



09/27/2020

Job Title: **Revenue Audit Supervisor**  
Agency: Department of Revenue  
Closing Date/Time: Fri. 10/02/20 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 25288**

Requires a bachelor's degree, including at least 12 semester hours of accounting courses. Requires four years of progressively important experience in the tax auditing of books, records and documents of corporations, partnerships and individuals. Requires thorough knowledge of methods and techniques of tax accounting and auditing. Requires thorough knowledge and interpretation of the various types of records maintained by businesses, partnerships and individuals. Requires thorough knowledge of the various tax laws administered by the Department of Revenue. Requires thorough knowledge of methods, procedures and techniques utilized in the examination and review of tax returns and backup documentation, and in identifying and recommending appropriate corrective action. Requires thorough knowledge of files, procedural manuals and other related materials utilized in the research and examination of tax returns and backup documentation. Requires ability to direct, supervise and review the activities of professional staff. Requires ability to review and interpret various types of tax records and documents, and apply provisions of the tax laws to highly complex or unusual cases.

**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).



09/27/2020

Job Title: **Revenue Tax Specialist Trainee (Upward Mobility Target Title)**  
Agency: Department of Revenue  
Closing Date/Time: Fri. 10/02/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **DOR 25757**

Under immediate supervision, for a period of six to twelve months, participates in an agency sponsored training program, receiving a combination of classroom and on-the-job training in tax laws, rules and regulations, tax forms, research methods and procedures, communications skills and basic computer concepts, including Collection System; receives supervised on-the-job training assignments to acquire a practical knowledge of the tax collection process with periodic assessments throughout the training period.

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
217-782-6239 Phone  
217-782-9925 Fax

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09/27/2020

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](mailto: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](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).



09/27/2020

Job Title: **Bureau Chief**  
Agency: Illinois Commerce Commission  
Closing Date/Time: Thu. 10/01/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **31-09-1020**

This position is an exempt merit compensation (non-CMS) position and is exempt from Rutan. This position reports directly to the Executive Director which is an exempt merit compensation (non-CMS) position and is exempt from Rutan. Requires a minimum of a bachelor's degree in accounting, economics, engineering, finance, public administration, management or some closely related field; and six years experience in the transportation industry or related field, at least two years of which involved supervisory responsibilities; or an advanced degree and five years experience in the transportation industry or related field, at least two of which involved supervisory responsibilities. Superior oral and written English communication skills. Extensive knowledge of the personal computer and its related software applications and programs.

160 North LaSalle  
Chicago, IL 60601.

Colette Smith  
217-557-4206  
[colette.smith@illinois.gov](mailto:colette.smith@illinois.gov)

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09/27/2020

Job Title: **COVID Program Manager**  
Agency: Department of Human Services  
Closing Date/Time: Thu. 10/01/20 5:00 PM Central Time  
Salary: \$4,295.00 - \$12,128.00 monthly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **21-035**

Requires a Masters Degree in social services, public policy or related field. Requires 5 years experience in developing and managing community-based programs for immigrants and/or refugees. Requires knowledge of budget development and program evaluation.

**Work Location**

Clinton Building  
401 S. Clinton  
Chicago, IL.

**CMS100 Applications should be emailed to:**

[lilian.jimenez@Illinois.gov](mailto:lilian.jimenez@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).



09/27/2020

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 apply by **emailing** a CMS100 application, cover letter and resume to:  
[cja.hrdepartment@illinois.gov](mailto: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: 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](http://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](mailto: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](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).



09/27/2020

Job Title: **Manpower Planner III**  
Agency: Department of Commerce & Economic Opportunity  
Closing Date/Time: Thu. 10/01/20 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#: **DCEO42-40-223.20**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in business, management, accounting; requires three years professional experience in workforce development public programs at a local, state or federal level.

Requires a valid driver's license to meet travel requirements on a statewide basis to conduct meetings and field visits.

**NON-STATE EMPLOYEES:** Effective Nov 1, 2019 CMS will no longer accept CMS100 applications from applicants. Applicants are to submit the **New version of the CMS-100 Employment Application Dated 7-2019 or newer** to the agency contact above. **Older versions of the application will not be graded or returned.** Failure to complete application accurately will result in rejection of application. Central Management Services (CMS) will notify applicants of graded applications.

- **For applicants external to the State, the application must be submitted from the email address listed on the application.**
- **Email: CEO.HR@illinois.gov.**
- **Please include the BID ID # on the SUBJECT LINE, and CMS 100.**

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).



09/27/2020

Job Title: **Accountant Supervisor**  
Agency: Department of Veterans' Affairs  
Closing Date/Time: Thu. 10/01/20 4:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **34-127-21-17**

Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in business administration and accounting. Requires two years of professional experience in accounting, external auditing, budgetary planning and control or public accounting. Requires extensive knowledge of laws, rules and regulations relating to state or accounting and auditing procedures. Requires ability to prepare comprehensive accounting reports. Requires ability to review detailed work including written or numerical data and to make calculations rapidly and accurately. Requires skill and ability to evaluate more difficult accounting problems and to analyze and interpret more complex accounting records. Requires ability to supervise a staff of subordinates engaged in general accounting and budgeting activities. Requires ability to establish and maintain satisfactory working relationships and to deal tactfully with controversial problems. Prefers one year of experience with ERP/SAP accounting systems.

Submit Applications To: (must be postmarked by closing posting date)

IL Dept. of Veterans' Affairs

Attn: HR - Hiring

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).





09/27/2020

Job Title: **Day Care Licensing Representative II - Opt SS  
(Upward Mobility Target Title)**

Agency: Department of Children & Family Services

Salary: Depends on Qualifications

Job Type: Full-Time

Location: 2 Counties, Illinois

Number of Vacancies: **1**

Plan/BU: **RC063**

Bid ID#: **Continuous**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance; requires ability to speak and write Spanish at a colloquial skill level.

**This posting is for recruitment purposes and is intended for those currently not employed with DCFS**

This position requires an automated test. Interested applicants should take a copy of this posting and a [CMS 100 Employment Application](#) (version dated 07/2019), preferably with a legible copy of your Official college transcripts to a CMS testing center.

Questions regarding completion of your application for this title can be directed to [work4dcfs@illinois.gov](mailto:work4dcfs@illinois.gov).

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

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).



09/27/2020

Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**  
Agency: Department of Children & Family Services  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: 2 Counties, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **Continuous**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance.

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09/27/2020

Job Title: **Child Protection Specialist - Opt SS**  
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; requires ability to speak and write Spanish at a colloquial skill level.

**This posting is for recruitment purposes and is intended for those currently not employed with DCFS**

Interested applicants should submit a [CMS 100 Employment Application](#) (version dated 07/2019), and preferably a legible copy of your Official college transcripts to [DCFS.Work4DCFS@illinois.gov](mailto:DCFS.Work4DCFS@illinois.gov)

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

**Additional Documentation for Child Protection Specialist SS:**

[Class Specification](#)

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

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09/27/2020

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).



09/27/2020

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**

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09/27/2020

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](mailto:DPH.HRAApplications@illinois.gov)

**Where to Apply:**

[DPH.HRAApplications@illinois.gov](mailto:DPH.HRAApplications@illinois.gov)

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

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09/27/2020

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](http://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](mailto:cja.hrdepartment@illinois.gov).

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09/27/2020

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

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09/27/2020

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](mailto: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](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).



09/27/2020

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](mailto: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](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).



09/27/2020

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](#)

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09/27/2020

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](#)**

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09/27/2020

### 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.

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