



12/20/2020

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.

**APPLICATION – BIDDING PROCEDURES:**

**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. 07/2019 or newer) to the contact person; this must be done within the bid/posting period and contain the posting ID number on the all forms.

1. **ALL OTHER INTERESTED CANDIDATES (Voluntary Reduction, Job Assignments & Transfer):** Applicants must submit a bid form, transfer request form (if applicable), and a completed employment application (CMS100, Rev. 07/2019 or newer) to the contact person; this must be done within the posting period and contain the bid/posting ID number on all forms.

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



12/20/2020

Job Title: **Day Care Licensing Representative II - Opt SS  
(Upward Mobility Target Title)**

Agency: Department of Children & Family Services

Salary: Depends on Qualifications

Job Type: Full-Time

Location: 2 Counties, Illinois

Number of Vacancies: **1**

Plan/BU: **RC063**

Bid ID#: **Continuous**

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; requires ability to speak and write Spanish at a colloquial skill level.

**This posting is for recruitment purposes and is intended for those currently not employed with DCFS**

Interested applicants should submit a current [CMS 100 Employment Application](#) and preferably a legible copy of your Official college transcripts to [DCFS.Work4DCFS@illinois.gov](mailto:DCFS.Work4DCFS@illinois.gov). Failure to use a current version of the application may result in disqualification.

Applicants should indicate 2 work county choices on their [CMS 100 Employment Application](#)

**Additional Documentation for Day Care Licensing Representative II:**

[Class Specification](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

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).



12/20/2020

Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**  
Agency: Department of Children & Family Services  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: 2 Counties, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **Continuous**

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.

**This posting is for recruitment purposes and is intended for those currently not employed with DCFS**

Interested applicants should submit a current [CMS 100 Employment Application](#) and preferably a legible copy of your Official college transcripts to [DCFS.Work4DCFS@illinois.gov](mailto:DCFS.Work4DCFS@illinois.gov). Failure to use a current version of the application may result in disqualification.

Applicants should indicate 2 work county choices on their [CMS 100 Employment Application](#)

**Additional Documentation for Day Care Licensing Representative II:**

[Class Specification](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

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).



12/20/2020

Job Title: **Child Protection Specialist - Opt SS**  
Agency: Department of Children & Family Services  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: 2 Counties, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **Continuous**

Under direction of the team supervisor, receives and investigates reports of child abuse and neglect within mandated time limits; assesses immediate safety of children and initiates appropriate levels of protection needed; conducts home evaluations, observing family situations relating to allegations of abuse and neglect; interviews clients and professionals to obtain information for the purposes of making a finding and determining protection and service needs; conducts service assessments; on a rotating basis, assigned to 24 hour "on call" duty in addition to normal assignments; prepares investigation reports; selects, summarizes, and presents case material for transfer to permanency caseworker or community agencies; determines the need for and coordinates the placement of children in substitute care facilities; translates and interprets, both orally and in writing, for Spanish speaking clients.

**This posting is for recruitment purposes and is intended for those currently not employed with DCFS**

Interested applicants should submit a current [CMS 100 Employment Application](#) and preferably a legible copy of your Official college transcripts to [DCFS.Work4DCFS@illinois.gov](mailto:DCFS.Work4DCFS@illinois.gov). Failure to use a current version of the application may result in disqualification.

Applicants should indicate 2 work county choices on their [CMS 100 Employment Application](#)

**Additional Documentation for Child Protection Specialist SS:**

[Class Specification](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

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).



12/20/2020

Job Title: **Child Welfare Specialist - Opt SS (Upward Mobility Target Title)**  
Agency: Department of Children & Family Services  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: 2 Counties, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **Continuous**

Preferably requires a master's degree in social work; or a master's degree in a related human service field, supplemented by one year of directly related professional casework/case management experience; or requires a bachelor's degree in social work and one year of directly related professional casework/case management experience; or requires a bachelor's degree in a related human service field and two years of directly related professional casework/case management experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual and auditory ability to carry out assigned duties; requires ability to serve on 24 hour "on call" duty; requires ability to speak and write Spanish at a colloquial skill level.

