



07/20/2020

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.

Questions regarding completion of your application for this title can be directed to work4dcfs@illinois.gov.

Applicants should indicate 2 work county choices on their CMS 100 Employment Application

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).



07/20/2020

Job Title: **Human Rights Investigator III**
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#: **20-32**

Under general direction of a Public Service Administrator in the Investigations Section of the Charge Processing Division, performs duties of an advanced specialist in investigations, developing or revising techniques or methods of investigation in the employment and non-employment jurisdictions (i.e., real estate transactions, access to financial credit, the availability of public accommodations and sexual harassment in higher education); carries a caseload of routine and complex cases; acts as a lead-worker for an investigations unit; provides training to newly hired employees and work guidance and leadership to lower level investigators.

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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07/20/2020

Job Title: **Account Clerk II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 07/20/20 5:00 PM Central Time
Salary: \$3,009.00 - \$4,059.00 monthly
\$36,108.00 - \$48,708.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-72-24811**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires one year of office experience, including bookkeeping work. Requires working knowledge of bookkeeping principles and practices; requires elementary knowledge of the principles and functions of standard office accounting machines and equipment; requires ability to make rapid and accurate arithmetic calculations either manually or by machine. 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 classification.

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07/20/2020

Job Title: **Child Protection Specialist - Opt SS**
Agency: Children & Family Services
Salary: Depends on Qualifications
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **Continuous**

Preferably requires a master's degree in social work; or requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; or requires a bachelor's degree in social work and one year of directly related professional experience; or requires a bachelor's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and two years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to serve on 24 hour "on call" duty; requires ability to speak and write Spanish at a colloquial skill level.

This posting is for recruitment purposes and is intended for those currently not employed with DCFS

Interested applicants should submit a [CMS 100 Employment Application](#) (version dated 07/2019), and preferably a legible copy of your Official college transcripts to DCFS.Work4DCFS@illinois.gov

Applicants should indicate 2 work county choices on their [CMS 100 Employment Application](#)

Additional Documentation for Child Protection Specialist SS:

[Class Specification](#)

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).



07/20/2020

Job Title: **Social Worker IV**
Agency: Corrections
Closing Date/Time: Tue. 07/21/20 2:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Knox County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDOC-29-98-20-0008**

Requires a master's degree in social work from a recognized school of social work supplemented by three years of supervised post master's clinical social work practice and possession of a clinical social worker's license from the Department of Financial and Professional Regulation. Requires thorough knowledge of the theories and assumptions underlying the social work field. Requires ability to make clinical judgments regarding a recipient's competency and defend same in court testimony. Requires ability to prepare complex written and oral reports.

Conditions of Employment: Requires the ability to pass the IDOC/IDJJ background check.

On January 1, 2020, the Cannabis Regulation and Tax Act will make it legal for residents over the age of 21 to produce, consume and sell cannabis in Illinois. Please note that although the law has changed, the Department will continue to enforce the Department's zero tolerance Drug Testing policy.

The use of unauthorized drugs, including cannabis, by an employee, regardless of the position held is prohibited.

Agency/Location/Contact:

IDOC/Hill Correctional Center
Tammy Morgan, Human Resource Rep
Hill Correctional Center
600 S Linwood Road
Galesburg IL 61401
309-343-4212 ext 105
tammy.morgan@illinois.gov

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07/20/2020

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

Work Hours: Various Shifts, Including Nights and Weekends; Details Average 4-5 Hours; Potentially 10-20 Hours per Month

Work Location:

Candidates will be chosen to service one or more of the following counties: Cook, McHenry, Whiteside, Lake, Madison, St. Claire, Jo Davies, Carroll, Kankakee, Woodford, Jefferson, Saline, Johnson, Union, Adams, Pike, Brown, Hancock, Ogle, Bureau, LaSalle, Rock Island, Knox, McLean, Champaign, Douglas, Macoupin, Tazewell, Fayette, Jasper, DeKalb, Kane, Will, Sangamon, Randolph, White, Iroquois, Henry, Winnebago, Peoria, Shelby, Macon, Clark, Marion, Washington, Greene, Christian, Mason, McDonough.

Agency Contact:

Illinois Liquor Control Commission– Human Resources
300 West Jefferson St., Suite 300
Springfield, IL 62702
LCCHumanResources@illinois.gov

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois Rutan interview process.

