



11/29/2020

Job Title: **Storekeeper II**  
Agency: Department of Human Services  
Closing Date/Time: Wed. 12/09/20 5:00 PM Central Time  
Salary: \$3,626.00 - \$5,127.00 monthly  
\$43,512.00 - \$61,524.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **10-10-26750**

Requires knowledge, skill and mental development equivalent to completion of four years high school; requires two years experience in the keeping of stores and stores records. Requires the ability to lift over 50 lbs.

**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

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).



11/29/2020

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](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](#).**

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11/29/2020

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](mailto: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).



11/29/2020

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](mailto:Pamela.Bowen@illinois.gov)

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11/29/2020

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](mailto: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](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).



11/29/2020

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](mailto:DHS.DRSHiringUnit@illinois.gov)**

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

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11/29/2020

Job Title: **Educator - Opt C**  
Agency: Department of Human Services  
Closing Date/Time: Thu. 12/03/20 5:00 PM Central Time  
Salary: \$3,301.00 - \$6,193.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC063**  
Bid ID#: **10-44-26710-11**

Requires possession of a current and valid ISBE-issued Professional Educator License with Learning Behavior Specialist I endorsement. Prefers a Master's Degree and experience in high school transition programs.

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

DRS Title IX Coordinator, 100 S. Grand Ave East, [DHS.DRS.TitleIXCoordinator@Illinois.gov](mailto:DHS.DRS.TitleIXCoordinator@Illinois.gov) , 217-606-9056

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).



11/29/2020

Job Title: **Grant Training Coordinator/Trainer- Temporary - Contractual**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Tue. 12/08/20 5:00 PM Central Time  
Salary: \$45,000.00 - \$47,000.00 annually  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **CJIA PSC-27-2020**

Education: Bachelor's Degree required, Master's degree preferred.

Experience: At least two years of experience presenting trainings and working with adult learners.

Specialized Skills: Proficiency in conducting and scheduling conference, meeting or training sessions and coordination particularly with external stakeholders and public audiences.

Familiarity with grants administration, requirements, and the Illinois Grant Accountability and Transparency Act (GATA). Strong verbal and written communication skills and adaptability to work with various audiences. Ability to translate complex problems and concepts in training.

Knowledge of instructional design theory and implementation. Advanced organizational skills with the ability to handle multiple assignments. MS Office proficiency and e-learning including audio visual equipment, internet/website navigation (web delivery tools).

How to Apply:

[CJA.HRDepartment@illinois.gov](mailto:CJA.HRDepartment@illinois.gov)

Please type the title of the position in the e-mail subject line and your first and last name.  
For example: Grant Training Coordinator/Trainer – Contractual; Jane Doe

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).





11/29/2020

Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**  
Agency: Department of Children & Family Services  
Closing Date/Time: Mon. 11/30/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **2013080-135191**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance.

Contact:  
Karen Wagner  
1911 S Indiana Ave., 9th Floor  
Chicago, IL 60616

Phone: 312-328-2461  
Email: [DCFS.LicensingPersonnel@illinois.gov](mailto:DCFS.LicensingPersonnel@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](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).



11/29/2020

**Job Title:** Senior Immigration Fellow  
**Agency:** Department of Human Services  
**Closing Date/Time:** Tue. 12/15/20 5:00 PM Central Time  
**Salary:** \$66.93 - \$93.71 hourly  
**Job Type:** Temporary  
**Location:** Cook County, Illinois  
**Number of Vacancies:** 1  
**Bid ID#:** 21-038

Requires knowledge, skill, and development equivalent to four years of college in a public or business organization; Graduate degree/JD preferred. Requires four years of increasingly responsible administrative experience in a public or private organization. Requires a minimum of four years professional experience working on immigrant and refugee issues in the non-profit, government, education, and/or philanthropic sectors. Requires advanced computer skills, including Microsoft Word, Excel, PowerPoint, SharePoint, etc. Requires strong meeting planning and facilitation experience and skills for in-person and technology-based gatherings. Requires strong project management experience and skills. Requires the ability to communicate in a clear and concise manner with varied audiences. Requires experience with program development, implementation, and evaluation. Requires competence in collecting, synthesizing, and communicating data in support of program and policy change. Requires demonstrated commitment to strengths-based, culturally-responsive practices and approaches that support and advance immigrant and refugee families and communities.

