



10/16/2020

Job Title: **Nutritionist**
Agency: Department of Human Services
Closing Date/Time: Mon. 10/19/20 5:00 PM Central Time
Salary: \$4,587.00 - \$6,820.00 monthly
\$55,044.00 - \$81,840.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-90-26063**

Requires knowledge, skill and mental development equivalent to completion of four years college, supplemented by a Master's degree in nutrition, dietetic or food service management, preferably including registration by the Academy of Nutrition and Dietetics. Requires possession of a Dietitian license valid in Illinois. Requires extensive knowledge of nutrition, dietetics and food service management principles. Requires working knowledge of state and federal nutrition standards, rules and regulations. Requires working knowledge of the principles and practices of public or business administration. Requires working knowledge of classroom presentation, teaching methods and techniques. Requires ability to travel, including overnight travel.

Agency Contact:
Bureau of Employee Services
Krissie Buss
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 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).



10/16/2020

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).



10/16/2020

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.

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).



10/16/2020

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](#).

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).



10/16/2020

Job Title: **Snow Removal Operator (Hourly Snowbird) - District 9**
Agency: Department of Transportation
Closing Date/Time: Tue. 12/29/20 4:30 PM Central Time
Salary: \$20.55 - \$20.55 hourly
Job Type: Temporary
Location: Jackson County, Illinois
Number of Vacancies: **120**
Bid ID#: **IPR#44429**

Applicants must possess a valid Class 'A' or 'B' Commercial Drivers' License with an 'N' or 'X' endorsement and non-restricted air brakes.

Applicants must be available to work in emergency conditions at any time, including weekends, holidays, and nights.

Applicants must be able to report to the maintenance facility as early as practicable, but never in excess of 45 minutes of being called.

Applicants must be available to work when called up from October 16th through April 15th (dates are dependent on the weather).

Applicants must be able to pass a background check, a pre-employment physical, drug/alcohol testing, and vision testing.

All applicants must submit the Application (PM2414), as well as the additional required documents listed above, to IDOT District 9 via:

- (1) MAIL to: Attn: Personnel, 2801 W Murphysboro Rd, Carbondale, IL 62903
- (2) FAX to: Attn: Personnel at fax number (618) 351-5298
- (3) EMAIL to: DOT.D9WinterApplications@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).



10/16/2020

Job Title: **Military Crash, Fire, Rescue I**
Agency: Department of Military Affairs
Closing Date/Time: Thu. 12/31/20 11:59 PM Central Time
Salary: \$3,460.00 - \$5,236.00 monthly
Job Type: Full-Time
Location: Peoria County, Illinois
Number of Vacancies: **1**
Bid ID#: **20-031**

EXAMPLE OF WORK: Under direct supervision of an MCFR III, is responsible for the specialized response to Structural/Aircraft/Wild Land Firefighting, Technical Rescue, Hazardous Materials/CBRNE Response, Urban Search & Rescue, and other duties as assigned. This is a basic level Airport Firefighter position within the 182nd Fire Department.

WHERE TO APPLY: Interested applicants must complete an FM115-R application, **provide Required Certifications and any Highly Desirable Advanced Certifications or the transferable equivalents, DD214, NGB22**, and submit by the closing date. Fax application to (217) 761-3418, or email to ng.il.ilarng.mbx.state-personnel@mail.mil or send to:

Department of Military Affairs
State Personnel Office
1301 N. MacArthur Boulevard
Springfield, IL 62702-2399
Attn: Janice M. Estes

Applications may be obtained by visiting the website at <http://www.il.ngb.army.mil/> select "Employment Opportunities" then select "DMA FM-115". **NOTE: Applications submitted on forms issued prior to the 07/2015 revision will NOT be accepted.**

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).



