



12/30/2020

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](#).

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).



12/30/2020

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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12/30/2020

Job Title: **Unemployment Insurance Revenue Specialist
(Upward Mobility Target Title)**

Agency: Department of Employment Security

Closing Date/Time: Tue. 01/05/21 11:59 PM Central Time

Salary: \$3,676.00 - \$5,247.00 monthly
\$44,112.00 - \$62,964.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **2**

Plan/BU: **RC062**

Bid ID#: **RCRA 81061**

Requires knowledge, skill and mental development equivalent to four years of college with major course work in accounting, business mathematics or related field. Requires elementary knowledge of the Illinois Unemployment Insurance Act; employer's rights and obligations related to unemployment insurance contributions. Requires the ability to communicate effectively, both orally and in writing; gain and maintain effective working relationships with agency employees, employers and the public and to use a personal computer with related software programs such as word processing, database management, spreadsheets and e-mail.

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).



12/30/2020

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. 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

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 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).



12/30/2020

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 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).



12/30/2020

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

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 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).



12/30/2020

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 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 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).



12/30/2020

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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12/30/2020

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).



12/30/2020

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

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).



12/30/2020

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).



12/30/2020

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

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12/30/2020

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).



12/30/2020

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

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12/30/2020

Job Title: **Rehabilitation Counselor Trainee - Opt H (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Fri. 01/08/21 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#: **10-48-27228**

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.

Where to Apply: 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 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).



12/30/2020

Job Title: **Storekeeper I**
Agency: Department of Human Services
Closing Date/Time: Fri. 01/08/21 5:00 PM Central Time
Salary: \$3,385.00 - \$4,694.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-44-27366**

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires one year experience in the keeping of stores and stores records.

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).

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).



12/30/2020

Job Title: **Volunteer Services Coordinator I**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 01/08/21 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **34-127-21-33**

Requires knowledge, skill and mental development equivalent to the completion of four years of college, with courses in the behavioral sciences. Requires six months of professional experience volunteer services program management, community organization or social science, or completions of the six months training course. Requires working knowledge of principles and procedures in the development and utilization of community services in a volunteer services program. Requires working knowledge of methods of supervision, organization and administration. Requires working knowledge of the principles and practices of personnel management and the learning process as they relate to the recruitment, selection, placement, training and retention of volunteers. Requires ability to participate in planning and organizing programs for utilizing volunteer workers. Requires ability to carry out an informational program for securing public support of volunteer services.

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

IL Dept. of Veterans' Affairs

Attn: HR - Hiring

833 S. Spring St.

Springfield, IL 62704

Fax: 217-557-7235 (fax is the preferred method of receiving apps)

Email: IDVA.HR.Applicants@Illinois.gov (please put posting number on email subject line)

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).



12/30/2020

Job Title: **State Police Evidence Technician II**
Agency: Illinois State Police
Closing Date/Time: Fri. 01/08/21 4:00 PM Central Time
Salary: \$3,676.00 - \$5,247.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **21-31-ISP20-133**

Requires knowledge, skill and mental development equivalent to the completion of two years of college, preferably in one of the physical/biological sciences, supplemented with one year experience in related evidence and/or tracking processes; or the completion of three years of college, preferably in one of the physical/biological sciences. Requires elementary knowledge of physical evidence processes such as can be obtained in introductory courses to law enforcement or through exposure to evidence processes by working in a forensic science laboratory in other support roles; ability to communicate ideas effectively in oral and written form; ability to use computer software programs and various types of hardware; ability to construct court exhibits and demonstration charts; and ability to pass an agency background investigation.

Agency Contact

Submit completed, signed application via email (include BID ID in Subject line) or USPS:

**Illinois State Police/Human Resources
801 S. 7th St., Ste. 700 Annex
Springfield, IL 62703
ISP.JobPostings@illinois.gov**

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



12/30/2020

Job Title: **Student Intern**
Agency: Department of Employment Security
Closing Date/Time: Thu. 01/07/21 11:59 PM Central Time
Salary: \$1,631.00 - \$2,990.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **RA 09223**

Requires knowledge, skill and mental development equivalent to the completion of high school and active enrollment at a college; prefers active enrollment in a Masters program and coursework in business administration, business statistics or finance. Requires no previous work experience. Requires ability to follow written and oral instructions; establish and maintain working relationship with agency staff and the general public. Prefers ability to utilize Microsoft Office products such as Word and Excel.

Where to Apply

IDES Recruitment & Selection
33 S. State Street, 8th Floor
Chicago, IL 60603
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).



12/30/2020

Job Title: **Forensic Science Administrator I**
Agency: Illinois State Police
Closing Date/Time: Fri. 01/08/21 4:00 PM Central Time
Salary: \$6,641.00 - \$9,811.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **VR704**
Bid ID#: **21-31-ISP20-129**

Requires a bachelor's degree in a natural or forensic science, preferably supplemented by a master's degree in one of the biological, natural, physical, or forensic sciences, or related discipline. Requires two years of professional forensic science work experience such as would be gained at the advanced caseworker level.

Agency Contact

Submit completed application via email (include BID ID in Subject line) or USPS:

Illinois State Police/Human Resources

801 S. 7th St., Ste. 700 Annex

Springfield, IL 62703

ISP.JobPostings@illinois.gov

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



12/30/2020

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).