



07/16/2020

Job Title: **Gaming Licensing Analyst**
Agency: Illinois Gaming Board
Closing Date/Time: Wed. 07/29/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **8**
Plan/BU: **RC062**
Bid ID#: **IGB 24970**

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in criminal justice, pre-law, finance, public administration or related field. Requires one year of professional experience as a criminal intelligence analyst, investigator, criminal justice specialist, compliance officer, disability claims analyst, insurance claims analyst, intelligence research specialist or similar work in a regulatory, compliance or law enforcement public organization or related private organization. Requires elementary knowledge of the Illinois Gaming Board regulatory and law enforcement statutes, rules, regulations and procedures. Requires elementary knowledge of state, federal and local criminal laws as they relate to the licensing process. Requires working knowledge of computers as utilized in maintaining complex databases, creating spreadsheets and word processing. Requires ability to analyze and compare information, draw conclusions, exercise discretion and judgment and interpret its significance as related to the licensing process. Requires ability to interpret, explain and apply statutory requirements, rules, regulations and procedures. Requires LEADS certification. Requires a valid driver's license and ability to travel.

Agency Contact:

Illinois Gaming Board, Human Resources
801 South 7th Street, Suite 400 South
Springfield, IL 62703
217-557-2821 Phone
217-524-1932 Fax OR Scan To: IGB.jobs@igb.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).



07/16/2020

Job Title: Social Service Program Planner III
Agency: Human Services
Closing Date/Time: Wed. 07/29/20 5:00 PM Central Time
Salary: \$5,100.00 - \$7,661.00 monthly
\$61,200.00 - \$91,932.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-40-24894

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 extensive knowledge of Administrative Rule 2060 and the American Society of Addiction Medicine (ASAM) criteria. Requires thorough knowledge of substance use contract and budget requirements. Requires proficiency in Microsoft Suite (Word, Excel, Access, Publisher, PowerPoint and Outlook), specifically Word, Outlook and Excel. Requires proven, strong analytical, writing and communication skills. Requires ability to travel.

Agency Contact:

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

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07/16/2020

Job Title: **Human Services Caseworker (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 07/27/20 5:00 PM Central Time
Salary: \$4,165.00 - \$6,128.00 monthly
\$49,980.00 - \$73,536.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-24881**

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

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).



07/16/2020

Job Title: **Human Services Caseworker - Opt SS (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 07/27/20 5:00 PM Central Time
Salary: \$4,165.00 - \$6,128.00 monthly
\$49,980.00 - \$73,536.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-24903**

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form. Requires the ability to speak, read and write Spanish at a colloquial skill level.

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).



07/16/2020

Job Title: **Industrial Services Consultant II**
Agency: Department of Labor
Closing Date/Time: Mon. 07/27/20 11:59 PM Central Time
Salary: \$4,139.00 - \$6,128.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **DOL 2021-20-200-01**

Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in engineering, physical sciences (physics, chemistry, biology, etc.), or safety/health management. Requires one year of experience in industrial or construction firms engaged in industrial, mechanical or construction processes such as: insurance loss control representative, fire safety inspector, safety engineer or any equivalent combination of training and experience. Requires extensive knowledge of Federal and State OSHA standards. Requires the ability to establish and maintain satisfactory working relationships with management, supervisors, union representatives and personnel. Requires the ability to effectively communicate orally and in writing. Requires the ability to develop and present training to employers and employees. Requires the possession of a valid Illinois driver's license, automobile liability insurance and the ability to travel throughout Illinois. Requires the ability to pass a medical evaluation, wear a negative pressure respirator and walk for extended periods of time while carrying equipment weighing 15 to 30 pounds.

Contact:

Illinois Department of Labor

Attention: Ann Pufundt

900 South Spring Street

Springfield, IL 62704

Fax (217) 782-0596

email to DOL.104@illinois.gov with **DOL 2020-20-200-16** in the subject line.

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).



07/16/2020

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.

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).



07/16/2020

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).



07/16/2020

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.

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**

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07/16/2020

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.

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).



07/16/2020

Job Title: **Senior Public Service Administrator - Opt 6**
Agency: Children & Family Services
Closing Date/Time: Thu. 07/16/20 5:00 PM Central Time
Salary: \$4,295.00 - \$12,734.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **2088019-884484S**

Requires an MSW and four years of administrative child welfare experience or a master's degree in a related human services field, in business administration, or a juris doctorate, and five years of administrative child welfare experience; requires possession of a valid driver's license and ability to travel.

Agency Contact: Tracey Hardrick
Mailing Address: 2020 W. Roosevelt Rd., Chicago, IL 60608
E-mail: Tracey.Hardrick@illinois.gov (**preferred**)
Phone: (312) 814-3775
Fax: (312) 814-1224

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



07/16/2020

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

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).



07/16/2020

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.

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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07/16/2020

Job Title: **Accountant Advanced**
Agency: Commerce & Economic Opportunity
Closing Date/Time: Thu. 07/23/20 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#: **DCEO42-40-186.20**

Requires a valid driver's license to meet the travel requirements to conduct workshops and technical assistance.

Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in business administration and accounting. Requires two years of professional accounting, fiscal review and monitoring.

