



06/25/2020

Job Title: **Administrative Assistant II to the Director of Revenue - Option K1**
Agency: Revenue
Closing Date/Time: Mon. 07/06/20 11:59 PM Central Time
Salary: \$50,000.00 - \$60,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **CF028**
Bid ID#: **00502-25-00-000-02-01**

The Illinois Department of Revenue (IDOR) is seeking to hire an Administrative Assistant II to serve as administrative support to multiple high level managers. Having a high level of discretion will be key for the successful candidate as highly confidential documents and phone calls are filtered through this office. This individual will work closely with the Director, senior staff, and the Director's assistant to ensure the day to day office operations are running smoothly and all needs are being met; therefore, he/she must be resourceful and adaptable. The ideal candidate must be able to multi-task and smoothly transition from one assignment to the next by having good organizational skills. It is important that this candidate is dependable and must be able to work independently. In addition, having excellent written and verbal communication is extremely important as this candidate will have to respond to upper-level management, the public, the Governor's Office, members of the General Assembly, legislative staff, officials and other governmental agencies.

CONDITIONS OF EMPLOYMENT:

*All applicants must be able to meet the following **Conditions of Employment** to be considered for this position. The State of Illinois complies with federal and state disability laws and will make reasonable accommodations for applicants and employees with disabilities.*

1. Requires the ability to work at various times outside of normal office hours to meet deadlines.
2. Requires the ability to work overtime.
3. Requires ability to travel.
4. Requires the ability to pass a background and tax compliance check.

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).



06/25/2020

Job Title: **Executive I - Opt S3**
Agency: Central Management Services
Closing Date/Time: Wed. 07/08/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **CMS 20481**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with coursework in computer science, statistics, data analytics, mathematics, finance, economics, or directly related fields. Requires one year of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program. Requires ability to develop data analytic plans and methods of a program. Requires ability to analyze administrative problems and adopt an effective course of action. Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires the ability to implement and evaluate new and revised processes and procedures. Requires working knowledge of procedures to provide data analytic services and create and maintain documentation. Requires experience demonstrating excellent interpersonal and verbal and written communication skills. Requires ability to develop and maintain cooperative working relationships. Requires a valid driver's license and the ability to travel to meetings, training and off-site consultations. Prefers working knowledge of Python. Prefers working knowledge of data sets commonly utilized in the public sector.

Specialized Skills: Of the one year of experience above, requires one year of experience using data visualization tools, such as Tableau and Power BI. Requires one year of working knowledge in the development of prototypes in scripting languages. Requires one year of administrative experience in a data analytics specialist role in a public or business organization.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street, Room 414
Springfield, IL 62706
217-558-3089
217-558-5943 Fax

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06/25/2020

Job Title: Office Coordinator - Option 2
Agency: Department of Labor
Closing Date/Time: Tue. 07/07/20 11:59 PM Central Time
Salary: \$3,027.00 - \$4,233.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: DOL 2020-30-300-03

Anticipated Starting Salary: \$3098 per month (step 1c)
Current Bargaining Unit Employees: CBA language applies
Full Salary Range: \$3098 - \$4286 per month

Location:
Illinois Department of Labor
Michael A. Bilandic Building
160 N. LaSalle St., FL-12th.
Chicago, IL 60601

Contact:
Illinois Department of Labor
Attention: Ann Pufundt
900 South Spring Street
Springfield, IL 62704
DOL.104@illinois.gov with DOL 2020-30-300-03 in the subject line

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06/25/2020

Job Title: **Senior Public Service Administrator - Opt 8L**
Agency: Workers Compensation Commission
Closing Date/Time: Tue. 07/07/20 11:59 PM Central Time
Salary: \$4,295.00 - \$10,500.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TG000**
Bid ID#: **IWCC- 50-37-20-0052**

Requires completion of an accredited Law School; requires valid license to practice law in the State of Illinois; requires an active Illinois law license; requires thorough knowledge of the Workers' Compensation Commission's policies, procedures, rules and regulations; requires thorough knowledge of the Illinois Workers' Compensation and Occupational Diseases Act; requires four years of progressively responsible administrative and legal experience; requires the ability to read, analyze and interpret legal documents; requires the ability to define problems, collect data, establish facts and draw valid conclusions. Requires the ability to travel.

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

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Additional Documentation for Senior Public Service Administrator:

Option 8L

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).



06/25/2020

Job Title: **Health Facilities Surveillance Nurse**
Agency: Public Health
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: **RC023**
Bid ID#: **IDPH 44-19-0167**

Requires graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires the ability to speak and write Polish at a colloquial skill level. Extensive travel required.

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).



06/25/2020

Job Title: **Public Service Administrator - Opt 6**
Agency: Children & Family Services
Closing Date/Time: Thu. 07/09/20 5:00 PM Central Time
Salary: \$6,258.00 - \$9,614.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **2091020-910920**

Under administrative direction of the Area Administrator, serves as Investigations Team Supervisor; plans, supervises, reviews, and coordinates the activities of a team of professional investigators engaged in conducting child abuse/neglect investigations; provides technical direction and guidance; explains, monitors, and enforces compliance with the provisions of all applicable state or federal laws and Department rules and procedures; serves as working supervisor; refers instances requiring potential disciplinary action to Area Administrator; establishes and implements a team-based program of staff development and training; establishes and maintains effective linkages with community organizations; serves as liaison with permanency staff to coordinate and facilitate efficient and effective case handoff and client services.

Agency Contact: Tracey Hardrick
Mailing Address: 2020 W. Roosevelt Rd., Chicago, IL 60608
E-mail: Tracey.Hardrick@illinois.gov (**preferred**)
Phone: (312) 814-3775
Fax: (312) 814-1224

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).



06/25/2020

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.

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.gov website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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



06/25/2020

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

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).



06/25/2020

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).



06/25/2020

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).



06/25/2020

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).



06/25/2020

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).



06/25/2020

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).



06/25/2020

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).



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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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06/25/2020

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

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).



06/25/2020

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).



06/25/2020

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).



06/25/2020

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.

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06/25/2020

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).