



08/16/2020

Job Title: **Media Administrator**
Agency: Department of Public Health
Closing Date/Time: Tue. 08/18/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **EM-20-0017**

Requires knowledge, skill and mental development equivalent to completion of four years of college and four years of progressively responsible administrative experience in public affairs, public relations, journalism or a closely related field.

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).



08/16/2020

Job Title: Office Specialist - Opt 1 (Upward Mobility Target Title)
Agency: Arts Council
Closing Date/Time: Tue. 08/18/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 19

Requires knowledge, skill and mental development equivalent to the completion of two years of college and one year of secretarial business office experience or completion of high school and three years of office experience, or three years of independent business experience. Requires the ability to type 30 wpm. Requires the ability to prepare and maintain confidentiality and work well with others.

Miss Romie Munoz
James R. Thompson Center (JRTC)
Illinois Arts Council Agency (IACA)
100 W. Randolph #10-500
Chicago, IL 60601
Work: 312-814-8250
Romie.Munoz@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).



08/16/2020

Job Title: Office Coordinator - Opt 2
Agency: Department of Children & Family Services
Closing Date/Time: Tue. 08/18/20 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#: 2013058-131897

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires the ability to keyboard accurately at 30 wpm.

Work Location:
Children & Family Services
Licensing
1911 S. Indiana
Chicago, IL 60616
Supervisor: Edie Washington (interim)

Contact:
Name: Karen Wagner
Address: 1911 S. Indiana, 9th FL, Chicago, IL 60616
Phone: 312-328-2461
E-mail DCFS.LicensingPersonnel@illinois.gov **(Preferred)**

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).



08/16/2020

Job Title: Meat & Poultry Inspector/Meat & Poultry Inspector Trainee
Agency: Department of Agriculture
Closing Date/Time: Tue. 08/18/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC029
Bid ID#: IDOA 1934

Responsibilities as a Meat & Poultry Inspector Trainee:

Receives orientation, classroom instruction and on the job training in slaughter of meat and poultry and processing of meat and poultry products;

Acquires knowledge of techniques and procedures utilized in meat and poultry inspection to maintain state and federal standards;

Receives controlled assignments under the close supervision of veterinary and supervisory personnel.

Successfully completes the Employee Development Guide for processed food inspection and agency slaughter and processing.

AGENCY CONTACT:

Illinois Department of Agriculture
Bureau of Human Resources
P.O. Box 19281
Springfield, IL 62794-9281
(217)785-5099
(217)557-5887 FAX
AGR.Humanresources@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).



08/16/2020

Job Title: **Contractual Clinical Laboratory Technician**
Agency: Department of Public Health
Closing Date/Time: Continuous
Salary: Depends on Qualifications
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: **000**
Bid ID#: **EM-20-0016**

Requires education and experience equivalent to an Associate's degree with courses in the life sciences, supplemented by two years laboratory experience or a Bachelor's degree in medical technology from a recognized college or university in one of the chemical, biological, or physical sciences, supplemented by on year professional clinical laboratory experience. Requires elementary knowledge of the principles and practices of chemistry, biology, physic and related sciences, or molecular testing experience, specifically Real-time PCR, is preferred. Requires working knowledge of laboratory procedures and techniques.

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.HRApplcations@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).



08/16/2020

Job Title: Office Specialist - Opt 4 (Upward Mobility Target Title)
Agency: Department of Labor
Closing Date/Time: Wed. 08/26/20 11:59 PM Central Time
Salary: \$3,409.00 - \$4,759.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: DOL 2021-30-300-01

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college and one year of office experience or completion of high school and three years of office experience or three years of independent business experience; or equivalent training and experience. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires extensive knowledge of Internet Explorer 11, Sharepoint, MS Office Suite, Adobe Acrobat Pro and WESTLAW. Requires ability to type accurately at 30 WPM. Requires physical ability to lift 25 lbs. Requires licensure as a notary public. Requires verbal and written ability to communicate clearly, effectively and courteously. Prefers two years clerical experience in a legal department or office environment. Requires ability to function in a high volume deadline driven environment.

Work Location:

Michael A. Bilandic Building
160 N. LaSalle St., C-1300
Chicago, IL 60601

Contact:

Illinois Department of Labor
900 South Spring Street
Springfield, IL 62704
DOL.104@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).



08/16/2020

Job Title: **Storekeeper I**
Agency: Department of Veterans' Affairs
Closing Date/Time: Thu. 08/27/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 2, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **34-127-21-13**

Requires knowledge, skill, and mental development equivalent to completion of four years high school. Requires one-year experience in the keeping of stores and stores records. Requires working knowledge of storeroom and warehouse methods, procedures, inventory record keeping and controls. Requires working knowledge of transportation agencies, shipment methods, and purchase and requisition procedures. Requires possession of a valid and appropriate driver's license, to include a CDL license. Requires ability to supervise and instruct others in stock handling duties. Requires ability to prepare stock records and reports. Requires ability to determine quality of goods against prescribed specifications. Requires ability to perform arduous labor. Prefers one year of experience with property control/inventory systems.

