



07/09/2020

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

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

Spanish Speaking Option, SSV- Requires the ability to speak, read and write Spanish at a colloquial skill level.

Manual Communication Option, MCV - Requires the ability to pass the assessment for sign language at the advanced level.

Sherrie Bridges  
Division of Rehabilitation Services  
100 S. Grand Avenue East  
Springfield, IL 62764  
217-524-7550  
[Sherrie.Bridges@illinois.gov](mailto:Sherrie.Bridges@illinois.gov)

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/09/2020

Job Title: **Social Services Career Trainee**  
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**

Under direct supervision, receives on the job training for a period of six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Temporary Assistance to Needy Families (TANF) including earned income cases, Medical Assistance No Grant (MANG) including Spenddown cases, Aid to the Aged, Blind and Disabled (AABD), Group Care, Supplemental Nutrition Program (SNAP) or other such cases; receives training to explain work incentive programs and to encourage client participation; receives training to assist client in resolving problems that interfere with work or educational opportunities. Communicates with customers and other Department of Human Services (DHS) staff in both verbal and written form.

Candidates interested in the Social Services Career Trainee need to 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 contract: [dhs.recruitment@illinois.gov](mailto: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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/09/2020

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 u 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 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 contract: [dhs.recruitment@illinois.gov](mailto: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).



07/09/2020

Job Title: **Social Services Career Trainee - Opt SS**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,371.00 - \$4,826.00 monthly  
\$40,452.00 - \$57,912.00 annually  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **20**  
Plan/BU: **RC062**  
Bid ID#: **CONTINUOUS - INFORMATIONAL**

Requires Bachdor'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 speak, read and write Spanish at a colloquial skill level.

[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](http://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](mailto: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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/09/2020

Job Title: **Human Resources Specialist**  
Agency: Human Services  
Closing Date/Time: Mon. 07/20/20 4:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **CF062**  
Bid ID#: **10-81-23154**

Requires knowledge, skill and mental development equivalent to the completion of four years of college and two years of professional human resources experience. Requires extensive knowledge of the Personnel Code, Rules, position Classification Plan, Pay Plan, Collective Bargaining Contracts, Equal Employment Opportunity Act and Civil Rights Act and guidelines derived there from and departmental policies, procedures and processes. Requires extensive knowledge of the framing of correspondence and reports with grammatical correctness. Requires extensive knowledge of state government and its processes. Requires ability to read, assimilate and recall with a high degree of proficiency facts and figures.

#### **Contact Information**

Elgin Mental Health Center  
750 S State St  
Elgin, IL 60123  
Phone: 847-742-1040, Ext 2095; Fax 847-429-4933  
Email Address: [Sandra.Hoston@illinois.gov](mailto:Sandra.Hoston@illinois.gov) (This email address is for submission of Bids/Applications 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/09/2020

Job Title: Office Associate - Opt 2  
Agency: Human Rights Department  
Closing Date/Time: Mon. 07/20/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 20-31

Requires knowledge ,skill and mental development equivalent to completion of high school and two years of office experience. Requires Opt. 2 / 45 WPM typing and must have skills and knowledge of Microsoft Word 95.

**Agency Contact:**

Adam Coe  
Department of Human Rights  
100 West Randolph Street, Suite 10-100  
Chicago, Illinois, 60601  
312-814-6219 Telephone  
312-793-2121 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).





07/09/2020

Job Title: Office Coordinator - Opt SS2  
Agency: Healthcare & Family Services  
Closing Date/Time: Mon. 07/20/20 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#: CS4477

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 ability to type accurately at 30 words per minute. Requires the ability to speak and write Spanish at a colloquial skill level.

### **WORK LOCATION**

Healthcare & Family Services/DCSS  
CSS-Cook County Judicial Operations (54)  
CIRU/PSSU  
36 S. Wabash Ave  
Chicago, IL 60603 (Cook County)

### **WHERE TO APPLY**

Division of Child Support Personnel  
509 S 6th Street  
Springfield, IL 62701  
(217) 557-3900 – Phone  
(217) 524-3960 – 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/09/2020

Job Title: **Business Systems Consultant**  
Agency: Public Health  
Closing Date/Time: Tue. 07/14/20 5:00 PM Central Time  
Salary: \$90.00 / Hour  
Job Type: Temporary  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Bid ID#: **EM-20-0015**

Requires knowledge, skill and mental development equivalent to the completion of four years of college; prior experience equivalent to four years of progressively responsible administrative experience in a public or business organization; prior experience as a Business Systems Consultant ensuring that IT processes are adequate and functional.

**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](mailto: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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).





07/09/2020

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/09/2020

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 accreditaion 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](mailto:AGR.Humanresources@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/09/2020

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](mailto: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

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/09/2020

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).



07/09/2020

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](mailto: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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).





07/09/2020

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](mailto: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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).





07/09/2020

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](mailto:work4dcfs@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/09/2020

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](mailto: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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/09/2020

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).



07/09/2020

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](http://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](mailto: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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/09/2020

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](mailto: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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).





07/09/2020

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

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07/09/2020

## 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](mailto: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](mailto: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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