



12/22/2020

Job Title: **Commissioner Assistant**
Agency: Illinois Commerce Commission
Closing Date/Time: Wed. 01/06/21 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **MC-12**
Bid ID#: **31-1269**

The Commissioner Assistant reports directly to their assigned Commissioner, appointed by the Governor. The successful candidate will have a bachelor's degree in economics, engineering, law, finance, accounting or related field. An advanced degree in economics, engineering, law, finance or accounting is preferred. Significant additional experience in public utility regulation may substitute for the advanced degree. In addition, this position requires superior written and oral English communication skills; extensive knowledge of the personal computer and related software programs and applications; working knowledge of the agency programs, rules, regulations, policies, procedures, and the Illinois Administrative Code; strong communications skills to be able to successfully interact with ICC staff, representatives of government, regulated industry, non-profit organizations and other stakeholders.

Colette Smith
HR Placement Specialist
Illinois Commerce Commission
527 E. Capitol Ave.
Springfield, IL 62701
217-557-4206
colette.smith@illinois.gov

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



12/22/2020

Job Title: Office Associate - Opt 2
Agency: Department of Financial and Professional Regulation
Closing Date/Time: Wed. 01/06/21 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 27297

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs; composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of Department programs, rules and regulations. Requires ability to follow oral or written instructions; operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to operate a personal computer.

Requires the ability to keyboard accurately at 45 wpm.

Agency Contact: Human Resources
320 W Washington St, 2nd floor
Springfield, IL 62786

Scan all applications or questions to FPR.Employment@illinois.gov
217-557-3022 Fax

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12/22/2020

Job Title: **Public Service Administrator - Opt 1**
Agency: Department of Employment Security
Closing Date/Time: Sun. 01/31/21 11:59 PM Central Time
Salary: \$85,000.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **RA 09217**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with advanced courses in Economics, Statistics, Database design, Computer Programming and Business Administration or closely related field. Prefers the possession of a Master's degree in Economics, Statistics, or a closely related field with courses in graduate level economics, statistics. Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization, preferably with one year of managerial experience in a public agency. Prefers two years of professional experience in the IDES Economic Information & Analysis Division. Requires two years of experience in the use of Access, Excel or related database or spreadsheet software programs; development and application of research designs and statistical methods and techniques, preferably in a job related subject matter area. Requires ability to use a PC; prepare written and oral reports; analyze problems and develop systems of action and to establish and maintain working relationships. Requires ability to travel.

AGENCY CONTACT/ Where to Apply:

IDES Recruitment & Selection
33 S. State Street - 8th Floor
Chicago, IL 60603
Attn: Sudi Garcia
Scan: DES.JOBS@illinois.gov

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



12/22/2020

Job Title: **Director of Process & Information Systems Improvement**
Agency: Department of Human Rights
Closing Date/Time: Thu. 12/31/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Temporary
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Bid ID#: **20-47**

Preferred qualifications are: experience in implementing information solutions for government agencies; experience with ERP (Enterprise Resource Planning); experience leading data migration initiatives; experience in project management; experience conducting business processes needs assessments, benchmark analysis and data analytics; experience in document business processes and identifying process improvement opportunities; experience preparing business process transition plans and lead business process transitions; and experience preparing statements of work.

Agency Contact:

Adam Coe
Department of Human Rights
100 West Randolph Street, Suite 10-100
Chicago, Illinois, 60601
Adam.Coe@Illinois.gov
312-814-6219 Telephone
312-793-2121 Fax

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



12/22/2020

Job Title: **Employment Security Service Representative - Opt SS**
Agency: Department of Employment Security
Closing Date/Time: Tue. 01/05/21 11:59 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#: **RCRA 81066**

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 the Illinois Department of Employment Security; 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 and finding of facts. Requires the ability to effectively communicate both orally and in written form; organize and analyze pertinent information to provide for the determination of highly complex claimant benefit issues, including appropriate payment or non-payment of claimant benefits; write clearly and concisely to report benefit determinations; use a personal computer with related software programs including the Internet. Requires ability to speak and write the Spanish language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.

AGENCY CONTACT/ Where to Apply:

IDES Recruitment & Selection
33 S. State Street, 8th floor
Attn: Sudi Garcia
Scan: DES.JOBS@illinois.gov

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12/22/2020

Job Title: **Building/Grounds Maintenance Worker**
Agency: Department of Military Affairs
Closing Date/Time: Tue. 01/05/21 11:59 PM Central Time
Salary: \$3,544.00 - \$5,001.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC042**
Bid ID#: **21-027**

REQUIREMENTS: Requires knowledge, skill and mental development equivalent to the completion of high school, plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation. Working knowledge of construction and maintenance tools, equipment and materials. Elementary knowledge of one or more of the building and mechanical trades. Ability to use hand and power tools, operate heavy equipment and perform semi-skilled manual work in a safe manner. Ability to follow oral and written instructions including blueprints and other diagrams. Requires ability to lift and carry 80 pounds, i. e., heavy boxes, supplies, etc.; ability to move heavy furniture and equipment

POSITION LOCATION: Northwest Armory
1551 N. Kedzie Ave
Chicago, IL 60651

WORK SHIFT: 800AM-430PM
Monday-Friday

BARGAINING UNIT: RC-042

FOR ADDITIONAL INFORMATION: Contact Deb Singer at (217) 761-3786.

