



10/27/2020

Job Title: **Support Service Worker**  
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 Zone 2, Illinois  
Number of Vacancies: **6**  
Plan/BU: **RC009**  
Bid ID#: **34-127-21-06**

Requires knowledge, skill and mental development equivalent to completion of High School supplemented by six months experience in dietary. Requires obtaining an American National Standards Institute (ANSI) accredited Food Handlers Certification within 30 days of employment. Requires working knowledge of routine tasks commonly found in the area of assignment.

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

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

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

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



10/27/2020

Job Title: Licensed Practical Nurse 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 Zone 2, Illinois  
Number of Vacancies: 15  
Plan/BU: RC009  
Bid ID#: 34-127-21-09

Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of professional nursing theory and practice and recent developments in the field of geriatric nursing. Requires visual, auditory and finger and hand dexterity, the ability to record appropriate information and written and verbal communication skills.

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

IL Dept. of Veterans' Affairs

Attn: HR - Hiring

833 S. Spring St.

Springfield, IL 62704

Ph: 217-785-7208

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

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

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10/27/2020

Job Title: **Veterans Nursing Assistant - Certified (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: **30**  
Plan/BU: **RC009**  
Bid ID#: **34-127-21-10**

Requires successful completion of an Illinois approved Basic Nursing Assistant Training Program consisting of a minimum of 120 hours of instruction which shall include at least 80 hours of theoretical instruction and 40 hours of clinical practice.

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

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

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

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10/27/2020

Job Title: **Veterans Nursing Assistant - Certified (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: **30**  
Plan/BU: **RC009**  
Bid ID#: **34-127-21-10**

Requires successful completion of an Illinois approved Basic Nursing Assistant Training Program consisting of a minimum of 120 hours of instruction which shall include at least 80 hours of theoretical instruction and 40 hours of clinical practice. In compliance with Section 340.1376, of the Illinois Administrative Code, requires inclusion on the Illinois Department of Public Health Nurse Aide Registry.

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

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

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

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10/27/2020

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

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).



10/27/2020

Job Title: **Social Service Program Planner III**  
Agency: Department of Human Services  
Closing Date/Time: Fri. 10/30/20 5:00 PM Central Time  
Salary: \$5,100.00 - \$7,661.00 monthly  
\$61,200.00 - \$91,932.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-40-26283**

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a related master's degree. Requires one year of progressively responsible professional experience in community organization, social service work or in program planning and development.

**Where to Apply:**

DHS.HiringUnit@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).



10/27/2020

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

IDFPR 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

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: **11/18/2020**

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10/27/2020

Job Title: **Reimbursement Officer I**  
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**  
Plan/BU: **RC062**  
Bid ID#: **34-127-21-26**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in accounting, economics or business administration preferably including courses in insurance, estate and probate law. Requires one year of work experience in the reimbursement field. Requires working knowledge of the principles of hospitalization and life insurance.

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

IL Dept. of Veterans' Affairs

Attn: HR - Hiring

833 S. Spring St.

Springfield, IL 62704

Ph: 217-785-7208

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

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

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





10/27/2020

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.

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

IL Dept. of Veterans' Affairs

Attn: HR - Hiring

833 S. Spring St.

Springfield, IL 62704

Ph: 217-785-7208

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

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

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



10/27/2020

Job Title: Office Coordinator - Opt 2  
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  
Plan/BU: RC014  
Bid ID#: 34-127-21-31

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. Job performance requires visual, auditory, finger and hand dexterity knowledge of computer software. Requires extensive knowledge of agency programs, rules and regulations.

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

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

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

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10/27/2020

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](mailto: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](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).



10/27/2020

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

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).



10/27/2020

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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10/27/2020

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](mailto: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](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).



10/27/2020

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](mailto:Julie.love@illinois.gov) with questions or requests.

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10/27/2020

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](mailto: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](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).





10/27/2020

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](mailto:HFS.DCSSPersonnel@illinois.gov)

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10/27/2020

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](mailto:DPH.HRAApplications@illinois.gov)

**Where to Apply:**

[DPH.HRAApplications@illinois.gov](mailto: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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



10/27/2020

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](mailto: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](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).



10/27/2020

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](mailto:DPH.HRAApplications@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).



10/27/2020

### 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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10/27/2020

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

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