Submit Applications To:
IL Dept. of Veterans' Affairs
Attn: Sonia Gove
833 S. Spring St.
Springfield, IL 62704
Ph: 217-785-7208
Fax: 217-557-7235

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).



08/16/2020

Job Title: **Public Aid Eligibility Assistant**
Agency: Department of Human Services
Closing Date/Time: Mon. 08/17/20 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: **3**
Plan/BU: **RC028**
Bid ID#: **10-91-25071-73**

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.

TO OBTAIN A PROMOTIONAL GRADE FOR THIS TITLE, APPLICANTS ARE REQUIRED TO TAKE THE TEST AT CMS BY THE POSTING CLOSING DATE. YOU MUST TAKE A COPY OF YOUR CMS-100 OR CMS-100B WITH POSTING ID #.

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).



08/16/2020

Job Title: **Child Welfare Specialist (Upward Mobility Target Title)**
Agency: Department of Children & Family Services
Closing Date/Time: Wed. 08/19/20 5:00 PM Central Time
Salary: \$4,587.00 - \$6,820.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **2049018-493034**

Preferably requires a master's degree in social work; or a master's degree in a related human service field, supplemented by one year of directly related professional casework/case management experience; or requires a bachelor's degree in social work and one year of directly related professional casework/case management experience; or requires a bachelor's degree in a related human service field and two years of directly related professional casework/case management 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.

The college or university issuing a bachelor's or master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The directly related professional casework/case management experience must be related to family preservation, family reunification, adoption, youth development, counseling, and advocacy services or a related field.

Contact: Tracey Hardrick, Personnel Liaison Bureau of Operations - Cook
2020 W Roosevelt, 2nd Fl Chicago, Illinois 60608

Phone: 312-814-3775 **Fax:** 312-814-

1224 **Email:** Tracey.Hardrick@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).



08/16/2020

Job Title: **Medical Administrator I Option D - Opt 18**
Agency: Department of Human Services
Closing Date/Time: Wed. 11/04/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Bid ID#: **10-81-25138**

Requires Illinois License to practice medicine and an American Board of Medical Specialties certification or its equivalent in psychiatry. Requires two years of medical practice experience in clinical/psychiatric medical program.

CONTACT INFORMATION:

Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Phone: 847-742-1040, Ext 2095; Fax: 847-429-4933
Email: Sandra.Hoston@illinois.gov - Include Bid ID# in 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).



08/16/2020

Job Title: Staff Development Specialist I
Agency: Department of Human Services
Closing Date/Time: Tue. 08/25/20 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#: 10-91-25236

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.

Where to Apply:

DHS.HiringUnit@illinois.gov

Include posting ID # and bidders names in subject line when applying

Agency Contact:

Bureau of Employee Services
Krissie Buss
100 South Grand Ave East, 3rd floor
Springfield, IL 62762

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).



08/16/2020

Job Title: Office Associate - Opt SS2
Agency: Guardianship & Advocacy Commission
Closing Date/Time: Mon. 08/24/20 5:00 PM Central Time
Salary: \$3,258.00 - \$4,471.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 30015-50-70-121-10-03

Requires knowledge, skill and mental development equivalent to completion of high school and two years office experience. Requires skill and ability to type accurately at 45wpm.

Send Bids And Applications BY Fax or Mail ONLY TO:

Shelly Boatman, Human Resources Representative
Illinois Guardianship & Advocacy Commission
830 South Spring Street
Springfield, IL 62706

Fax 217-785-0877

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).



08/16/2020

Job Title: **Human Services Caseworker - Opt SS**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: \$4,054.00 - \$6,002.00 monthly
\$48,648.00 - \$72,024.00 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 related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel. Requires ability to s
Current employees - do not apply to continuous posting, only apply for postings with an office location listed for vacancy.

Non-State candidates - need to test at CMS for the Social Services Career Trainee the targeted title is Human Services Caseworker.

For testing information go to: <http://work.illinois.gov> (listed at the top of posting)

For agency assistance contact: dhs.recruitment@illinois.govpeak, write and read Spanish

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).



08/16/2020

Job Title: **Medical Administrator II Option D - Opt 18**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: \$10,441.00 - \$20,722.00 monthly
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **1**
Bid ID#: **10-77-300-93771-4279**

Requires an Illinois license to practice medicine and American Board Certification in psychiatry; requires 2 years of substantive medical administrative experience in clinical psychiatric program direction, planning and evaluation; requires extensive knowledge of the principles of clinical administration, and various professional and non-professional health service disciplines. Requires ability to effectively communicate with a wide variety of people both verbally and in writing. Requires ability to train staff to develop techniques that evoke positive patient responses. Requires ability to identify most appropriate ability to pass CPR training; requires ability to physically restrain patients to prevent them from hurting themselves or others; requires ability to respond to facility-wide emergencies; requires ability to enable them to observe, monitor, and redirect patient behavior; requires ability to perform and deliver mouth to mask CPR and manual resuscitation.

Monday - Friday, 8:00AM to 4:30PM

Alton Mental Health Center
4500 College Ave.
Alton, IL 62002

Elton Arrindell
FAX: 618-474-5538

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).