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).



12/22/2020

Job Title: **Public Service Administrator - Opt 1**
Agency: Department of Employment Security
Closing Date/Time: Tue. 01/05/21 11:59 PM Central Time
Salary: \$74,616.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **RA 09218**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization, preferably with professional supervisory experience in an employment service, social service program or related area providing employment, human resource development or social welfare services and experience negotiating details of a Memorandum of Understanding (MOU). Requires extensive knowledge of U.S. Department of Labor, Illinois Unemployment Insurance laws, rules and regulations; related agency Unemployment Insurance and Employment Service automated systems, including the current IL Labor Exchange system. Requires extensive knowledge of agency programs and service objectives, activities and operational systems, including IDES programs and services required to meet client needs;

AGENCY CONTACT/ Where to Apply:

IDES Recruitment & Selection
33 S. State Street - 8th Floor
Chicago, IL 60603
Attn: Sudi Garcia
Scan: DES.JOBS@illinois.gov

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12/22/2020

Job Title: **Unemployment Insurance Revenue Analyst II**
Agency: Department of Employment Security
Closing Date/Time: Tue. 01/05/21 11:59 PM Central Time
Salary: \$4,361.00 - \$6,444.00 monthly
\$52,332.00 - \$77,328.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC062**
Bid ID#: **RCRA 81064**

Requires knowledge, skill and mental development equivalent to four years of college with major coursework in accounting, business, mathematics or a related field, plus three years of professional experience in account maintenance, investigation and analysis. Requires extensive knowledge of the Illinois Unemployment Insurance Act; databases and hard copy information sources used within IDES, including but not limited to GenTax, the Illinois Benefit Information System (IBIS), Benefit Charging System (BCS) and Benefit Funding System (BFS); employer's rights and obligations related to unemployment insurance contributions. Requires working knowledge of mathematical concepts. Requires ability to communicate effectively, both orally and in writing; gain and maintain effective working relationships with agency employees, employers and the public; effectively organize and analyze pertinent information for provision of collection and/or accurate allocation of contributions. Requires the ability to use a PC and related software packages such as word processing and spreadsheets, database management, e-mail, the Internet and computerized agency systems, including but not limited to GenTax, IBIS, BCS and BFS.

AGENCY CONTACT/ Where to Apply:

IDES Recruitment & Selection
33 S. State Street - 8th Floor
Chicago, IL 60603
Attn: Sudi Garcia
Scan: DES.JOBS@illinois.gov

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12/22/2020

Job Title: Office Assistant - Opt 2
Agency: Department of Human Services
Closing Date/Time: Tue. 12/29/20 5:00 PM Central Time
Salary: \$2,934.00 - \$3,919.00 monthly
\$35,208.00 - \$47,028.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-27087

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs. Requires ability to operate commonly used manual and automated office equipment. Requires ability to type at 35 wpm.

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).



12/22/2020

Job Title: **Transportation Investigator I**
Agency: Illinois Commerce Commission
Closing Date/Time: Wed. 12/30/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **31-1225**

This position is an exempt (non-CMS) position and is non-exempt from Rutan. This position reports directly to the Commerce Commission Police Sergeant which is a merit compensation position and is non-exempt from Rutan. Requires the knowledge, skill and mental development equivalent to the completion of two years of college with course work in transportation or law enforcement or a related field; four years of relevant experience may substitute for the degree requirement; the ability to understand and explain statutory requirements, rules and procedures; a working knowledge of procedures utilized in gathering and assembling evidence, in determining compliance and in initiating formal corrective action on violations; a working knowledge of agency policies and procedures regarding the inspection of insurance authority, towers, and the investigation of consumer complaints and suspected violations

9511 West Harrison Street
Des Plaines, Illinois 60016
(Cook County).

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

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



12/22/2020

Job Title: **Public Aid Eligibility Assistant**
Agency: Department of Human Services
Closing Date/Time: Mon. 01/04/21 5:00 PM Central Time
Salary: \$3,092.00 - \$4,213.00 monthly
\$37,104.00 - \$50,556.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-91-27169**

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

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).



12/22/2020

Job Title: **Human Services Caseworker (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Mon. 01/04/21 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#: **10-91-26762**

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).



