



11/22/2020

Job Title: **Mental Health Technician II or Mental Health Technician I or Mental Health Technician Trainee**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **10**
Plan/BU: **RC009**
Bid ID#: **10/79- 27012**

Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habitation of persons with mental illness or developmental disabilities. Requires working knowledge of the causes, nature and treatment of mental illness or developmental illness or developmental disabilities and the proper methods and techniques employed in the personal and nursing care, development and habitation of persons with mental illness or developmental disabilities.

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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).



11/22/2020

Job Title: **Mental Health Technician I or II- Opt SS or Mental Health Tech Trainee - Opt SS**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **10**
Plan/BU: **RC009**
Bid ID#: **10/79-27012 SS**

Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habitation of persons with mental illness or developmental disabilities. Requires working knowledge of the causes, nature and treatment of mental illness or developmental illness or developmental disabilities and the proper methods and techniques employed in the personal and nursing care, development and habitation of persons with mental illness or developmental disabilities. Requires the ability to speak, read and write Spanish at a colloquial skill level.

<http://www.dhs.state.il.us/page.aspx?item=38106>

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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).



11/22/2020

Job Title: **Mental Health Technician II or Mental Health Technician I or Mental Health Technician Trainee**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **10**
Plan/BU: **RC009**
Bid ID#: **10-82-27012**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habilitation of individuals with mental illness or developmental disabilities.

CONTACT INFORMATION:

Valarie Laird
Human Resource Office
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).



11/22/2020

Job Title: **Telecommunicator Trainee**
Agency: Illinois State Police
Closing Date/Time: Continuous
Salary: \$3,196.00 - \$4,468.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-40-ISP20-061**

Requires knowledge, skill, and mental development equivalent to completion of four years of high school. Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class. Requires elementary knowledge of the Operation and care of a keyboard and related equipment. Requires elementary knowledge of office practices and procedures, business English, spelling, and commercial arithmetic. Requires skill to type accurately at a minimum of 30 wpm. Requires ability to receive, understand, and act upon aural and written instructions and information through the use of a two-way radio and telephone. Requires ability to acquire a valid LEADS operator certificate. Requires a clear speaking voice. Requires ability to maintain self control under stressful conditions. Must be able to pass an agency background check. Must be able to work assigned shifts, weekends, and holidays.

Agency Contact

Submit completed application via Email (include BID ID in Subject line) or USPS:
Illinois State Police/Human Resources
801 S. 7th St., Ste. 700 Annex
Springfield, IL 62703
ISP.JobPostings@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).



11/22/2020

Job Title: **Telecommunicator Specialist**
Agency: Illinois State Police
Closing Date/Time: Continuous
Salary: \$3,874.00 - \$5,685.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-40-ISP20-062**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires successful completion of the Telecommunicator Trainee Program. Requires possession of a valid LEADS operator certificate. Requires successful completion of agency provided call taker program. Requires successful completion of specialized training in operation of a sophisticated multi-channel trunked radio communications system. Requires a clear speaking voice. Requires ability to receive, understand, and act upon aural and written instructions and information through the use of two-way radio and telephone.

Agency Contact

**Submit signed application via email (include BID ID in Subject line) or USPS:
Illinois State Police/Human Resources
801 S. 7th St., Ste. 700 Annex
Springfield, IL 62703
ISP.JobPostings@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).



11/22/2020

Job Title: **Contractual Clinical Laboratory Technician**
Agency: Department of Public Health
Closing Date/Time: Continuous
Salary: Depends on Qualifications
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: **000**
Bid ID#: **EM-20-0016**

Requires education and experience equivalent to an Associate's degree with courses in the life sciences, supplemented by two years laboratory experience or a Bachelor's degree in medical technology from a recognized college or university in one of the chemical, biological, or physical sciences, supplemented by on year professional clinical laboratory experience. Requires elementary knowledge of the principles and practices of chemistry, biology, physic and related sciences, or molecular testing experience, specifically Real-time PCR, is preferred. Requires working knowledge of laboratory procedures and techniques.

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

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).



11/22/2020

Job Title: **Social Services Career Trainee**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: \$3,544.00 - \$5,001.00 monthly
\$42,528.00 - \$60,012.00 annually
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **20**
Plan/BU: **RC062**
Bid ID#: **Cont. NEW TESTING PROCEDURES**

Requires Bachelor's degree in anthropology, psychology, sociology, social welfare or equivalent educational attainment in a related field of the social sciences. Requires ability to understand and follow oral and written instructions. Requires the ability to communicate effectively in verbal and written form.

