



11/09/2020

Job Title: **Technical Advisor Advanced Program Specialist**
Agency: Department of Revenue
Closing Date/Time: Wed. 12/02/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **DOR 26593**

Requires graduation from a recognized law school and the possession of a license to practice law in Illinois. Requires three years professional experience in the practice of law. Requires thorough knowledge of common law and of the State and Federal laws, particularly relating to administrative and regulatory functions. Requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings and trials procedures. Requires extensive knowledge in the field of law with which primarily concerned. Requires working knowledge of concepts of administration and management, including organization, controls and techniques used in dealing with management and procedural problems.

Agency Contact:

Illinois Department of Revenue – Human Resources
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
(217) 782-6239 Phone
(217) 782-9925 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).



11/09/2020

Job Title: **Senior Public Service Administrator - Opt 8Q**
Agency: Department of Veterans' Affairs
Closing Date/Time: Wed. 11/25/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: 2 Counties, Illinois
Number of Vacancies: **1**
Plan/BU: **XG000**
Bid ID#: **34-101-21-11**

Requires current State of Illinois (Dept. of professional Regulation) Nursing Home license and current status on required education units (CEUs). Requires knowledge, skill and mental development equivalent to completion of 4 years of college with coursework in business or public administration; Requires prior experience equivalent to 4 years of progressively responsible administrative experience in a public or business organization; Ability to grasp and understand knowledge of Agency programs and service objectives, activities and operational systems within 6 months of hire; Requires thorough knowledge of staff utilization and employee motivation; Requires the ability to develop, install and evaluate new and revised methods, procedures and performance standards. Honorably discharged Veteran from the U.S. military preferred.

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

IL Dept. of Veterans' Affairs

Attn: HR - Hiring

833 S. Spring St.

Springfield, IL 62704

Ph: 217-785-7208

Fax: 217-557-7235

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11/09/2020

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. Professional work experience in accounting, finance, banking, taxes, or related field.
2. Professional supervisory/management experience.
3. Experience supervising/managing a deposit operation and/or a customer service operation.
4. Current professional experience (i.e., within the last 2 years) working with deposit operations (reconciliation of receipts, bank deposits, and other related transactions).
5. Proficiency gathering and compiling data for the purpose of generating complex reports.
6. Experience developing and conducting classroom and/or one-on-one training.
7. Experience recommending and administering discipline or resolving employee grievances.
8. Experience working in a face-to-face customer service role.
9. Bachelor's degree or higher level of education.
10. Experience working with GenTax or similar tax systems, payment receipt and reconciliation systems, and/or credit card systems.
11. 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.

12. ESTIMATED HIRING TIMELINE:

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

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11/09/2020

Job Title: Human Services Caseworker (Upward Mobility Target Title)
Agency: Department of Human Services
Closing Date/Time: Mon. 11/23/20 5:00 PM Central Time
Salary: \$4,164.00 - \$6,128.00 monthly
\$49,968.00 - \$73,536.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-91-24440

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

Agency Contact:

Bureau of Employee Services
Greer McNeil
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
FAX: 217-524-2116

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



11/09/2020

Job Title: **Security Officer Chief**
Agency: Department of Human Services
Closing Date/Time: Mon. 11/23/20 5:00 PM Central Time
Salary: \$4,221.00 - \$6,071.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC056**
Bid ID#: **10-79-26646**

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires two years supervisory experience in safety and protection service or investigative work. Requires ability to climb stairs, physically restrain and control combative and/or violent patients. Requires adequate vision with/without correction; must be independently mobile to accomplish required rounds (in and outside facility). Requires ability to respond to facility-wide emergencies and perform emergency medical duties/assistance. Requires ability to perform or deliver mouth to mouth CPR and manual resuscitation in emergencies.

1. **PROMOTIONAL OPPORTUNITY (applying for a grade OR currently hold a grade):** Effective November 1, 2019 CMS Examining will no longer accept CMS100B applications. Current employees interested in this position must submit a bid form and completed Promotional Application (CMS100B, Rev. 09/2020 or newer) to the **DHS.MHHiringUnit@illinois.gov**; this must be done within the bid/posting period and contain the posting ID number on the all forms.
2. **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.MHHiringUnit@illinois.gov**

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11/09/2020

Job Title: **COVID-19 Project Manager**
Agency: Department of Public Health
Closing Date/Time: Mon. 11/23/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: **4**
Bid ID#: **EM-20-0014**

Requires knowledge, skill and mental development equivalent to the completion of four years of college, advanced degree preferred; prior experience equivalent to four years of progressively responsible administrative experience in a public or business organization

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRApplcations@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).



11/09/2020

Job Title: **Techincal Advisor IV (ARES)**
Agency: Illinois Commerce Commission
Closing Date/Time: Mon. 11/23/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **31-11-1022**

The minimum requirements for this are a law degree and a license to practice law in the State of Illinois; and three to five years of legal experience as an attorney, preferably with two years of prosecutor experience. Requires extensive knowledge of the personal computer and its related software programs and applications; and superior oral and written English communication skills.

8:30 am - 5:00 pm
Monday - Friday

160 North LaSalle
Chicago, IL 60601

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

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



11/09/2020

Job Title: **Children & Family Service Intern, Opt.2; 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: \$3,980.00 - \$5,804.00 monthly

Job Type: Full-Time

Location: Various Locations, Illinois

Number of Vacancies: **9**

Plan/BU: **RC062**

Bid ID#: **Cook CWS Trainee Opt. 2**

This is a trainee position targeted to the Child Welfare Specialist (Upward Mobility Program) title. **In order to qualify for the CFS Intern Opt. 2 title, you must meet the Master 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).



