



10/09/2020

Job Title: **Electrical Engineer II**  
Agency: Illinois Commerce Commission  
Closing Date/Time: Thu. 10/22/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **31-1002**

This position requires a four-year degree in electrical engineering; preferably given to individuals with coursework in electricity generation and distribution or with related work experience. Superior written and oral English communications skills; knowledge of the personal computer and its related software programs and applications including word processing and spreadsheets are also required.

527 E. Capitol Ave.  
Springfield, IL 62701  
or  
160 North LaSalle  
Chicago, IL 60601

Colette Smith  
217-557-4206  
E-mail: [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).



10/09/2020

Job Title: **Child Protection Specialist**  
Agency: Department of Children & Family Services  
Closing Date/Time: Thu. 10/22/20 5:00 PM Central Time  
Salary: \$4,587.00 - \$6,820.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **2088025-888864**

Preferably requires a master's degree in social work; or requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; or requires a bachelor's degree in social work and one year of directly related professional experience; or requires a bachelor's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and two years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to serve on 24 hour "on call" duty.

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

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



10/09/2020

Job Title: **Public Service Administrator - Opt 6**  
Agency: Department of Human Services  
Closing Date/Time: Thu. 10/22/20 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
\$37,392.00 - \$117,180.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **SV062**  
Bid ID#: **10-91-26062**

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in a social or human services field. Requires three years progressively responsible administrative experience in a health or human services organization. Requires thorough knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois.

Hours/Work Schedule: 8:30 am - 5:00 pm, Monday - Friday

Anticipated Started Salary Range – \$84,000-\$100,000/yr

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: [Georgette.Patterson@illinois.gov](mailto:Georgette.Patterson@illinois.gov).

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

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10/09/2020

Job Title: Office Associate - Opt 2  
Agency: Department of Human Services  
Closing Date/Time: Fri. 10/23/20 5:00 PM Central Time  
Salary: \$3,092.00 - \$4,213.00 monthly  
\$37,104.00 - \$50,556.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-26096

Requires knowledge, skill and mental development equivalent to completion of high school and two years of related office experience. Requires extensive knowledge of grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at a rate of 45 words per minute. Requires knowledge and understanding of medical, technical and legal terminology.

Agency Contact:  
Bureau of Employee Services  
Greer McNeil  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
FAX: 217-524-2116

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).



10/09/2020

Job Title: **Safe From Start - Research Analyst - Temp - FT**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Fri. 10/23/20 5:00 PM Central Time  
Salary: \$32.00 / Hour  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **CJIA PSC-25-2020**

Experience: At least three years of experience assisting with or conducting research projects that involve critically summarizing academic literature, developing and administering interview and/or focus group protocols, analyzing qualitative or quantitative data, and writing major findings. Prior experience conducting research related to victims, victim services, or related fields of victimology is preferred. Prior experience conducting or assisting with program evaluation research is preferred.

Specialized Skills: Knowledge of children who have been exposed to violence in their home and/or community preferred. Individuals with experience conducting research on childhood and youth victimization and exposure to violence are encouraged to apply. Ability to critically analyze, interpret, and effectively summarize research methods and findings published in academic journals; understanding of social science research methodologies; ability to develop research protocols that effectively measure key constructs and program activities; ability to analyze qualitative and quantitative data using analytic software (prior experience using NVivo, SPSS, and/or R is a plus); and ability to summarize technical research findings in a manner that is accessible to lay persons. Willingness and ability to travel, including valid Illinois Driver's License.

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

[cja.hrdepartment@illinois.gov](mailto:cja.hrdepartment@illinois.gov)

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10/09/2020

Job Title: **Technical Manager III-Compliance Field Officer (Northern)**  
Agency: Department of Transportation  
Closing Date/Time: Wed. 10/21/20 4:30 PM Central Time  
Salary: \$4,765.00 - \$8,295.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **PM-00**  
Bid ID#: **IPR#44109**

This position is responsible for conducting contract compliance reviews and assuring that contractors and consulting engineers doing business with the department are following the stipulations of the contracts, special provisions, and federal and state legislation. These activities can cover any aspect of the construction process with an emphasis on compliance with the department's Disadvantaged Business Enterprise (DBE) Program.