10/16/2020

Job Title: **CET Design Trainee**
Agency: Department of Transportation
Closing Date/Time: Mon. 11/16/20 4:30 PM Central Time
Salary: \$4,365.00 - \$4,785.00 monthly
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **2**
Plan/BU: **PM-00**
Bid ID#: **IPR#44618**

Position Requirements:

- Completion of a master's or bachelor's degree in engineering from an ABET accredited college OR a current Engineer Intern License in the state of Illinois (includes those expecting to graduate in fall of 2020 or spring of 2021)
- Minimum 2.5 cumulative GPA in engineering related courses (If 2.0-2.5 GPA, candidate must have passed the Fundamentals of Engineering exam)
- Valid driver's license

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).



10/16/2020

Job Title: **CET Inspector/Assistant Resident Engineer Trainee**
Agency: Department of Transportation
Closing Date/Time: Mon. 11/16/20 4:30 PM Central Time
Salary: \$4,365.00 - \$4,785.00 monthly
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **2**
Plan/BU: **PM-00**
Bid ID#: **IPR#44615**

Position Requirements:

- Completion of a master's or bachelor's degree in engineering from an ABET accredited college OR a current Engineer Intern License in the state of Illinois (includes those expecting to graduate in fall of 2020 or spring of 2021)
- Minimum 2.5 cumulative GPA in engineering related courses (If 2.0-2.5 GPA, candidate must have passed the Fundamentals of Engineering exam)
- Valid driver's license

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).



10/16/2020

Job Title: **CET Civil Engineer Trainee**
Agency: Department of Transportation
Closing Date/Time: Mon. 11/16/20 4:30 PM Central Time
Salary: \$4,365.00 - \$4,785.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **PM-00**
Bid ID#: **IPR#44609**

Position Requirements:

- ? Completion of a master's or bachelor's degree in engineering from an ABET accredited college OR a current Engineer Intern License in the state of Illinois (includes those expecting to graduate in fall of 2020 or spring of 2021)
- ? Minimum 2.5 cumulative GPA in engineering related courses (If 2.0-2.5 GPA, candidate must have passed the Fundamentals of Engineering exam)
- ? Occasional in-state travel with overnight stays
- ? Valid driver's license

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.

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).



10/16/2020

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

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).



10/16/2020

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).



10/16/2020

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).



10/16/2020

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 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).



10/16/2020

Job Title: **Unemployment Insurance Special Agent - Opt SS**
Agency: Department of Employment Security
Closing Date/Time: Tue. 10/27/20 11:59 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#: **RCRA 81044**

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in Business Law and Business Administration plus three years of local office professional investigative experience performing major adjudication work involved in the fact-finding process. Requires extensive knowledge of Federal and State laws, rules and regulations applicable to Unemployment Insurance benefits. Requires thorough knowledge of agency computerized systems, programs and practices as they relate to the payment of UI benefits. Requires the ability to communicate effectively both orally and in writing and to use a personal computer with related software programs such as word processing, spreadsheets, database management and email. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

AGENCY CONTACT/ Where to Apply:

IDES Recruitment & Selection
33 S. State Street - 8th Floor
Chicago, IL 60603
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).



10/16/2020

Job Title: **Unemployment Insurance Special Agent**
Agency: Department of Employment Security
Closing Date/Time: Tue. 10/27/20 11:59 PM Central Time
Salary: \$4,587.00 - \$6,820.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **4**
Plan/BU: **RC062**
Bid ID#: **RCRA 81040**

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in Business Law and Business Administration plus three years of local office professional investigative experience performing major adjudication work involved in the fact-finding process. Requires extensive knowledge of Federal and State laws, rules and regulations applicable to Unemployment Insurance benefits. Requires thorough knowledge of agency computerized systems, programs and practices as they relate to the payment of UI benefits. Requires the ability to communicate effectively both orally and in writing and to use a personal computer with related software programs such as word processing, spreadsheets, database management and email.

AGENCY CONTACT/ Where to Apply:

IDES Recruitment & Selection
33 S. State Street - 8th Floor
Chicago, IL 60603
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).



