



09/29/2020

Job Title: **Corrections Nurse Trainee**
Agency: Department of Corrections
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **IDOC29-82-17-1108**

Under immediate supervision for a period of six to twelve months, participates in an agency sponsored training program, receiving a combination of comprehensive classroom and on the job training in the nursing field. Receives training in conforming with established standards, procedures, policies and security guidelines and providing the full range of professional nursing services in the care and treatment of inmate patients in a correctional facility.

WORK LOCATION/AGENCY CONTACT:

Cathy Beckway, HR Rep
IDOC Stateville Correctional Center
16830 S. Route 53
Crest Hill, IL 60403
Phone: (815) 727-3607 Ext. 6693
Fax: (815) 727-0838
Email: DOC.STA.Personnel@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).



09/29/2020

Job Title: **Medical Administrator II Option D - Opt 05**
Agency: Department of Human Services
Salary: \$10,441.00 - \$18,498.00 monthly
Job Type: Part-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **TA000**
Bid ID#: **10-72-26403**

Under administrative direction of the Center Director, serves as the Medical Director of the Ludeman Developmental Center; supervises medical staff; maintains the overall quality of clinical care provided to individuals at the facility, including planning, staff administration and implementation of medical treatment regimens, individual care programs and services of the facility. Develops, implements, and monitors policies and procedures related to established standards for individual care, medical ethics and licensing/regulations.

AGENCY CONTACT:

Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
Phone: 708-283-3014
Fax: 708-283-3017
email: alice.chambers@illinois.gov

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09/29/2020

Job Title: **Corrections Nurse I (Upward Mobility Target Title)**
Agency: Department of Corrections
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **IDOC29-89-18-0013**

Under general supervision of the Nursing Supervisor (Public Service Administrator), provides a full range of professional nursing services in the care and treatment of patients: notifies the physician, Director of Nursing, Nursing Supervisor, Health Care Administrator and Shift Commander in case of emergency situations.

Agency Contact:
Julie Anderson
Joliet Treatment Center
2848 W. McDonough St.
Joliet, IL 60436
Phone: 815-730-4400 ext. 2019
Fax: 815-730-4405

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09/29/2020

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.

This position requires an automated exam conducted by CMS. At this time CMS Assessment are scheduling Open Competitive and Promotional examinations via a notification process. Call-in and Walk-in services are currently unavailable at all CMS Assessment locations.

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

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09/29/2020

Job Title: **Telecommunicator Trainee**
Agency: Illinois State Police
Closing Date/Time: Continuous
Salary: \$3,196.00 - \$4,468.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-40-ISP20-061**

Under immediate supervision, on an indeterminate shift, participates in an agency-sponsored training program for a period of six to twelve months in Illinois State Police (ISP) telecommunications applications designed to develop familiarization with ISP telecommunications procedures and practices and the usage of two-way radio, computer terminal equipment, and telephone call taking procedures.

Agency Contact

**Submit completed application via Email (include BID ID in Subject line) or USPS:
Illinois State Police/Human Resources
801 S. 7th St., Ste. 700 Annex
Springfield, IL 62703
ISP.JobPostings@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).



09/29/2020

Job Title: **Telecommunicator Specialist**
Agency: Illinois State Police
Closing Date/Time: Continuous
Salary: \$3,874.00 - \$5,685.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-40-ISP20-062**

Under general supervision, on an assigned/indeterminate shift, utilizes a multi-channel trunked radio network system simultaneously receiving, monitoring, and transmitting information. Communicates within and amongst talk groups comprised of both inter-and intra-agency radio users of the trunked radio system. Operates a multiple-terminal console configuration over which multiple databases and messaging systems are utilized to transmit and receive police business and emergency messages between mobile and other base stations. Answers and acts upon incoming telephone calls, i.e., emergency, non-emergency, 9-1-1, from the public. Under general guidelines, assigns ISP officers to respond to calls for service. Visually observes security monitors and responds to "walk-in" requests for service.

Agency Contact

Submit signed application via email (include BID ID in Subject line) or USPS:

Illinois State Police/Human Resources

801 S. 7th St., Ste. 700 Annex

Springfield, IL 62703

ISP.JobPostings@illinois.gov

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09/29/2020

Job Title: **Mental Health Technician II or Mental Health Technician I or Mental Health Technician Trainee**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **10**
Plan/BU: **RC009**
Bid ID#: **10/79- 27012**

Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habitation of persons with mental illness or developmental disabilities. Requires working knowledge of the causes, nature and treatment of mental illness or developmental illness or developmental disabilities and the proper methods and techniques employed in the personal and nursing care, development and habitation of persons with mental illness or developmental disabilities.

