



11/02/2020

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

Agency: Department of Children & Family Services

Closing Date/Time: Fri. 11/20/20 5:00 PM Central Time

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

Job Type: Full-Time

Location: Various Locations, Illinois

Number of Vacancies: **9**

Plan/BU: **RC062**

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

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

Agency Contact:

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

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



11/02/2020

Job Title: **Chicago Cashier and Deposit Manager (PSA, Opt. 2)**
Agency: Department of Revenue
Closing Date/Time: Tue. 11/24/20 11:59 PM Central Time
Salary: \$55,000.00 - \$75,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB062**
Bid ID#: **37015-25-31-170-10-01**

1. Requires (3) three years of professional work experience in accounting, finance, banking, or related field.
2. Requires knowledge, skill and mental development equivalent to (4) four years of college (in Fiscal Management, Accounting, Budgeting, Internal Audit, Insurance, Finance or related field).
3. 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.

4. **ESTIMATED HIRING TIMELINE:**

5. Applicant notification of interview: **12/01/2020**
Interviews will begin: **12/15/2020**

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11/02/2020

Job Title: **Senior Project 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#: **20-03**

Required Experience

- Bachelor's degree in business, or related field, or the equivalent combination of education and experience. Graduate degree preferred.
- Formal training in project management (e.g., Certified Project Management Professional).
- 5 or more years of experience managing government, non-profit, or private sector projects spanning all phases of project management (initiating, planning, executing, controlling, and closing).

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.

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11/02/2020

Job Title: **Transportation Counsel**
Agency: Illinois Commerce Commission
Closing Date/Time: Mon. 11/16/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **1**
Plan/BU: **MC-16**
Bid ID#: **31-10-04**

This position is an exempt merit compensation grade 16 (non-CMS) position and is exempt from Rutan. This position reports directly to the Bureau Chief - Transportation which is an exempt merit compensation grade 18 (non-CMS) position and is exempt from Rutan. Requires a law degree and license to practice in the State of Illinois, five years of professional experience (including transportation regulatory experience); and two years of supervisory experience. Superior oral and written English communication skills. Extensive knowledge of the personal computer and its related software applications and programs.

527 East Capitol Avenue
Springfield, Illinois 62701
or
160 North LaSalle
Chicago, IL 60601.

Colette Smith
217-557-4206
colette.smith@illinois.gov

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11/02/2020

Job Title: **Storekeeper II**
Agency: Department of Employment Security
Closing Date/Time: Mon. 11/16/20 5:00 PM Central Time
Salary: \$3,626.00 - \$5,127.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **RCRA 81050**

Requires knowledge, skill and mental development equivalent to completion of four years high school and two years experience in the keeping of stores and stores records. Requires extensive knowledge of store keeping and warehousing methods and procedures in the receipt, storage and shipment of a variety of goods; working knowledge of purchase and requisition procedures and the uses of grading for different types of merchandise and transportation agencies and shipment methods.

WHERE TO APPLY:

IDES Recruitment & Selection
607 E. Adams St. - 8th Floor
Springfield, IL 62701
Attn: Don Motley
Phone: (217) 524-2980
Fax: (217) 524-3472
Scan: Don.motley@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).



11/02/2020

Job Title: **Security Officer (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Tue. 11/17/20 4:00 PM Central Time
Salary: \$3,670.00 - \$5,328.00 monthly
\$44,040.00 - \$63,936.00 annually
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **10-81-23144**

Requires knowledge, skill and mental development equivalent to the 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 ability to administer emergency first aid and CPR. Requires a valid Illinois drivers license.

Elgin Mental Health Center
Sue Cooley
750 S. State St.
Elgin, IL 60123
847-742-1040, Ext 2095; Fax: 847-429-4933
Email Address: Sandra.Hoston@illinois.gov

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



11/02/2020

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.

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).



11/02/2020

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

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).



11/02/2020

Job Title: **Child Support Specialist I - Opt SS**
Agency: Department of Healthcare & Family Services
Closing Date/Time: Thu. 11/05/20 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#: **CS4553**

Requires successful completion of the Child Support Specialist Trainee program.

Requires ability to speak, read, and write Spanish at a colloquial skill level.

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).



11/02/2020

Job Title: **Public Service Administrator - Opt 6**
Agency: Department of Children & Family Services
Closing Date/Time: Thu. 11/05/20 5:00 PM Central Time
Salary: \$6,414.00 - \$9,816.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **2060025-602860**

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years of administrative child welfare experience; requires a valid driver's license.

Contact:

Toni Dunlap

toni.dunlap@illinois.gov (preferred)

2020 W. Roosevelt Rd

Chicago, IL 60608

Phone: (312) 814-3791

Fax: (312) 814-1224

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



11/02/2020

Job Title: **Guardianship Representative - Opt SS**
Agency: Guardianship & Advocacy Commission
Closing Date/Time: Fri. 11/13/20 5:00 PM Central Time
Salary: \$4,336.00 - \$6,444.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **17710-50-70-117-1210**

Requires a Bachelor's degree plus two years of professional experience in a social services area. Must successfully complete the National Guardianship Certification examination by the Center for Guardianship Certification within twelve months of employment. May require working after hours and on weekends. Requires ability to travel. Requires possession of an appropriate valid drivers license. Requires working knowledge of guardianship practices and case management skills. Must possess the ability to speak proficiently in Spanish at a colloquial level.

Send bids & copy of application by FAX OR MAIL ONLY:

Shelly Boatman, HR Representative
Illinois Guardianship & Advocacy Commission
830 South Spring Street
Springfield, IL 62704
Fax # 217-785-0877

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).



11/02/2020

Job Title: **Disease Control Performance Management Consultant**
Agency: Department of Public Health
Closing Date/Time: Wed. 11/04/20 5:00 PM Central Time
Salary: \$43.00 - \$54.00 hourly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **EM-20-0025**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in a public health related field; Requires prior experience equivalent to four years of progressively responsible administrative experience in public health, disease control, contact tracing, performance management or other related experience. Requires thorough knowledge of the theory and practice of disease control, contact tracing, or performance management. Requires management and supervisory experience. Requires ability to multi-task and organize. Experience managing federal grant programs is preferred. Requires knowledge or proficiency in the use of Microsoft Office, including Outlook, Word, PowerPoint and Excel. Requires ability to travel and a valid Illinois Driver's License.

Agency Contact:

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

Where to Apply:

DPH.HRApplications@illinois.gov

Include posting ID # and applicant'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).



11/02/2020

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

Requires Illinois License to practice medicine and an American Board of Medical Specialties certification or its equivalent in psychiatry. Requires two years of medical practice experience in clinical/psychiatric medical program.

CONTACT INFORMATION:

Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Phone: 847-742-1040, Ext 2095; Fax: 847-429-4933
Email: Sandra.Hoston@illinois.gov - Include Bid ID# in subject line

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



11/02/2020

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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11/02/2020

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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11/02/2020

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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11/02/2020

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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11/02/2020

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 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).



11/02/2020

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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11/02/2020

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).



11/02/2020

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.

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11/02/2020

Career Counseling Services

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

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

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

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

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

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

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

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