**This posting is for recruitment purposes and is intended for those currently not employed with DCFS**

Interested applicants should submit a current [CMS 100 Employment Application](#) and preferably a legible copy of your Official college transcripts to [DCFS.Work4DCFS@illinois.gov](mailto:DCFS.Work4DCFS@illinois.gov). Failure to use a current version of the application may result in disqualification.

Applicants should indicate 2 work county choices on their [CMS 100 Employment Application](#)

**Additional Documentation for Child Welfare Specialist SS:**

[http://www.state.il.us/cms/download/pdfs\\_specs/07218.pdf](http://www.state.il.us/cms/download/pdfs_specs/07218.pdf)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

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).



12/20/2020

Job Title: Registered Nurse I - Opt SS (Upward Mobility Target Title)  
Agency: Department of Human Services  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 9  
Plan/BU: RC023  
Bid ID#: 10/79-38131SS

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires license as a Registered Nurse in the State of Illinois. This class is included as an Upward Mobility Program, credential title. Requires working knowledge of set up, application, use and care of specialized medical equipment. Requires working knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to acquire maintain Cardiopulmonary Resuscitation (CPR) certificate.

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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. 07/2019 or newer) to the contact person; this must be done within the posting period and contain the bid/posting ID number on all forms.
3. **NON-STATE APPLICANTS/GENERAL PUBLIC:** a CMS 100 application must be submitted with transcripts and a copy of your professional license to the contact person; 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).



12/20/2020

Job Title: **Underage Compliance Assistant**  
Agency: Illinois Liquor Control Commission  
Salary: \$15.00 / Hour  
Job Type: Temporary  
Location: Statewide, Illinois  
Number of Vacancies: **100**  
Bid ID#: **ILCC CP1001**

Must have a high school diploma or actively enrolled in high school. Must be 18-19 years of age. Must be available to work a variety of hours, including nights and possible weekends. Must have a valid driver's license to be able to provide proof of age.

**All Interested Applicants:** Submit a CMS 100 - Employment Application to the Agency Contact. **FAILURE TO COMPLETE AND SUBMIT THE NEW CMS100 VERSION DATED 7/2019 OR AFTER WILL RESULT IN YOUR APPLICATION BEING REJECTED.**

Instructions:

Go to <http://www.work.illinois.gov/>

Click on Forms

Click on CMS100

Complete the application in full (1. Position Title is: Underage Compliance Assistant – ILCC CP1001)

**Sign the application (bottom of first page)**

Mail to: Illinois Liquor Control Commission– Human Resources

300 West Jefferson St., Suite 300

Springfield, IL 62702

or EMAIL to: [LCCHumanResources@illinois.gov](mailto:LCCHumanResources@illinois.gov)

You will be contacted if chosen for an interview.

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).



12/20/2020

Job Title: **Automotive Mechanic - Opt 2 - INFORMATIONAL POSTING**  
Agency: Department of Transportation  
Closing Date/Time: Continuous  
Salary: \$4,239.00 - \$5,652.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **000**  
Plan/BU: **RC451**  
Bid ID#: **00000**

- Commercial Drivers License-Class "A" with appropriate endorsement.
- Experience necessary to qualify as a skilled mechanic.
- Extensive knowledge of mechanical hand tools and testing equipment.
- Requires knowledge, skill and mental development equivalent to the completion of four years of High School or coursework in Auto Mechanics or completion of an approved training course.
- Option 2 (Truck and Welding)

**At the time the position is posted, interested applicants** must submit a CMS100 to the agency contact listed on the posting and take an automated test to obtain an open competitive grade for this title at the CMS Testing Facility by the closing date of the posting. CMS Testing requires applicants to provide the posting bid number that is listed at the top of the posting or a copy of the posting. If deemed qualified from the automated test, your name will be placed on the appropriate Open Competitive list for this title. Please contact the CMS Testing Facility at 217/557-6885 for testing information.

Additional information may also be obtained from 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).

**Additional Documentation for Automotive Mechanic:**

**Option 2** - Truck And Welding

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).





