



07/02/2020

Job Title: **Storekeeper I**
Agency: Human Services
Closing Date/Time: Thu. 07/16/20 5:00 PM Central Time
Salary: \$3,595.00 - \$5,017.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-79-23236**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires one year experience in keeping of stores and stores records. Requires ability to perform heavy physical work including lifting and carrying up to 100 lbs. with assistance. Requires ability to push and pull heavy items. Requires the ability to operate materials handling equipment including a forklift.

Work Location:
Chicago Read Mental Health Center
4200 North Oak Park Avenue
Chicago, IL

7:00 am – 3:00 pm (M-F)

Anticipated Starting Salary Range – \$3,595 to \$5,017 per month or \$43,145 to \$60,212 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

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).



07/02/2020

Job Title: **State Steward - Upstate Thoroughbred**
Agency: Illinois Racing Board
Closing Date/Time: Wed. 07/15/20 11:59 PM Central Time
Salary:
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IRB 24789**

College degree preferred with an emphasis in racetrack management or equine/animal science. Excellent writing and speaking skills a must. The duties of this position can be performed at any racetrack under the jurisdiction of the IRB and requires the ability to travel to and from any track as assigned. Prefer at least five years of Thoroughbred official experience . Prefer accreditation from Racing Officials Accreditation program. Requires familiarity with the administrative rules and statute. Prefer two plus years of supervisory or management experience. Requires proficiency in Microsoft Office Software.

Work Location:

Illinois Racing Board
Arlington International Racecourse 2200 W. Euclid Ave. Arlington Heights, IL. 60006 &
Hawthorne Racecourse 3501 S. Laramie Ave. Cicero, IL. 60804

Agency Contact:

Illinois Racing Board
Jackie Clisham
Jackie.Clisham@Illinois.gov

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07/02/2020

Job Title: **Residential Services Supervisor (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Wed. 07/15/20 5:00 PM Central Time
Salary: \$3,981.00 - \$5,804.00 monthly
\$47,772.00 - \$69,648.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-72-23247-23253**

Requires knowledge, skill and mental development equivalent to an Associate of Arts Degree, with course work in the health and human services fields, plus two years direct care experience in a mental health/rehabilitation residential care setting, or requires two years individual care supervisory experience in a mental health/rehabilitation residential care setting. Qualifying state employees in the Upward Mobility Program shall have the state requirements of this classification waived by successful completion of specific proficiency tests and training programs. Requires thorough knowledge of individual treatment and care policies and procedures. Requires working knowledge of the causes, nature and treatment of intellectual disabilities, developmental disabilities and the methods and techniques employed in individual care, development and rehabilitation. Requires working knowledge of the behaviors and problems of individuals with physical disabilities. Requires general knowledge of the methods and procedures of supervision. Requires working knowledge of household management, including cleaning, food service and supplies. Requires ability to communicate effectively orally and in writing. Requires the ability to assess operational needs and delegate staff. Requires ability to supervise staff effectively.

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

Include bidders' name and posting bid ID # on the subject line of email and as the name of your application file when applying.

Agency Contact:
Bureau of Employee Services
Alice Schroeder
100 South Grand Ave East, 3rd floor
Springfield, IL 62762

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07/02/2020

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

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07/02/2020

Job Title: **Senior Public Service Administrator - Opt 7 (Northern Deputy Chief)**
Agency: **Corrections**
Closing Date/Time: **Fri. 07/10/20 3:00 PM Central Time**
Salary: **Depends on Qualifications**
Job Type: **Full-Time**
Location: **Cook County, Illinois**
Number of Vacancies: **1**
Plan/BU: **XG000**
Bid ID#: **IDOC29-05-20-0626B**

Requires knowledge, skill and mental development equivalent to completion of four years of college with major course work in law, government, history, or business or public administration plus four years of progressively professional experience in law enforcement investigatory work or related field. Requires thorough knowledge of modern law enforcement investigatory concepts and techniques. Requires thorough knowledge of Illinois State statutes, rules, and regulations concerning conflicts of interest or malfeasance of office. Requires extensive knowledge of the functions and interrelationships of State agencies. Requires extensive knowledge of the methods and procedures of the office management and contractual services.

