



10/26/2020

Job Title: **Communications Manager**
Agency: Illinois Power Agency
Closing Date/Time: Fri. 12/04/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **20-02**

Required Experience

- Bachelor's degree in communications, journalism, English, or the equivalent combination of education and experience.
- Minimum 5 years of experience in a government, non-profit, or corporate communication, marketing, or similar role.
- Strong knowledge of communication practices and techniques.
- Demonstrated experience designing and creating communication and marketing strategies for new products, services, programs, events, and related promotions.
- Organized and detail-oriented with a strong ability to absorb and process information quickly.
- Excellent time management skills.
- Exceptional written and oral communications abilities.
- Experience in developing and maintaining website content using Sharepoint or comparable content management tools.
- Proficiency using MS Office 365 applications including Word, Excel, PowerPoint, and Outlook.
- Ability to adapt to changing priorities and work effectively within a dynamic environment.

To apply, please send a cover letter, resume, and three professional references to ipa.contactus@illinois.gov

No phone calls please.

The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.

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).



10/26/2020

Job Title: **Information Systems Analyst I - Opt C**
Agency: Illinois Workers' Compensation Commission
Closing Date/Time: Thu. 11/05/20 11:59 PM Central Time
Salary: \$5,262.00 - \$7,305.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IWCC-50-37-20-0064**

Requires knowledge skills and mental development equivalent to a Bachelor's of Arts in Computer Science and/or six or more years of professional information systems experience in a micro computer environment composed of a network or a group of stand-alone microcomputers such as installing hardware or software in this environment, ability of performing multiple applications package programming, and serving as a resource to a group concerning hardware software or multiple applications package software problems. Ability to train persons in the use of software. Requires excellent oral and written communication skills used for instructing users and making recommendations to management. Requires knowledge of programming languages supported by the Information Technologies team. Requires working knowledge of data processing concepts and new concepts relating to utilizing computer products. Requires the working knowledge of proper procedures and the most efficient method of setting up data base management systems for end user applications.

CONTACT:

Apply via Email (include BID ID in Subject line) or USPS:

Illinois Workers' Compensation Commission
Richard Betczynski, HR Rep
100 W. Randolph Street
Chicago, IL 60601
richard.betczynski@illinois.gov

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10/26/2020

Job Title: **Mental Health Technician III**
Agency: Department of Human Services
Closing Date/Time: Fri. 11/06/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-82/26251**

Requires knowledge, skill and mental development equivalent to completion of high school.
Requires successful completion of an approved training program and one year experience in, or applicable to the care, treatment and development of individuals with mental illness or developmental disabilities.

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141

Fax# 708-338-7078

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10/26/2020

Job Title: **Stationary Engineer**
Agency: Department of Central Management Services
Closing Date/Time: Fri. 11/06/20 5:00 PM Central Time
Salary: \$8,381.58 - \$8,717.40 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **PR000**
Bid ID#: **CMS 20491**

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school. Requires four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Chicago. Requires possession or ability to obtain a valid certificate as a Universal Technician under U.S. E.P.A. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil-fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment.

Work Location:

Central Management Services
Property Management/Chicago Read Mental Health Center
4200 N. Oak Park Avenue
Chicago, IL
Cook County

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street, Room 414
Springfield, IL 62706
217-558-3089
217-558-5943 Fax

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10/26/2020

Job Title: **Office Assistant - Opt 2**
Agency: Department of Children & Family Services
Closing Date/Time: Fri. 11/06/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **2003030-031931**

Requires knowledge, skill, and mental development equivalent to completion of high school and one year of related office experience; requires ability to follow oral and/or written instructions; requires ability to operate commonly used manual and automated office equipment and perform routine maintenance; requires skill in keyboarding accurately at 35 wpm.

Contact:

Heather Poe
406 E. Monroe, Station 373
Springfield, IL 62701
217-524-0266
Fax: 217-524-3970
Email: heather.poe@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).



