



06/30/2020

Job Title: **Operations Supervisor II Harvey Operations Supervisor**
Agency: **Transportation**
Closing Date/Time: **Tue. 07/14/20 4:30 PM Central Time**
Salary: **\$6,440.00 - \$9,370.00 monthly**
Job Type: **Full-Time**
Location: **Cook County, Illinois**
Number of Vacancies: **1**
Bid ID#: **IPR#44285**

Position Requirements:

- Education/Experience
 - o Completion of two years of college in civil engineering technology, pre-engineering or a related technical/science curriculum PLUS six years of experience in civil engineering, roadway construction, highway maintenance, traffic operations, public works, or a related field; OR
 - o Eight years of experience in engineering technology, civil engineering, roadway construction, highway maintenance, traffic operations, public works, or a related field
- Valid driver's license
- District-wide travel
- Requires 24-hours a day availability; Extensive periods of overtime, especially during the winter months

Position Desirables:

- Experience supervising a unionized workforce
- Ability to plan and direct efforts of work for efficient accomplishment of program objectives
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Working knowledge of the function and application of public relations in problem areas
- Strong oral and written communication skills

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

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

This position is covered by the Revolving Door Prohibition Policy.

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).



06/30/2020

Job Title: **Operations Supervisor II Alsip Operations Supervisor**
Agency: Transportation
Closing Date/Time: Tue. 07/14/20 4:30 PM Central Time
Salary: \$6,440.00 - \$9,370.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#44284**

Position Requirements:

- Education/Experience
 - o Completion of two years of college in civil engineering technology, pre-engineering or a related technical/science curriculum PLUS six years of experience in civil engineering, roadway construction, highway maintenance, traffic operations, public works, or a related field; OR
 - o Eight years of experience in engineering technology, civil engineering, roadway construction, highway maintenance, traffic operations, public works, or a related field
- Valid driver's license
- District-wide travel
- Requires 24-hours a day availability; Extensive periods of overtime, especially during the winter months

Position Desirables:

- Experience supervising a unionized workforce
- Ability to plan and direct efforts of work for efficient accomplishment of program objectives
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Working knowledge of the function and application of public relations in problem areas
- Strong oral and written communication skills

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06/30/2020

Job Title: **Operations Supervisor II Northside Operations Supervisor**
Agency: Transportation
Closing Date/Time: Tue. 07/14/20 4:30 PM Central Time
Salary: \$6,440.00 - \$9,370.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#44283**

Position Requirements:

Education/Experience

- o Completion of two years of college in civil engineering technology, pre-engineering or a related technical/science curriculum PLUS six years of experience in civil engineering, roadway construction, highway maintenance, traffic operations, public works, or a related field; OR
- o Eight years of experience in engineering technology, civil engineering, roadway construction, highway maintenance, traffic operations, public works, or a related field
- Valid driver's license
- District-wide travel
- Requires 24-hours a day availability; Extensive periods of overtime, especially during the winter months

Position Desirables:

- Experience supervising a unionized workforce
- Ability to plan and direct efforts of work for efficient accomplishment of program objectives
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Working knowledge of the function and application of public relations in problem areas
- Strong oral and written communication skills

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

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06/30/2020

Job Title: **Operations Supervisor II Fleet Operations Supervisor**
Agency: Transportation
Closing Date/Time: Tue. 07/14/20 4:30 PM Central Time
Salary: \$6,440.00 - \$9,370.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#44282**

Position Requirements:

Education/Experience

- o Completion of two years of college in civil engineering technology, pre-engineering or a related technical/science curriculum PLUS six years of experience in civil engineering, roadway construction, highway maintenance, traffic operations, public works, or a related field; OR
- o Eight years of experience in engineering technology, civil engineering, roadway construction, highway maintenance, traffic operations, public works, or a related field
- Valid driver's license
- District-wide travel
- Requires 24-hours a day availability; Extensive periods of overtime, especially during the winter months

Position Desirables:

- Experience supervising a unionized workforce
- Ability to plan and direct efforts of work for efficient accomplishment of program objectives
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Working knowledge of the function and application of public relations in problem areas
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06/30/2020

Job Title: **Research Analyst - Non-Code**
Agency: Criminal Justice Information Authority
Closing Date/Time: Mon. 07/13/20 5:00 PM Central Time
Salary: \$58,000.00 - \$62,500.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA 89720-13-2020**

Requires Master's Degree in criminology, criminal justice, sociology, psychology, political science, or other related field. Requires at least one year's experience assisting with or conducting research projects that involve critically summarizing academic literature, developing and administering survey, interview, or other protocols, analyzing qualitative or quantitative data, and writing major findings. Ability to critical analyze, interpret, and effectively summarize research methods and findings published in academic journals; understanding of social science research methodologies; ability to develop research protocols that effectively measure key constructs and program activities; ability to analyze qualitative and quantitative data using statistical software when appropriate; and ability to summarize technical research findings in a manner that is accessible to lay persons.

