



10/11/2020

Job Title: **Revenue Collection Officer I**  
Agency: Department of Revenue  
Closing Date/Time: Wed. 10/28/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **DOR 25717**

Requires knowledge, skill and mental development equivalent to the completion of four years of college. Requires completion of a Revenue Collection Officer Trainee program. Requires working knowledge of the various tax laws, rules, and regulations, court decisions and other legal views as applicable to the collection and compliance program. Requires a valid driver's license and the ability to travel, often keeping irregular hours in the conduct of collection activities. Prefers experience utilizing computer systems and on-line tools to conduct research.

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
(217) 782-6239 Phone  
(217) 782-9925 Fax

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).



10/11/2020

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

Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habitation of persons with mental illness or developmental disabilities. Requires working knowledge of the causes, nature and treatment of mental illness or developmental illness or developmental disabilities and the proper methods and techniques employed in the personal and nursing care, development and habitation of persons with mental illness or developmental disabilities. Requires the ability to speak, read and write Spanish at a colloquial skill level.

Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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).

Non State employees should click this link and complete the application attached.

<http://www.dhs.state.il.us/page.aspx?item=38106>

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10/11/2020

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

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

**APPLICATION – BIDDING PROCEDURES:**

1. **PROMOTIONAL OPPORTUNITY (applying for a grade OR currently hold a grade):** Effective November 1, 2019 CMS Examining will no longer accept CMS100B applications. Current employees interested in this position must submit a bid form and completed Promotional Application (CMS100B, Rev. 07/2019 or newer) to the contact person; this must be done within the bid/posting period and contain the posting ID number on the all forms.
2. **ALL OTHER INTERESTED CANDIDATES (Voluntary Reduction, Job Assignments & Transfer):** Applicants must submit a bid form, transfer request form (if applicable), and a completed employment application (CMS100, Rev. 07/2019 or newer) to the contact person; this must be done within the posting period and contain the bid/posting ID number on all forms.
3. **NON-STATE APPLICANTS/GENERAL PUBLIC:** If a written examination is needed for this position, the examination must be completed by submitting a CMS100 Application to the testing site during the posting period. If no written test is required, a CMS100 application must be submitted to the contact person; this must be done within the posting period and contain the bid/posting ID number on all forms. Please visit [www.work.illinois.gov](http://www.work.illinois.gov) to obtain a CMS100 application.

Non State employees should click this link and complete the application attached.  
<http://www.dhs.state.il.us/page.aspx?item=38106>

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10/11/2020

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 i

**This posting is for recruitment purposes and is intended for those currently not employed with DCFS**

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

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

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

### **Additional Documentation for Day Care Licensing Representative II:**

[Class Specification](#)

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).



10/11/2020

Job Title: **Underage Compliance Assistant**  
Agency: Illinois Liquor Control Commission  
Salary: \$15.00 / Hour  
Job Type: Temporary  
Location: Statewide, Illinois  
Number of Vacancies: **100**  
Bid ID#: **ILCC CP1001**

Must have a high school diploma or actively enrolled in high school. Must be 18-19 years of age. Must be available to work a variety of hours, including nights and possible weekends. Must have a valid driver's license to be able to provide proof of age.

**All Interested Applicants:** Submit a CMS 100 - Employment Application to the Agency Contact. **FAILURE TO COMPLETE AND SUBMIT THE NEW CMS100 VERSION DATED 7/2019 OR AFTER WILL RESULT IN YOUR APPLICATION BEING REJECTED.**

Instructions:

Go to <http://www.work.illinois.gov/>

Click on Forms

Click on CMS100

Complete the application in full (1. Position Title is: Underage Compliance Assistant – ILCC CP1001)

**Sign the application (bottom of first page)**

Mail to: Illinois Liquor Control Commission– Human Resources

300 West Jefferson St., Suite 300

Springfield, IL 62702

or EMAIL to: [LCCHumanResources@illinois.gov](mailto:LCCHumanResources@illinois.gov)

You will be contacted if chosen for an interview.

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).





10/11/2020

Job Title: **Human Rights Investigator Trainee - Opt SS - Continuous**  
Agency: Department of Human Rights  
Closing Date/Time: Continuous  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IDHR49 - Continuous**

Under immediate supervision of an Investigations Supervisor, participates in an agency sponsored training program from six to eighteen months; receives work assignments designed to acquire knowledge and skills as a human rights intake worker, counseling complainants, ascertain jurisdiction, taking charges of alleged discrimination and learning to carry a caseload of selected simple investigations; receives training in the investigation and processing of a caseload of selected perfected charges of discrimination by analyzing evidence in terms of Human Rights Act, rules and regulations; and operating procedures; receives progressive training in the development of reports of finding of fact, parties' terms of settlement and agreement, and necessary correspondence to concerned parties; travels as needed to accomplish the operation goals and objective of the agency. Must be able to communicate effectively in Spanish in order to execute the responsibilities of the position to meet the demands for services of the monolingual community.

