



08/24/2020

Job Title: **Civil Engineer Trainee**  
Agency: Department of Transportation  
Closing Date/Time: Fri. 10/16/20 4:30 PM Central Time  
Salary: \$4,365.00 - \$5,220.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **20**  
Bid ID#: **IPR#44621**

**Position Requirements:**

- Completion of a master's or bachelor's degree in engineering from an ABET accredited college OR a current Engineer Intern License in the state of Illinois (includes those expecting to graduate in fall of 2020 or spring of 2021)
- Minimum 2.5 cumulative GPA in engineering related courses (If 2.0-2.5 GPA, candidate must have passed the Fundamentals of Engineering exam)
- Valid driver's license

**Position Desirables:**

- Strong oral and written communication skills

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

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

Unofficial college transcripts must be included with application. Official college transcripts must be submitted upon date of employment. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment.

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).



08/24/2020

Job Title: **Revenue Tax Specialist III**  
Agency: Department of Revenue  
Closing Date/Time: Wed. 09/09/20 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#: **DOR 24871**

**Requires a Bachelor's degree and seven years tax related experience, including completion of the Revenue Tax Specialist Trainee Program, and three years as a Revenue Tax Specialist II; or requires fifteen years of tax related experience, including completion of the Revenue Tax Specialist Trainee Program, and three years as a Revenue Tax Specialist II. Requires extensive knowledge of current Illinois and federal tax laws, rules and regulations. Requires thorough knowledge of files, procedural manuals and other materials utilized in the research and examination of tax returns. Requires extensive knowledge of tax accounting theory, computer systems, manual and automated office equipment and public relations concepts. Requires ability to detect noncompliance with Illinois State tax laws, computational, legal and/or technical errors. Requires ability to travel by car or the ability to utilize public transportation. Requires physical ability to perform duties enumerated above. Requires ability to lift and carry up to 25 pounds.**

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
(217) 782-6239 Phone  
(217) 782-9925 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/24/2020

Job Title: **Health Information Associate**  
Agency: Department of Human Services  
Closing Date/Time: Wed. 09/02/20 5:00 PM Central Time  
Salary: \$3,288.00 - \$4,562.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-82-25307**

Requires knowledge, skill and mental development equivalent to two years of college and one year of health related office experience or completion of high school and three years of health related office experience. Requires extensive knowledge of the principles and practices of health information records maintenance. Requires working knowledge of departmental codes and rules and regulations as related to health information records, of medical, psychological and psychiatric terminology, of federal and state statutes regarding confidentiality and release of information, of personal computers, hardware and software applications, of jurisprudence and state laws governing use of health information records in court actions. Requires ability to establish and maintain effective working relationships with staff, patients and the general public. Requires ability to analyze and interpret health information records.

Agency Contact:

Bureau of Employee Services

Andrew Surratt

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/24/2020

Job Title: **Technical Advisor V Assistant Chief Counsel**  
Agency: Department of Transportation  
Closing Date/Time: Mon. 08/31/20 4:30 PM Central Time  
Salary: \$5,745.00 - \$9,840.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **3**  
Bid ID#: **IPR#44555**  
Position Requirements:

Professional license to practice law in Illinois

Requires graduation from a recognized law school

Travel may be required

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

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

A copy of each applicant's ACTIVE Illinois license to practice law must accompany application for this position.

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).



08/24/2020

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).





08/24/2020

Job Title: **Developmental Disabilities Evaluation Program Specialist (PSA Opt. 6H)**

Agency: **Illinois Council on Developmental Disabilities**

Closing Date/Time: **Sun. 08/30/20 11:59 PM Central Time**

Salary: **\$65,000.00 - \$85,000.00 annually**

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **1**

Plan/BU: **GB063**

Bid ID#: **37015-50-41-200-02-01**

**POSITION OVERVIEW:**

The mission of the Illinois Council on Developmental Disabilities (ICDD) is “We help lead change in Illinois so all people with developmental disabilities exercise their right to equal opportunity and freedom”. We are seeking to hire a Developmental Disabilities Evaluation Program Specialist who helps us achieve this mission by overseeing a portfolio of projects dedicated to individual and family advocacy and systems change. Additionally, the incumbent will be instrumental in assisting ICDD in implementing the goals and objectives within the 5-Year State Plan.

We are looking for you. That is, as long as you thrive in an innovative, forward thinking, energetic environment. We want systems change, individual and family advocacy, and self-advocates who lead the way. Individually, we are experts at what we do. Collectively, our impact is even greater. Become a part of our movement.

Previously submitted applications for open competitive list or a promotional list for this position will not be considered. Only applications submitted "ONLINE", during the posting period, will be considered in the filling of this position. Paper applications submitted for this position will not be processed and will be destroyed.

\*\*\*\*\*A RESUME IS REQUIRED FOR THIS JOB POSTING\*\*\*\*\*

Please attach a Resume/Curriculum Vitae (CV) to your application in the attachments. You will not be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

**ESTIMATED HIRING TIMELINE:**

Applicant notification of interview: 09/01/2020

Interviews will begin: 09/09/2020

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).



08/24/2020

Job Title: **Guardianship Representative**  
Agency: Guardianship & Advocacy Commission  
Closing Date/Time: Wed. 08/26/20 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: **RC062**  
Bid ID#: **17710-50-70-121-10-03**

Requires a Bachelor's degree plus two years of professional experience in a social service area. Must successfully complete the National Guardianship Certification examination by the Center for Guardianship Certification within twelve months of employment. Requires ability to travel. May require working after hours and on weekends. Requires ability to travel. Requires possession of a valid drivers license. Requires working knowledge of guardianship practices and case management skills.