12/20/2020

Job Title: Office Associate - Opt 2  
Agency: Department of Human Services  
Closing Date/Time: Thu. 12/24/20 5:00 PM Central Time  
Salary: \$3,092.00 - \$4,213.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-44-27023

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires the ability to keyboard accurately from copy at a minimum rate of 45 wpm.

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 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).



12/20/2020

Job Title: Residential Care Worker Trainee / Residential Care Worker, Option A  
Agency: Department of Human Services  
Closing Date/Time: Thu. 12/24/20 5:00 PM Central Time  
Salary: \$3,092.00 - \$4,788.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 10-44-27024

Residential Care Worker Trainee:

Requires knowledges, skills and mental development equivalent to an A.A. degree in childcare, sociology, or human services or requires two years of experience in the care and supervision of children as could be gained in a day care facility or a Head Start Program. Requires the ability to travel.

Residential Care Worker, Option A:

Requires knowledge, skill and mental development equivalent to an A.A. degree, preferably in child care, sociology or human services, or requires two years of experience in the care and supervision of children as could be gained in a day care facility or Head Start Program, plus the completion of an agency approved training program or an additional year of the above experience. Requires the ability to assist students in daily living skills. Requires the ability to travel in community to escort children.

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 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).



12/20/2020

Job Title: **Security Officer (Upward Mobility Target Title)**  
Agency: Department of Human Services  
Closing Date/Time: Thu. 12/24/20 5:00 PM Central Time  
Salary: \$3,670.00 - \$5,092.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC029**  
Bid ID#: **10-79-27025**

Requires knowledge, skill and mental development equivalent to the completion of high school. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of specific proficiency tests and training programs. Requires working knowledge of facility security requirements and regulations, restraint procedures and techniques to control combative individuals. Requires ability to climb stairs, chase runaways and physically restrain and control individuals. Requires a valid Illinois driver's license.

**Anticipated Starting Salary Range – \$3,670 to \$5,092 per month or \$44,040 to \$61,104 per year**

**Current Bargaining Unit Employees – Collective Bargaining Agreement language applies**

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



12/20/2020

Job Title: **Security Officer Sergeant**  
Agency: Department of Human Services  
Closing Date/Time: Thu. 12/24/20 5:00 PM Central Time  
Salary: \$3,808.00 - \$5,348.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC029**  
Bid ID#: **10-79-27026**

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires one year of experience in safety and protection service or a related field. Requires extensive knowledge of facility security requirements and regulations. Requires working knowledge of physical restraint techniques to control combative individuals. Requires ability to climb stairs, chase runaways and physically restrain and control individuals. Requires a valid Illinois driver's license.

**Current Bargaining Unit Employees – Collective Bargaining Agreement language applies**

**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).



12/20/2020

Job Title: **Social Worker II (Upward Mobility Target Title)**  
Agency: Department of Human Services  
Closing Date/Time: Thu. 12/24/20 5:00 PM Central Time  
Salary: \$4,831.00 - \$7,244.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-79-27027**

Requires a master's degree in social work from a recognized college or university supplemented by one year of professional social work experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled, or other disabled patients. This class is included as an Upward Mobility Program credential title. Requires extensive knowledge of the theories and assumptions underlying the social work field; Requires a working knowledge of the employing agency's rules and regulations covering the social work field.

**Current Bargaining Unit Employees – Collective Bargaining Agreement language applies**

**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](#).**

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).



12/20/2020

Job Title: **Mental Health Recovery Support Specialist I**  
Agency: Department of Human Services  
Closing Date/Time: Thu. 12/24/20 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: **RC062**  
Bid ID#: **10-82-27003**

Requires knowledge, skill and mental development equivalent to completion of a Bachelor's Degree in one of the social sciences or related area and one year 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 identify as such. Requires evidence of certification as a Certified Recovery Support Specialist (CRSS).

