



09/17/2020

Job Title: **Web Developer - Contractual**
Agency: Criminal Justice Information Authority
Closing Date/Time: Tue. 09/29/20 5:00 PM Central Time
Salary: \$40.00 / Hour
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA PSC-23-2020**

ICJIA is seeking a contractual web developer to complete a project to develop a modern web service-based Application Programming Interface (API) and User Interface (UI). The UI will allow users to pull state arrest data from a website and a landing page for the project and offer an interactive dashboard/graphic interface to the API data. The data will be provided in machine-friendly formats, such as comma separated values (CSV) and JavaScript object notation (JSON), to facilitate both data analysis using modern statistical and visualization tools and development of additional application software by external users.

Please apply by emailing a CMS100 application, cover letter and resume to:

cja.hrdepartment@illinois.gov

Please type the title of the position in the e-mail subject line and your first and last name.
For example: Web Developer/John Doe

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).



09/17/2020

Job Title: **Chicago & Northern Regional Facilities Manager (SPSA Opt 1)**
Agency: Department of Central Management Services
Closing Date/Time: Tue. 09/29/20 11:59 PM Central Time
Salary: \$84,000.00 - \$91,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **40070-37-66-200-00-01**

Subject to administrative direction from the Statewide Facility Manager, serves as a Regional Facility Manager for the Northern/Chicago Region. Manages all facilities management functions for more than 300 state-owned and leased properties through subordinate Facility Managers. Serves as a full line supervisor, overseeing the implementation of facility management policies, procedures and guidelines . Plans, directs, implements and develops on-going projects of the Facilities Division to effect and bring to fruition Property Management initiatives and enhancements based on industry standards. Conducts ongoing methods of improving regional operational efficiency and cost savings through best business practices. Assists other senior management within the Bureau in the development of the regional budget and development and implementation of their initiatives. Develops standard operating procedures for the Division and oversees the implementation throughout the Region.

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: **10/5/2020**
Interviews will begin: **10/14/2020**

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).



09/17/2020

Job Title: Northern Illinois Regional Workforce Manager (SPSA, Opt. 1)
Agency: Department of Commerce & Economic Opportunity
Closing Date/Time: Tue. 09/29/20 11:59 PM Central Time
Salary: \$75,000.00 - \$95,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: EF000
Bid ID#: 40070-42-40-110-00-01

ABOUT THE AGENCY:

The mission of the Illinois Department of Commerce and Economic Opportunity is to support and maintain a climate that enables a strong economy for our customers - taxpayers, businesses, workers and communities - by keeping, attracting and growing businesses, maintaining a skilled workforce, and enhancing communities so that the climate here is one in which businesses, small and large, and workers, can succeed to the greatest extent possible. The Illinois Department of Commerce delivers impactful and efficient programs and services through focused on business, community and workforce development

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: **10/5/2020**
Interviews will begin: **10/14/2020**

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).



09/17/2020

Job Title: **Clinical Laboratory Technologist Trainee**
Agency: Department of Public Health
Closing Date/Time: Wed. 09/30/20 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#: **IDPH 55-21-0033**

Requires a Bachelor's degree in one of the chemical, biological, medical technology, clinical laboratory sciences, or physical sciences from a recognized college or university; Requires working knowledge of laboratory techniques used for scientific laboratory examinations. Requires ability to compare, analyze and/or identify various organisms/substances.

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

Where to Apply:

DPH.HRAApplications@illinois.gov

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

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).



09/17/2020

Job Title: **State Grantee Compliance Analyst - Contractual**
Agency: Criminal Justice Information Authority
Closing Date/Time: Wed. 09/30/20 5:00 PM Central Time
Salary: \$40,000.00 - \$45,000.00 annually
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA PSC-24-2020**

Requires Bachelor's degree in accounting or other relevant discipline. Minimal of five years progressive accounting experience including, but not limited to, cashflow management, budgeting and forecasting. Requires extensive knowledge of accounting principles, methods and procedures. Requires strong analytic and communication skills with the ability to determine compliance with policies and detect and convey irregularities. Ability to work independently with minimal supervision. Requires skill and ability to evaluate monthly reporting and budget forecasts and interpret more complex accounting records. Provide support and guidance on cash projections and requests to both grantees and grant monitors. Requires ability to establish and maintain satisfactory working relationships and to deal tactfully with controversial problems. Must have ability to access the Chicago office when required.

Please type the title of the position in the e-mail subject line and your first and last name. For example: PSC - State Grantee Compliance Analyst/John Doe

Be Sure to list your contact number on your resume. You can find the CMS100s on work.illinois.gov under the "Forms" tab

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).



09/17/2020

Job Title: Office Associate - Opt 2
Agency: Department of Children & Family Services
Closing Date/Time: Wed. 09/30/20 5:00 PM Central Time
Salary: \$3,092.00 - \$4,213.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 2088023-885564

Under direction of the supervisor, performs complex, specialized clerical services for a team or teams of supervisors and professional child welfare and/or child protection staff; prepares and keyboards a variety of complex materials; exercises independent judgment and a command of legal, medical, and social terminology to review documents and proof appropriate use of terms and accuracy of information; answers phone calls and greets visitors; establishes and maintains case files; performs timekeeping functions; maintains inventory and orders supplies.