Shelly Boatman, HR 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/24/2020

**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

Under general supervision, serves as program trainer for Region 1 of Family and Community Services (FCS). Develops and implements training plans which assist local office professional and clerical staff in implementing current, new and revised welfare programs. Organizes the goals and objectives of the local office training program; conducts management and research studies of procedures and local office performance in relation to goal achievement and payment accuracy. Consults with local office supervisors in identification of training needs for the office as a whole, as well as individual employees; implements training portions of employee corrective action plans. Serves as a liaison with trainers at the regional, division and agency level in integral ion of training goals. Travels in performance of duties.

**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).





08/24/2020

Job Title: **Juvenile Justice Specialist - Continuous**  
Agency: Department of Juvenile Justice  
Salary: \$4,422.00 - \$6,593.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **00**  
Bid ID#: **DJJ27-19 Continuous**

Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Requires successful completion of an approved Department of Juvenile Justice training program. Candidate must be over the age of 21. Requires working knowledge of juvenile behavior problems, and the treatment and interventions required to develop successful and appropriate behaviors; requires working knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns; requires working knowledge of rules and regulations and specific procedures for carrying out work assignments; requires knowledge of basic first aid and emergency response protocols in order to deal with emergency situations. Requires possession of an appropriate valid driver's license. Requires physical agility and strength to stand and walk for up to three hours at a time, to run for short distances , and to provide physical intervention and control as necessary in order to protect and/ or restrain individuals.

WORK HOURS; 24/Hr. Supervision - 3 Designated Shifts by Work Location. DAYS OFF - Vary.

LOCATION/AGENCY: Illinois Department of Juvenile Justice.

Click here for a listing of our facilities: <https://www2.illinois.gov/idjj/Pages/Facilities.aspx> or visit our website at [www.IDJJ.state.il.us](http://www.IDJJ.state.il.us)

Illinois Department of Juvenile Justice  
217-557-1030

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/24/2020

Job Title: **Registered Nurse I (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#: **10/79-38131**

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/24/2020

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.gov](mailto:dhs.recruitment@illinois.gov)peak, 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/24/2020

Job Title: **Juvenile Justice Specialist - Continuous**  
Agency: Department of Juvenile Justice  
Salary: \$4,422.00 - \$6,593.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **00**  
Bid ID#: **DJJ27-19 Continuous**

Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Requires successful completion of an approved Department of Juvenile Justice training program. Candidate must be over the age of 21. Requires working knowledge of juvenile behavior problems, and the treatment and interventions required to develop successful and appropriate behaviors; requires working knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns; requires working knowledge of rules and regulations and specific procedures for carrying out work assignments; requires knowledge of basic first aid and emergency response protocols in order to deal with emergency situations. Requires possession of an appropriate valid driver's license. Requires physical agility and strength to stand and walk for up to three hours at a time, to run for short distances , and to provide physical intervention and control as necessary in order to protect and/ or restrain individuals.

WORK HOURS; 24/Hr. Supervision - 3 Designated Shifts by Work Location. DAYS OFF - Vary.

LOCATION/AGENCY: Illinois Department of Juvenile Justice.

Click here for a listing of our facilities: <https://www2.illinois.gov/idjj/Pages/Facilities.aspx> or visit our website at [www.IDJJ.state.il.us](http://www.IDJJ.state.il.us)

Illinois Department of Juvenile Justice  
217-557-1030

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/24/2020

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).





08/24/2020

Job Title: **Registered Nurse II**  
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#: **10-77-38132**

Requires (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience or (b) a bachelor's degree in nursing and one year of professional nursing experience or (c) a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires extensive knowledge of professional nursing principles, procedures and theory. Requires extensive knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to respond to and apply emergency medical techniques such as mouth to mask CPR, manual resuscitation, control of bleeding and airway maintenance. Requires ability to pass Crisis Prevention Intervention (CPI). Requires ability to develop and maintain harmonious working relationships with patient care staff. Requires ability to guide, motivate, orient and educate assigned patient care staff. Requires ability to present educational materials in a clear and concise manner. Requires ability to physically restrain patients to prevent them from hurting themselves or others and redirect their behavior. Requires ability to write clear and cohesive statements in clinical records. Requires ability to identify most appropriate positive treatment regime and carry out that treatment in accordance with best practice and behavior modification.

**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](mailto: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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/24/2020

Job Title: **Corrections Treatment Officer**  
Agency: Department of 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.

WORK HOURS: To be determined

LOCATION/AGENCY:

Joliet Treatment Center  
2848 W. McDonough St.  
Joliet, IL 60436  
OR  
Elgin Treatment Center  
780 S. State St.  
Elgin, IL 60123

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/24/2020

Job Title: **Child Protection Specialist**  
Agency: Department of 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.

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.

**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](mailto:DCFS.Work4DCFS@illinois.gov)

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

**Additional Documentation for Child Protection Specialist:**

[Class Specification](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/24/2020

Job Title: **NONCODE**

Job Title: **Social Services Career Trainee - Opt SS**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,371.00 - \$4,826.00 monthly  
\$40,452.00 - \$57,912.00 annually

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: **20**

Plan/BU: **RC062**

Bid ID#: **CONTINUOUS - INFORMATIONAL**

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

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

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/24/2020

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](mailto: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).





08/24/2020

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](mailto: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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/24/2020

### 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](mailto: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](mailto: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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).