08/16/2020

Job Title: **Registered Nurse I (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **9**
Plan/BU: **RC023**
Bid ID#: **10-77-38131**

Requires licensure as a Registered Nurse in Illinois. 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 ability to provide direct nursing care to patients in an acute hospital setting. Requires moderate to heavy physical effort in lifting residents and the ability to interact with severely mentally handicapped individuals. Requires working knowledge of diversified professional nursing principles, concepts and practices. This class is included as an Upward Mobility Program credential title.

Employment Contact:

Alton Mental Health Center
Office of Human Resources & Labor Relations
Cedar Building
4500 College Ave
Alton, IL 62002
Phone: 618-474-3253 or 52
elton.arrindell@illinois.gov
Fax: 618-474-5538

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).



08/16/2020

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).



08/16/2020

Job Title: **Sex Offender Therapist I**
Agency: Department of Corrections
Closing Date/Time: Wed. 08/19/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDOC29-02-20-0805**

Requires possession of a master's degree in psychology, social work, counseling, marriage and family therapy or a closely related behavioral science degree from an accredited college or university, supplemented by one year of related professional experience counseling sex offenders. Requires eligibility to be approved to conduct sex offender treatment and evaluations by the Illinois Sex Offender Management Board. Requires extensive knowledge of: the theories and assumptions underlying the field of sex offender treatment and evaluation; assessment and measurement techniques. Requires working knowledge of techniques and methods used in sex offender diagnostic evaluations, psychotherapy and research; department rules and regulations governing the field of sex offender evaluation and treatment. Requires ability to plan and design individual treatment programs for assigned recipients. Requires ability to work cooperatively and effectively with staff members, department recipients and their families. Requires ability to design individual treatment plans and implement them correctly. Requires ability to identify reliable individualized measures of client needs and progress. Requires ability to assess effectiveness of treatment plans, and make needed corrections. Requires ability to travel.

Agency Contact:
Koley Scott
Public Safety Services
1301 Concordia Court
Springfield, IL 62794
Phone: 217-557-4522
koley.scott@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).



08/16/2020

Job Title: Office Specialist - Opt 1 (Upward Mobility Target Title)
Agency: Arts Council
Closing Date/Time: Tue. 08/18/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 19

Requires knowledge, skill and mental development equivalent to the completion of two years of college and one year of secretarial business office experience or completion of high school and three years of office experience, or three years of independent business experience. Requires the ability to type 30 wpm. Requires the ability to prepare and maintain confidentiality and work well with others.

Miss Romie Munoz
James R. Thompson Center (JRTC)
Illinois Arts Council Agency (IACA)
100 W. Randolph #10-500
Chicago, IL 60601
Work: 312-814-8250
Romie.Munoz@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).



08/16/2020

Job Title: Office Coordinator - Opt 2
Agency: Department of Children & Family Services
Closing Date/Time: Tue. 08/18/20 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#: 2013058-131897

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires the ability to keyboard accurately at 30 wpm.

Work Location:
Children & Family Services
Licensing
1911 S. Indiana
Chicago, IL 60616
Supervisor: Edie Washington (interim)

Contact:
Name: Karen Wagner
Address: 1911 S. Indiana, 9th FL, Chicago, IL 60616
Phone: 312-328-2461
E-mail DCFS.LicensingPersonnel@illinois.gov **(Preferred)**

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).



08/16/2020

Job Title: Meat & Poultry Inspector/Meat & Poultry Inspector Trainee
Agency: Department of Agriculture
Closing Date/Time: Tue. 08/18/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC029
Bid ID#: IDOA 1934

Responsibilities as a Meat & Poultry Inspector Trainee:

Receives orientation, classroom instruction and on the job training in slaughter of meat and poultry and processing of meat and poultry products;

Acquires knowledge of techniques and procedures utilized in meat and poultry inspection to maintain state and federal standards;

Receives controlled assignments under the close supervision of veterinary and supervisory personnel.

Successfully completes the Employee Development Guide for processed food inspection and agency slaughter and processing.

AGENCY CONTACT:

Illinois Department of Agriculture
Bureau of Human Resources
P.O. Box 19281
Springfield, IL 62794-9281
(217)785-5099
(217)557-5887 FAX
AGR.Humanresources@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).



08/16/2020

Job Title: **Contractual Clinical Laboratory Technician**
Agency: Department of Public Health
Closing Date/Time: Continuous
Salary: Depends on Qualifications
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: **000**
Bid ID#: **EM-20-0016**

Requires education and experience equivalent to an Associate's degree with courses in the life sciences, supplemented by two years laboratory experience or a Bachelor's degree in medical technology from a recognized college or university in one of the chemical, biological, or physical sciences, supplemented by on year professional clinical laboratory experience. Requires elementary knowledge of the principles and practices of chemistry, biology, physic and related sciences, or molecular testing experience, specifically Real-time PCR, is preferred. Requires working knowledge of laboratory procedures and techniques.

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.HRApplications@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).



08/16/2020

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).