



07/19/2020

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 55-19-0225 & 55-19-0368**

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).



07/19/2020

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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07/19/2020

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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07/19/2020

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.

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07/19/2020

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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07/19/2020

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).



07/19/2020

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).



07/19/2020

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).



07/19/2020

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

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07/19/2020

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

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).



07/19/2020

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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07/19/2020

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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07/19/2020

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:

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535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
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07/19/2020

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).



07/19/2020

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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07/19/2020

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).



07/19/2020

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

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).



07/19/2020

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

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).



07/19/2020

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

Requires Bachdor's degree in psychology, sociology/anthropology, social welfare or equivalent educational attainment in a related field of the social sciences. Requires ability to understand and follow oral and written instructions. Requires the ability to speak, read and write Spanish at a colloquial skill level.

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

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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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07/19/2020

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).



07/19/2020

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

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

Agency Contact:

Adam Coe
Department of Human Rights
100 West Randolph Street, Suite 10-100
Chicago, Illinois, 60601
312-814-6219 Telephone
312-793-2121 Fax

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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).



07/19/2020

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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