



07/26/2020

Job Title: **Security Officer (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Wed. 08/05/20 4:00 PM Central Time
Salary: \$3,670.00 - \$5,328.00 monthly
\$44,040.00 - \$63,936.00 annually
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC029**
Bid ID#: **10-81-23142-23143-24948**

Requires knowledge, skill and mental development equivalent to the completion of high school. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of specific proficiency tests and training programs. Requires ability to administer emergency first aid and CPR. Requires a valid Illinois drivers license.

Contact Info:

Elgin Mental Health Center
Sue Cooley
750 S. State St.
Elgin, IL 60123

847-742-1040, Ext 2095; Fax: 847-429-4933

Email Address: Sandra.Hoston@illinois.gov - This email is only for submitting applications

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).



07/26/2020

Job Title: Office Assistant - Opt 5
Agency: Department of Central Management Services
Closing Date/Time: Tue. 08/04/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: CMS 20486

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices, procedures and programs. Requires a valid, appropriate driver's license and the ability to travel. Requires the ability to lift packages weighing up to 75 pounds. Requires working knowledge of alphanumeric sequencing. Requires the ability to follow oral and written instructions.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street, Room 414
Springfield, IL 62706
217-558-3089
217-558-5943 Fax

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07/26/2020

Job Title: **NONCODE**
Agency: Department of Human Services
Closing Date/Time: Wed. 08/05/20 5:00 PM Central Time
Salary: \$3,528.00 - \$7,609.00 monthly
\$42,336.00 - \$91,308.00 annually
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 21-013**

Education: Master's Degree in Social Services, Behavioral Health related area

Experience: At least 5 years in Provider Relations/Grant and Contract Management

Specialized Skills: Knowledge of DMH provider network

Ability to navigate DMH CSA system and enter budget and contract information
Possess solid interpersonal and communication skills in order to work with a variety of stakeholders. Well versed in DMH Rule 132 administrative and clinical guidelines.

Agency Contact:

Edima Essien

II Dept. of Human Services Bureau of Employee Services

Division of Mental Health/Substance Use Prevention and Recovery 100 S. Grand Ave E 3rd
FL Springfield, IL 62762

Email: edima.essien@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).



07/26/2020

Job Title: **Civil Engineer VI Traffic Programs Engineer**
Agency: Department of Transportation
Closing Date/Time: Tue. 07/28/20 4:30 PM Central Time
Salary: \$7,085.00 - \$11,020.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **PM-00**
Bid ID#: **IPR#44296**

Position Requirements:

- Current registration as a Licensed Professional Engineer in the state of Illinois
- Eight years of experience in civil engineering, of which at least six years should be in preparing plans and specifications, with at least three years of supervisory responsibility in traffic or highway engineering
- A valid driver's license
- District-wide travel to conduct site visits; state-wide travel to attend conferences, trainings, and meetings
- Ability to traverse uneven terrain

Position Desirables:

- Ability to manage a large technical staff
- Ability to interpret and enforce federal, state, local, and departmental policies
- Strong oral and written communication skills

Technical Applications PM1080 (rev 8/23/19) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time.

Agency Contact: Bureau of Personnel Management, 217/782-5594

This position is covered by the Revolving Door Prohibition Policy.

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07/26/2020

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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07/26/2020

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).



07/26/2020

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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07/26/2020

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**

Under direction, receives, reviews and analyzes applications provided by individuals and corporate entities seeking licensure by the Illinois Gaming Board (IGB); provides written analysis to supervisor, accompanied by a plan of action, for each application requiring attention; receives and interprets fingerprint responses and criminal information obtained from the Illinois State Police Bureau of Identification (ISP BOI) and the Federal Bureau of Investigation (FBI); maintains complex databases and spreadsheets to track information related to gaming, video gaming, and sports wagering applicants; maintains video, gaming, sports wagering, and supplier renewal files; maintains written and verbal communication with Agency Divisions, other State, Federal and local law enforcement agencies and other gaming jurisdictions.

Work Hours: Monday – Friday, 8:30 am - 5:00 pm

Work Location:

Illinois Gaming Board
Michael A. Bilandic Building
160 North LaSalle, 3rd FL
Chicago, IL (Cook County)

Agency Contact:

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

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



07/26/2020

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).



07/26/2020

Job Title: **Public Aid Eligibility Assistant - Opt SS**
Agency: Human Services
Closing Date/Time: Mon. 07/27/20 5:00 PM Central Time
Salary: \$3,093.00 - \$4,213.00 monthly
\$37,116.00 - \$50,556.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-91-24880**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience. Requires ability to speak, read and write 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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07/26/2020

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](#)

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07/26/2020

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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07/26/2020

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](#)

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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07/26/2020

Job Title: **Building/Grounds Laborer**
Agency: Department of Military Affairs
Closing Date/Time: Thu. 08/06/20 11:59 PM Central Time
Salary: \$3,409.00 - \$5,001.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC042**
Bid ID#: **21-005**

REQUIREMENTS: Requires knowledge, skill and mental development equivalent to the completion of high school. Elementary knowledge of use and care of janitorial cleaning equipment (e. g. buffing machine, mop, broom). Requires elementary knowledge of grounds maintenance equipment, use and maintenance. Elementary knowledge of grounds/building maintenance and building cleaning methods. Ability to understand and communicate in English. both orally and in writing. Ability to follow simple oral and written instructions. May require possession of an appropriate valid driver's license. Requires ability to lift and carry 80 pounds, i. e., heavy boxes, supplies, etc.; ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and climb ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors; ability to withstand extreme temperature changes to shovel snow and mow lawns; requires exposure to a variety of chemical cleaning agents. Must acquire and maintain a Common Access Card issues by Department of Defense for computer access.