**Location**

Illinois Department of Human Services  
Office of the Secretary  
401 S Clinton Ave, 7th Floor  
Chicago, IL 60607

**Hours**

Monday - Friday; 08:30 AM - 05:00 PM

**Agency Contact**

Lurdes Aceves  
Office of the Secretary  
[Lurdes.Aceves@Illinois.gov](mailto:Lurdes.Aceves@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).



11/29/2020

Job Title: **Public Service Administrator - Opt 8N**  
Agency: Department of Veterans' Affairs  
Closing Date/Time: Fri. 12/11/20 4:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **34-127-21-02**

Requires valid and current licensure as a Registered Nurse in the State of Illinois with graduation from an approved nursing education program. Requires Associates Degree in Nursing and four years progressively responsible professional nursing experience, or a bachelor's degree in Nursing and three years of progressively responsible nursing experience or a master's degree in Nursing and one year of professional nursing experience. Requires extensive knowledge of professional nursing theory and practice; requires ability to utilize visual, auditory, finger and hand dexterity and ability to record appropriate information with good written and verbal communication skills; requires ability to speak before a group and to walk, stand and/or sit for extended amounts of time.

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

IL Dept. of Veterans' Affairs

Attn: HR - Hiring

833 S. Spring St.

Springfield, IL 62704

**Fax: 217-557-7235 (fax is the preferred method of receiving apps), you can also:**

**Email: [IDVA.HR.Applicants@Illinois.gov](mailto:IDVA.HR.Applicants@Illinois.gov)**

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



11/29/2020

Job Title: **Financial Institutions Examiner III**  
Agency: Department of Financial and Professional Regulation  
Closing Date/Time: Wed. 12/09/20 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **26758**

Requires knowledge, skill and mental development equivalent to completion of four years college with a desirable minor in audit accounting or possession of a Certified Public Accountant rating. Requires three years progressively professional experience involving either examinations of financial institutions or an equivalent professional level position within a financial institution. Requires a thorough knowledge of existing relevant state/federal statutes governing the financial industry; examining methods and techniques. Requires an extensive knowledge and understanding of the various types of securities and collateral held by financial institutions. Requires an extensive knowledge of management practices, effective communication techniques, and an understanding of electronic data systems operations; business administration and principles. Requires a working knowledge of basic economic principles.

Work Hours: 8:30 am - 5:00 pm, Monday - Friday

Work Location: FPR/Financial Institutions/Credit Union/Review Examination

JRTC 100 W Randolph St., Chicago

Cook County

Agency Contact: Human Resources

320 W Washington St, 2nd floor

Springfield, IL 62786

**Scan all applications or questions to [FPR.Employment@illinois.gov](mailto:FPR.Employment@illinois.gov)**

217-557-3022 Fax

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11/29/2020

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](mailto: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).



11/29/2020

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](mailto:Pamela.Bowen@illinois.gov)

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11/29/2020

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](mailto: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).



11/29/2020

**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

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).





11/29/2020

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).
- Demonstrated knowledge and experience applying project management concepts, including but not limited to project charters, work breakdown structures, network diagrams, Gantt charts, etc.

To apply, please send a cover letter, resume, and three professional references to [ipa.contactus@illinois.gov](mailto: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](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).



11/29/2020

Job Title: **Communications 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#: **20-02**

**Required Experience**

- Bachelor's degree in communications, journalism, English, or the equivalent combination of education and experience.
- Minimum 5 years of experience in a government, non-profit, or corporate communication, marketing, or similar role.
- Strong knowledge of communication practices and techniques.
- Demonstrated experience designing and creating communication and marketing strategies for new products, services, programs, events, and related promotions.
- Organized and detail-oriented with a strong ability to absorb and process information quickly.
- Excellent time management skills.

To apply, please send a cover letter, resume, and three professional references to [ipa.contactus@illinois.gov](mailto:ipa.contactus@illinois.gov)

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11/29/2020

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. Requires ability to plan, layout and review work relating to complicated legal 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](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).



11/29/2020

Job Title: Office Associate - Opt 2  
Agency: Department of Children & Family Services  
Closing Date/Time: Mon. 11/30/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 2013078-130621

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires the ability to keyboard accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Department of Children & Family Services  
Supervisor: Judith Woodson  
1911 S. Indiana Ave.  
Chicago, IL 60616  
Work Hours: 8:30 AM - 5:00 PM -- Monday thru Friday

Contact:  
Karen Wagner  
1911 S Indiana Ave, 9th Floor  
Chicago, IL 60616  
Phone: 312-328-2461  
Email: [DCFS.LicensingPersonnel@illinois.gov](mailto:DCFS.LicensingPersonnel@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](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).



11/29/2020

## 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.

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).