



10/03/2020

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](mailto:DHS.DDHiringUnit@illinois.gov).**

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



10/03/2020

Job Title: **Educator - Opt C**  
Agency: Department of Human Services  
Closing Date/Time: Thu. 10/15/20 5:00 PM Central Time  
Salary: \$3,301.00 - \$6,193.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC063**  
Bid ID#: **10-44-26038-39**

Under general supervision, teaches and implements courses in pre-employment transition services including: job exploration counseling, work-based learning experiences, counseling on opportunities for enrollment in postsecondary educational programs; workplace readiness training to develop social skills; vocational skills, and training for independent living, i.e., shopping, budgeting, personal assistant management, personal financial management, etc.; and community involvement to transition aged students with severe physical disabilities, cognitive, neurological and other disabilities, through collaboration with school personnel and community partners at the Illinois Center for Rehabilitation and Education-Roosevelt (ICRE-R).

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

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10/03/2020

Job Title: Residential Care Worker Trainee / Residential Care Worker, Option A  
Agency: Department of Human Services  
Closing Date/Time: Fri. 10/16/20 5:00 PM Central Time  
Salary: \$3,092.00 - \$4,788.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 10-44-26031-32

Residential Care Worker Trainee:

Requires knowledges, skills and mental development equivalent to an A.A. degree in childcare, sociology, or human services or requires two years of experience in the care and supervision of children as could be gained in a day care facility or a Head Start Program. Requires the ability to travel.

**Anticipated Starting Salary Range – \$3,092 to \$4,788 per month or \$37,104 to \$57,456 per year**

**Current Bargaining Unit Employees – Collective Bargaining Agreement language applies**

**Where to Apply: [DHS.DRSHiringUnit@illinois.gov](mailto:DHS.DRSHiringUnit@illinois.gov)**

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

Agency Contact:

Bureau of Employee Services

Andrew Surratt

100 South Grand Ave East, 3rd floor

Springfield, IL 62762

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



10/03/2020

Job Title: **Accountant (Upward Mobility Target Title)**  
Agency: Department of Human Services  
Closing Date/Time: Thu. 10/15/20 5:00 PM Central Time  
Salary: \$3,830.00 - \$5,536.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-44-26041**

Under the general supervision of the Business Administrator for the Illinois Center for Rehabilitation and Education-Roosevelt/Wood (ICRE-R/Wood), performs professional accounting and auditing work involving the maintenance of school funds and grant accounts and the preparation of financial reports and statements for both state schools; maintenance of account books, performs specific functions related to the processing of payment vouchers for goods received by both schools, through the implementation of approved accounting methods and techniques and approved procedures by the State of Illinois.

**Anticipated Starting Salary Range – \$3,830 to \$5,536 per month or \$45,960 to \$66,432 per year**

**Current Bargaining Unit Employees – Collective Bargaining Agreement language applies**

**Where to Apply: [DHS.DRSHiringUnit@illinois.gov](mailto:DHS.DRSHiringUnit@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](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).



10/03/2020

Job Title: **Vocational Instructor - Opt C**  
Agency: Department of Human Services  
Closing Date/Time: Thu. 10/15/20 5:00 PM Central Time  
Salary: \$3,544.00 - \$5,001.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-44-26036**

Requires two years of practical journeyman experience in a wide variety of computerized embroidery machines, sewing and the use of multiple machines including serger, juki and straight sewing machines and in the training of these machines. Requires extensive knowledge of the practices, methods, tools and materials of computerized embroidering. Requires the ability to work with students with severe physical disabilities and to use accommodations and assistive technology to enhance student's learning and capabilities in the area of computerized embroidery. Requires ability to maintain discipline, safety and an effective learning environment. Requires ability to use the tools, materials and equipment associated with computerized embroidery and to instruct all skill levels in their proper use. Requires ability to prepare reports and evaluate training progress using suitable performance measures

**8:00 am – 4:30 pm (M-F)**

**Anticipated Starting Salary Range – \$3,544 to \$5,001 per month or \$42,528 to \$60,012 per year**

**Current Bargaining Unit Employees – Collective Bargaining Agreement language applies**

**Where to Apply: [DHS.DRSHiringUnit@illinois.gov](mailto:DHS.DRSHiringUnit@illinois.gov)**

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

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10/03/2020

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](mailto:DHS.HiringUnit@illinois.gov).

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

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10/03/2020

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](mailto:DHS.MHHiringUnit@illinois.gov)**

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

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10/03/2020

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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10/03/2020

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](mailto:IDVA.HR.Applicants@Illinois.gov)

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10/03/2020

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

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10/03/2020

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)

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Springfield, IL 62704

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10/03/2020

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)

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10/03/2020

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

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10/03/2020

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)

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Attn: HR - Hiring

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Springfield, IL 62704

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10/03/2020

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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10/03/2020

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)

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).





10/03/2020

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).

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10/03/2020

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).



10/03/2020

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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10/03/2020

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](#).

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).



10/03/2020

### Career Counseling Services

State government career counseling services are provided by CMS Assessment Centers either by mail, email or through individual, in-person counseling sessions. Note that in-person counseling sessions are available at all CMS Assessment Centers by appointment only on a limited, first come-first serve basis and available sessions fill up quickly so applicants are strongly encouraged to take advantage of career counseling services offered via mail or email.

**Counseling by Mail:** If you want to take advantage of counseling by mail, complete a CMS-100 application, indicate that you want counseling by mail and your geographic employment preferences and salary requirements, and mail your application and request to the Chicago or Springfield assessment center. To ensure prompt service, mark the envelope "Request for Counseling by Mail." Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and will send back a list of potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

**Counseling by Email:** If you prefer, you can request counseling by email. Complete and attach to the email your CMS-100 application, indicate that you want counseling by email along with your geographic employment preferences and salary requirements, and email your request and application to: [CMS.CounselingByEmail@Illinois.gov](mailto:CMS.CounselingByEmail@Illinois.gov)

Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and respond via email with potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

**Career Counseling Session:** If you schedule an appointment for a career counseling session at a CMS Assessment Center, you must complete and bring your CMS-100 application with you to the assessment center. A career counseling session lasts approximately 30 minutes. The career counselor will review your education and experience as reported on your CMS-100 application and discuss state government employment opportunities with you that match your credentials and employment preferences with position titles for which you may be qualified and answer any questions you may have regarding examination procedures and eligibility requirements. If you are unable to make your appointment, please contact the assessment center in advance to cancel your appointment.

Career Services also provides special assistance to Illinois veterans through the [Veterans Outreach Program](#). Please direct all Veteran Outreach issues directly to [VeteransOutreachByEmail@illinois.gov](mailto:VeteransOutreachByEmail@illinois.gov).

From its Chicago office, CMS also offers the [Diversity Enrichment Program](#) (DEP) headquartered in the James R. Thompson Center (JRTC). The Program is responsible for the recruitment of well-qualified candidates for employment in underutilized categories for State employment through targeted outreach events and applicant counseling and is a resource for all State agencies, boards and commissions to supplement their recruiting efforts and develop strategies for diversification.

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