



07/04/2020

Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Wed. 07/22/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-75-22865**

Under administrative direction, organizes, plans, executes, controls, and evaluates the operation of the Activity Therapy Program for the on-site training centers at Shapiro Center. Serves as a full-line supervisor to lower level activity staff. Serves as a consultant to unit directors and other executive level staff regarding Activity Therapy and its relation to the overall program of the center. Procures Activity Therapy Program supplies and equipment. Ensures compliance with State and Federal standards and ensures Shapiro policies and procedures are implemented.

Work Hours:

Monday - Friday

8:00 a.m. - 4:30 p.m.

Requires ability to work evening and weekend hours based on operational need.

Work Location / Agency Contact:

IDHS - Shapiro Center

Attn. Kim Parks/Maryann Kenton, Personnel

100 E. Jeffery Street

Kankakee IL 60901

Phone: 815-939-8222

Fax: 815-939-8560

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).



07/04/2020

Job Title: **Plant & Pesticide Specialist II**
Agency: Agriculture
Closing Date/Time: Wed. 07/15/20 5:00 PM Central Time
Salary: \$4,777.00 - \$6,954.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **IDOA 1927**

Requires knowledge, skill and mental development equivalent to the completion of four years college, preferably with coursework in entomology, horticulture, botany agronomy or related fields and requires 2 years professional experience in those fields.

Requires extensive knowledge of the effects of pesticides on plants and the environment and the federal and state laws and regulations governing the use and application of pesticides, the safe and care of nursery stock and the control of noxious weeds.

Requires ability to lift and carry a minimum of 50 lbs. of weight, work in environments with dust, work outside during all seasons, and handle products such as agri-fertilizer and chemicals.

Requires ability to obtain accreditaiton as an ACO within 24 months of hire.

Requires ability to drive for long periods of time.

Requires a valid driver's license.

AGENCY CONTACT:

Illinois Department of Agriculture
Bureau of Human Resources
P.O. Box 19281
Springfield, IL 62794-9281
(217)785-5099
(217)557-5887 FAX
AGR.Humanresources@illinois.gov

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07/04/2020

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#: **10-72-23254-23260**

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.

**Ludeman DD Center
114 N Orchard Road
Park Forest, IL 60466**

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

Include bidders' names 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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07/04/2020

Job Title: Security Therapy Aide I/Security Therapy Aide Trainee
Agency: Human Services
Closing Date/Time: Thu. 07/09/20 4:00 PM Central Time
Salary: \$3,317.00 - \$5,401.00 monthly
\$39,804.00 - \$64,812.00 annually
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 20
Plan/BU: RC009
Bid ID#: 10-81-117109-117128

SECURITY THERAPY AIDE 1: Requires knowledge, skill and mental development equivalent to completion of high school. Requires successful completion of an approved Security Therapy Aide Training Program or equivalent experience.

SECURITY THERAPY AIDE TRAINEE: Requires knowledge, skill and mental development equivalent to completion of high school. Requires ability to participate in and successfully complete the Security Therapy Aide training program. Requires ability to protect self and others.

Location: Elgin Mental Health Center - Forensic Treatment Program

CONTACT INFORMATION:
Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Phone: 847-742-1040, ext. 2095

Submit Bids/Applications to the Email Address or Fax# below:
Sandra.Hoston@illinois.gov OR Fax: 847-429-4933

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).



07/04/2020

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

PREFERRED QUALIFICATIONS:

1. Bachelor's degree or higher level of education.
2. Experience working as a staff assistant or confidential assistant to upper-level management..
3. Experience managing the calendars of others.
4. Experience working with confidential information.
5. Proficiency in Microsoft Excel or an equivalent spreadsheet software.
6. Proficiency in Microsoft Word or an equivalent word processing software.
7. Proficiency in Microsoft PowerPoint or an equivalent presentation software.
8. Experience in evaluating processes for continuous improvement in a professional environment..
9. Experience gathering information and preparing reports using statistical data.
10. Experience working with a professional phone and videoconferencing system..