11/09/2020

Job Title: **Technical Manager VII-Bureau Chief of Passenger Rail Corridor Management**
Agency: Department of Transportation
Closing Date/Time: Fri. 11/20/20 4:30 PM Central Time
Salary: \$7,165.00 - \$11,660.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#44539**

Position Requirements:

- Education/Experience:
 - o Completion of a bachelor's degree majoring in construction management, business management, public administration, or project management plus six years of progressively responsible managerial experience with rail planning, rail design, rail construction, rail program management, contract agreement negotiations

8:00 am – 4:30 pm / Monday – Friday

Office of Finance and Administration / Bureau of Investigations and Compliance / 2300 South Dirksen Parkway, Springfield, IL

Agency Contact: Bureau of Personnel Management, 217/782-5594

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11/09/2020

Job Title: **Meat & Poultry Inspector Supervisor**
Agency: Department of Agriculture
Closing Date/Time: Thu. 11/19/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **VR706**
Bid ID#: **IDOA 1948**

- Requires knowledge, skill and mental development equivalent to high school, preferably with courses in algebra, biology or chemistry.
- Requires the successful completion of an agency approved meat and poultry inspection training program Requires two years experience as a Meat and Poultry Inspector.
- Requires a valid drivers license and the ability to travel in the performance of duty.
- Requires an extensive knowledge of the methods and techniques used in antemortem and postmortem examinations involving meat producing animals and poultry.
- Requires extensive knowledge of the meat and poultry industry and related processing and sanitation practices.
- Requires extensive knowledge of the use of additives and preservatives used in processing meat and poultry products.

AGENCY CONTACT:

IDOA/Bureau of Human Resources
John R. Block Building
PO Box 19281 - IL State Fairgrounds
Springfield, IL 62794-9281
(217) 785-5099
(217)557-5887 FAX
AGR.HumanResources@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).



11/09/2020

Job Title: **Boiler Safety Specialist**
Agency: Office of the State Fire Marshal
Closing Date/Time: Thu. 11/19/20 4:30 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC008**
Bid ID#: **50-50-SFM20-014**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires five years of practical experience in the construction, maintenance, repair or operation of high pressure boilers as a mechanical engineer, operating engineer, or boilermaker. A mechanical engineering degree from a recognized college of engineering may be substituted for two years of experience. Within the first six months of employment, an employee must qualify and pass the examinations given by the National Board of Boiler and Pressure Vessel Inspectors to become a National Board Inservice Commissioned Inspector. Failure to successfully pass these exams in the required time will result in termination of employment.

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).



11/09/2020

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**

The Illinois Department of Revenue is seeking to hire a Public Service Administrator to manage the Cashier & Deposit Section of our Chicago Operations Division. The section, comprised of approximately 10 professional and accountant-series employees, mans a multi-million dollar payment center and ensures that the daily deposit is timely balanced and transmitted to the bank. The ideal candidate has accounting/auditing experience along with experience supervising a deposit operation and managing or working in a payment center. The ideal candidate will have strong analytical, interpersonal, and oral/written communication skills, experience working with banking rules and regulations/laws as well as Image Cash Letter banking/Check 21 and imaging technology.

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: **12/01/2020**
Interviews will begin: **12/15/2020**

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



11/09/2020

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.

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).



11/09/2020

Job Title: **Public Aid Eligibility Assistant**
Agency: Department of Human Services
Closing Date/Time: Thu. 11/12/20 5:00 PM Central Time
Salary: \$3,092.00 - \$4,213.00 monthly
\$37,104.00 - \$50,556.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC028**
Bid ID#: **10-91-24591-92**

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

Where to Apply:

DHS.HiringUnit@illinois.gov

Include posting ID # and bidders names in subject line when applying

Agency Contact:

Bureau of Employee Services

Greer McNeil

100 South Grand Ave East, 3rd floor

Springfield, IL 62762

FAX: 217-524-2116

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11/09/2020

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

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).



11/09/2020

Job Title: **Contractual COVID Grant Monitor**
Agency: Department of Public Health
Closing Date/Time: Thu. 11/12/20 5:00 PM Central Time
Salary: \$30.00 / Hour
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: **5**
Bid ID#: **EM-20-0023**

Requires knowledge, skill, and mental development equivalent to completion of four years of college with courses in health education, physical or biological sciences; requires three years of professional experience in a health education or investigation program in the public or private sector. Requires working knowledge of the methods of transmission of communicable diseases. Proficiency with computer skills and work experience with Microsoft software products such as Word, Excel, Powerpoint is highly desirable.

Agency Contact:

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



11/09/2020

Job Title: **Mental Health Recovery Support Specialist II**
Agency: Department of Human Services
Closing Date/Time: Tue. 11/17/20 5:00 PM Central Time
Salary: \$4,587.00 - \$6,820.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-76-24199**

Requires knowledge, skill and mental development equivalent to completion of a bachelor's degree in one of the social sciences or a related area and two years of experience performing peer support work within a mental health program setting. Must be a current or former consumer of mental health services, and willing to self-identify. Requires evidence of certification as a Certified Recovery Support Specialist (CRSS).

[Click Here for Applicant Information and Grading Procedures](#)

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

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).



11/09/2020

Job Title: **Civil Engineer Trainee**
Agency: Department of Transportation
Closing Date/Time: Mon. 11/16/20 4:30 PM Central Time
Salary: \$4,365.00 - \$5,220.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **20**
Bid ID#: **IPR#44623**

Position Requirements:

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

Position Desirables:

- Strong oral and written communication skills

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).



11/09/2020

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).



11/09/2020

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).



11/09/2020

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).