10/16/2020

Job Title: **Winter Salaried Highway Maintainer (Monthly Snowbird) - District 1**
Agency: Department of Transportation
Closing Date/Time: Wed. 10/28/20 4:00 PM Central Time
Salary: \$4,488.00 - \$4,488.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **61**
Bid ID#: **IPR#44428**

Applicants must possess a valid Class 'A' or 'B' Commercial Drivers' License with an 'N' or 'X' endorsement and non-restrictive air brakes.

Applicants must be able to lift 50 pounds or more, as well as perform other arduous labor intensive duties.

Applicants must be able to report to the maintenance facility as early as practicable, but never in excess of 45 minutes of being called.

Applicants must be available to work on a daily basis from October 16th through April 15th (dates are dependent on the weather).

Applicants must be able to pass a background check, a pre-employment physical, drug/alcohol testing, and vision testing.

All applicants must submit the Application (PM2415), as well as the additional required documents listed above, to IDOT District 1 via:

- (1) MAIL to: Attn: Personnel, 201 West Center Ct, Schaumburg, IL 60196,
- (2) FAX to: Attn: Personnel at fax number (847) 705-4489
- (3) EMAIL to: DOT.D1WinterApplications@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).



10/16/2020

Job Title: Office Associate - Opt 2
Agency: Department of Human Services
Closing Date/Time: Mon. 10/26/20 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 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).



10/16/2020

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**

Under general supervision, provides information and guidance to employers and clients concerning IDES Employment Service programs; assists in collecting program information to analyze for effectiveness. Utilizing Illinois Job Link, reviews and researches employer and/or client accounts, resolving discrepancies and ensuring accuracy. Monitors agency and regional training programs designed to provide increased employability skills to clients; ensures programs fulfill client needs. Using a personal computer, reviews and processes job orders, provide technical assistance to employers and clients; compile information for program and goal planning on employer and client needs. Responsible for providing prompt and accurate responses, as well as quality customer service, in accordance with established agency goals. Assists manager with various office and administrative duties related to the management of Employment Services for the Region.

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).



10/16/2020

Job Title: Office Coordinator - Opt 2
Agency: Department of Children & Family Services
Closing Date/Time: Wed. 10/21/20 11:59 PM Central Time
Salary: \$3,188.00 - \$4,376.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 2049029- 490495

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires extensive knowledge of office practices, procedures, and programs; requires extensive knowledge of composition, grammar, spelling, and punctuation; requires ability to keyboard accurately at 30 wpm.

Tracey Hardrick

Phone: (312) 814-3775

Fax: (312) 814-1224

E-mail: Tracey.Hardrick@illinois.gov **(preferred)**

Mailing Address: 2020 W. Roosevelt Rd, Chicago, IL 60608

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).



10/16/2020

Job Title: **Children & Family Service Intern, Opt.1; Working Title: Child Protection Specialist Trainee**

Agency: Department of Children & Family Services

Closing Date/Time: Wed. 10/28/20 5:00 PM Central Time

Salary: \$3,544.00 - \$5,001.00 monthly

Job Type: Full-Time

Location: Various Locations, Illinois

Number of Vacancies: **6**

Plan/BU: **RC062**

Bid ID#: **Cook CPS Trainee Opt. 1**

This is a trainee position targeted to the Child Protection Specialist title. **In order to qualify for the CFS Intern Opt. 1 title, you must meet the Bachelor level educational requirements of the targeted title (listed below)** and be able to meet the experience requirement of the targeted title within a 24 month period which is the maximum amount of time they can remain in the intern title.

Targeted Title:

CPS: 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, Cook Region Personnel Liaison
2020 W. Roosevelt Rd., 2nd Fl, Chicago, IL 60608
Phone: 312-814-1222
Fax: 312-814-1224
Email: Tracey.Hardrick@illinois.gov (Preferred)

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).



10/16/2020

Career Counseling Services

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

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

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

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

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

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

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

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