



07/07/2020

Job Title: **Dietary Manager I - Opt 2 (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 07/20/20 5:00 PM Central Time
Salary: \$4,165.00 - \$6,128.00 monthly
\$49,980.00 - \$73,536.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-72-24807**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in dietetics. Requires one year of professional experience in a large scale food service program. Requires possession of a valid certificate as a Certified Dietary Manager. Qualifying state employees in the employee Upward Mobility Program, may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class. Requires the ability to effectively communicate (verbal and written).

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

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

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



07/07/2020

Job Title: **Account Clerk II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 07/20/20 5:00 PM Central Time
Salary: \$3,009.00 - \$4,059.00 monthly
\$36,108.00 - \$48,708.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-72-24811**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires one year of office experience, including bookkeeping work. Requires working knowledge of bookkeeping principles and practices; requires elementary knowledge of the principles and functions of standard office accounting machines and equipment; requires ability to make rapid and accurate arithmetic calculations either manually or by machine. Qualifying state employees in the employee Upward Mobility Program, may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this classification.

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

****PLEASE SEE NEW CMS GRADING PROCESS BELOW****

Bids/applications must be received at the DHS.DDHiringUnit@illinois.gov by the closing date of the posting, late applications will be considered ineligible.

CANDIDATES MUST SUBMIT A SEPARATE BID FORM AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.

APPLICATION – BIDDING PROCEDURES:

If this position requires an automated/skills test, candidates must take this test by the close of the posting period in order to receive a grade, in addition to following the steps below. For more information on which titles require a test, please [click here](#).

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).



07/07/2020

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**

This position is accountable for the direct supervision of staff involved in preserving the highway investment and ensuring the safety and efficient operation of expressway routes by planning and directing the regular maintenance activities which requires optimizing the use of personnel, equipment, commodities, and other allocated resources.

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).



07/07/2020

Job Title: **Social Service Program Planner Iv**
Agency: Human Services
Closing Date/Time: Fri. 07/17/20 5:00 PM Central Time
Salary: \$5,690.00 - \$8,620.00 monthly
\$68,280.00 - \$103,440.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-90-23228**

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a related master's degree. Requires two years of progressively responsible professional experience in community organization, social service work or in program planning and development. Requires advanced technical ability in Microsoft Office Suite (i.e. Microsoft Word, Excel, and Outlook), Adobe Acrobat Pro DC/X, and ability to learn and use a variety of software products. Requires the ability to prepare PBCs, CAAFs, contracts, contract amendments, and program payments.

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

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



07/07/2020

Job Title: **Social Service Program Planner III**
Agency: Human Services
Closing Date/Time: Fri. 07/17/20 5:00 PM Central Time
Salary: \$5,101.00 - \$7,661.00 monthly
\$61,212.00 - \$91,932.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-90-23227**

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a related master's degree. Requires one year of progressively responsible professional experience in community organization, social service work, or in program planning and development. Requires the ability to analyze and evaluate programs and operations. Requires the ability to utilize Microsoft Office Suite, (especially Microsoft Word, Excel and Outlook), Adobe Acrobat Pro DC/ X, Sharepoint, and the Salesforce platform. Requires the ability to prepare Procurement Business Cases (PBCs), Contract Adjustment and Approval forms (CAAFs), contracts, contract amendments, and program payments. Requires possession of a valid driver's license. Requires the ability to travel.

Full Bargaining Unit Range – \$5101.00- \$7661.00

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply:

DHS.HiringUnit@illinois.gov

Include posting ID # and bidders names in subject line when applying

Agency Contact:

Bureau of Employee Services

Krissie Buss

100 South Grand Ave East, 3rd floor

Springfield, IL 62762

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



07/07/2020

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 09207**

Requires knowledge, skills and mental development equivalent to the completion of four years of college, preferably with courses in business or public administration. Requires three years of progressively responsible administrative experience in a public or business organization, preferably with experience in employer liability for Unemployment Insurance. Requires extensive knowledge of IDES Revenue Employer File Maintenance processes, operations and procedures to evaluate their effectiveness and conformance to appropriate rules and regulations. Requires extensive knowledge of BFS. Requires the ability to plan and direct the development, implementation and maintenance of department programs and services; supervise subordinate staff engaged in providing direct service to department clientele and to use a PC with related software programs such as word processing, database, spreadsheets, and electronic mail.

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).



07/07/2020

Job Title: **Public Information Coordinator**
Agency: Central Management Services
Closing Date/Time: Thu. 07/16/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CMS 20483**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in journalism, English and public speaking. Requires two years professional experience in informational writing, research or dissemination of information. Requires thorough knowledge of methods and techniques for disseminating information to the general public, various groups, organizations, agencies and the media. Requires thorough knowledge of programs, policies, services and operations of various state agencies. Requires ability to direct and coordinate the work activities of lower level staff/crew members and to edit and revise informational, educational or promotional material. Requires ability to plan, develop and direct a specific phase of a centralized statewide public information program. Requires ability to compose, prepare and edit comprehensive informational, promotional and educational bulletins, pamphlets, maps and brochures. Requires ability to develop new and more effective methods and techniques for the utilization of news media. Requires ability to explain, interpret and assist in developing policies, services, rules and regulations and to stimulate public interest in state agency operations. Requires ability to plan, schedule and organize informational, promotional and educational presentations or programs. Requires ability to handle controversial and confidential matters in a tactful and diplomatic manner. Requires poise with a pleasing manner and appearance, and speech that is conducive to public work. Requires the ability to create and maintain satisfactory working relationships with others. Prefers knowledge of current broadcast and Electronic Field Production (EFP) equipment and with various formats of media recording and basic non-linear editing experience. Requires valid driver's license and ability to travel. Requires the ability to lift, load, unload, set up, and tear down equipment used to produce informational material weighing 75 lbs. Prefers experience in video production.