10/26/2020

Job Title: **Liquor Control Supervisor Chicago Region**
Agency: Illinois Liquor Control Commission
Closing Date/Time: Mon. 11/09/20 5:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **ILCC 26412**

Illinois Liquor Control Commission (ILCC) is seeking an energetic and detail-oriented Supervisor to lead a team of professionals dedicated to carrying out the mission of ILCC by enforcement compliance. We are committed to enforcing the Illinois liquor Control Act of 1934 in a firm, fair, and consistent manner. The ILCC Supervisor is tasked with overseeing the operations of staff for the Chicago Region. The supervisor manages staff and is responsible for making certain the needs of the Enforcement Division are met through conduct inspections at ILCC licensed entities throughout Illinois. The ideal candidate has supervisory experience, is organized, and can adapt to change in a collaborative, fast paced environment. The candidate will be able to communicate effectively with staff.

This position is subject to the State Officials and Employees Ethics Act, 5 ILCS 430/5-45 et seq. If you have questions regarding these obligations, please contact the Illinois Liquor Control Commission Human Resources.

We continually strive for a workforce that reflects the growing diversity within the State of Illinois. A variety of employee backgrounds, perspectives, ideas and experiences are crucial to our ability to most effectively serve the public. Bilingual skills welcome.

Reasonable Accommodation Statement

Persons with disabilities are provided reasonable accommodations throughout the hiring process and during performance of all job duties. Please email HR Manager at Julie.love@illinois.gov with questions or requests.

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).



10/26/2020

Job Title: Office Coordinator - Opt 2
Agency: Department of Healthcare & Family Services
Closing Date/Time: Mon. 11/09/20 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#: CS4570

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 the ability to type accurately at 30 words per minute. Requires the ability to travel.

WHERE TO APPLY

Division of Child Support Personnel
509 S. 6th St
Springfield, IL 62701
Phone: 217-557-3900
Fax: 217-524-3960
Email: HFS.DCSSPersonnel@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).



10/26/2020

Job Title: Office Coordinator - Opt 2
Agency: Department of Healthcare & Family Services
Closing Date/Time: Mon. 11/09/20 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#: CS4568

Under direction, performs complex and specialized accounting procedures to achieve the service of income withholding orders or to otherwise dispose of delinquency referrals; reviews and analyzes accounts through the comparison of Illinois Department of Healthcare & Family Services (HFS) computer records and Clerk of the Court payment records to determine correct delinquency amount; gathers information and issues notices of delinquency and referrals for accounts in need of adjustment; establishes and monitors tracking procedures; types letters, forms, records, and other documents; travels to various sites to obtain child support information.

WHERE TO APPLY

Division of Child Support Personnel
509 S. 6th St
Springfield, IL 62701
Phone: 217-557-3900
Fax: 217-524-3960
Email: HFS.DCSSPersonnel@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).



10/26/2020

Job Title: **Business Systems Associate**
Agency: Department of Public Health
Closing Date/Time: Wed. 11/04/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: **2**
Bid ID#: **EM-20-0020**

Requires knowledge, skill and mental development equivalent to the completion of a two or four year college degree in Computer Science, Information Technology or related field ; prior experience equivalent to two years of progressively responsible administrative experience in a public or business organization; prior experience as a Business Systems Associate ensuring that IT processes are adequate and functional. Previous experience with EPIC software a plus. Requires the ability to travel to testing sites throughout the state; must be able to lift 50 lbs.

Agency Contact:

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

Where to Apply:

DPH.HRAApplications@illinois.gov

Include posting ID # and candidate's name 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).



10/26/2020

Job Title: **Administrative Assistant I - Opt W7**
Agency: Illinois Workers' Compensation Commission
Closing Date/Time: Wed. 11/04/20 1:17 PM Central Time
Salary: \$4,361.00 - \$6,444.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC028**
Bid ID#: **IWCC-50-19-0063**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration.

Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Requires ability to write and speak the English language.

