



11/12/2020

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](mailto: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).



11/12/2020

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

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11/12/2020

Job Title: **Security Officer (Upward Mobility Target Title)**  
Agency: Department of Human Services  
Closing Date/Time: Wed. 11/18/20 5:00 PM Central Time  
Salary: \$3,670.00 - \$5,092.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **3**  
Plan/BU: **RC029**  
Bid ID#: **10-82-26576-78**

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 specified 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. Requires the ability to climb stairs, chase runaways and physically restrain and control individuals. Requires a valid Illinois driver's license. Requires the ability to successfully complete OIG Basic Investigator Training.

**[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).



11/12/2020

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).

**Where to Apply: [DHS.DRSHiringUnit@illinois.gov](mailto:DHS.DRSHiringUnit@illinois.gov)**

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

**If this position requires an automated/skills test, candidates must take this test by the close of the posting period in order to receive a grade. For more information, please [click here](#).**

Agency Contact:  
Bureau of Employee Services  
Andrew Surratt  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762

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



11/12/2020

Job Title: **Public Service Administrator - Opt 6**  
Agency: Department of Children & Family Services  
Closing Date/Time: Thu. 11/19/20 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#: **2089022-891244**

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 administrative child welfare experience; requires a valid driver's license.

Agency Contact: Tracey Hardrick  
Mailing Address: 2020 W. Roosevelt Rd., Chicago, IL 60608  
E-mail: Tracey.Hardrick@illinois.gov **(preferred)**  
Phone: (312) 814-3775  
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).



11/12/2020

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.

**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](mailto: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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



11/12/2020

Job Title: **Health Facilities Surveillance Nurse**  
Agency: Department of Public Health  
Closing Date/Time: Wed. 11/18/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC023**  
Bid ID#: **IDPH 49-21-0121**

Requires graduation from an approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience or, a Bachelor's Degree in Nursing and two years professional nursing experience or, a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Prefers recent experience in non-long term care setting. Prefers excellent computer skills and work experience in Microsoft Word processing and spreadsheet applications (i.e., Microsoft Word, Outlook, Excel, Power-point). Requires physical, visual and auditory ability to carry out assigned duties. Requires ability to travel and possession of 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.HRAApplications@illinois.gov](mailto:DPH.HRAApplications@illinois.gov)

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



11/12/2020

Job Title: **Human Services Caseworker (Upward Mobility Target Title)**  
Agency: Department of Human Services  
Closing Date/Time: Wed. 11/18/20 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#: **10-91-26606**

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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).





11/12/2020

Job Title: **Social Service Program Planner III**  
Agency: Department of Human Services  
Closing Date/Time: Wed. 11/18/20 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#: **10-99-26601**

Requires knowledge, skill and mental development equivalent to 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. Requires through knowledg.of the structure, organization and methods of social welfare institutions. Requires working knowledge of the principles of government accounting, program budgeting, fiscal monitoring, reporting and program planning and evaluation. Requires the ability to exercise judgment and discretion in developing, inlerpreting, and implementing, departmental policies, procedures, and program specific requirements. Requires excellent oral and written communication skills. Requires a valid driver's license. Requires ability to travel, including overnight.

Agency Contact:  
Bureau of Employee Services  
Krissie Buss  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762

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).



11/12/2020

Job Title: **Activity Therapist (Upward Mobility Target Title)**  
Agency: Department of Human Services  
Closing Date/Time: Wed. 11/18/20 5:00 PM Central Time  
Salary: \$3,980.00 - \$5,804.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **3**  
Plan/BU: **RC062**  
Bid ID#: **10-82-26573-75**

Requires a bachelor's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy, including successful completion of an approved internship, fieldwork or practicum. This class is included as an Upward Mobility Program credential title. Requires the ability to work effectively in a psychiatric inpatient setting. Requires ability assess patients' current level of functioning, strengths, needs and interests and be able to plan and implement an Activity Therapy that meets the needs of the population served. Requires the ability to work in a multi-disciplinary setting offering expertise and activity therapy with other staff.

**Where to Apply: [DHS.MHHiringUnit@illinois.gov](mailto:DHS.MHHiringUnit@illinois.gov)**

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

**If this position requires an automated/skills test, candidates must take this test by the close of the posting period in order to receive a grade. For more information, please [click here](#).**

Agency Contact:  
Bureau of Employee Services  
Andrew Surratt  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762

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



11/12/2020

Job Title: **Human Services Caseworker - Opt UK (Upward Mobility Target Title)**  
Agency: Department of Human Services  
Closing Date/Time: Wed. 11/18/20 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: **2**  
Plan/BU: **RC062**  
Bid ID#: **10-91-26537-38**

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

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. 9/2020 or newer) to the DHS.HiringUnit@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.HiringUnit@illinois.gov; this must be done within the posting period and contain the bid/posting ID number on all forms.
3. **NON-STATE APPLICANTS/GENERAL PUBLIC:** For titles requiring an automated exam, submit your application to the contact listed on the posted vacancy. An assessment center staff member from CMS will contact you to schedule an exam when the posting you have applied to is selected for testing; this must be done within the posting period and contain the bid/posting ID number on all forms. Please visit [www.work.illinois.gov](http://www.work.illinois.gov) to obtain a CMS100 application.

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).



11/12/2020

Job Title: **Administrative Assistant I - Opt E1**  
Agency: Department of Employment Security  
Closing Date/Time: Tue. 11/17/20 11:59 PM Central Time  
Salary: \$4,361.00 - \$6,444.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **RCRA 81053**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Requires ability to prepare written and oral reports; to establish and maintain effective working relationships with agency personnel. Requires the ability to use a PC and related software packages such as word processing and spreadsheets, database management, email and the internet.

**AGENCY CONTACT/ Where to Apply:**

IDES Recruitment & Selection  
33 S. State Street - 8th Floor  
Chicago, IL 60603  
Attn: Sudi Garcia  
Fax: (312) 793-5052  
Scan: [DES.JOBS@illinois.gov](mailto:DES.JOBS@illinois.gov)

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



11/12/2020

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).

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

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



11/12/2020

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

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



11/12/2020

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**

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).



11/12/2020

**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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).





11/12/2020

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 mask 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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11/12/2020

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



11/12/2020

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](mailto: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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



11/12/2020

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).



11/12/2020

## Career Counseling Services

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

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

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

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

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

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

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

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