Applications are preferred via **email** during the **COVID-19 STAY AT HOME** order; however, we understand that it may be difficult for some applicants to submit a **signed application** by email.

- For current State employees, the Illinois.gov email address should be listed on the application and also used for submission.
- For applicants external to the State, the application must be submitted from the email address listed on the application.
- **If you are unable to submit a signed application by email, please contact us at CEO.HR@illinois.gov with any concerns or questions you may have.**
- We will do our best to accommodate based on the needs of our applicants during this difficult time.

Please send all applications to: CEO.HR@illinois.gov
Please include the BID ID # on the SUBJECT LINE, BID FORM and CMS 100/100B.

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).



07/16/2020

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. Working knowledge of one or more of the mechanical and building trades. Requires skill in the use of tools and the ability to perform semi-skilled manual work. Requires knowledge and minimum of one year experience in the operation of heavy equipment to include but not limited to: road grader, bulldozer, tractors, scoop loader, forklift, back hoe and snowplow. Ability to follow oral and written instructions. Requires ability to lift and carry 50 pounds, i. e., heavy boxes, supplies, etc.; ability to move heavy furniture and equipment; requires being on feet for long period of time; ability to bend and stoop. Requires a valid driver's license in the appropriate classification as required by law. Must acquire and maintain a Common Access Card issued by Department of Defense for computer access.

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 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.

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

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07/16/2020

Job Title: **Technical Advisor II**
Agency: Human Rights Commission
Closing Date/Time: Fri. 07/24/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **45252 HRC-0GC**

Requires graduation from a recognized law school. Requires the possession of a license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence. Requires working knowledge of the common law and the provisions of State and federal laws relating to administrative and regulatory functions.

AGENCY CONTACT:

Dr. Ewa Ewa, Personnel Officer
IL Human Rights Commission
100 W Randolph St., Suite 5-100
Chicago IL 60601
Phone: 312-814-6269
Email: ewa.ewa@illinois.gov

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



07/16/2020

Job Title: **Project Manager**
Agency: Human Services
Closing Date/Time: Fri. 07/24/20 5:00 PM Central Time
Salary: \$3,528.00 - \$7,609.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC - 21 - 020**

The Employment First Personal Services Contract, under direction of the Statewide Housing and Employment First Coordinator, works to create systems change that results in increased community-based integrated employment opportunities for individuals with significant disabilities. This contract will collaborate with the Divisions of Rehabilitation Services, Developmental Disabilities, Mental Health, the Department of Commerce and Economic Opportunity, and the Department of Healthcare and Family Services to align policies, service delivery practices, and reimbursement structures to commit competitive integrated employment services for youth and adults with significant disabilities.

Agency Contact:

Sherrie Bridges
Manager/Personnel Support Unit
Division of Rehabilitation Services
100 South Grand Avenue East
Springfield, Illinois 62794
Telephone: (217) 524-7550
Fax: (217) 558-6275
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 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).



07/16/2020

Job Title: **Internal Auditor I**
Agency: Illinois Gaming Board
Closing Date/Time: Fri. 07/24/20 5:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IGB 24868**

Requires a bachelor's degree in the field of Accounting or Finance; requires completion of Internal Auditor training as an Internal Auditor Trainee OR, requires two years of professional auditing experience; prefers two years of progressively responsible accounting experience in a public or private organization. Requires working knowledge of accounting and audit theory and procedures; requires working knowledge of the Gaming Board's programs, policies and regulations; requires working knowledge of management principles and techniques, including organization, management, program accountability, governmental operations and systems analysis; requires strong conceptual, communication, comprehension, interpersonal and analytical skills; requires working knowledge of computer spreadsheets and word processing applications. Requires the ability to travel.

Agency Contact:

Illinois Gaming Board, Human Resources
801 South 7th Street, Suite 400 South
Springfield, IL 62703
217-557-2821 Phone
217-524-1932 Fax OR Scan To: tammy.fink@igb.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).



07/16/2020

Job Title: **Staff Development Specialist I**
Agency: Human Services
Closing Date/Time: Mon. 07/27/20 5:00 PM Central Time
Salary: \$4,587.00 - \$6,820.00 monthly
\$55,044.00 - \$81,840.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-24902**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational or group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

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).



07/16/2020

Job Title: **Administrative Assistant I - Opt A3**
Agency: Department of Labor
Closing Date/Time: Mon. 07/27/20 11:59 PM Central Time
Salary: \$4,336.00 - \$6,444.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **DOL 2021-30-200-02**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or business organization. Prefers one-year experience in a support function that includes, at least in part, a demonstrated responsibility for protected or confidential information. Requires a working knowledge of Microsoft Office suite, mainframe and personal computer operations. Prefers knowledge of state labor laws and agency programs, policies and procedures. Requires ability to establish and maintain cooperative working relationships and communication clearly.

Contact:

Illinois Department of Labor
Attention: Human Resources
900 South Spring Street
Springfield, IL 62704

DOL.104@illinois.gov with **DOL 2021-30-200-02** in the subject line

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07/16/2020

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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07/16/2020

Career Counseling Services

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

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

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

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

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

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

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

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