement agencies, owners, and advocacy groups.

Work Hours: Mon-Fri 8:30 AM to 5:00 PM

Work Location: Illinois State Police - Zone 1, Chicago, IL

Agency Contact:

Illinois State Police/Medical Marijuana Unit
ATTN: Master Sergeant John Yard
801 South 7th Street, 100 Annex
Springfield, IL 62703
Email: John.Yard@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).



06/23/2020

Job Title: Residential Care Worker Trainee / Residential Care Worker
Agency: Human Services
Closing Date/Time: Mon. 07/06/20 5:00 PM Central Time
Salary: \$3,067.00 - \$4,789.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 10-44-23101

Residential Care Worker Trainee:

Requires knowledge, skills and mental development equivalent to an A.A. degree in childcare, sociology, or human services or requires two years of experience in the care and supervision of children as could be gained in a day care facility or a Head Start Program. Requires the ability to travel. Requires ability to speak, read and write in Spanish at a colloquial skill level.

Residential Care Worker:

Requires knowledge, skill and mental development equivalent to an A.A. degree, preferably in child care, sociology or human services, or requires two years of experience in the care and supervision of children as could be gained in a day care facility or Head Start Program, plus the completion of an agency approved training program or an additional year of the above experience. Requires the ability to assist students in daily living skills. Requires the ability to travel in community to escort children. Requires ability to speak, read and write Spanish at a colloquial skill level.

Work Location:

**Division of Rehabilitation Services
ICRE Roosevelt Facility
1950 West Roosevelt Road
Chicago, IL**

Hours of Work:

6:00 am - 2:00 pm M-F

Anticipated Starting Salary Range – \$3,067 to \$4,789 per month or \$36,805 to \$57,462 per year

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.DRSHiringUnit@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).



06/23/2020

Job Title: **Student Worker**
Agency: Workers Compensation Commission
Closing Date/Time: Tue. 06/23/20 11:59 PM Central Time
Salary: \$1,346.00 - \$2,990.00 monthly
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: **10**
Plan/BU: **BBR**
Bid ID#: **IWCC-50-37-20-0051**

Requires enrollment at an accredited college.

Requires the ability to follow oral and written instructions and to carry out routine operations, once established, without further instruction.

Applications (CMS 100) are available on the Forms page of the work.illinois.gov website or at any of the CMS Assessment Centers. Please contact the CMS Assessment Center nearest to you for more information or call 217-782-7100.

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).



06/23/2020

Job Title: Child Welfare Specialist (Upward Mobility Target Title)
Agency: Children & Family Services
Closing Date/Time: Thu. 06/25/20 5:00 PM Central Time
Salary: \$4,468.00 - \$6,680.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: 2079618-790169

Preferably requires a master's degree in social work; or a master's degree in a related human service field, supplemented by one year of directly related professional casework/case management experience; or requires a bachelor's degree in social work and one year of directly related professional casework/case management experience; or requires a bachelor's degree in a related human service field and two years of directly related professional casework/case management experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual and auditory ability to carry out assigned duties.

The college or university issuing a bachelor's or master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The directly related professional casework/case management experience must be related to family preservation, family reunification, adoption, youth development, counseling, and advocacy services or a related field.

Classification Salary: \$4468.00 - \$ 6680.00/Month
Anticipated Salary: \$ 4468.00

Work Hours: Monday-Friday 8:30AM - 5:00PM
Location: 1755 Lake Cook Rd, Deerfield, Illinois 60015
Team: 6B0401/ **Supervisor:** D. Drummer

Agency Contact: Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
2020 W Roosevelt, 2nd Fl
Chicago, IL 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).



06/23/2020

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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06/23/2020

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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06/23/2020

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.HRApplications@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).



06/23/2020

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

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).



06/23/2020

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).



06/23/2020

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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06/23/2020

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).



06/23/2020

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).



06/23/2020

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).



06/23/2020

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).



06/23/2020

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).