



08/05/2020

Job Title: **Senior Program Manager, Access and Community Trust**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Closing Date/Time: Fri. 08/07/20 5:00 PM Central Time
Salary: \$68,978.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **320**

A commitment to engaging with underserved and marginalized communities across the state is required. Preference is given to experience in legal or public policy advocacy, community organizing, or community engagement work. A Juris Doctor Degree from an accredited law school approved by the American Bar Association or master's degree in public policy or public administration with two years' experience is preferred as is being bilingual. At a minimum, candidates must have a bachelor's degree with three years' experience in program management or community organizing.

8:30 a.m. - 5:00 p.m.
Administrative Office of the Illinois Courts
222 North LaSalle Street, 13th Floor
Chicago, Illinois 60601

Barbara Black
(217) 524-6429

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).



08/05/2020

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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08/05/2020

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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08/05/2020

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](#)

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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08/05/2020

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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08/05/2020

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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08/05/2020

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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08/05/2020

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](#)

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08/05/2020

Job Title: **Training Manager**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Closing Date/Time: Mon. 08/17/20 5:00 PM Central Time
Salary: \$68,978.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **322**

EXPERIENCE, EDUCATION AND TRAINING REQUIREMENTS: A minimum of a Bachelor's degree and two (2) years of progressively responsible professional experience in a legal or adult education role or environment are required. Candidates with a J.D. from an ABA accredited law school, in addition to other minimum requirements are strongly preferred.

8:30 a.m. - 5:00 p.m.

Administrative Office of the Illinois Courts
Judicial Education Division
222 North LaSalle Street, 13th Floor
Chicago, IL 60601

Barbara Black
(217) 524 - 6429

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08/05/2020

Job Title: **Senior Grantee Auditor - Non-code**
Agency: Criminal Justice Information Authority
Closing Date/Time: Mon. 08/17/20 5:00 PM Central Time
Salary: \$75,000.00 - \$85,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA Non-Code 50680-15-2020**

Requires Bachelor's degree in accounting or other relevant discipline. Prefer CPA. Requires five years of financial audit experience, preferably with government grants or four years of public accounting experience. Requires extensive knowledge of accounting and auditing theory, principles, methods and procedures. Requires extensive knowledge of laws, rules and regulations relating to state or non-state accounting or auditing procedures. Requires ability to prepare comprehensive accounting reports utilizing Microsoft Office including Excel, Word and Power Point. Requires ability to determine violations and noncompliance with the law and to detect and explain significant irregularities. Requires ability to review detailed work including written or numerical data and to make calculations rapidly and accurately. Requires skill and ability to evaluate more difficult accounting problems and to analyze and interpret more complex accounting records. Requires ability to establish and maintain satisfactory working relationships and to deal tactfully with controversial problems.

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-Code/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.

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).



08/05/2020

Job Title: **Investigator**
Agency: Executive Inspector General *
Closing Date/Time: Mon. 08/17/20 3:00 PM Central Time
Salary: \$3,333.50 - \$5,833.50 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **200**

- bachelor's degree in criminal justice, law enforcement, public or business administration, or a related area of study or demonstrated knowledge, skill, mental development, and experience equivalent to four years of college; or four years of professional investigative experience in law enforcement or a related field;
- knowledge of investigative techniques, practices, and concepts;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to handle and resolve ambiguous situations and issues;
- knowledge of Illinois statutes, rules, and regulations concerning conflicts of interest and malfeasance;
- strong analytical, organizational, and problem solving skills;
- high personal ethical standards due to content of work materials;
- flexibility to work independently as well as in a team environment;
- ability to travel, including overnight;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General

69 W. Washington Street

Chicago, IL 60602

Contact:

Human Resources

312-814-1789

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08/05/2020

Job Title: **Military Maintenance Engineer**
Agency: Department of Military Affairs
Closing Date/Time: Tue. 08/11/20 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#: **21-011**

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 issues by Department of Defense for computer access.**

