



07/12/2020

Job Title: Human Rights Investigator Trainee - 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 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:

[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).



07/12/2020

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](#)

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07/12/2020

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).



07/12/2020

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).



07/12/2020

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).



07/12/2020

Job Title: **Mental Health Technician Trainee I**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,181.00 - \$2,855.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **25**
Plan/BU: **RC009**
Bid ID#: **10-72-27020-052020**

Mental Health Technician Trainee

Requires knowledge, skill and mental development equivalent to completion of high school. Require the ability to participate in and successfully complete a comprehensive training program. Requires the ability to implement training programs and procedures for individuals with developmental disabilities.

Hours of Work:

6:10 a.m. - 2:10 p.m. OR

2:00 p.m. - 10:30 p.m. OR

10:20 p.m. -6:20 a.m.

Every third weekend off, rotating days off

Other days/shifts as assigned or required

Where to Apply:

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

Agency Contact:

Alice Chambers

Alice.chambers@illinois.gov

114 N. Orchard Drive

Park Forest, IL 60466

Fax: 708-283-3017

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).



07/12/2020

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).



07/12/2020

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).



07/12/2020

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).



07/12/2020

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).



07/12/2020

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

Agency: Capital Development Board

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

Salary: Depends on Qualifications

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **CDB000192**

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

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

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

Agency Contact:

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

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



07/12/2020

Job Title: **Automotive Mechanic - Opt 2 - INFORMATIONAL POSTING**
Agency: Transportation
Closing Date/Time: Continuous
Salary: \$4,239.00 - \$5,652.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **000**
Plan/BU: **RC451**
Bid ID#: **00000**

Commercial Drivers License-Class "A" with appropriate endorsement.

Experience necessary to qualify as a skilled mechanic.

Extensive knowledge of mechanical hand tools and testing equipment.

Requires knowledge, skill and mental development equivalent to the completion of four years of High School or coursework in Auto Mechanics or completion of an approved training course.

Option 2 (Truck and Welding)

At the time the position is posted, interested applicants must submit a CMS100 to the agency contact listed on the posting and take an automated test to obtain an open competitive grade for this title at the CMS Testing Facility by the closing date of the posting. CMS Testing requires applicants to provide the posting bid number that is listed at the top of the posting or a copy of the posting. If deemed qualified from the automated test, your name will be placed on the appropriate Open Competitive list for this title. Please contact the CMS Testing Facility at 217/557-6885 for testing information.

Additional information may also be obtained from contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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



07/12/2020

Job Title: **Underage Compliance Assistant**
Agency: Liquor Control Commission
Salary: \$15.00 / Hour
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: **100**
Bid ID#: **ILCC CP1001**

Must have a high school diploma or actively enrolled in high school. Must be 18-19 years of age. Must be available to work a variety of hours, including nights and possible weekends. Must have a valid driver's license to be able to provide proof of age.

All Interested Applicants: Submit a CMS 100 - Employment Application to the Agency Contact. **FAILURE TO COMPLETE AND SUBMIT THE NEW CMS100 VERSION DATED 7/2019 OR AFTER WILL RESULT IN YOUR APPLICATION BEING REJECTED.**

Instructions:

Go to <http://www.work.illinois.gov/>

Click on Forms

Click on CMS100

Complete the application in full (1. Position Title is: Underage Compliance Assistant – ILCC CP1001)

Sign the application (bottom of first page)

Mail to: Illinois Liquor Control Commission– Human Resources

300 West Jefferson St., Suite 300

Springfield, IL 62702

or EMAIL to: LCCHumanResources@illinois.gov

You will be contacted if chosen for an interview.

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



07/12/2020

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

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

Work Hours:

Monday - Friday

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

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

Work Location / Agency Contact:

IDHS - Shapiro Center

Attn. Kim Parks/Maryann Kenton, Personnel

100 E. Jeffery Street

Kankakee IL 60901

Phone: 815-939-8222

Fax: 815-939-8560

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



07/12/2020

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

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

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

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

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

Requires ability to drive for long periods of time.

Requires a valid driver's license.

AGENCY CONTACT:

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

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).



07/12/2020

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).



07/12/2020

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).



07/12/2020

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

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07/12/2020

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

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07/12/2020

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

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07/12/2020

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,

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07/12/2020

boards and commissions to supplement their recruiting efforts and develop strategies for diversification.

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