Agency Contact:

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

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



07/07/2020

Job Title: **Human Rights Investigator Trainee - Opt SS - 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 ability to read, write and speak Spanish. 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.

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

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).

Additional Documentation for Human Rights Investigator Trainee:

[Option SS - Spanish Speaking](#)

[Class Specification](#)

[Additional Title and Exam Information](#)

[Test Information Guide](#)

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).



07/07/2020

Job Title: Juvenile Justice Specialist - Continuous
Agency: Juvenile Justice
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 00
Bid ID#: DJJ27-19 Continuous

Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Requires successful completion of an approved Department of Juvenile Justice training program. Candidate must be over the age of 21. Requires working knowledge of juvenile behavior problems, and the treatment and interventions required to develop successful and appropriate behaviors; requires working knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns; requires working knowledge of rules and regulations and specific procedures for carrying out work assignments; requires knowledge of basic first aid and emergency response protocols in order to deal with emergency situations. Requires possession of an appropriate valid driver's license. Requires physical agility and strength to stand and walk for up to three hours at a time, to run for short distances , and to provide physical intervention and control as necessary in order to protect and/ or restrain individuals.

WORK HOURS; 24/Hr. Supervision - 3 Designated Shifts by Work Location. DAYS OFF - Vary.

LOCATION/AGENCY: Illinois Department of Juvenile Justice.

Click here for a listing of our facilities: <https://www2.illinois.gov/idjj/Pages/Facilities.aspx> or visit our website at www.IDJJ.state.il.us

Illinois Department of Juvenile Justice

217-557-1030

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).



07/07/2020

Job Title: **Telecommunicator Trainee**
Agency: State Police
Closing Date/Time: Continuous
Salary: \$3,196.00 - \$4,468.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-40-ISP20-061**

Requires knowledge, skill, and mental development equivalent to completion of four years of high school. Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class. Requires elementary knowledge of the Operation and care of a keyboard and related equipment. Requires elementary knowledge of office practices and procedures, business English, spelling, and commercial arithmetic. Requires skill to type accurately at a minimum of 30 wpm. Requires ability to receive, understand, and act upon aural and written instructions and information through the use of a two-way radio and telephone. Requires ability to acquire a valid LEADS operator certificate. Requires a clear speaking voice. Requires ability to maintain self control under stressful conditions. Must be able to pass an agency background check. Must be able to work assigned shifts, weekends, and holidays.

Anticipated Starting Salary: \$3,196/mo; \$38,352/yr

Chicago locations: Salary in hire rate is \$4,294 - \$4,468/mo

Current bargaining unit employees - contractual language applies

Full bargaining unit range: \$38,352/yr - \$53,616/yr

Work Hours: Indeterminate

Work Location:

Statewide

Agency Contact

Submit completed application via Email (include BID ID in Subject line) or USPS:

Illinois State Police/Human Resources

801 S. 7th St., Ste. 700 Annex

Springfield, IL 62703

ISP.JobPostings@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).



07/07/2020

Job Title: **Telecommunicator Specialist**
Agency: State Police
Closing Date/Time: Continuous
Salary: \$3,874.00 - \$5,685.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-40-ISP20-062**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires successful completion of the Telecommunicator Trainee Program. Requires possession of a valid LEADS operator certificate. Requires successful completion of agency provided call taker program. Requires successful completion of specialized training in operation of a sophisticated multi-channel trunked radio communications system. Requires a clear speaking voice. Requires ability to receive, understand, and act upon aural and written instructions and information through the use of two-way radio and telephone. Requires ability to effectively and accurately communicate both verbally and in written form. Requires ability to maintain self-control under stressful conditions. Requires ability to properly arrange material for transmission and to determine priority of messages. Requires ability to establish and maintain satisfactory working relationships with other employees, officers, and the public. Must be able to work assigned shifts, weekends and holidays.

Agency Contact

Submit signed application via email (include BID ID in Subject line) or USPS:

Illinois State Police/Human Resources

801 S. 7th St., Ste. 700 Annex

Springfield, IL 62703

ISP.JobPostings@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).



07/07/2020

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

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).



07/07/2020

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

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).



07/07/2020

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

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

Housekeeping Department
7am-3pm Rotating Days off

CONTACT INFORMATION:

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

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



07/07/2020

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

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).



07/07/2020

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).



07/07/2020

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).



07/07/2020

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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07/07/2020

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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07/07/2020

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).



07/07/2020

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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