



12/27/2020

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).



12/27/2020

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).



12/27/2020

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).



12/27/2020

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).



12/27/2020

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).



12/27/2020

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.

- 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.
- 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.
- 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).



12/27/2020

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).



12/27/2020

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).





12/27/2020

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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12/27/2020

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).



12/27/2020

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#: **2064010-642229**

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](mailto: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](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).



12/27/2020

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](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).



12/27/2020

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](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).



12/27/2020

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

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).



12/27/2020

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](mailto: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](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).



12/27/2020

**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](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).





12/27/2020

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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12/27/2020

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](mailto:Lurdes.Aceves@Illinois.gov)

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12/27/2020

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

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12/27/2020

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](#).

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12/27/2020

## Career Counseling Services

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

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

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

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

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

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

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

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