Previously submitted applications for open competitive list or a promotional list for this position will not be considered. Only applications submitted "ONLINE", during the posting period, will be considered in the filling of this position. Paper applications submitted for this position will not be processed and will be destroyed.

ESTIMATED HIRING TIMELINE:

Applicant notification of interview: 07/06/2020

Interviews will begin: 07/20/2020

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07/04/2020

Job Title: **Physician Specialist - Option A or B - Opt 05 or Opt 6**
Agency: Human Services
Closing Date/Time: Fri. 07/31/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC063**
Bid ID#: **10.79-23159-23160**

Requires an Illinois license to practice medicine and completion of an approved residency in Internal Medicine or American Board Certification in Family Practice.

CONTACT INFORMATION:

Summer Doxie

Summer.Doxie@illinois.gov

Human Resource Office

Chicago Read Mental Health Center

4200 N. Oak Park Avenue Chicago, IL 60634

fax 773-794-5583

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07/04/2020

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.HRAApplications@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).



07/04/2020

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**

Requires possession of a license to practice law in the State of Illinois. Requires knowledge, skill and mental development equivalent to four years of college. Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization.

Preferred Qualifications:

Criminal law experience, particularly post-conviction proceedings, is preferred. Grant-writing and grant management experience preferred. Familiarity with Administrative Law, Illinois Code of Criminal Procedure, Illinois Code of Civil Procedure, Illinois Supreme Court Rules, Illinois Rules of Evidence, Illinois Freedom of Information Act, Illinois Open meetings Act are a plus.

AGENCY CONTACT:

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

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07/04/2020

Job Title: Child Welfare Advanced Specialist
Agency: Children & Family Services
Closing Date/Time: Wed. 07/08/20 5:00 PM Central Time
Salary: \$4,707.00 - \$7,095.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: 2024005-248725V

Requires a master's degree in social work plus two years of directly related professional experience as a Child Welfare Specialist or Child Protection Specialist in the Department of Children and Family Services; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

The college or university issuing a master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education..

Hours: Monday - Friday 8:30 a.m. - 5:00 p.m.

Location: 17 N. State Street, 7th FL Chicago, IL 60602

Contact:

Dahra Parenteau

Office of the Guardian

17 N. State Street, 7th FL

Chicago, IL 60602

Email: Dahra.Parenteau@illinois.gov (Preferred)

Phone: 312-793-1430 **Fax:** 312-793-3546

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07/04/2020

Job Title: **Mental Health Technician Trainee I/Mental Health Technician 1**
Agency: Human Services
Closing Date/Time: Thu. 07/09/20 4:00 PM Central Time
Salary: \$2,721.00 - \$3,917.00 monthly
\$32,652.00 - \$47,004.00 annually
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **10**
Plan/BU: **RC009**
Bid ID#: **10-81-117093-117102**

MENTAL HEALTH TECHNICIAN TRAINEE: Requires elementary knowledge of nursing care, first aid and personal and environmental hygiene health care. Requires ability to participate in and successfully complete a comprehensive training program. Requires physical ability to help restrain a patient, be able to provide personal care such as bathing, transferring a patient from wheel chair to stretcher to bed. Must be able to hear sounds from all areas of the unit. Must have visual capability to adequately identify patients, staff and visitors as well as patient behavior that may necessitate immediate intercession or lead to changes in a patients condition that may threaten the safety and well being of patients and staff. Must be able to participate in physical activities such as sports, dances, picnics, etc. Must be able to accompany patients on and off grounds to clinics, doctor's appointments, shopping etc. Must be physically able to perform general housekeeping or maintenance duties. Requires the ability to maintain clinical patient records. Must be able to understand and follow directions, understand treatment modalities and tolerate frustrations of working with mentally ill patients who may have provocative or threatening behaviors.