**Current Bargaining Unit Employees – Collective Bargaining Agreement language applies**

**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

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12/20/2020

Job Title: **Audit Field Compliance Assistant Division Manager - Sales Tax (SPSA, Opt. 2A)**  
Agency: Department of Revenue  
Closing Date/Time: Thu. 12/31/20 11:59 PM Central Time  
Salary: \$85,000.00 - \$105,000.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **TG000**  
Bid ID#: **40070-25-41-130-00-01**

**Serves as the Audit Field Compliance Assistant Division Manager - Sales Tax.**

- Plans, directs, coordinates and manages the tax auditing activities relating to Sales & Miscellaneous Taxes within an assigned geographical area;
- Assigns, supervises and reviews, through subordinate supervisors, a professional staff engaged in the auditing of taxpayers books and records, ensuring compliance with tax laws and rules and regulations, and in providing advice and/or assistance to taxpayers pertaining to Sales and Miscellaneous Taxes administered by the Illinois Department of Revenue (IDOR);
- Travels as necessary to enforce management and administration of the assigned offices or geographically assigned areas.

#### ESTIMATED HIRING TIMELINE:

Applicant notification of interview: 01/07/2021

Interviews will begin: 01/20/2021

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12/20/2020

Job Title: **Medical Administrator II Option D - Opt 06 (Medical Director)**  
Agency: Department of Human Services  
Closing Date/Time: Thu. 12/31/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **TA000**  
Bid ID#: **10-72-26979**

Requires an Illinois license to practice medicine and American Specialty Board Certification, or its equivalent, in Internal Medicine. Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation. Requires ability to supervise and coordinate staff and the activities of other professional disciplines. Requires ability to develop and maintain effective working relationships with various professional disciplines.

**Agency Contact:**

David C. Bruce, HR Specialist  
IDHS / SODC Operations  
114 N. Orchard Drive  
Park Forest, IL 60466  
Phone ~ (708)785-6454  
Fax ~ (708)283-3017  
David.C.Bruce@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).





12/20/2020

Job Title: **Technical Advisor I - Legal Assistant**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Mon. 12/21/20 5:00 PM Central Time  
Salary: \$4,587.00 - \$6,820.00 monthly  
\$55,044.00 - \$81,840.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC010**  
Bid ID#: **CJIA 45251-33-2020**

Requires graduation from a recognized law school. Prefers experience drafting and reviewing contracts and/or grant agreements. Legal experience in the criminal justice system or victim advocacy services preferred. Must be familiar with word processing technology, specifically Microsoft Office software. Individual must be able to travel.

**WORK LOCATION:**

Illinois Criminal Justice Information Authority  
300 W. Adams Street, Suite 200  
Chicago, Illinois 60606

**Agency Contact:**

[cja.hrdepartment@illinois.gov](mailto:cja.hrdepartment@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).



12/20/2020

Job Title: **Rehabilitation Counselor Trainee - Opt H (Upward Mobility Target Title)**  
Agency: Department of Human Services  
Closing Date/Time: Mon. 12/21/20 5:00 PM Central Time  
Salary: \$3,980.00 - \$5,804.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-48-26945**

Requires possession of a master's degree from a college or university program accredited by the Council on Rehabilitation Education (CORE); or, a master's degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, or a closely related field. For Option H only, the following master's Degrees are also acceptable: social work, sociology, gerontology and nursing. This class is included as an Upward Mobility Program credential title. Requires the ability to travel to individual's home; requires ability in the home services program to physically enter living space accessible to the individual and to learn to visually assess the total condition of the home environment for suitability and planning of services.

**Anticipated Starting Salary Range – \$3,980 to \$5,804 per month or \$47,760 to \$69,648 per year**

**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

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).



12/20/2020

Job Title: **Bank Examiner I (Upward Mobility Target Title)**  
Agency: Department of Financial and Professional Regulation  
Closing Date/Time: Mon. 12/21/20 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **4**  
Plan/BU: **RC062**  
Bid ID#: **26892**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in accounting, corporate finance, banking and monetary theory. Requires successful completion of the Financial Institutions Examiner Trainee program. Requires elementary knowledge and understanding of the various types of investment securities and other collateral held by financial institutions, and the source from which necessary information may be obtained. Requires working knowledge of the Illinois Banking Act, and other applicable state and federal laws and regulations; electronic software used by regulators in examining depository institutions. Requires ability to analyze and interpret all types of records and financial statements maintained by banks and other relevant institutions; analyze internal systems and procedures, and to evaluate management policies and methods;

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

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).



12/20/2020

### 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).