TO APPLY FOR A GRADE SEND A COMPLETED CMS100, DATED 7/19 OR NEW TO

DHS.FCS.Grading@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).



11/22/2020

Job Title: **Social Services Career Trainee - Opt SS**
Agency: Department of Human Services
Closing Date/Time: Continuous
Salary: \$3,544.00 - \$5,001.00 monthly
\$42,528.00 - \$60,012.00 annually
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **20**
Plan/BU: **RC062**
Bid ID#: **Cont. NEW TESTING PROCEDURES**

Requires Bachelor's degree in anthropology, psychology, sociology, social welfare or equivalent educational attainment in a related field of the social sciences. Requires ability to understand and follow oral and written instructions. Requires the ability to communicate effectively in verbal and written form.

TO APPLY FOR A GRADE SEND A COMPLETED CMS100, DATED 7/19 OR NEW TO

DHS.FCS.Grading@illinois.gov

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11/22/2020

Job Title: **Heavy Construction Equipment Operator -
INFORMATIONAL POSTING ONLY**

Agency: Department of Transportation

Salary: \$4,911.00 - \$6,548.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Bid ID#: **18465**

Education and Experience: Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary schooling. Requires two years' experience operating highway construction equipment. Possession of a Class A CDL with appropriate endorsements, including air brakes. Requires one-year driving experience immediately preceding appointment free of incident which could result in license suspension or revocation. Requires ability to perform arduous labor; ability to lift 50 pounds; and ability to work ladders and scaffolding. Requires ability to understand and carry out oral/written instructions; ability to maintain productive working relationships.

If you still have questions regarding this process, please contact:

Illinois Department of Transportation

Bureau of Personnel Management

(217)782-5594

DOT.CO.BPM.EmploymentApplications@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).



11/22/2020

Job Title: **Mental Health Technician Trainee I**
Agency: Department of Human Services
Closing Date/Time: Continuous
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **20**
Plan/BU: **RC009**
Bid ID#: **10-72-27020**

Mental Health Technician Trainee

Requires knowledge, skill and mental development equivalent to completion of high school. Requires the ability to participate in and successfully complete a comprehensive training program. Requires the ability to implement training programs and procedures for individuals with developmental disabilities.

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

Agency Contact:

Alice Chambers Alice.chambers@illinois.gov OR

Tonya Mahomes Tonya.Mahomes@illinois.gov

114 N. Orchard Drive

Park Forest, IL 60466

Fax: 708-283-3017

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).



11/22/2020

Job Title: **Occupational Therapist**
Agency: Department of Human Services
Closing Date/Time: Thu. 12/03/20 5:00 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: **RC063**
Bid ID#: **10-44-26719**

Requires knowledge, skill and mental development equivalent to completion of a bachelor's degree in occupational therapy from a recognized school. Requires licensure by the Illinois Department of Professional Regulation as an Occupational Therapist.

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: 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](#).

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).



11/22/2020

Job Title: **Hearing & Speech Specialist - Opt MCB**
Agency: Department of Human Services
Closing Date/Time: Thu. 12/03/20 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: **RC063**
Bid ID#: **10-72-26713**

Requires possession of a master's degree from an approved school of hearing and speech or language pathology, and possession of an Illinois licensure in audiology or speech or language pathology. Requires working knowledge of methods and procedures of speech or hearing rehabilitation. Requires working knowledge of psychological processes of learning as applied in teaching individuals with handicaps. Requires working knowledge of sound records, audiometers and other specialized equipment used in speech or hearing therapy. Requires ability to plan hearing or speech activities within the area of service. Requires ability to coordinate hearing or speech programs with other programs. Requires ability to prepare detailed reports and summarizations. Requires ability to establish and maintain satisfactory working relationships with individuals and other treatment team staff. Requires the ability to communicate in sign language at a colloquial skill level.

Hours/Work Schedule: Monday-Friday 8:00 AM-4:30 PM; also requires 2 days /month 6am-230pm and 2 days/month 1230pm-9pm.

Anticipated Started Salary Range – \$61,200 - \$91,932

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies.

Where to Apply: DHS.DDHiringUnit@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).



11/22/2020

Job Title: **Employment Security Service Representative**
Agency: Department of Employment Security
Closing Date/Time: Fri. 12/04/20 5:00 PM Central Time
Salary: \$4,164.00 - \$6,128.00 monthly
Job Type: Full-Time
Location: Cook County Zone 5, Illinois
Number of Vacancies: **3**
Plan/BU: **RC062**
Bid ID#: **RCRA 90059**

Requires knowledge, skill and mental development equivalent to the completion of four years of college with academic background in the social / behavioral sciences or business/personnel administration and one year as a full-time professional employee with IDES; or five years professional experience in personnel administration, or business ownership management or operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing, finding of facts, test interpretation, and vocational counseling techniques.