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07/20/2020

Job Title: **Corrections Treatment Officer**
Agency: Corrections
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

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

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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).



07/20/2020

Job Title: Child Welfare Advanced Specialist
Agency: Children & Family Services
Closing Date/Time: Wed. 07/22/20 5:00 PM Central Time
Salary: \$4,831.00 - \$7,244.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: 2024007-249096V

Under direction, serves on a statewide hotline as guardianship liaison for all DCFS youth in care; within 24 hours of the initiation of a request, provides verbal and/or written consents for requests, including but not limited to routine and ordinary medical, specific medical or surgical, psychotropic medication, hospital admissions and discharges, release of information, travel (less than 30 days), research, activities for school and camp, and psychological treatments for children under DCFS custody and guardianship; serves as an advocate for children in DCFS care, making determinations regarding medical and psychological service needs; gathers and analyzes information, providing recommendations to management regarding life support issues; works to ensure that consent approvals and denials are received by caseworker and provider on the same day as processed; clinically reviews, assesses, and provides consent to private agency providers concerning DCFS youth in care; monitors medically complex cases; on a rotating basis, serves as supervisor in his/her absence.

Hours: Monday - Friday 8:30 a.m. - 5:00 p.m.

Location: 17 N. State Street, 7th FL Chicago, IL 60602

Contact:

Dahra Parenteau
Office of the Guardian
17 N. State Street, 7th FL
Chicago, IL 60602
Email: Dahra.Parenteau@illinois.gov (Preferred)
Phone: 312-793-1430 **Fax:** 312-793-3546

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).



07/20/2020

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.

CURRENT STATE EMPLOYEE: Submit an Official Position Vacancy Bid Form and new Version of the CMS-100 Employment Application (Version Dated 07/2019) to the agency contact address listed above. If bidding on a promotion, applicant must submit a CMS-100B Promotional Application to the Agency Contact listed above. If you have a promotional grade, please attach a copy along with the application. A separate Bid Form and Application is required for each Posting/Bid ID or your bid will be rejected. Bid Forms and Application can be mailed to the contact address listed above or faxed to 312-793-2121.

CURRENT STATE EMPLOYEES applying for a transfer (AFSCME only): Submit an **Official Position Vacancy Bid Form, appropriate Transfer Request and CMS-100 Employment Application** (version dated 7/2019 or after) to the Agency Contact address listed above. A separate Bid form and Application is required for each Posting/Bid ID or your bid will be rejected.

NON STATE EMPLOYEES: Submit a **CMS-100 Employment Application** (version dated 7/2019) to the Agency Contact address listed above within the posting period.

FORMER STATE EMPLOYEE: Submit an Official Position Vacancy Bid Form and new Version of the CMS 100 Employment Application (Version Dated 07/2019) to the Agency contact address listed above.

A separate Bid Form and Application is required for each Posting/Bid ID or your bid will be rejected.

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

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07/20/2020

Job Title: **Criminal Justice Specialist II – Opt 1**
Agency: Criminal Justice Information Authority
Closing Date/Time: Wed. 07/22/20 5:00 PM Central Time
Salary: \$4,971.00 - \$7,503.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CJIA 10232-14-2020**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in law, criminal justice, government, public administration, sociology, accounting or political science (advanced degree preferred). Requires two years of professional experience in planning, development, implementation, and assessment of programs in criminal justice, government, public administration, sociology, accounting, political science or equivalent advanced academic work. Requires working knowledge of the criminal justice system and processes. Requires the ability to analyze complex information, identify problems and propose creative and effective solutions. Requires the ability to utilize computer software including Access, Microsoft Word and Excel. Requires the ability to communicate effectively both orally and in writing. Requires a valid driver's license and the ability to travel with occasional overnight travel. Prefers working knowledge of budget preparation and expenditure tracking.

Work Location:

300 W. Adams St., Suite 200
Chicago, Illinois 60606

Submit a CMS-100 Employment Application and Bid form (**Bid Form is required only if you are a current or former State employee**) to:

cja.hrdepartment@illinois.gov

Please type the title of the position in the e-mail subject line and your first and last name.

For example: Criminal Justice Specialist II/John Doe

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).



07/20/2020

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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07/20/2020

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).



07/20/2020

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).



07/20/2020

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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07/20/2020

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

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07/20/2020

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).



07/20/2020

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).



07/20/2020

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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07/20/2020

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).



07/20/2020

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).



07/20/2020

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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