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 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).



09/29/2020

Job Title: **Automotive Mechanic - Opt 2 - INFORMATIONAL POSTING**
Agency: Department of Transportation
Closing Date/Time: Continuous
Salary: \$4,239.00 - \$5,652.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **000**
Plan/BU: **RC451**
Bid ID#: **00000**

Welds plows, plow frames, spreaders and other miscellaneous off road equipment which is immediate need of repair. Bends, forms and fabricates specialized equipment which may be needed.

Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Additional information may also be obtained from 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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09/29/2020

Job Title: **Human Services Caseworker**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: \$4,164.00 - \$6,128.00 monthly
\$49,968.00 - \$73,536.00 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.

Non-State candidates - See the Social Services Career Trainee Continuous Posting - 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.

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09/29/2020

Job Title: **Human Services Caseworker - Opt SS**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: \$4,164.00 - \$6,128.00 monthly
\$49,968.00 - \$73,536.00 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 speak, write and read Spanish

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

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09/29/2020

Job Title: **Cook I (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Thu. 10/08/20 5:00 PM Central Time
Salary: \$2,994.00 - \$4,020.00 monthly
\$35,928.00 - \$48,240.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-72-25926**

Under direct supervision, cooks and prepares food on a large scale basis for persons served. Coordinates cooking operations in the absence of the Cook II. Assists direct care staff and persons served in the preparation of food.

Work Location:
Ludeman DD Center
114 Orchard
Park Forest, IL 60466

Hours/Work Schedule: Sun-Sat 7:00 am - 3:30 pm Rotating Days Off.

Anticipated Started Salary Range – \$35,928 - \$48,240

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.DDHiringUnit@illinois.gov.

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09/29/2020

Job Title: **Staff Development Specialist I**
Agency: Department of Human Services
Closing Date/Time: Thu. 10/08/20 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#: **10-91-25911**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational or group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

Work Location:

Region 1 Central Office
527 South Wells-2nd Floor
Chicago, IL 60607
8:30 am – 5:00 pm (M-F)

Anticipated Started Salary Range \$55,044-\$81,840
Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply:

DHS.HiringUnit@illinois.gov.

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

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09/29/2020

Job Title: **Social Worker II (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Thu. 10/08/20 5:00 PM Central Time
Salary: \$4,831.00 - \$7,244.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC063**
Bid ID#: **10-82-24159/24162**

Requires a Master's degree in social work from a recognized college or university supplemented by one year of professional social work experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled, or other disabled persons. This class is included as an Upward Mobility Program credential title. Requires extensive knowledge of the theories and assumptions underlying the social work field. Requires the ability to prepare complex written and oral reports. Requires effective communication skills, both verbal and written. Requires ability to observe patients and perceive change in behavior. Prefer licensed social worker or licensed clinical social worker from the Department of Financial and Professional Regulations.

Work Hours:

8:30 am – 5:00 pm (M-F)

Anticipated Starting Salary Range – \$4,831 to \$7,244 per month or \$57,972 to \$86,928 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).



09/29/2020

Job Title: **Assistant Labor Relations Counsel (Technical Advisor II)**
Agency: Department of Central Management Services
Closing Date/Time: Thu. 10/08/20 11:59 PM Central Time
Salary: \$70,000.00 - \$80,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **CF010**
Bid ID#: **45252-37-70-110-02-01**

PREFERRED QUALIFICATIONS:

1. Prefers litigation experience.
2. Prefers knowledge of labor relations.
3. Prefers working knowledge of judicial and quasi-judicial procedures and rules of evidence.
4. Prefers experience performing legal research.
5. Prefers the ability to independently draft pre-hearing and post-hearing briefs and/or memoranda.
6. Prefers one year of professional experience in the practice of law.
7. Prefers a working knowledge about federal, state or local government entities.
8. Prefers experience interviewing, preparing and/or questioning witnesses.

Work Hours:

Monday - Friday

8:30 A.M. to 5:00 P.M.