Please apply by emailing a completed copy of the CMS100 application, a cover letter and resume to: cja.hrdepartment@illinois.gov. You can find the CMS100 on work.illinois.gov under the "forms" tab

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

For example: Research Analyst - Non-Codel/John Doe

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



06/30/2020

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#: CS4475

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

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06/30/2020

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

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).



06/30/2020

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

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06/30/2020

Job Title: **Public Service Administrator - Opt 8L**
Agency: Human Rights Commission
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: **1**
Plan/BU: **BBR**
Bid ID#: **TIRC-PSA-8L**

Conducts investigations and analysis of claims of torture as assigned by the Executive Director of the IL Torture Inquiry and Relief Commission. Evaluates claims for legal compliance with statute 775 ILCS 40 and Administrative Codes 2 Ill. Admin 3500 and 20 Ill. Admin 2000 and existing Commission case law. Interviews witnesses; drafts suggested determinations and court filings; presents suggested determinations to Commission for final decision. Responsible for all aspects of crime victim notification for those cases assigned to him/her. Drafts public and private grant applications, applies for and manages grants for the Commission. Advises executive director on legal requirements of received grants and coordinates with staff to ensure compliance with all grant requirements. Acts as liaison with all necessary parties for grant receipt, administration and compliance. Performs occasional legal analysis of Freedom of Information Act, Open Meetings Act, compliance law, employment law and other statutes as requested by Executive Director.

AGENCY CONTACT:

Dr. Ewa Ewa
IHRC Personnel Officer
100 W Randolph Suite 5-100
Chicago IL 60601
312-814-6269
ewa.ewa@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).



06/30/2020

Job Title: **Public Service Administrator - Opt 1**
Agency: Employment Security
Closing Date/Time: Wed. 07/08/20 11:59 PM Central Time
Salary: \$85,000.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **RA 09211**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with major courses in Business or Public Administration. Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization, preferably including three years of managerial experience in a public agency providing comprehensive employment, human resource development or social welfare services. Requires extensive knowledge of public and business administration. principles and practices; staff utilization and employee motivation; IDES programs and service objectives, activities and operational systems, including Revenue programs and objectives and agency operating systems, including but not limited to GenTax, the Illinois Benefit Information System (IBIS), Benefit Charging System (BCS) and the Benefit Funding System (BFS)

Anticipated Starting Salary: \$85,000/year

WORK HOURS:

8:30 am - 5:00 pm, Monday – Friday

WORK LOCATION:

Revenue Division
33 S. State Street
Chicago, IL. 60603

AGENCY CONTACT/ Where to Apply:

IDES Recruitment & Selection
33 S. State Street - 8th Floor
Chicago, IL 60603
Attn: Sudi Garcia
Fax: (312) 793-5052

Scan: DES.JOBS@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).



06/30/2020

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.

PROMOTIONAL OPPORTUNITY (applying for a grade OR currently hold a grade): Effective November 1, 2019 CMS Examining will no longer accept CMS100B applications. Current employees interested in this position must submit a bid form and completed Promotional Application (CMS100B, Rev. 07/2019 or newer) to the contact person; this must be done within the bid/posting period and contain the posting ID number on the all forms.

ALL OTHER INTERESTED CANDIDATES (Voluntary Reduction, Job Assignments & Transfer): Applicants must submit a bid form, transfer request form (if applicable), and a completed employment application (CMS100, Rev. 07/2019 or newer) to the contact person; this must be done within the posting period and contain the bid/posting ID number on all forms.

NON-STATE APPLICANTS/GENERAL PUBLIC: If a written examination is needed for this position, the examination must be completed by submitting a CMS100 Application to the testing site during the posting period. If no written test is required, a CMS100 application must be submitted to the contact person; this must be done within the posting period and contain the bid/posting ID number on all forms. Please visit www.work.illinois.gov to obtain a CMS100 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).



06/30/2020

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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06/30/2020

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

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06/30/2020

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).

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06/30/2020

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).



06/30/2020

Job Title: **Corrections Treatment Officer**
Agency: Corrections
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

WORK HOURS: To be determined

LOCATION/AGENCY:

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

OR

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

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

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06/30/2020

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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06/30/2020

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).



06/30/2020

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:

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06/30/2020

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.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).



06/30/2020

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.

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