This position requires a current eligibility grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. Potential candidates must have a valid eligibility grade to be considered when positions are filled. 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).

**Additional Documentation for Human Rights Investigator Trainee:**

**Option SS** - Spanish Speaking

[Class Specification](#)

[Additional Title and Exam Information](#)

[Test Information Guide](#)

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10/11/2020

Job Title: **Human Rights Investigator Trainee - Continuous**  
Agency: Department of Human Rights  
Closing Date/Time: Continuous  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IDHR49- Continuous**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with coursework in business, public, or personnel administration or social science. Requires no previous experience. Requires elementary knowledge of human rights issues, the ability to communicate effectively both orally and in writing, the ability to analyze information and make recommended decisions, and the ability to acquire investigative skill.

This position requires a current eligibility grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. Potential candidates must have a valid eligibility grade to be considered when positions are filled. 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).

**Additional Documentation for Human Rights Investigator Trainee:**

[Class Specification](#)

[Additional Title and Exam Information](#)

[Test Information Guide](#)

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).



10/11/2020

Job Title: **Human Services Caseworker**  
Agency: Department of Human Services  
Closing Date/Time: Continuous  
Salary: \$4,164.00 - \$6,128.00 monthly  
\$49,968.00 - \$73,536.00 annually  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **20**  
Plan/BU: **RC062**  
Bid ID#: **Continuous - Informational**

**Department of Human Services**  
**Work locations throughout the state**

**Current employees** - do not apply for continuous posting, only apply for postings with an office location of vacancy.

**Non-State candidates** - See the **Social Services Career Trainee Continuous Posting** - the targeted title is Human Services Caseworker.

For testing information go to: <http://work.illinois.gov> (listed at the top of posting)

**For agency assistance contact [dhs.recruitment@illinois.gov](mailto:dhs.recruitment@illinois.gov).**

**[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).

**Additional Documentation for Human Services Caseworker:**

[Class Specification](#)

[Additional Title and Exam Information](#)

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10/11/2020

Job Title: **Registered Nurse I (Upward Mobility Target Title)**  
Agency: Department of Human Services  
Salary: Depends on Qualifications  
Job Type: Part-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: **9**  
Plan/BU: **RC023**  
Bid ID#: **10-75-38131-PT**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. This class is included as an Upward Mobility Credential title. Requires working knowledge of diversified professional nursing principles, concepts and practices. Requires working knowledge of set up, application and use and care of specialized nursing equipment. Requires working knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires the ability to acquire and maintain Cardiopulmonary Resuscitation (CPR) certificate. Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the individual. Requires ability to evaluate individual condition and behavior and prepare accurate detailed records of such observations. Requires ability to apply emergency medical techniques such as CPR, control of bleeding, airway maintenance. Requires ability to instruct non-nursing personnel in the proper practices and procedures of individual care. Requires ability to maintain security of the work area and comply with facility rules, regulations and policies and directives.

Work Location: Shapiro Center Campus

Work Hours: 6:30 am - 7:00 pm or 10:30 am - 11:00 pm with rotating days off which include every other weekend off.

Contact:

Shapiro Center HR, 100 E. Jeffery Street, Kankakee IL 60901

Phone: 815-939-8222 Fax: 815-939-8560

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).



10/11/2020

Job Title: **Juvenile Justice Specialist - Continuous**  
Agency: Department of Juvenile Justice  
Salary: \$4,422.00 - \$6,593.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **00**  
Bid ID#: **DJJ27-19 Continuous**

Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Requires successful completion of an approved Department of Juvenile Justice training program. Candidate must be over the age of 21. Requires working knowledge of juvenile behavior problems, and the treatment and interventions required to develop successful and appropriate behaviors; requires working knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns; requires working knowledge of rules and regulations and specific procedures for carrying out work assignments; requires knowledge of basic first aid and emergency response protocols in order to deal with emergency situations. Requires possession of an appropriate valid driver's license. Requires physical agility and strength to stand and walk for up to three hours at a time, to run for short distances , and to provide physical intervention and control as necessary in order to protect and/or restrain individuals

WORK HOURS; 24/Hr. Supervision - 3 Designated Shifts by Work Location. DAYS OFF - Vary.

LOCATION/AGENCY: Illinois Department of Juvenile Justice.

Click here for a listing of our facilities: <https://www2.illinois.gov/idjj/Pages/Facilities.aspx> or visit our website at [www.IDJJ.state.il.us](http://www.IDJJ.state.il.us)

Illinois Department of Juvenile Justice  
217-557-1030

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).