Non State Employees: Must complete and submit an FM115-R application before the closing date to the Department of Military Affairs, State Personnel Office, 1301 N. MacArthur Boulevard, Springfield, IL 62702-2399. The FM115-R Application may be obtained by visiting the website at <http://www.il.ngb.army.mil/> , select ""Employment Opportunities: then select "DMA FM-115". **Note: Applications submitted on forms issued prior to the 07/2015 revision will NOT be accepted.**

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

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08/05/2020

Job Title: **Dietitian (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Tue. 08/11/20 5:00 PM Central Time
Salary: \$3,980.00 - \$5,804.00 monthly
\$47,760.00 - \$69,648.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-72-25094**

Under general supervision, interprets diet prescriptions in the planning and preparation of menus and diets for individuals at Ludeman Developmental Center; plans and directs the preparation of diets; participates in the habilitation planning process; trains professional and paraprofessional staff with regard to proper nutrition and dietary requirements. Verifies compliance with Joint Commission and Public Health Standards, as well as, the Center's and Department of Human Services (DHS's) policies and procedures regarding nutrition and dietary needs.

****PLEASE SEE NEW CMS GRADING PROCESS BELOW****

Bids/applications must be received at the DHS.DDHiringUnit@illinois.gov by the closing date of the posting, late applications will be considered ineligible.

CANDIDATES MUST SUBMIT A SEPARATE BID FORM AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.

APPLICATION – BIDDING PROCEDURES:

If this position requires an automated/skills test, candidates must take this test by the close of the posting period in order to receive a grade, in addition to following the steps below. For more information on which titles require a test, please [click here](#).

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08/05/2020

Job Title: **Hearing & Speech Specialist - Opt MCB**
Agency: Department of Human Services
Closing Date/Time: Tue. 08/11/20 5:00 PM Central Time
Salary: \$5,100.00 - \$7,661.00 monthly
\$61,200.00 - \$91,932.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-72-25096**

Requires possession of a master's degree in speech-language pathology or audiology from an approved program. Requires a license to practice speech-language pathology or audiology from the Illinois Department of Financial and Professional Regulation {DFPR}. Requires a valid, current Professional Educator License (PEL) with endorsement as a speech-language pathologist (either teaching or non-teaching} issued by the Illinois State Board of Education (ISBE). Requires the ability to communicate in sign language at a colloquial skill level.

APPLICATION – BIDDING PROCEDURES:

If this position requires an automated/skills test, candidates must take this test by the close of the posting period in order to receive a grade, in addition to following the steps below. For more information on which titles require a test, please [click here](#).

1. **PROMOTIONAL OPPORTUNITY (applying for a grade OR currently hold a grade):** Effective November 1, 2019 CMS Examining will no longer accept CMS100B applications. Current employees interested in this position must submit a bid form and completed Promotional Application (CMS100B, Rev. 07/2019 or newer) to the DHS.DDHiringUnit@illinois.gov; this must be done within the bid/posting period and contain the posting ID number on the all forms.
2. **ALL OTHER INTERESTED CANDIDATES (Voluntary Reduction, Job Assignments & Transfer):** Applicants must submit a bid form, transfer request form (if applicable), and a completed employment application (CMS100, Rev. 07/2019 or newer) to the DHS.DDHiringUnit@illinois.gov; this must be done within the posting period and contain the bid/posting ID number on all forms.

NON-STATE APPLICANTS/GENERAL PUBLIC: If a written examination is needed for this position, the examination must be completed by submitting a CMS100 Application to the testing site during the posting period. If no written test is required, a CMS100 application must be submitted to the DHS.DDHiringUnit@illinois.gov; this must be done within

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08/05/2020

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

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08/05/2020

Job Title: **Commerce Commission Police Sergeant**
Agency: Illinois Commerce Commission
Closing Date/Time: Mon. 08/17/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **31-082002**

Requires a bachelor's degree with coursework in law enforcement, criminal justice, social sciences and related areas or requires four years training and experience as a law enforcement officer, motor carrier enforcement officer or commercial transportation investigation, or a combination of years of college and above types of experience. Requires successful completion of the Illinois police academy training program. Requires an additional three years of experience as an ICC Police Officer or the above related experience or requires two years of management and supervisory experience in the law enforcement and commercial transportation investigative fields. Requires possession and maintenance of a valid driver's license. Requires working knowledge of supervisory and managerial techniques and practices. Requires ability to represent the ICC at meetings and public speaking engagements. Requires extensive knowledge of applicable state and federal laws and administrative rules.

