



10/28/2020

Job Title: Arson Investigator II
Agency: Office of the State Fire Marshal
Closing Date/Time: Tue. 11/10/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC029
Bid ID#: 50-50-SFM20-012

Requires knowledge, skill and mental development equivalent to the completion of a bachelor's degree from a college or university accredited by the U.S. Department of Education, including coursework in fire science, fire science administration, law, forensic science, criminal justice or criminology. Requires certification as an Arson Investigator by the Office of the Illinois State Fire Marshal (OSFM). Requires one of the following: A) requires successful completion of training as an Arson Investigator Trainee and requires two years of full-time professional experience as a criminal investigator, forensic fire investigator or professional fire investigative experience, or B) requires three years of full time professional experience as a criminal investigator, forensic fire investigator or professional fire investigative experience. Requires to successfully complete an approved canine handler course and recertify annually. Requires extensive knowledge of state statutes and administrative code regarding arson crimes and investigation. Requires extensive knowledge of methods and techniques used in interviewing witnesses and bystanders and interrogating suspects. Requires extensive knowledge of the functions and interrelationships of federal, state, county and municipal law enforcement and fire service agencies.

Agency Contact:

Kathy Fairfield
Office of the State Fire Marshal
1035 Stevenson Drive
Springfield, Illinois 62703
Fax: 217-558-1424
Email: SFM.HR@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).



10/28/2020

Job Title: **Security Officer (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Tue. 11/10/20 5:00 PM Central Time
Salary: \$3,670.00 - \$5,092.00 monthly
\$44,040.00 - \$61,104.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC029**
Bid ID#: **10-72-26515-17**

Requires knowledge, skill and mental development equivalent to completion of high school. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of specific proficiency tests and training programs. Requires working knowledge of facility security requirements and regulations. Requires working knowledge of physical restraint techniques to control combative individuals, use of handcuffs, baton. Requires working knowledge of security enforcement practices and techniques. Requires a valid Illinois driver's license. Requires the ability to travel

1. **ALL OTHER INTERESTED CANDIDATES (Voluntary Reduction, Job Assignments & Transfer):** Applicants must submit a bid form, transfer request form (if applicable), and a completed employment application (CMS100, Rev. 09/2020 or newer) to the **DHS.DDHiringUnit@illinois.gov**; this must be done within the posting period and contain the bid/posting ID number on all forms.

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).



10/28/2020

Job Title: **Child Support Specialist I**
Agency: Department of Healthcare & Family Services
Closing Date/Time: Mon. 11/09/20 11:59 PM Central Time
Salary: \$4,164.00 - \$6,128.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CS4577**

Requires successful completion of the Child Support Specialist Trainee program. This position requires the ability to pass a national background check prior to employment due to accessing confidential tax 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).



10/28/2020

Job Title: **Activity Program Aide II**
Agency: Department of Veterans' Affairs
Closing Date/Time: Thu. 11/05/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **34-127-21-24**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires one year of experience in the field of activity program service. Requires working knowledge of basic techniques, skills and principles of the assigned activity and ability to apply them appropriately to meet the needs of individuals or groups. Requires working knowledge of institution policies, treatment and supervision of patients. Requires ability to instruct and direct individual or small group activities and maintain patient interest and participation in the activities. Requires ability to observe patient behavior and/or reactions and report such behavior and/or reactions. Requires a valid driver's license and the ability to travel. 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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10/28/2020

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. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions.

Agency Contact:

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

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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).



10/28/2020

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. Requires working knowledge of the Federal Healthcare law as it pertains to recipients at State facilities. Requires extensive knowledge of various reimbursement forms utilized by the facility. Requires extensive knowledge of mathematical calculations relevant to reimbursement funding. Requires ability to analyze records, accounts, forms and legal documents to ascertain financial condition, completeness, accuracy and sufficiency in compliance with federal and state laws and departmental rules and regulations. Prefer Honorable discharge from U.S. Armed Forces.

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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10/28/2020

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).



10/28/2020

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).



10/28/2020

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).



10/28/2020

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

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).



10/28/2020

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).



10/28/2020

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).



10/28/2020

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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10/28/2020

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

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10/28/2020

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

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10/28/2020

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

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10/28/2020

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

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).



10/28/2020

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 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).



10/28/2020

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).



10/28/2020

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).



10/28/2020

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).



10/28/2020

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).