CONTACT:

Apply via Email (include BID ID in Subject line) or USPS:

Illinois Workers' Compensation Commission
Richard Betczynski, HR Rep
100 W. Randolph Street
Chicago, IL 60601
richard.betczynski@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).



10/26/2020

Job Title: **Business Systems Associate**
Agency: Department of Public Health
Closing Date/Time: Wed. 11/04/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: **2**
Bid ID#: **EM-20-0020**

Requires knowledge, skill and mental development equivalent to the completion of a two or four year college degree in Computer Science, Information Technology or related field ; prior experience equivalent to two years of progressively responsible administrative experience in a public or business organization; prior experience as a Business Systems Associate ensuring that IT processes are adequate and functional. Previous experience with EPIC software a plus. Requires the ability to travel to testing sites throughout the state; must be able to lift 50 lbs.

Agency Contact:

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

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10/26/2020

Job Title: **Health Information Administrator**
Agency: Department of Veterans' Affairs
Closing Date/Time: Tue. 11/03/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **34-127-21-30**

Under administrative direction, serves as the Director of the Illinois Veterans' Home-Chicago Health Information Program; provides professional direction to the facility's health information staff; manages the processing of patient health information for submission to Chicago Veterans Affairs medical Center; codes resident diagnoses assigned by physicians using ICD-10CM classification system; serves as the facility's Health Information Portability and Accountability Act Privacy Officer; assists medical and clinical staff with research projects; serves as a member on the Quality Assurance Committee; supervises staff. Develops and implements policies and procedures for managing Veterans health information records including processing medical-legal documents, correspondence requests and record retention in accordance with professional ethics and in conformance with federal, state and local statutes.

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).



10/26/2020

Job Title: **Public Aid Eligibility Assistant**
Agency: Department of Human Services
Closing Date/Time: Mon. 11/02/20 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: **RC028**
Bid ID#: **10-91-26313**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

[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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10/26/2020

Job Title: **Staff Development Specialist I**
Agency: Department of Human Services
Closing Date/Time: Mon. 11/02/20 5:00 PM Central Time
Salary: \$4,587.00 - \$6,820.00 monthly
\$55,044.00 - \$81,840.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-26312**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools, educational methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional

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 experience in education or a related field. Requires ability to travel.

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10/26/2020

Job Title: **Public Service Administrator - Opt 8S**
Agency: Department of Veterans' Affairs
Closing Date/Time: Mon. 11/02/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **34-127-21-28**

Requires a master's degree in social work from a recognized college or university supplemented by three years of professional social work experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled or other disabled persons. Requires extensive knowledge of the employing agency's rules and regulations covering the social work field. Requires extensive knowledge of principles and practices of public and business administration. Requires ability to develop and manage a supportive agency program. Requires ability to develop, instill, and evaluate new and revised methods, procedures, and performance Standards. Requires licensure as a clinical social worker in the State of Illinois. Honorable discharge from U.S. military preferred.

Submit Applications To: (must be postmarked by closing posting date)

IL Dept. of Veterans' Affairs

Attn: HR - Hiring

833 S. Spring St.

Springfield, IL 62704

Ph: 217-785-7208

Fax: 217-557-7235 (fax is the preferred method of receiving apps)

Email: IDVA.HR.Applicants@Illinois.gov

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10/26/2020

Job Title: **Cook II (Upward Mobility Target Title)**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/30/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC009**
Bid ID#: **34-127-21-05**

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of cooking experience, which provides extensive knowledge of materials, methods and equipment used in preparing food on a large- scale basis. Requires possession of a valid Food Service Sanitation Certificate issued by the Illinois Department of Public Health or requires possession of a Certified Food Protection Manager (CFPM) certification from a program accredited by the American National Standard Institute (ANSI) Conference for Food Protection (CFP). Requires working knowledge of food values. Requires working knowledge of health and safety requirements of food service. Requires ability to direct and instruct others in various areas of food preparation and in the sanitation of kitchen and dining areas. Requires ability to estimate the quantity of food items and kitchen supplies needed. Requires physical ability to lift and/or carry heavy items and to push or pull carts laden with food or supplies. Requires ability to work under physically demanding conditions, such as extreme temperature changes, exposure to cleaning agents and/or standing for extended periods of time. Honorable discharge from the U.S. Military preferred.

