



09/30/2020

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 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).



09/30/2020

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**

Temporary Contract position to assist Associate Director of the Office Welcoming Centers for Refugee and Immigrant Services in developing, launching and implementing pilot federally funded program(s) which are needed immediately due to COVID-19 crisis. Position will train staff and providers in program development and financial management of programs and services for immigrants and refugees. Position will be responsible for creating a method to track services and outcome data to help determine the effectiveness of the programs and to determine what changes should be instituted to improve service delivery.

8:30AM - 5:00PM

Work Location

Clinton Building
401 S. Clinton
Chicago, IL.

CMS100 Applications should be emailed to:

lilian.jimenez@Illinois.gov

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09/30/2020

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

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).



09/30/2020

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).



09/30/2020

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.

- **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).



09/30/2020

Job Title: **Registered Nurse II**
Agency: Department of Human Services
Closing Date/Time: Fri. 10/02/20 4:00 PM Central Time
Salary: \$5,293.00 - \$7,303.00 monthly
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **10-77-671-115086**

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

Alton Mental Health Center
Contact: Elton Arrindell
4500 College Ave
Alton, IL 62002
Phone: 618-474-3253
Fax: 618-474-5538

Location:
Civil Unit
12 hour shift / 0645 - 1915
Every Other Weekend Off

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).



09/30/2020

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**

Requires knowledge, skill, and mental development equivalent to completion of four years of high school. 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 elementary knowledge of the Operation and care of a keyboard and related equipment. Requires elementary knowledge of office practices and procedures, business English, spelling, and commercial arithmetic. Requires skill to type accurately at a minimum of 30 wpm. Requires ability to receive, understand, and act upon aural and written instructions and information through the use of a two-way radio and telephone. Requires ability to acquire a valid LEADS operator certificate. Requires a clear speaking voice. Requires ability to maintain self control under stressful conditions. Must be able to pass an agency background check. Must be able to work assigned shifts, weekends, and holidays.

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).



09/30/2020

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**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires successful completion of the Telecommunicator Trainee Program. Requires possession of a valid LEADS operator certificate. Requires successful completion of agency provided call taker program. Requires successful completion of specialized training in operation of a sophisticated multi-channel trunked radio communications system. Requires a clear speaking voice. Requires ability to receive, understand, and act upon aural and written instructions and information through the use of two-way radio and telephone. Requires ability to effectively and accurately communicate both verbally and in written form. Requires ability to maintain self-control under stressful conditions. Requires ability to properly arrange material for transmission and to determine priority of messages. Requires ability to establish and maintain satisfactory working relationships with other employees, officers, and the public. Must be able to work assigned shifts, weekends and holidays.

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**

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).



09/30/2020

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

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

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.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).



09/30/2020

Job Title: **Social Services Career Trainee - Opt SS**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: \$3,544.00 - \$5,001.00 monthly
\$42,528.00 - \$60,012.00 annually
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **20**
Plan/BU: **RC062**
Bid ID#: **Cont. NEW TESTING PROCEDURES**

Under direct supervision, receives on the job training for a period of six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Temporary Assistance to Needy Families (TANF) including earned income cases, Medical Assistance No Grant (MANG) including Spenddown cases, Aid to the Aged, Blind and Disabled (AABD), Group Care, Supplemental Nutrition Program (SNAP) or other such cases; receives training to explain work incentive programs and to encourage client participation; receives training to assist client in resolving problems that interfere with work or educational opportunities. Communicates with customers and other Department of Human Services (DHS) staff in both verbal and written form.

TO APPLY FOR A GRADE SEND A COMPLETED CMS100, DATED 7/19 OR NEW TO

DHS.FCS.Grading@illinois.gov

Applications will be graded based on Training, Education and Experience - no automated test is required.

For information regarding other positions available go to: <http://work.illinois.gov> (listed at the top of posting) and to access the most recent CMS100, employment application.

For DHS assistance contract: dhs.recruitment@illinois.gov

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



09/30/2020

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

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).



09/30/2020

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

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).



09/30/2020

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

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).



09/30/2020

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**

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09/30/2020

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

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).



09/30/2020

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).



09/30/2020

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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09/30/2020

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.

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).



09/30/2020

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](#)

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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09/30/2020

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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09/30/2020

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.

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