Work Location:

James R. Thompson Center (JRTC)

100 W. Randolph Street, Suite 4-500

Chicago, Illinois 60601

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09/29/2020

Job Title: **Dietary Manager I - Opt 1 (Upward Mobility Target Title)**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/09/20 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#: **34-127-21-04**

Requires knowledge, skills and mental development equivalent to completion of four years college with courses in dietetics. Requires one-year professional experience in a large-scale food service program. Requires possession of a current valid certificate as a Certified Dietary Manager (CDM). Qualifying state employees in the employee Upward Mobility Program, may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class. Requires working knowledge of the Department of Public Health food service standards and regulations concerning the sanitary preparation, serving and storage of food in relation to large scale food service. Requires working knowledge of nutritional and therapeutic meals for the elderly. Requires the ability to supervise subordinates in preparing and serving general and special menus and performing other food service functions. Requires ability to supervise quantity food preparation and cooking with economy and efficiency. Requires ability to judge food materials and to make estimates of requirements and requisitions needed for food, supplies and equipment. Requires ability maintain satisfactory working relationships with other employees of the department. Requires ability to maintain food service records and prepare related reports. Honorable discharge from the U.S. Military preferred.

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 (fax is the preferred method of receiving apps)

Email: IDVA.HR.Applicants@Illinois.gov

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09/29/2020

Job Title: **Stores Clerk**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/09/20 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#: **34-127-21-18**

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires elementary knowledge of storeroom methods and procedures, transportation modes, shipment methods and kinds and grades of foodstuffs, maintenance, medical or office supplies. Requires ability to keep simple receiving and shipping records. Requires ability to perform arduous labor. Requires ability to understand and follow oral or written instructions. Prefers experience with property control/inventory 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

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09/29/2020

Job Title: **Account Technician I (Upward Mobility Target Title)**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/09/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **34-127-21-19**

Requires working knowledge, skill and mental development equivalent to completion of two years of college and completion of an approved training course or three years of related clerical bookkeeping experience. Requires working knowledge of accounting techniques. Requires working knowledge of state accounting procedures. Requires working knowledge of office methods and procedures. Requires working knowledge of principles and functions of standard office accounting machines and experience. Requires ability to apply established accounting techniques. 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 (fax is the preferred method of receiving apps)

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09/29/2020

Job Title: **Account Clerk II (Upward Mobility Target Title)**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/09/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC014**
Bid ID#: **34-127-21-20**

Requires working knowledge, skill and mental development equivalent to completion of four years of high school. Requires one year of office experience, including bookkeeping work. Requires working knowledge of bookkeeping principles and practices. Requires working knowledge of office methods and procedures. Requires ability to apply bookkeeping principles. Requires ability to make rapid and accurate arithmetic calculations either manually or by machine. 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

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Springfield, IL 62704

Ph: 217-785-7208

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09/29/2020

Job Title: **Property & Supply Clerk III**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/09/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **34-127-21-21**

Under general direction of the Business Administrator, maintains the inventory and property control program for the Chicago Veterans' Home; performs clerical work in controlling, accounting for and requisitioning property, supplies and equipment; maintains a complete record of all state property including value and location at the home per the State Property Control Act and related policies and procedures. Assigns a new State property number for each item and affixes the tag number to the piece of equipment; requests information concerning prices, availability specification and delivery dates from vendors; serves as liaison with vendors to resolve any issues or discrepancies with orders. Tracks and records all equipment inventory movements within the home and all items transferred to or from an outside agency in the property accounting system.

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 (fax is the preferred method of receiving apps)

Email: IDVA.HR.Applicants@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).



09/29/2020

Job Title: **Dietary Manager II, Opt 1**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/09/20 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#: **34-127-21-25**

Requires knowledge, skills and mental development equivalent to completion of four years college with courses in dietetics. Requires possession of a current valid certificate as a **Certified Dietary Manager (CDM)**. Requires two years of professional experience in a large-scale food service program. Requires extensive knowledge of the IL Department of Public Health food service standards and regulations concerning the sanitary preparation, serving and storage of food in relation to large scale food service. Requires thorough knowledge of food service management with emphasis on food costs, ordering procedures, and fiscal accounting methods. Requires extensive knowledge of nutritional and therapeutic meals for the elderly and the ability to direct staff in the preparation and serving of such meals. Requires ability to maintain satisfactory working relationships with other employees of the Department. Prefer licensure by the State of Illinois as a Dietitian/Nutritionist.

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 (fax is the preferred method of receiving apps)

Email: IDVA.HR.Applicants@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).



09/29/2020

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).