Submit Applications To: (must be postmarked by closing posting date)

IL Dept. of Veterans' Affairs

Attn: HR - Hiring

833 S. Spring St.

Springfield, IL 62704

Ph: 217-785-7208

Fax: 217-557-7235 (fax is the preferred method of receiving apps)

Email: IDVA.HR.Applicants@Illinois.gov

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10/26/2020

Job Title: Deputy Officer of Cannabis Research and Development (PSA Opt. 1)
Agency: Department of Financial and Professional Regulation
Closing Date/Time: Sun. 11/01/20 11:59 PM Central Time
Salary: \$74,784.00 - \$120,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 37015-13-30-400-00-01

Are you passionate about numbers and data analysis? Are you a visual storyteller? Are you looking for a new challenge that will allow you to lead from the front and build a program from the ground up?

If so, we want you! IDFPD is seeking a candidate who can pull data from multiple sources, corollate the data and analyze trends. Candidates for this position will be responsible for spearheading the buildout of Cannabis data analytics for the State of Illinois, direct strategic research initiatives that will lead to recommendations for the Cannabis industry and monitor and oversee the cannabis research utilizing reports, dashboards and data visualization to tell the story of the impact of cannabis legalization in the State of Illinois.

We continually strive for a workforce that reflects the growing diversity within the State of Illinois. A variety of employee backgrounds, perspectives, ideas and experiences are crucial to our ability to most effectively serve the public. Bilingual skills welcome.

Reasonable Accommodation Statement

Persons with disabilities are provided reasonable accommodations throughout the hiring process and during performance of all job duties. Please email the Central Management Services Disability Resource Center at CMS.DisabilityResCen@illinois.gov or call (217) 524 - 7514 for further information and to request an accommodation.

PREFERRED QUALIFICATIONS:

1. Experience in data research & analytics
2. Master's degree in Public Administration or Public Policy
3. Experience in data visualization & mapping techniques. i.e., GIS (Graphical Information Systems)
4. Experience in program evaluation
5. Experience Managing Staff
6. Master's Degree in Computer Science

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10/26/2020

Job Title: Deputy Officer of Cannabis Administration (PSA Opt. 1)
Agency: Department of Financial and Professional Regulation
Closing Date/Time: Sun. 11/01/20 11:59 PM Central Time
Salary: \$74,784.00 - \$120,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 37015-13-30-100-00-01

POSITION OVERVIEW:

Are you looking for a new challenge that will allow you to lead from the front and build a program from the ground up?

If so, we want you! IDFPD is seeking a candidate who can build something from the ground up and work with other agencies on Cannabis initiatives. In this role, you will spearhead the development of the Cannabis Regulation Oversight Officer's Research and Development Office as well as cannabis policies and procedures for the State of Illinois. The successful candidate will lead strategic research initiatives and make recommendations for the cannabis industry. Using reports, policies and procedures as well as inter-agency collaboration, you will monitor and oversee the cannabis regulation process.

We continually strive for a workforce that reflects the growing diversity within the State of Illinois. A variety of employee backgrounds, perspectives, ideas and experiences are crucial to our ability to most effectively serve the public. Bilingual skills welcome.

Reasonable Accommodation Statement

Persons with disabilities are provided reasonable accommodations throughout the hiring process and during performance of all job duties. Please email the Central Management Services Disability Resource Center at CMS.DisabilityResCen@illinois.gov or call (217) 524 - 7514 for further information and to request an accommodation.

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: **11/10/2020**
Interviews will begin: **11/30/2020**

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).



10/26/2020

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**

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

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

Only education/coursework and experience listed within the application will be considered for determining eligibility for this position.

Applicants may submit college transcripts for completed coursework.

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).



10/26/2020

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).



10/26/2020

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).



10/26/2020

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.

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).