Apply via Email (include BID ID in the Subject line):

IL Dept of Corrections
Lisa Devert
Acting HR Manager
Email: Lisa.Devert@illinois.gov

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07/02/2020

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); IDES policies and procedures, including IDES Revenue Employer Refunds and Professional Employer Organization (PEO)/Employer Relationship Request processes, operations and procedures. Requires the ability to: develop and manage a supportive agency program; develop and maintain cooperative working relationships; analyze administrative problems and adopt an effective course of action; exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures; develop, install and evaluate new and revised methods, procedures and performance standards; and to use a PC with related software packages such as word processing, database management, spreadsheets, e-mail, the Internet and computerized agency systems, including but not limited to GenTax, IBIS, BCS and BFS

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).



07/02/2020

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**

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires a valid driver's license.

Specialized Skills:

Of the previously noted years of experience, requires that the experience involve the administration of child protection services/investigations.

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).



07/02/2020

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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07/02/2020

Job Title: **Information Systems Technical Consultant**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$42,175.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **299**

EXPERIENCE AND EDUCATION: A Bachelor of Science degree in Information Technology or a related field or equivalent combination of education and experience is required. The successful candidate must possess strong oral and written communication skills and excellent project and time management skills, be detail-oriented and self-motivated with the ability to prioritize daily tasks, have the ability to accurately record assets and licensing information, and consistently follow procedures and ensure tasks are completed in a timely manner. The ability to work alone, with colleagues, and with third-party service providers is required.

PHYSICAL REQUIREMENTS: Work is generally performed in a professional office working environment. This position requires the ability to lift and move servers, storage systems, computers, monitors, and computer accessories. Applicant must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record. Applicant must have the ability to work additional hours and travel, including overnight stays, as required.

Work Hours: 8:30 a.m. - 5:00 p.m.

Administrative Office of the Illinois Courts
222 North LaSalle Street, 13th Floor
Chicago, IL 60601

Agency Contact: Barbara Black
Phone: (217) 524-6429

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07/02/2020

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.

WORK LOCATION

Division of Child Support Services
Cook County - Statewide Field Account Reconciliation (53)
69 West Washington Street, 4th Floor
Chicago, IL 60602 (Cook)

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).



07/02/2020

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

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).



07/02/2020

Job Title: **TECHNICAL SPECIALIST OPT M TRAINEE
(MECHANICAL ENGINEER) - NONCODE**

Agency: Capital Development Board

Closing Date/Time: Wed. 07/29/20 11:59 PM Central Time

Salary: Depends on Qualifications

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **CDB000192**

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

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

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

Agency Contact:

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

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



07/02/2020

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).



07/02/2020

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).



07/02/2020

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).



07/02/2020

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).



07/02/2020

Job Title: **Social Services Career Trainee - Manual Communication**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,347.00 - \$4,898.00 monthly
\$40,164.00 - \$58,776.00 annually
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **20**
Plan/BU: **RC062**
Bid ID#: **CONTINUOUS INFORMATIONAL**

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or equivalent educational attainment in a related field of the social sciences. Requires ability to understand and follow oral and written instructions. Requires the ability to communicate in Sign Language at a colloquial skill level.

Candidates interested in the Social Services Career Trainee need to take a written test at CMS.

For testing information go to: <http://work.illinois.gov> (listed at the top of posting)

For DHS assistance contact: dhs.recruitment@illinois.gov

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).



07/02/2020

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

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

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

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

Agency Contact:

Debbi Denzler

Human Resources Specialist

Capital Development Board

401 S. Spring St., 3rd Fl.

Wm. G. Stratton Building

Springfield, IL 62706

217-524-7510

Debbi.Denzler@illinois.gov

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



07/02/2020

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

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

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

Office of Executive Inspector General

69 W. Washington Street

Chicago, IL 60602

Division of Human Resources

312.814.1789

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07/02/2020

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: 2
Plan/BU: RC009
Bid ID#: 10-44-23104-5

Residential Care Worker Trainee:

Requires knowledge, skill and mental development equivalent to an Associate degree 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 daycare facility or a Head Start program.

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.

Work Location:

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

Hours of Work: 01:45 pm - 9:45 am M-T, 10:00 am - 6:00 pm 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

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07/02/2020

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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