Agency Contact: Tracey Hardrick
Mailing Address: 2020 W. Roosevelt Rd., Chicago, IL 60608
E-mail: Tracey.Hardrick@illinois.gov **(preferred)**
Phone: (312) 814-3775
Fax: (312) 814-1224

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).



09/17/2020

Job Title: **Child Protection Specialist**
Agency: Department of Children & Family Services
Closing Date/Time: Wed. 09/30/20 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: **RC062**
Bid ID#: **2089019-898750**

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.

Agency Contact: Tracey Hardrick

Mailing Address: 2020 W. Roosevelt Rd., Chicago, IL 60608

E-mail: Tracey.Hardrick@illinois.gov (preferred)

Phone: (312) 814-3775

Fax: (312) 814-1224

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).



09/17/2020

Job Title: **Commissioner's Assistant**
Agency: Illinois Commerce Commission
Closing Date/Time: Thu. 10/01/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **MC-12**
Bid ID#: **31-09022**

The Commissioner Assistant reports directly to their assigned Commissioner, appointed by the Governor. The successful candidate will have a degree in economics, engineering, law, or other related field. In addition, this position requires superior written and oral English communication skills; extensive knowledge of the personal computer and related software programs and applications; working knowledge of the agency programs, rules, regulations, policies, procedures, and the Illinois Administrative Code; strong communications skills to be able to successfully interact with ICC staff, representatives of government, regulated industry, non-profit organizations and other stakeholders.

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

160 North LaSalle
Chicago, IL 60601.

Colette Smith
2187-557-4206
colette.smith@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).



09/17/2020

Job Title: **Cook I (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Mon. 09/28/20 5:00 PM Central Time
Salary: \$2,904.00 - \$3,610.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-82-25796**

Requires knowledge, skill and mental development equivalent to the completion of high school and six months of cooking experience which provides working knowledge of food preparation and cooking methods on a large-scale basis. Requires possession of a valid Food Service Sanitation Certificate 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 Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated education and experience requirements for this class.

[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).

Additional Documentation for Cook I:

[Class Specification](#)
[Additional Title and Exam Information](#)
[Test Information Guide](#)

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).



09/17/2020

Job Title: **Reproduction Service Technician I**
Agency: Department of Transportation
Closing Date/Time: Tue. 09/29/20 4:30 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC014**
Bid ID#: **IPR#44322**

Requires knowledge, skill and mental development equivalent to completion of high school; ability to operate manual and automated machinery; and ability to bend and lift up to 50 lbs repeatedly.

[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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09/17/2020

Job Title: **Learning and Development Manager**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Closing Date/Time: Mon. 09/21/20 5:00 PM Central Time
Salary: \$82,457.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **327**

EDUCATION AND EXPERIENCE REQUIREMENTS: A minimum of five years of experience in a post with emphasis in curriculum and development, teaching and learning, learning and development, instructional design, or the administration of education programs, preferred. A minimum of two years experience as a manager or supervisor, preferred. Masters degree in curriculum and instruction, teaching and learning, instructional design, or equivalent area highly preferred; applicants with a J.D., Ed.D. or Ph.D., and related experience, are welcome to apply; Bachelor's degree in a related field and five years of related work experience, or an equivalent combination of education and experience, will be considered. Experience with live/face-to-face and online learning experiences as an instructor, presenter or planner; higher education teaching experience at the Community College or University/College/Law School level, a plus; working knowledge of blended learning and eLearning course designs, strongly preferred.

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

Administrative Office of the Illinois Courts
Judicial College Division
222 North LaSalle Street, 13th Floor
Chicago, IL 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).



09/17/2020

Job Title: **External Training and Compliance Manager**
Agency: Executive Inspector General *
Closing Date/Time: Thu. 09/24/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **03292016**

PREFERRED QUALIFICATIONS:

- master's degree in education, public administration or business administration, or a law degree or equivalent experience;
- three years supervisory experience and the ability to manage business processes through the utilization of performance metrics;
- demonstrated knowledge and understanding of ethics, sexual harassment, harassment, and discrimination laws and compliance;
- experience developing and administering training; and
- experience in the use of other computing software, including photography editing software, and data management software.

9:00 a.m. 5:00 p.m.
Office of Executive Inspector General
69 W. Washington
Chicago, IL 60602

Human Resources
312.814.1789

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).



09/17/2020

Job Title: **Security Officer Sergeant**
Agency: Department of Human Services
Closing Date/Time: Fri. 09/18/20 5:00 PM Central Time
Salary: \$3,808.00 - \$5,348.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **10-79-25666**

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires one year of experience in safety and protection service or a related field. Requires extensive knowledge of facility security requirements and regulations. Requires working knowledge of physical restraint techniques to control combative individuals. Requires ability to climb stairs. chase runaways and physically restrain and control individuals. Requires a valid Illinois driver's license.

