



10/10/2020

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

[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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10/10/2020

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 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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10/10/2020

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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10/10/2020

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.

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 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).



10/10/2020

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 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.

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10/10/2020

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

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

Additional Documentation for Child Protection Specialist SS:

[Class Specification](#)

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

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10/10/2020

Job Title: **Capital Planning Liaison NONCODE**
Agency: Capital Development Board
Closing Date/Time: Wed. 10/21/20 4:59 PM Central Time
Salary: \$4,831.00 - \$7,244.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CDB000200**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with a degree in public or business administration. Requires prior experience equivalent to four years of progressively responsible administrative experience, preferably in capital planning, project management or government procurement. Understanding of State of Illinois Procurement Code is desired.

Agency Contact:

Debbi Denzler
Personnel Administrator
Capital Development Board
Third Floor, Wm. G. Stratton Building
401 S. Spring St., Springfield, IL 62706
217-782-7222
Email: Debbi.Denzler@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).



10/10/2020

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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10/10/2020

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

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).



10/10/2020

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.

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Attn: Sudi Garcia
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10/10/2020

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 by the closing date of the posting, late applications will be considered ineligible.

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APPLICATION – BIDDING PROCEDURES:

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10/10/2020

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).

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10/10/2020

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.

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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10/10/2020

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

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).



10/10/2020

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

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).



10/10/2020

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

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10/10/2020

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

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10/10/2020

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.

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

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



10/10/2020

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

Career Counseling Services

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).



10/10/2020

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

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

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

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

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

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

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

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