8:00 am – 4:30 pm Monday - Friday

Office of Finance and Administration / Bureau of Investigations and Compliance / 201 W. Center Court, Schaumburg, IL

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

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10/09/2020

Job Title: **Unemployment Insurance Revenue Analyst II**  
Agency: Department of Employment Security  
Closing Date/Time: Tue. 10/20/20 11:59 PM Central Time  
Salary: \$4,361.00 - \$6,444.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **RCRA 81037**

Requires knowledge, skills and mental development equivalent to four years of college with major coursework in accounting, business, mathematics or a related field, plus three years of professional experience in account maintenance, investigation and analysis. Requires extensive knowledge of the Illinois Unemployment Insurance Act; employer's rights and obligations related to unemployment insurance contributions; databases and hardcopy information sources used within the agency. Requires working knowledge of mathematical concepts. Requires ability to communicate effectively, both orally and in writing; to gain and maintain effective working relationships with agency employees, employers and the public. Requires ability to use a PC and related software packages such as word processing and spreadsheets, database management, e-mail and the internet; prefers skill in keyboarding. Requires ability to travel occasionally.

**AGENCY CONTACT/ Where to Apply:**

IDES Recruitment & Selection  
33 S. State Street - 8th Floor  
Chicago, IL 60603  
Attn: Sudi Garcia  
Fax: (312) 793-5052  
Scan: [DES.JOBS@illinois.gov](mailto:DES.JOBS@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).



10/09/2020

Job Title: **Employment Security Specialist I**  
Agency: Department of Employment Security  
Closing Date/Time: Tue. 10/20/20 11:59 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#: **RCRA 81039**

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in the social sciences; or requires four years of work experience in program research evaluation or design with two of the years at the professional level. Requires working knowledge of the appropriate provisions of the Illinois Unemployment Insurance Act and applicable State and Federal laws. Requires knowledge of automated system capabilities within IDES. Requires the ability to travel; effectively communicate ideas, both orally and in written form; organize and analyze pertinent data; and to use a personal computer with related software programs.

IDES Recruitment & Selection  
33 S. State Street - 8th Floor  
Chicago, IL 60603  
Attn: Sudi Garcia  
Fax: (312) 793-5052  
Scan: [DES.JOBS@illinois.gov](mailto:DES.JOBS@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).





10/09/2020

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**

Requires knowledge, skill and mental development equivalent to completion of four years of college, with courses in business administration and accounting or four years of technical accounting experience. Requires elementary knowledge of professional accounting and auditing theory, principles, methods and procedures. Requires elementary knowledge of the laws, rules, and regulations to state or non-state accounting or auditing procedures. Requires elementary knowledge of office methods, procedures, standard office accounting machines and equipment.

**\*\*PLEASE SEE NEW CMS GRADING PROCESS BELOW\*\***

**Bids/applications must be received at the [DHS.DRSHiringUnit@illinois.gov](mailto:DHS.DRSHiringUnit@illinois.gov) by the closing date of the posting, late applications will be considered ineligible.**

**CANDIDATES MUST SUBMIT A SEPARATE BID FORM AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.**

**APPLICATION – BIDDING PROCEDURES:**

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10/09/2020

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](#)**

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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10/09/2020

Job Title: **Human Services Caseworker - Opt SS (Upward Mobility Target Title)**  
Agency: Department of Human Services  
Closing Date/Time: Wed. 10/14/20 5:00 PM Central Time  
Salary: \$4,164.00 - \$6,128.00 monthly  
\$49,968.00 - \$73,536.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-91-25992**

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form. Requires the ability to speak, read and write Spanish at a colloquial skill level.

**Where to Apply:**

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

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

Agency Contact:

Bureau of Employee Services  
Greer McNeil  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
FAX: 217-524-2116

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10/09/2020

Job Title: **Assistant Director**  
Agency: Illinois Commerce Commission  
Closing Date/Time: Wed. 10/14/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **MC-16**  
Bid ID#: **31-050920**

Requires knowledge, skill and mental development equivalent to the completion of four years of college, preferably with courses in business, management, or public administration; prior experience equivalent to eight to ten years of progressively responsible business, management or public and business administration experience, the ability to develop and manage the agency's administrative programs; extensive knowledge of agency programs and service objectives, policies, activities and operational systems; extensive knowledge of staff utilization and employee motivation; the ability to analyze administrative problems and adopt an effective course of action; the ability to develop, install and evaluate new and revised methods, procedures and performance standards; extensive knowledge of the personal computer and its related software applications and programs; the ability to exercise judgment and discretion in developing, implementing and interpreting agency policies and procedures; the ability to anticipate needs and cost of personnel, space, equipment, supplies and services; superior written and verbal English communication skills; and the ability to apply human relation skills in interaction with agency management.