WHERE TO APPLY: ALL APLICATIONS MUST BE SUBMITTED TO THE Department of Military Affairs, State Personnel, 1301 N. MacArthur Blvd., Spfld., IL 62702, or by faxing to 217/761-3418 or email to ng.il.ilarnng.mbx.state-personnel@mail.mil

FOR ADDITIONAL INFORMATION: Contact Janice Estes at (217) 761-3786.

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).



07/26/2020

Job Title: **Building/Grounds Laborer**
Agency: Department of Military Affairs
Closing Date/Time: Thu. 08/06/20 11:59 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC042**
Bid ID#: **21-007**
POSITION TITLE: Building/Grounds Laborer

SALARY RANGE: \$3,409.00 - \$5,001.00/Monthly
ANTICIPATED STARTING SALARY – DEPENDS ON QUALIFICATIONS

POSITION LOCATION: North Riverside CSMS
8660 W. Cermak Rd.
North Riverside, Illinois 60546

WORK SHIFT: 800AM-430PM
Monday-Friday

BARGAINING UNIT: RC-042

NON-STATE EMPLOYEES: Must submit a CMS-100 Employment Application (version 7/2019 or after) to the Agency Contact address, fax or email address below. This position requires 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 CMS, Division of Examining and Counseling at (217) 782-782-7100, (217) 785-3979, (TDD/TYY) (800) 526-0844 or the www.work.illinois.gov website for State of Illinois Employment Procedures. **ALL APPLICATIONS MUST BE SUBMITTED TO THE DEPARTMENT OF MILITARY AFFAIRS SEE BELOW.**

CMS100 or CMS100B applications (version 7/2019 or after) can be obtained by going to www.work.illinois.gov: forms. FAILURE TO COMPLETE AND SUBMIT THE NEW VERSION DATED 7/2019 OR AFTER WILL RESULT IN YOUR APPLICATION BEING REJECTED.

WHERE TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED TO THE Department of Military Affairs, State Personnel, 1301 N. MacArthur Blvd., Spfld., IL 62702, or by faxing to 217/761-3418 or email to ng.il.ilarnng.mbx.state-personnel@mail.mil

FOR ADDITIONAL INFORMATION: Contact Janice Estes at (217) 761-3786.

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07/26/2020

Job Title: Registered Nurse I - Opt SS (Upward Mobility Target Title)
Agency: Department of Human Services
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 9
Plan/BU: RC023
Bid ID#: 10/79-38131SS

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires license as a Registered Nurse in the State of Illinois. This class is included as an Upward Mobility Program, credential title. Requires working knowledge of set up, application, use and care of specialized medical equipment. Requires working knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to acquire maintain Cardiopulmonary Resuscitation (CPR) certificate. Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the patient. Requires ability to evaluate patient condition and behavior and prepare accurate detailed records of such observations. Requires ability to apply emergency medical techniques such as CPR, control of bleeding, airway maintenance. Requires ability to instruct non-nursing professional in the proper practices and procedures of patient care. Requires ability to maintain security of the work area and comply with facility rules, regulations, policies and directives.

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).



07/26/2020

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

Under direct supervision of an Operations Supervisor, maintains and performs repairs a fleet of vehicles at a field headquarters. Ensures compliance with departmental safety rules. Performs mechanical repairs on gasoline diesel vehicles assigned to field headquarters and also conducts repairs at the site of a disabled vehicle. These repairs include: Oil Changes, electrical repair and troubleshooting, radiator repair or replacement, brake inspection or replacement, tire repair or replacement, tune-ups, alternator replacement, water pump installation and any other repairs that may be required. If necessary, may recommend to the immediate supervisor, that other work be done by an outside garage. Performs regular inspection and preventative maintenance of vehicles on an established schedule. Utilizes diagnostic testing equipment to pinpoint problems. Test drives vehicles/equipment repaired such as maintenance trucks, pavement marking equipment, roller, graders, arrow-boards, mowers and snowplows including those requiring a CDL Class A with appropriate endorsement.

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

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

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



07/26/2020

Job Title: Human Rights Investigator Trainee - Continuous
Agency: Department of Human Rights
Closing Date/Time: Continuous
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Bid ID#: IDHR49- Continuous

Anticipated starting salary: \$3,804/mo (\$45,648/yr)

Current bargaining unit employees:

- Must be on open competitive (eligibility) list;
- All relevant Personnel language applies.

Full salary range: \$2,464/mo - \$4,731/mo (\$29,568/yr - \$56,772/yr)

Work Hours:

To be determined.

Work Location:

Department of Human Rights
Charge Processing, Investigations
100 West Randolph Street, Suite 10-100
Chicago, Illinois 60601

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

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).



07/26/2020

Job Title: **Social Services Career Trainee**
Agency: Department of 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 Bachelor's degree in anthropology, psychology, sociology, 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 effectively in 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).



07/26/2020

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).