8:30 AM - 5:00 PM
Monday - Friday

9511 West Harrison Street
Des Plaines, Illinois 60016

Colette Smith
217-557-4206
colette.smith

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).



08/05/2020

Job Title: **Senior Grantee Auditor - Non-code**
Agency: Criminal Justice Information Authority
Closing Date/Time: Mon. 08/17/20 5:00 PM Central Time
Salary: \$75,000.00 - \$85,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA Non-Code 50680-15-2020**

Requires Bachelor's degree in accounting or other relevant discipline. Prefer CPA. Requires five years of financial audit experience, preferably with government grants or four years of public accounting experience. Requires extensive knowledge of accounting and auditing theory, principles, methods and procedures. Requires extensive knowledge of laws, rules and regulations relating to state or non-state accounting or auditing procedures. Requires ability to prepare comprehensive accounting reports utilizing Microsoft Office including Excel, Word and Power Point. Requires ability to determine violations and noncompliance with the law and to detect and explain significant irregularities. Requires ability to review detailed work including written or numerical data and to make calculations rapidly and accurately. Requires skill and ability to evaluate more difficult accounting problems and to analyze and interpret more complex accounting records. Requires ability to establish and maintain satisfactory working relationships and to deal tactfully with controversial problems.

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-Code/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.

The Illinois Criminal Justice Information Authority is an equal opportunity employer and has a strong institutional commitment to embodying the principle of diversity in all aspects of its operations. In that spirit, we encourage applications from all qualified individuals.

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).



08/05/2020

Job Title: **Investigator**
Agency: Executive Inspector General *
Closing Date/Time: Mon. 08/17/20 3:00 PM Central Time
Salary: \$3,333.50 - \$5,833.50 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **200**

- bachelor's degree in criminal justice, law enforcement, public or business administration, or a related area of study or demonstrated knowledge, skill, mental development, and experience equivalent to four years of college; or four years of professional investigative experience in law enforcement or a related field;
- knowledge of investigative techniques, practices, and concepts;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to handle and resolve ambiguous situations and issues;
- knowledge of Illinois statutes, rules, and regulations concerning conflicts of interest and malfeasance;
- strong analytical, organizational, and problem solving skills;
- high personal ethical standards due to content of work materials;
- flexibility to work independently as well as in a team environment;
- ability to travel, including overnight;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General

69 W. Washington Street

Chicago, IL 60602

Contact:

Human Resources

312-814-1789

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08/05/2020

Job Title: **HORSE IDENTIFIER**
Agency: Illinois Racing Board
Closing Date/Time: Fri. 08/14/20 11:59 PM Central Time
Salary:
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **IRB 25144**

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires strong writing and speaking skills. The duties of this position can be performed at any racetrack under the jurisdiction of the IRB and requires the ability to travel to and from any track as assigned; requires familiarity with the administrative rules and statute; requires the ability to be comfortable and confident around horses; requires familiarity and ability to work well with horses. Requires proficiency in Microsoft Office Software and related internet programs. Requires the ability to stand and walk for long periods of time; the ability to bend, reach above shoulder level, lift and carry up to 25 pounds.

Work Location:

Primary Work Location and race tracks are under the Racing Board jurisdiction.

Illinois Racing Board

Arlington International Racecourse 2200 W. Euclid Ave. Arlington Height, IL. 60006 & Hawthorne Racecourse 3501 S. Laramie Ave. Cicero, IL. 60804

Agency Contact:

Illinois Racing Board

Jackie Clisham

Jackie.Clisham@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).



08/05/2020

Job Title: **Public Service Administrator - Opt 8L**
Agency: Department of Public Health
Closing Date/Time: Fri. 08/14/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **IDPH 07-20-0282**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Requires three years of progressively responsible administrative experience in the practice of law. Requires a license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures/proceedings, rules of evidence, common law provisions of State and Federal laws related to administrative and regulatory functions.

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRAApplications@illinois.gov

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



08/05/2020

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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