

Illinois Department of Human Service Jobs Workshop



Presented by Bureau of Recruitment and Selection

The Illinois Department of Human Services (IDHS) is an equal opportunity employer. It is the policy of IDHS to employ qualified personnel; to provide equal employment opportunities in the hiring and promoting of individuals; and to administer these activities in a manner that does not discriminate against any person. Employment decisions shall not discriminate against any individual because of race, color, religion, sex, age, national origin, ancestry, marital status, physical or mental disability, unfavorable discharge from military service, political affiliation or sexual orientation.

Looking For Work is a Full Time Job.



Objectives

- Learn the benefits of working for the State of Illinois.
- Identify current career opportunities.
- Understand the application process.



37.5 Reasons to Work at DHS

A word cloud graphic featuring the words 'BALANCE' and 'LIFE' in the largest, darkest font. Other words are arranged around them in various sizes and orientations, including 'WORKWELLNESS', 'HARMONY', 'RELAXATION', 'FAMILY', 'FITNESS', 'SPIRIT', 'SOU', 'EXERCISE', 'MEDITATION', 'WORKOUT', and 'COMMUNITY'. The words are in shades of blue and grey. The background is white with a blue and black decorative shape in the bottom left corner.

WORKWELLNESS HARMONY
RELAXATION FAMILY BALANCE SPIRIT
FITNESS LIFE SOUL EXERCISE MEDITATION
WORKOUT COMMUNITY

Benefit Highlights

- Competitive Health, Vision, and Dental Plans
 - 13 Paid Holidays a Year
 - 12 Sick Days a Year
 - 10 Vacation Days a Year to Start
 - 3 Personal Days a Year
 - Retirement Plan / Deferred Compensation
 - Flexibility to change careers
 - Tuition Reimbursement & Loan Forgiveness Eligibility
- 

High Need Professional Job Titles

4 Year Degree

- Social Services Career Trainee
- Educator*
- Registered Nurse* I & II
- Dietitian
- Nutritionist*
- Activity Therapist
- Accountant
- Rehabilitation Counselor Trainee*

**No Automated Testing Required*

High Need Para-Professional Job Titles

HS Diploma/AA Degree

- Account Technician
- Mental Health Technician Trainee
- Security Officer
- Stores Clerk/Keeper I
- Support Service Worker
- Building Grounds Laborer
- Office Assistant
- Office Associate
- Public Aid Eligibility Assistant
- Rehabilitation Case Coordinator (30/WPM)
- Cook I & II

The Application Process

Applying for State employment can sometimes seem overwhelming and intimidating.

To help explain the process:

Here is a quick overview of how to apply for state employment.



First Things First

1. Identify the job you are interested in.
 2. Complete CMS -100 *(rev. 7/2019 or later)* Application.
 3. Submit a CMS -100 *(rev. 7/2019 or later)* Application.
- 

State of Illinois Employment Opportunities

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Search... 

In an effort to protect our community and employees during the COVID-19 response, the Illinois Department of Central Management Services (CMS) has suspended testing at all Illinois testing centers. Career Counseling by email is still available. Please follow the instructions under the Career Counseling tab on the left of the homepage.

*****New Testing Procedures - March 1, 2020*****

Thank you for your interest in employment with the State of Illinois. We encourage all interested candidates to apply for state employment; however, please be aware that it can be a lengthy process. State hiring rules as outlined in the Personnel Code provide the foundation for how Agencies select individuals for employment.

The State provides job opportunities in a wide range of occupations and titles. This website will guide you through the state employment process for the departments under the jurisdiction of the Governor. The State of Illinois is required to comply with certain hiring criteria when selecting individuals for employment, including:

- Qualified Veterans are granted an employment preference. Please refer to the following link related to [veteran employment preference](#).
- Many positions are covered by collective bargaining agreements. For these positions, the filling of vacancy language specified in the current agreements will apply. Current employees may have contractual right preferences for bargaining unit positions over non-state applicants and non-union employees.
- It is the policy of the State of Illinois to comply with the provisions of the Americans with Disabilities Act of 1990, 42 U.S.C., et. Seq. ("ADA"). [Learn about the Americans with Disabilities Act and the process for requesting reasonable accommodations below.](#)

Applicants may apply for position titles using the open competitive CMS-100 application, unless specific exceptions are stated on the Job Opportunities page. The CMS-100 application is available on the Forms page on this website as well as at any CMS Assessment Center. Completed CMS-100 applications can be mailed to the CMS Division of Examining & Counseling at the address indicated on the application or dropped off at any CMS Assessment Center.