12/22/2020

Job Title: **Executive II - Opt H7**
Agency: Department of Human Services
Closing Date/Time: Mon. 01/04/21 5:00 PM Central Time
Salary: \$5,100.00 - \$7,661.00 monthly
\$61,200.00 - \$91,932.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-00-27223**

Under general direction of the Statewide Housing and Employment First Coordinator, serves as the Employment First Administrator. Develops and implements system changes that result in increased community-based integrated employment opportunities for individuals with significant disabilities. Works with all IDHS' employment grants and programs to review current state policy and Medicaid and other state spending for employment services for persons with disabilities in order to facilitate needed systems change. Collaborates with the Division of Rehabilitation Services, Division of Developmental Disabilities, Division of Mental Health, the Department of Commerce and Economic Development and the Department of Healthcare and Family Services to align policies, service delivery practices, and reimbursement structures to commit to competitive integrated employment services for youth and adults with significant disabilities. Coordinates with employment and disability service providers to provide in service training to staff specific to integrated supported and competitive employment into their current practice. Assists the Statewide Housing and Employment First Program Coordinator on development of special initiatives and pilot projects as well as with public policy design.

Where to Apply:

DHS.HiringUnit@illinois.gov

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

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12/22/2020

Job Title: **Social Service Program Planner III**
Agency: Department of Children & Family Services
Closing Date/Time: Mon. 01/04/21 5:00 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#: **2064011-642230**

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by related master's degree; requires one year of progressively responsible professional experience in community organization, social service work, or in program planning and development; requires thorough knowledge of the program objectives of agencies developing social policy and the structure, organization, and methods of social welfare institutions; requires technical ability to analyze and evaluate programs and procedures; requires ability to use computer and software, including but not limited to Excel, Outlook, and Microsoft Word on a daily basis; requires possession of a valid driver's license and ability to travel throughout the state.

Contact:

Cherrelle Brinker
406 E. Monroe, Station 440
Springfield, IL 62701
Phone: 217-524-4391
Fax: 217-785-1765
Email: cherrelle.brinker@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).



12/22/2020

Job Title: Executive I - Policy & Project Coordinator
Agency: Criminal Justice Information Authority
Closing Date/Time: Tue. 01/05/21 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: RC062
Bid ID#: CJIA 13851-35-2020

Requires knowledge, skill & mental development equivalent to completion of a 4 years of college preferably with courses in criminal justice, law, public administration, public health, public policy, social work or social service administration and 2 years of responsible administrative experience in a public or business organization or completion of an agency approved professional management training program. Prefers 5 years of experience in policy development, program direction, project management, development/grant making, technical assistance, and/or related skills. Requires extensive knowledge of criminal justice policy and administration and related Federal and State laws and regulation; extensive experience in communicating and implementing public policy; familiarity with funding sources, technical assistance and evaluation related to prevention of crime; excellent oral and written communication skills with ability to communicate with diverse groups; excellent problem solving skills; understanding of computer programs including spreadsheets and databases; extensive knowledge of planning and delivery of crime victims or criminal justice services. Ability to travel required.

WORK LOCATION:

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

Agency Contact:

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).



12/22/2020

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**

1. Requires a related Bachelor's degree (Accounting, Auditing, Finance, Business Administration, Business Management, Public Administration, Statistics, Business/Tax Law) to include 21 semester hours of progressive accounting courses.
2. Requires prior experience equivalent to four (4) years of responsible administrative experience in state and/or federal tax auditing.

ESTIMATED HIRING TIMELINE:

Applicant notification of interview: **01/07/2021**
Interviews will begin: **01/20/2021**

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12/22/2020

Job Title: **Senior Immigration Fellow**
Agency: Department of Human Services
Closing Date/Time: Thu. 12/31/20 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.

Agency Contact

Lurdes Aceves
Office of the Secretary
Lurdes.Aceves@Illinois.gov

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12/22/2020

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).



12/22/2020

Job Title: **Guardianship Representative (North Sub Office)**
Agency: Guardianship & Advocacy Commission
Closing Date/Time: Thu. 12/31/20 5:00 PM Central Time
Salary: \$4,361.00 - \$6,444.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **17710-50-70-117-1010**

Requires a Bachelor's degree plus two years of professional experience in a social services area. Must successfully complete the National Guardianship Certification examination by the Center for Guardianship Certification within twelve months of employment. May require working after hours and on weekends. Requires ability to travel. Requires possession of an appropriate valid drivers license. Requires working knowledge of guardianship practices and case management skills.

Send bids & copy of application by FAX OR MAIL ONLY:
Constance Umbles-Sailers, HR Director
Illinois Guardianship & Advocacy Commission
160 N. LaSalle, Room 500
Chicago, IL 60601
Fax # 312-793-4311

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).



12/22/2020

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. 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](#).

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12/22/2020

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.

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).