10/11/2020

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

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

**Agency Contact:**

Office of Human Resources  
535 W. Jefferson St. 4th fl  
Springfield, IL 62761  
Phone: 217-785-2031  
Fax: 217-785-2038  
Email: [DPH.HRAApplications@illinois.gov](mailto:DPH.HRAApplications@illinois.gov)

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10/11/2020

Job Title: **Revenue Collection Officer Trainee**  
Agency: Department of Revenue  
Closing Date/Time: Wed. 10/28/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **DOR 25719**

Under immediate supervision, for a period of six to twelve months, participates in an Agency sponsored training program receiving training and controlled working assignments designed to develop broad knowledge, interpretation, and practical skills necessary to perform the duties of a Revenue Collection Officer I; completes assignments of increasing difficulty under close supervision of a higher-level collector; travels in the performance of job duties.

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
(217) 782-6239 Phone  
(217) 782-9925 Fax

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).



10/11/2020

Job Title: **Engineering Technician I Inspector**  
Agency: Department of Transportation  
Closing Date/Time: Fri. 10/30/20 4:30 PM Central Time  
Salary: \$2,695.00 - \$4,735.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **10**  
Plan/BU: **PM-00**  
Bid ID#: **IPR#44650**

**Position Requirements:**

- Education/Experience:
- Completion of two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum OR
- Two years of engineering experience
- Valid driver's license
- Occasional overtime and district and state-wide travel

**Position Desirables:**

- Working knowledge of mathematics, including trigonometry
- Working knowledge of roadway construction inspection and the preparation and reading of design plans
- Experience utilizing CADD (MicroStation or AutoCAD), GIS software, route surveys or materials testing and laboratory testing equipment
- Ability to communicate effectively and follow oral and written instructions

Technical Applications PM1080 (rev 8/23/19) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time.

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

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).





10/11/2020

Job Title: **Medical Administrator I Option D - Opt 18**  
Agency: Department of Human Services  
Closing Date/Time: Wed. 11/04/20 4:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **10-81-25138**

This position serves as primary resource person in directing the analysis and review of clinical and psychiatric consultants to physicians. Serves as an Associate Clinical Director of Community Psychiatric Services (CPS) for Elgin Mental Health Center (EMHC); monitors, directs and coordinates the clinical/medical support services; verifies access to medical services and timeliness of medical follow-up. Serves as full-line supervisor. Coordinates and determines the need for outside medical consultants; selects qualified physicians and/or medical centers to meet specialized medical services. Serves as a subject matter expert in the planning and delivery of psychiatric medical services.

**CONTACT INFORMATION:**

Human Resource Office

Elgin Mental Health Center

750 S State St., Elgin, IL 60123

Phone: 847-742-1040, Ext 2095; Fax: 847-429-4933

Email: [Sandra.Hoston@illinois.gov](mailto:Sandra.Hoston@illinois.gov) - Include Bid ID# in subject line

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).



10/11/2020

Job Title: Deputy Long-Term Care State Ombudsman  
(Advocate) (SPSA Opt. 6)  
Agency: Department on Aging  
Closing Date/Time: Mon. 10/19/20 11:59 PM Central Time  
Salary: \$78,000.00 - \$93,000.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: TA000  
Bid ID#: 40070-47-00-100-00-02

**POSITION OVERVIEW:**

The Office of the State Long-Term Care Ombudsman Program is seeking a senior level advocate who possess experience advocating for older adults and people with disabilities. The ideal candidate is interested in a career with a social mission, meaningful and purpose filled work and offering hope, empowerment and support to residents of long-term care facilities. The Deputy State Long-Term Care Ombudsman is responsible for planning and carrying out program policy and procedures related to the Long-Term Care Ombudsman Program. The candidate must have strong relational and management skills as well as possess knowledge of long-term care services and supports.

Please attach a Resume/Curriculum Vitae (CV) to your application in the attachments. You will not be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

**ESTIMATED HIRING TIMELINE:**

Applicant notification of interview: **10/22/2020**

Interviews will begin: **10/28/2020**

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).



10/11/2020

Job Title: **Physician Specialist - Option D - Opt 18**  
Agency: Department of Human Services  
Closing Date/Time: Wed. 11/18/20 4:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **4**  
Plan/BU: **RC063**  
Bid ID#: **10-81-25174-25175-25176-25177**

Requires an Illinois Licensed Physician with  
Board Certification in Psychiatry - Physician Specialist Opt D or  
Board Eligible in Psychiatry - Physician Specialist Opt C

Contact:  
Human Resource Office  
Elgin Mental Health Center  
750 S State St., Elgin, IL 60123  
Phone: 847-742-1040 Ext 2095; Fax: 847-429-4933  
Email: [Sandra.Hoston@illinois.gov](mailto:Sandra.Hoston@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).



10/11/2020

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](#)**

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10/11/2020

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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10/11/2020

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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10/11/2020

### 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,

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10/11/2020

boards and commissions to supplement their recruiting efforts and develop strategies for diversification.

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