



07/17/2020

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).



07/17/2020

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

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).



07/17/2020

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

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07/17/2020

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 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).



07/17/2020

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

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07/17/2020

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 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).



07/17/2020

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

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07/17/2020

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

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07/17/2020

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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07/17/2020

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 (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 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).



07/17/2020

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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07/17/2020

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 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).



07/17/2020

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).



07/17/2020

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

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

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

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07/17/2020

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

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07/17/2020

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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07/17/2020

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

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07/17/2020

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

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07/17/2020

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).



07/17/2020

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).



07/17/2020

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.

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).