Important Notice to All Job Applicants: Do not disclose your prior wage or salary history during the application and hiring process. The State of Illinois does not seek, request, or require information from job applicants about prior wage, salary, or other compensation during the application and hiring process. Please do not disclose prior wage or salary history in your application.

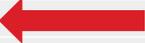
As you make your way through the application process, please carefully consider how your education, training and experience matches up with the requirements of the positions you are interested in. Recruitment Counselors are available by appointment to help you determine which positions you may be qualified for within state government. Please keep in mind that CMS administers examinations and assists in the grading process, but final employment decisions are ultimately made by the individual hiring agency.

Select Your Title/Category of Interest

Select Category			Select All Categories	Clear All Categories
<input type="checkbox"/> 911 Telecommunications (12)	<input type="checkbox"/> Accounting and Finance (26)	<input type="checkbox"/> Administration (43)		
<input type="checkbox"/> Administrative Assistant (3)	<input type="checkbox"/> Agriculture (1)	<input type="checkbox"/> Arts (2)		
<input type="checkbox"/> Attorney (2)	<input type="checkbox"/> Audit (3)	<input type="checkbox"/> Building & Safety (2)		
<input type="checkbox"/> Building Maintenance (7)	<input type="checkbox"/> Business (5)	<input type="checkbox"/> Child Support (10)		
<input type="checkbox"/> Clerical & Data Entry (34)	<input type="checkbox"/> Code Enforcement (22)	<input type="checkbox"/> Communications (2)		
<input type="checkbox"/> Community and Social Services (2)	<input type="checkbox"/> Community Development (4)	<input type="checkbox"/> Community Services (13)		
<input type="checkbox"/> Construction Maintenance (4)	<input type="checkbox"/> Corrections (36)	<input type="checkbox"/> Criminology (3)		
<input type="checkbox"/> Custodial (2)	<input type="checkbox"/> Customer Service (10)	<input type="checkbox"/> Database Administration (3)		
<input type="checkbox"/> Dispatch (2)	<input type="checkbox"/> Drivers (4)	<input type="checkbox"/> Economic Development (4)		
<input type="checkbox"/> Education (8)	<input type="checkbox"/> Electronics (1)	<input type="checkbox"/> Emergency Management (4)		
<input type="checkbox"/> Engineering (18)	<input type="checkbox"/> Environmental Services (15)	<input type="checkbox"/> Executive Management (27)		
<input type="checkbox"/> Facility Management (4)	<input type="checkbox"/> Fire & EMS (1)	<input type="checkbox"/> Fleet Services (1)		
<input type="checkbox"/> Food Services (9)	<input type="checkbox"/> Forensics (2)	<input type="checkbox"/> Geology/Hydrology (1)		
<input type="checkbox"/> Grants Administration (2)	<input type="checkbox"/> Graphic Arts (1)	<input type="checkbox"/> Grounds & Landscaping (16)		
<input type="checkbox"/> Health Care Support (2)	<input type="checkbox"/> Health Education (5)	<input type="checkbox"/> Health Services (114)		
<input type="checkbox"/> Human Resources (22)	<input type="checkbox"/> Human Services (117)	<input type="checkbox"/> Hydrogeology (1)		
<input type="checkbox"/> Internship (19)	<input type="checkbox"/> Investigative (44)	<input type="checkbox"/> IT and Computers (12)		
<input type="checkbox"/> Laboratory (2)	<input type="checkbox"/> Land Use (2)	<input type="checkbox"/> Law Enforcement (7)		
<input type="checkbox"/> Legal (32)	<input type="checkbox"/> Maintenance (6)	<input type="checkbox"/> Management (50)		
<input type="checkbox"/> Marketing (5)	<input type="checkbox"/> Mathematics (1)	<input type="checkbox"/> Medical (1)		
<input type="checkbox"/> Medical Examiner (4)	<input type="checkbox"/> Mental Health (78)	<input type="checkbox"/> Miscellaneous (10)		
<input type="checkbox"/> Natural Resources (13)	<input checked="" type="checkbox"/> Nursing (107) 	<input type="checkbox"/> Nutrition (2)		
<input type="checkbox"/> Office and Administrative Support (1)	<input type="checkbox"/> Organizational Development (23)	<input type="checkbox"/> Paraprofessional (50)		
<input type="checkbox"/> Parks (1)	<input type="checkbox"/> Parks and Beaches (8)	<input type="checkbox"/> Parks and Recreation (9)		
<input type="checkbox"/> Payroll/Benefits Administration (4)	<input type="checkbox"/> Performing Arts (3)	<input type="checkbox"/> Pharmacy (1)		
<input type="checkbox"/> Physicians (20)	<input type="checkbox"/> Planning and Development (19)	<input type="checkbox"/> Probation (1)		
<input type="checkbox"/> Professional (205)	<input type="checkbox"/> Program Management (3)	<input type="checkbox"/> Project Management (16)		

