



07/30/2020

Job Title: **Public Service Administrator - Opt 8L**
Agency: Department of Financial and Professional Regulation
Closing Date/Time: Mon. 08/10/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **24785**

Requires graduation from a recognized law school; the possession of a license to practice law in Illinois; and, three years professional experience in the practice of law in the area of administrative and regulatory law. Requires thorough knowledge of common law of the state and federal laws, particularly relating to administrative and regulatory functions. Requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings, and trials procedures; and, of professional licensing laws. Requires working knowledge of principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems. Requires ability to plan, layout and review work relating to complicated legal problems; to maintain satisfactory working relationships with superiors, other attorneys, employees and the general public. Requires skill and ability in analyzing, appraising, and organizing facts, evidence and precedents in difficult and complex cases and in presenting such material in clear and logical form for oral or written presentation, as briefs, orders, reports or decisions. Requires ability to exercise sound judgment in appraising and evaluating problems of a procedural nature. Requires ability to maintain and manage individual caseload. Requires the ability to travel.

Agency Contact: Human Resources
320 W Washington St, 2nd floor
Springfield, IL 62786

Scan all applications or questions to FPR.Employment@illinois.gov

217-557-3022 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).



07/30/2020

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**

REQUIREMENTS: Requires knowledge, skills and mental development equivalent to the completion of high school. Requires elementary knowledge of the use and care of janitorial cleaning equipment (e.g. buffing machine, mop, and broom). Requires elementary knowledge of grounds maintenance equipment, use and maintenance. Elementary knowledge of grounds/building maintenance and building cleaning methods. Requires the ability to effectively communicate with co-workers and supervisors. Requires the ability to follow instructions to successfully accomplish position responsibilities. Requires possession of an appropriate valid driver's license. Requires the 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 issued by Department of Defense for computer access.

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

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07/30/2020

Job Title: **Dietary Manager I - Opt 2 (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Thu. 08/06/20 5:00 PM Central Time
Salary: \$4,164.00 - \$6,128.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-82-25053**

Requires knowledge, skill and mental development equivalent to the completion of four years college with courses in dietetics. Requires one year of professional experience in a large-scale food service program. Requires possession of a Food Service Sanitation Manager Certificate (FSSMC) issued by the Illinois Department of Public Health or requires possession of a Certified Food Protection Manager (CFPM) certification from a program accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP). Qualifying state employees in the employee Upward Mobility Program, may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class.

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

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07/30/2020

Job Title: **Administrative Assistant I - Opt D1**
Agency: Department of Children & Family Services
Closing Date/Time: Wed. 08/05/20 5:00 PM Central Time
Salary: \$4,361.00 - \$6,444.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **2050004-502652**

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 private organization.

Agency Contact: Frances Cunningham
Phone: (312) 814-5987 Fax: (312) 814-5986
Email: Frances.Cunningham@illinois.gov
Address: DCFS—Clinical - 100 W. Randolph, Chicago, IL 60601

Please apply by emailing a completed copy of the CMS100 application, a cover letter and resume to: cja.hrdepartment@illinois.gov. You can find the CMS100 on work.illinois.gov under the "forms" tab

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

For example: Senior Grantee Auditor - Non-Codel/John Doe

If you have questions regarding the position, please contact our office at (312) 793-8550 or e-mail your questions to cja.hrdepartment@illinois.gov.

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07/30/2020

Job Title: **State Police Evidence Technician II**
Agency: Illinois State Police
Closing Date/Time: Wed. 08/05/20 4:00 PM Central Time
Salary: \$3,651.00 - \$5,247.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **21-31-ISP20-074**

This position requires the knowledge, skills, and mental development equivalent to the completion of two years of college, preferably concentrating in one of the physical or biological sciences supplemented with at least one year of experience in a position related to evidence and/or sample handling and tracking processes; or completion of three years of college, preferably in one of the physical or biological sciences.

Agency Contact

Submit completed, signed application via email (include BID ID in Subject line) or USPS:

Illinois State Police/Human Resources
801 S. 7th St., Ste. 700 Annex
Springfield, IL 62703
ISP.JobPostings@illinois.gov

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



07/30/2020

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).



07/30/2020

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

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).



07/30/2020

Job Title: **ADMINISTRATIVE LAW JUDGE**
Agency: Human Rights Commission
Closing Date/Time: Mon. 08/03/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **HRC-ALJ0720**

Must have possessed a license to practice law for a minimum of three years; Must have at least three years litigation experience as an advocate or as a hearing officer or judge; Must be licensed to practice law in Illinois; Must be able to write clearly and analyze complex legal issues; Must be willing and able to travel occasionally; Must have the capacity to maintain satisfactory working relationships with hearing disputants, attorneys and members of the general public.

AGENCY CONTACT:

Dr. Ewa I. Ewa, Personnel Officer
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).



07/30/2020

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).



07/30/2020

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

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

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

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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).



07/30/2020

Job Title: **MIECHV Assistant Project Director - NON-CODE**
Agency: Department of Human Services
Closing Date/Time: Fri. 08/07/20 5:00 PM Central Time
Salary: \$3,116.00 - \$10,253.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **19-054**

Requires Masters Degree (from accredited college) in public health, early childhood, policy or public administration or related field. Requires 7-10 years of program management of evidence-based program. Requires a background in early childhood administration. Must demonstrate proficiency in project management, including budgeting, planning, execution, delivery, quality assurance, and reporting. Requires strong organizational, interpersonal, problem solving and leadership skills. Requires advanced computer skills. Must demonstrate strategic and data analysis skills and ability to perform standard analyses. Must have experience in grant writing and reporting, fiscal oversight, and supervision. Requires the ability to communicate with diverse stakeholders both orally and in writing.

8:30 AM-5:00PM

Work Location

Office of Early Childhood
401 S. Clinton
Chicago, IL.

Email applications with posting number to:

Lesley.Schwartz@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).



07/30/2020

Job Title: Office Associate - Opt 2
Agency: Department of Human Services
Closing Date/Time: Wed. 08/05/20 5:00 PM Central Time
Salary: \$3,092.00 - \$4,213.00 monthly
\$37,104.00 - \$50,556.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-25028

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience. Requires extensive knowledge of grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and performs routine maintenance. Requires ability to understand medical, technical and legal terminology. Requires the ability to keyboard accurately at 45 wpm.

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).



07/30/2020

Job Title: Office Associate - Opt SS2
Agency: Department of Human Services
Closing Date/Time: Wed. 08/05/20 5:00 PM Central Time
Salary: \$3,092.00 - \$4,213.00 monthly
\$37,104.00 - \$50,556.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-25027

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience. Requires extensive knowledge of grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and performs routine maintenance. Requires ability to understand medical, technical and legal terminology. Requires the ability to keyboard accurately at 45 wpm. Requires ability to speak, read and write Spanish at a colloquial skill level.

Agency Contact:

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

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07/30/2020

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).



07/30/2020

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

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).



07/30/2020

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

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07/30/2020

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 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.

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).



07/30/2020

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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07/30/2020

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).



07/30/2020

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).

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07/30/2020

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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