



07/11/2020

Job Title: **Military Maintenance Engineer**  
Agency: Military Affairs, Department of  
Closing Date/Time: Thu. 07/23/20 11:59 PM Central Time  
Salary: \$3,899.00 - \$5,804.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC042**  
Bid ID#: **21-001**

**REQUIREMENTS:** Requires active or retired (minimum 20 years) membership in the Illinois National Guard or retired (minimum 20 years) US Armed Forces, if last active duty assignment was with the Illinois National Guard. Requires active or retired (20 yrs) membership in the Illinois National Guard. Requires knowledge, skill and mental development equivalent to the completion of 4 years high school. Requires one year experience in performing a variety of semi-skilled manual tasks in the maintenance of building and grounds. Requires one year experience in the repair and operation of electronic systems. Knowledge of construction and maintenance materials.

**WHERE TO APPLY:**

**Current State Employee:** Must submit a Notice of Interest in Vacancy/Bid Form, AFSCME Transfer Form these forms can be found on the [www.work.illinois.gov](http://www.work.illinois.gov) and select "Forms" and the DMA FM115 Application may be obtained by visiting the website <http://www.il.ngb.army.mil/> select "Employment Opportunities: then select "DMA FM-115". Mail forms to Department of Military Affairs, State Personnel Office, 1301 N. MacArthur Boulevard, Spfld, IL 62702-2399, fax them to 217/761-3418 or email to [ng.il.ilarng.mbx.state-personnel@mail.mil](mailto:ng.il.ilarng.mbx.state-personnel@mail.mil).

**Note: Applications submitted on forms issued prior to the 7/2015 revision will NOT be accepted.**

**Non State Employees:** Must complete and submit an FM115-R application before the closing date to the Department of Military Affairs, State Personnel Office, 1301 N. MacArthur Boulevard, Springfield, IL 62702-2399. The FM115-R Application may be obtained by visiting the website at <http://www.il.ngb.army.mil/> , select ""Employment Opportunities: then select "DMA FM-115". **Note: Applications submitted on forms issued prior to the 07/2015 revision will NOT be accepted.**

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).



07/11/2020

Job Title: Office Clerk - Opt SS1  
Agency: Human Services  
Closing Date/Time: Thu. 07/23/20 5:00 PM Central Time  
Salary: \$2,782.00 - \$3,686.00 monthly  
\$33,384.00 - \$44,232.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-24869

Requires knowledge, skill and mental development equivalent to completion of high school. Requires elementary knowledge of grammar, spelling and punctuation. Requires ability to follow oral and written instructions. Requires ability to speak, read and write in Spanish at a colloquial skill level.

**Where to Apply:**

**Please email applications and bid forms to:**  
**DHS.HiringUnit@illinois.gov**

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

**Agency Contact:**

Bureau of Employee Services  
Greer McNeil  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
FAX: 217-524-2116

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).



07/11/2020

Job Title: **Clinical Laboratory Technologist Trainee**  
Agency: Public Health  
Closing Date/Time: Thu. 07/23/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **IDPH 55-19-0228 & 55-19-0229**

Requires a Bachelor's degree in one of the chemical, biological, medical technology, clinical laboratory sciences, or physical sciences from a recognized college or university; Requires working knowledge of laboratory techniques used for scientific laboratory examinations. Requires ability to compare, analyze and/or identify various organisms/substances.

**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).



07/11/2020

Job Title: **Clinical Laboratory Technologist I - Opt A**  
Agency: Public Health  
Closing Date/Time: Thu. 07/23/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **IDPH 55-19-0228 & 55-19-0229**

Requires a Bachelor's degree in medical technology from a recognized college or university; or a bachelor's degree from a recognized college or university in one of the chemical, biological, or physical sciences, supplemented by one year's professional clinical laboratory experience. Requires the ability to use stringent sterile techniques and bio-chemical test routinely performed to identify disease causing organisms; requires the ability to interpret complex tests to identify clinical microorganisms; requires the ability to safely work with highly pathogenic organisms in order to protect the health of the individual and coworkers. Requires knowledge and experience in all aspects of microbiology, general bacteriology, mycobacteriology, parasitology, and mycology. Requires extensive knowledge of CLIA regulations governing microbiology laboratories.

**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).



07/11/2020

Job Title: **Human Rights Mediator**  
Agency: Human Rights Department  
Closing Date/Time: Wed. 07/22/20 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: **RC062**  
Bid ID#: **20-36**

Requires four years of college or knowledge, skill and mental development equivalent to completion of four years of college. Knowledge and experience in computer operations. One year of professional experience working in a public or private organization, or the equivalent experience and training. Must be certified mediator (minimum 40 hour program) with significant experience mediating disputes, which can substitute for the professional experience.

**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).





07/11/2020

Job Title: **Human Rights Mediator - Opt SS**  
Agency: Human Rights Department  
Closing Date/Time: Wed. 07/22/20 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: **RC062**  
Bid ID#: **20-34**

Requires four years of college or knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration. Requires one year of professional experience which includes mediating disputes, preferably including those dealing with discrimination issues or requires completion of an approved agency training program. Requires certification as certified mediator. Requires ability to interpret and apply the Human Rights Act and Department's rules and regulations in mediating charges of discrimination. Candidate must have the ability to speak and write Spanish at a colloquial skill level.

**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).



07/11/2020

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

**Position Requirements:**

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

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).



07/11/2020

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

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 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).





07/11/2020

Job Title: **Mental Health Technician I or II- Opt SS or Mental Health Tech Trainee - Opt SS**

Agency: **Human Services**

Closing Date/Time: **Fri. 07/31/20 4:59 PM Central Time**

Salary: **Depends on Qualifications**

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **2**

Plan/BU: **RC009**

Bid ID#: **10/79-116603.116604**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habitation of individuals with mental illness or developmental disabilities. Requires working knowledge of the causes, nature and treatment of mental illness or developmental illness or developmental disabilities and the proper methods and techniques employed in the personal and nursing care, development and habitation of persons with mental illness or developmental disabilities. Requires the ability to speak, read and write Spanish at a colloquial skill level.

3pm-11pm and 11pm-7am Rotating Days of

**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](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).



07/11/2020

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 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).



07/11/2020

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).



07/11/2020

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

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

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07/11/2020

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).





07/11/2020

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

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07/11/2020

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).



07/11/2020

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).



07/11/2020

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).



07/11/2020

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).





07/11/2020

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).



07/11/2020

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).



07/11/2020

## 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.

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).