527 East Capitol Ave.  
Springfield, IL 62702

160 North LaSalle  
Chicago, IL 60601

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

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10/09/2020

Job Title: **Veterans Service Officer**  
Agency: Department of Veterans' Affairs  
Closing Date/Time: Tue. 10/13/20 4:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **34-115-21-04**

Under direction, acts as Service Officer for the Metro Division of the IL Department of Veterans' Affairs managing the operation of a field office, provides itinerate part-time services at various locations within the northern division. Interviews veterans, spouses and dependents regarding veterans' benefits. Assists in interpreting laws and changes to existing laws. Aids in the completion of necessary forms and compiling evidential documents necessary for the processing of claims; recording information and maintaining individual files regarding all military, medical and service-connected personnel history for claimants.

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)

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).



10/09/2020

Job Title: **Public Service Administrator - Opt 6**  
Agency: Department of Human Services  
Closing Date/Time: Fri. 10/09/20 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
\$37,392.00 - \$117,180.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **MG063**  
Bid ID#: **10-91-25910**

Under general direction of the Regional Administrator, serves as Regional Training Coordinator for Region 1 Central. Conducts, organizes, plans, executes, controls and evaluates the Region's policy and procedures training both in the local office, with FCS development staff and with outside training resources. With full authority, reviews the training activities for Local Office staff. Commits the Region to a specific course of action in the implementation of training on agency policy and procedures; provides input on FCS statewide training program planning and development. Develops and implements the in-office segment of the training program; develops training programs relative to all areas of FCS; works with Regional staff to verify relative information is gathered for instructional purposes. Revises and presents training programs. Serves as working supervisor over program trainer for Region 1 Central.

Work Location:  
IL Department of Human Services  
Division of Family & Community Services (FCS)  
Region 1 Central Office  
527 South Wells  
Chicago, IL 60607

Anticipated Started Salary Range: \$70,000-\$90,000/yr

Please submit applications to:  
[Georgette.Patterson@illinois.gov](mailto:Georgette.Patterson@illinois.gov)

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10/09/2020

Job Title: **Internal Security Investigator II**  
Agency: Department of Children & Family Services  
Closing Date/Time: Fri. 10/09/20 5:00 PM Central Time  
Salary: \$5,384.00 - \$8,134.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **2026003-262364**

Requires knowledge, skill, and mental development equivalent to completion of two years of college, with coursework in law, government, liberal arts, history, or business or public administration, plus four years professional experience in law enforcement investigatory work or a related field; OR requires knowledge, skill, and mental development equivalent to completion of four years of college, with major coursework in law, government, liberal arts, history, or business or public administration, plus two years professional experience in law enforcement investigatory work or a related field; OR requires knowledge, skill, and mental development equivalent to completion of a master's degree, with major coursework in law, government, liberal arts, history, or business or public administration, plus one year professional experience in law enforcement investigatory work or a related field; OR requires completion of the F.B.I. National Academy or comparable law enforcement schooling, plus two years of professional experience in law enforcement investigatory work or a related field; preferably requires a master's degree with major coursework in law, government, psychology, public health, social services, social work, or business or public administration, plus one year professional experience in law enforcement investigatory work in a human services field; requires travel, an appropriate valid driver's license, and access to an operating vehicle.

Contact:

Denise Bean-Mathis  
406 E. Monroe, Station 373  
Springfield, IL 62701  
217-524-0275  
Fax: 217-524-3970  
Email: [denise.bean-mathis@illinois.gov](mailto:denise.bean-mathis@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).



10/09/2020

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**

Requires two years of clerical and bookkeeping experience. Requires thorough knowledge of the rules and regulations of the State Property Control Act. Requires ability to interpret and evaluate property assets, their depreciation and condemnation. Requires ability to maintain accurate inventory records and prepare accurate inventory reports. Prefers one year of experience with ERP/SAP accounting systems. Prefers one-year experience with property control/inventory systems.

Work Location:  
Chicago Veterans' Home  
4250 North Oak Park Ave  
Chicago, Illinois 60634

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)

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).





10/09/2020

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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10/09/2020

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

**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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10/09/2020

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)**

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

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10/09/2020

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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10/09/2020

### Career Counseling Services

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

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

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

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

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

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

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

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