MENTAL HEALTH TECHNICIAN 1: Requires successful completion of an approved Mental Health Technician training program. Requires moderate to heavy physical effort to lift clients. Requires ability to control, direct and restrain clients from harming themselves or others. Requires ability to observe client behavior and ability to report unusual happenings; requires ability to understand and implementation rules, regulations and policies of the facility and agency.

Contact:
Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Phone: 847-742-1040, ext 2095 or ext. 2029; Fax: 847-429-4933
Email Applications and or Bid Forms to: Sandra.Hoston@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).



07/04/2020

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

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).



07/04/2020

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

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.

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07/04/2020

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
- 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

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07/04/2020

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

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07/04/2020

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

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).



07/04/2020

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).



07/04/2020

Job Title: **Technical Advisor III**
Agency: Revenue
Closing Date/Time: Tue. 07/07/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **DOR 21981**

Requires graduation from a recognized law school. Requires possession of a valid license to practice law in Illinois. Requires two years professional experience in the practice of law. Requires thorough knowledge of common law and of the state and federal laws, particularly relating to administrative and regulatory functions. Requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings, and trials procedures. Requires extensive knowledge in the field of revenue tax law. Requires working knowledge of concepts of administration and management, including organization, controls and techniques used in dealing with management and procedural problems. Requires ability to plan, layout and review with work relating to complicated legal problems. Requires ability to maintain satisfactory working relationships with supervisors, other attorneys, employees and the general public. Requires litigation skills. Requires skill and ability in examining, appraising, and organizing facts, evidence and precedents concerned in difficult and complex cases and in presenting such material in clear and rational form for oral or written presentation, as briefs, orders, reports or verdicts. Requires ability to exercise sound judgment in appraising and evaluating problems of a procedural nature. Requires possession of a valid appropriate driver's license and ability to travel.

Agency Contact:

Illinois Department of Revenue – Human Resources
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
(217) 782-6239 Phone
(217) 782-9925 Fax

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



07/04/2020

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).



07/04/2020

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).



07/04/2020

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).



07/04/2020

Career Counseling Services

State government career counseling services are provided by CMS Assessment Centers either by mail, email or through individual, in-person counseling sessions. Note that in-person counseling sessions are available at all CMS Assessment Centers by appointment only on a limited, first come-first serve basis and available sessions fill up quickly so applicants are strongly encouraged to take advantage of career counseling services offered via mail or email.

Counseling by Mail: If you want to take advantage of counseling by mail, complete a CMS-100 application, indicate that you want counseling by mail and your geographic employment preferences and salary requirements, and mail your application and request to the Chicago or Springfield assessment center. To ensure prompt service, mark the envelope "Request for Counseling by Mail." Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and will send back a list of potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

Counseling by Email: If you prefer, you can request counseling by email. Complete and attach to the email your CMS-100 application, indicate that you want counseling by email along with your geographic employment preferences and salary requirements, and email your request and application to: CMS.CounselingByEmail@Illinois.gov

Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and respond via email with potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

Career Counseling Session: If you schedule an appointment for a career counseling session at a CMS Assessment Center, you must complete and bring your CMS-100 application with you to the assessment center. A career counseling session lasts approximately 30 minutes. The career counselor will review your education and experience as reported on your CMS-100 application and discuss state government employment opportunities with you that match your credentials and employment preferences with position titles for which you may be qualified and answer any questions you may have regarding examination procedures and eligibility requirements. If you are unable to make your appointment, please contact the assessment center in advance to cancel your appointment.

Career Services also provides special assistance to Illinois veterans through the [Veterans Outreach Program](#). Please direct all Veteran Outreach issues directly to VeteransOutreachByEmail@illinois.gov.

From its Chicago office, CMS also offers the [Diversity Enrichment Program](#) (DEP) headquartered in the James R. Thompson Center (JRTC). The Program is responsible for the recruitment of well-qualified candidates for employment in underutilized categories for State employment through targeted outreach events and applicant counseling and is a resource for all State agencies, boards and commissions to supplement their recruiting efforts and develop strategies for diversification.

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