Anticipated Starting Salary Range – \$3,808 to \$5,348 per month or \$45,696 to \$64,176 per year

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.MHHiringUnit@illinois.gov

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

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).



09/17/2020

Job Title: **Social Service Program Planner II**
Agency: Department of Human Services
Closing Date/Time: Fri. 09/18/20 5:00 PM Central Time
Salary: \$4,361.00 - \$6,444.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC062**
Bid ID#: **10-76-25633-35**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Requires two years of professional experience in a community organization, social service work or in program planning and development. Prefers a master's degree in either Social work or Psychology. Requires working knowledge of Word, Access and Excel spreadsheet development, design and report writing. Requires the ability to travel.

Anticipated Starting Salary Range – \$4,361 to \$6,444 per month or \$52,332 to \$77,328 per year

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies
Where to Apply: DHS.MHHiringUnit@illinois.gov

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

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).



09/17/2020

Job Title: **Health Facilities Surveillance Nurse**
Agency: Department of Public Health
Closing Date/Time: Fri. 09/18/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **IDPH 44-19-0329**

Requires graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Extensive travel required.

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).



09/17/2020

Job Title: **Registered Nurse I (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Wed. 09/23/20 8:00 AM Central Time
Salary: \$4,881.00 - \$6,621.00 monthly
Job Type: Full-Time
Location: Livingston County, Illinois
Number of Vacancies: **4**
Plan/BU: **RC023**
Bid ID#: **10-67-25640 to 25643**

Requires graduation from an approved nursing education program resulting an Associate or Diploma Degree in Nursing or a Bachelor's Degree in Nursing. Requires licensure 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 and 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 and maintain Cardiopulmonary Resuscitation (CPR) certificate. Requires working knowledge of diversified professional nursing principles, concepts and practices. 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 Cardiopulmonary Resuscitation, control of bleeding, airway maintenance. Requires ability to instruct non-nursing personnel in the proper practices and procedures of individual care. Requires ability to maintain security of the work area and comply with all facility rules, regulations, policies and directives.

AGENCY CONTACT:

Rochelle (Shelly) Jackson, Human Resources
(815) 584-3347 extension 217
fax: (815) 584-3723
Email: Rochelle.Jackson@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).



09/17/2020

Job Title: **Technical Manager I Regional Applications Assistant – Region 1**

Agency: Department of Transportation

Closing Date/Time: Wed. 09/23/20 4:30 PM Central Time

Salary: \$3,680.00 - \$6,400.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **2**

Plan/BU: **PM-00**

Bid ID#: **IPR#44106**

8:00 am – 4:15 pm (45 min lunch) Monday - Friday

Office of Finance & Administration / Bureau of Information Processing / 201 W. Center Court, Schaumburg, IL

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

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).



09/17/2020

Job Title: Office Assistant - Opt 2
Agency: Department of Human Services
Closing Date/Time: Wed. 09/23/20 5:00 PM Central Time
Salary: \$2,934.00 - \$3,919.00 monthly
\$35,208.00 - \$47,028.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-72-25777

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires the ability to keyboard accurately at 35wpm. Requires ability to follow oral and/or written instructions.

Anticipated Started Salary Range – \$35,208 - \$47,028

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies.

Where to Apply: DHS.DDHiringUnit@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).



09/17/2020

Job Title: **Public Service Administrator - Opt 8L**
Agency: Human Rights Commission
Closing Date/Time: Wed. 09/23/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **TIRC-PSA10-02**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization. Requires possession of a license to practice law in the State of Illinois.

PREFERRED QUALIFICATIONS:

Criminal law experience, particularly post-conviction proceedings, is preferred. Familiarity with Administrative Law, Illinois Code of Criminal Procedure, Illinois Code of Civil Procedure, Illinois Supreme Court Rules, Illinois Rules of Evidence, Illinois Freedom of Information Act, Illinois Open Meetings Act are a plus.

AGENCY CONTACT:

Dr. Ewa Ewa
IHRC Personnel Officer
100 W Randolph Street, Suite 5-100
Chicago IL 60601
312-814-6269
Email: Ewa.ewa@illinois.gov

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



09/17/2020

Job Title: **External Training and Compliance Manager**
Agency: Executive Inspector General *
Closing Date/Time: Thu. 09/24/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **03292016**

POSITION SUMMARY: Subject to management approval and under the direction of the Deputy Inspector General - Executive Projects, serves as the External Training and Compliance Manager. This position involves designing, implementing, and overseeing State Officials and Employees Ethics Act (Ethics Act) trainings and compliance work at multiple State agencies and universities. This position requires an individual to develop an expertise in sexual harassment, harassment, and discrimination laws and the Ethics Act, in order to provide guidance and direction to outside entities. As needed, this position may include developing additional compliance and training initiatives for outside entities. This position requires a team-player with a proactive, creative mindset, who is self-motivated and can work autonomously as well as with the management team to further the Office goals. This position may involve working with information of an extremely sensitive and confidential nature.

9:00 a.m. 5:00 p.m.
Office of Executive Inspector General
69 W. Washington
Chicago, IL 60602

Human Resources
312.814.1789

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).



09/17/2020

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).