WHERE TO APPLY:

IDES Recruitment & Selection
607 E. Adams St. - 8th Floor
Springfield, IL 62701
Attn: Pamela Bowen
Phone: (217) 785-2647
Fax: (217) 524-2083
Scan: Pamela.Bowen@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).



11/22/2020

Job Title: **Cook I (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Thu. 12/03/20 5:00 PM Central Time
Salary: \$2,994.00 - \$4,020.00 monthly
\$35,928.00 - \$48,240.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-72-26712**

Requires knowledge skill and mental development equivalent to the completion of high school and six months of cooking experience which provides working knowledge of food preparation and cooking methods on a large-scale basis. Requires possession of a valid Food Service Sanitation Certificate issued by the Illinois Department of Public Health or requires possession of a Certified Food Protection Manager (CFPM) certification from a program accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP). Qualifying state employees in the Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated education and experience requirements for this class. Requires elementary knowledge of health and safety requirements of a food service.

Hours/Work Schedule: 7:00 AM-3:30 PM, ROTATING DAYS OFF

Anticipated Started Salary Range – \$35,928 - \$48,240

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies.

Where to Apply: DHS.DDHiringUnit@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).



11/22/2020

Job Title: **Labor Conciliator**
Agency: Department of Labor
Closing Date/Time: Tue. 12/01/20 11:59 PM Central Time
Salary: \$5,100.00 - \$7,661.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **DOL 2021-30-100-02**

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably supplemented by courses in labor law and labor problems.
Requires three years professional experience in industrial relations, the negotiation of labor disputes and contracts or general business management

Contact:

Illinois Department of Labor
900 South Spring Street
Springfield, IL 62704
DOL.104@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).



11/22/2020

Job Title: **Internal Security Investigator II - Opt A**
Agency: Department of Human Services
Closing Date/Time: Tue. 11/24/20 5:00 PM Central Time
Salary: \$5,384.00 - \$8,134.00 monthly
\$64,608.00 - \$97,608.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-14-26613**

Requires knowledge, skill and mental development equivalent to completion of two years of college, with coursework in law, government, liberal arts, history or business or public administration, plus four years professional experience in law enforcement investigatory work or related field; OR requires knowledge, skill and mental development equivalent to completion of four years college, with major coursework in law, government, liberal arts, history or business or public administration, plus two years professional experience in law enforcement investigatory work or a related field; OR requires knowledge, skill and mental development equivalent to completion of a master's degree, with major course work in law, government, liberal arts, history or business or public administration plus one year professional experience in law enforcement investigatory work or a related field; OR requires completion of the F .B.I. National Academy of comparable law enforcement schooling, plus two years of professional experience in law enforcement investigatory work o(a related field. Requires ability to travel.

Where to Apply:

DHS.HiringUnit@illinois.gov

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

Agency Contact:

Bureau of Employee Services

Kelly Kindred

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).



11/22/2020

Job Title: Social Service Program Planner Iv
Agency: Department of Human Services
Closing Date/Time: Tue. 12/01/20 5:00 PM Central Time
Salary: \$5,690.00 - \$8,620.00 monthly
\$68,280.00 - \$103,440.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-89-26648

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a related master's degree. Preferably a master's degree in Social Work (MSW) or a master's in a social services field. Requires two years of progressively responsible professional experience in community organization, social service work or in program planning and development. Requires extensive knowledge of the administrative rules, procedures and goals for the licensure and certification of community agencies serving people with developmental disabilities and mental illness. Requires the ability to travel statewide, including overnight stays. Requires a valid driver's license. Requires the ability to meet criteria as a Qualified Intellectual Disability Professional (QIDP). Must be proficient in Microsoft Word, Excel, Sharepoint, PowerPoint, and Systems Applications and Projects (SAP). Requires the ability to provide guidance and training to team members and community agency personnel serving people with developmental disabilities and mental illness.

Hours/Work Schedule:

8:30 am – 5:00 pm (M-F)

Anticipated Started Salary Range – \$68,280 - \$103,440

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply:

DHS.HiringUnit@illinois.gov

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

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11/22/2020

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).



11/22/2020

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).



11/22/2020

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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11/22/2020

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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11/22/2020

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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