



06/29/2020

Job Title: **Support Service Worker Housekeeping**
Agency: Human Services
Closing Date/Time: Fri. 07/10/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10/79-116176**

Requires knowledge, skill and mental development equivalent to completion of high school and six months experience cleaning in a hospital or large institution.

Housekeeping Department
7am-3pm Rotating Days off

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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).



06/29/2020

Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Fri. 07/10/20 4:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10/79-116177**

Requires knowledge, skill and mental development equivalent to completion of high school and six months experience working in a professional/hospital dietary kitchen. Requires knowledge of portion control and application to serving portions of food.

11:30am-7:30pm

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

Anticipated Starting Salary Range –\$33,889-\$45,283.00
Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

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06/29/2020

Job Title: Office Coordinator - Opt 2
Agency: Healthcare & Family Services
Closing Date/Time: Fri. 07/10/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: CS4476

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college; or, completion of high school and two years of related office experience; or, two years of independent business experience. Requires extensive knowledge of office practices, procedures, and programs. Requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires the ability to type accurately at 30 words per minute. Requires the ability to travel.

WHERE TO APPLY

Division of Child Support Personnel
509 S. 6th Street
Springfield, IL 62701
Phone: 217-557-3900
Fax: 217-524-3960

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).



06/29/2020

Job Title: **Stationary Engineer - Assistant Chief**
Agency: Veterans Affairs
Closing Date/Time: Fri. 07/10/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **PR000**
Bid ID#: **34-127-20-01B**

Requires knowledge, skill, and mental development equivalent to completion of high school. Requires five years of experience in the operation of a commercial or institutional power plant or as a skilled craftsman in the mechanical or building trades. Requires possession of a valid certificate as a Universal Technician under U.S.E.P.A. Requires extensive knowledge of principles, practices and methods used in operating high-pressure coal, gas or oil-fired boilers and auxiliaries. Requires extensive knowledge of steam engineering, electrical generation and distribution. Requires extensive knowledge of refrigeration and air conditioning equipment. Requires extensive knowledge of the repair and construction of buildings and equipment. Requires extensive knowledge of the underlying principles of water and sewage treatment; various chemicals used in boiler systems. Requires working knowledge of public health regulations and building codes. Requires skill in the use of tools and equipment used for maintaining power equipment. Requires ability to diagnose problems in mechanical, electrical, heating and air conditioning systems. Requires ability to perform the physical tasks associated with the duties of this class. Speech and hearing are required to interact with staff, visitors, vendors, outside contractors and agencies, and telephone conversations. Honorable discharge from U.S. military preferred. Requires a license from the City of Chicago.

Apply to:
IL Dept. of Veterans' Affairs
Human Resources
833 South Spring Street
Springfield, IL 62704
Phone: 217-785-7208
Fax: 217-557-7235

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).



06/29/2020

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

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

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

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



06/29/2020

Job Title: **Rehabilitation Counselor Trainee - Opt V (Upward Mobility Target Title)**
Agency: Human Services
Salary: \$3,874.00 - \$5,685.00 monthly
\$46,488.00 - \$68,220.00 annually
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **20**
Plan/BU: **RC062**
Bid ID#: **Continuous - Informational**

Requires possession of a Master's Degree from a college or university program accredited by the Council On Rehabilitation Education (CORE); or, a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, or a closely related field. Requires ability to travel.

Agency Contact:

Sherrie Bridges
Division of Rehabilitation Services
100 S. Grand Avenue East
Springfield, IL 62764
217-524-7550
Sherrie.Bridges@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).



06/29/2020

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](#)

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

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



06/29/2020

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

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).



06/29/2020

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

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).



06/29/2020

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](#)

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).

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).



06/29/2020

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).



06/29/2020

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).



06/29/2020

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).



06/29/2020

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).



06/29/2020

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).



06/29/2020

Job Title: **Automotive Mechanic - Opt 2 - INFORMATIONAL POSTING**
Agency: Transportation
Closing Date/Time: Continuous
Salary: \$4,239.00 - \$5,652.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **000**
Plan/BU: **RC451**
Bid ID#: **00000**

Commercial Drivers License-Class "A" with appropriate endorsement.

Experience necessary to qualify as a skilled mechanic.

Extensive knowledge of mechanical hand tools and testing equipment.

Requires knowledge, skill and mental development equivalent to the completion of four years of High School or coursework in Auto Mechanics or completion of an approved training course.

Option 2 (Truck and Welding)

At the time the position is posted, interested applicants must submit a CMS100 to the agency contact listed on the posting and take an automated test to obtain an open competitive grade for this title at the CMS Testing Facility by the closing date of the posting. CMS Testing requires applicants to provide the posting bid number that is listed at the top of the posting or a copy of the posting. If deemed qualified from the automated test, your name will be placed on the appropriate Open Competitive list for this title. Please contact the CMS Testing Facility at 217/557-6885 for testing information.

Additional information may also be obtained from 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).



06/29/2020

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

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

All Interested Applicants: Submit a CMS 100 - Employment Application to the Agency Contact. **FAILURE TO COMPLETE AND SUBMIT THE NEW CMS100 VERSION DATED 7/2019 OR AFTER WILL RESULT IN YOUR APPLICATION BEING REJECTED.**

Instructions:

Go to <http://www.work.illinois.gov/>

Click on Forms

Click on CMS100

Complete the application in full (1. Position Title is: Underage Compliance Assistant – ILCC CP1001)

Sign the application (bottom of first page)

Mail to: Illinois Liquor Control Commission– Human Resources

300 West Jefferson St., Suite 300

Springfield, IL 62702

or EMAIL to: LCCHumanResources@illinois.gov

You will be contacted if chosen for an interview.

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).



06/29/2020

Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**
Agency: Children & Family Services
Salary: Depends on Qualifications
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **Continuous**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance.

This posting is for recruitment purposes and is intended for those currently not employed with DCFS

This position requires an automated test. Interested applicants should take a copy of this posting and a CMS 100 Employment Application (version dated 07/2019), preferably with a legible copy of your Official college transcripts to a CMS testing center.

Questions regarding completion of your application for this title can be directed to work4dcfs@illinois.gov.

Applicants should indicate 2 work county choices on their CMS 100 Employment 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).



06/29/2020

Job Title: **Day Care Licensing Representative II - Opt SS
(Upward Mobility Target Title)**

Agency: Children & Family Services

Salary: Depends on Qualifications

Job Type: Full-Time

Location: 2 Counties, Illinois

Number of Vacancies: **1**

Plan/BU: **RC063**

Bid ID#: **Continuous**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance; requires ability to speak and write Spanish at a colloquial skill level.

This posting is for recruitment purposes and is intended for those currently not employed with DCFS

This position requires an automated test. Interested applicants should take a copy of this posting and a [CMS 100 Employment Application](#) (version dated 07/2019), preferably with a legible copy of your Official college transcripts to a CMS testing center.

Questions regarding completion of your application for this title can be directed to work4dcfs@illinois.gov.

Applicants should indicate 2 work county choices on their [CMS 100 Employment 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).



06/29/2020

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,

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06/29/2020

boards and commissions to supplement their recruiting efforts and develop strategies for diversification.

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