Clear and Select Specific Counties



Select Locations			Select All Locations	Clear All Locations
<input type="checkbox"/> EXAM ONLY (5)	<input type="checkbox"/> Adams County (38)	<input type="checkbox"/> Alexander County (25)		
<input type="checkbox"/> Bond County (27)	<input type="checkbox"/> Boone County (28)	<input type="checkbox"/> Brown County (28)		
<input type="checkbox"/> Bureau County (25)	<input type="checkbox"/> Calhoun County (25)	<input type="checkbox"/> Carroll County (25)		
<input type="checkbox"/> Cass County (26)	<input type="checkbox"/> Champaign County (35)	<input type="checkbox"/> Christian County (29)		
<input type="checkbox"/> Clark County (25)	<input type="checkbox"/> Clay County (24)	<input type="checkbox"/> Clinton County (35)		
<input type="checkbox"/> Coles County (26)	<input type="checkbox"/> Cook County (108)	<input type="checkbox"/> Crawford County (24)		
<input type="checkbox"/> Cumberland County (24)	<input type="checkbox"/> DeKalb County (33)	<input type="checkbox"/> DeWitt County (31)		
<input type="checkbox"/> Douglas County (25)	<input type="checkbox"/> DuPage County (37)	<input type="checkbox"/> Edgar County (25)		
<input type="checkbox"/> Edwards County (24)	<input type="checkbox"/> Effingham County (29)	<input type="checkbox"/> Fayette County (30)		
<input type="checkbox"/> Ford County (30)	<input type="checkbox"/> Franklin County (27)	<input type="checkbox"/> Fulton County (25)		
<input type="checkbox"/> Gallatin County (24)	<input type="checkbox"/> Greene County (28)	<input type="checkbox"/> Grundy County (31)		
<input type="checkbox"/> Hamilton County (24)	<input type="checkbox"/> Hancock County (25)	<input type="checkbox"/> Hardin County (24)		
<input type="checkbox"/> Henderson County (24)	<input type="checkbox"/> Henry County (28)	<input type="checkbox"/> Iroquois County (40)		
<input type="checkbox"/> Jackson County (34)	<input type="checkbox"/> Jasper County (25)	<input type="checkbox"/> Jefferson County (33)		
<input type="checkbox"/> Jersey County (26)	<input type="checkbox"/> JoDaviess County (25)	<input type="checkbox"/> Johnson County (27)		
<input checked="" type="checkbox"/> Kane County (40) 	<input type="checkbox"/> Kankakee County (56)	<input type="checkbox"/> Kendall County (27)		
<input type="checkbox"/> Knox County (29)	<input type="checkbox"/> Lake County (43)	<input type="checkbox"/> LaSalle County (44)		
<input type="checkbox"/> Lawrence County (24)	<input type="checkbox"/> Lee County (33)	<input type="checkbox"/> Livingston County (48)		
<input type="checkbox"/> Logan County (25)	<input type="checkbox"/> McDonough County (27)	<input type="checkbox"/> McHenry County (34)		

Select Human Services and Apply Search



Select Agency		Select All Agencies	Clear All Agencies
<input type="checkbox"/> Aging (2)	<input type="checkbox"/> Agriculture (3)	<input type="checkbox"/> Board Of Education * (6)	
<input type="checkbox"/> Central Management Services (2)	<input type="checkbox"/> Children & Family Services (54)	<input type="checkbox"/> Civil Service Commission (1)	
<input type="checkbox"/> Commerce & Economic Opportunity (1)	<input type="checkbox"/> Commerce Commission (1)	<input type="checkbox"/> Comptroller * (1)	
<input type="checkbox"/> Corrections (35)	<input type="checkbox"/> Criminal Justice Information Authority (5)	<input type="checkbox"/> Department of Innovation & Technology (DoIT) (1)	
<input type="checkbox"/> Department of Labor (3)	<input type="checkbox"/> Emergency Management Agency (2)	<input type="checkbox"/> Employment Security (1)	
<input type="checkbox"/> Environmental Protection Agency (13)	<input type="checkbox"/> Financial & Professional Regulation (2)	<input type="checkbox"/> Guardianship & Advocacy Commission (1)	
<input type="checkbox"/> Healthcare & Family Services (8)	<input type="checkbox"/> Human Rights Department (3)	<input checked="" type="checkbox"/> Human Services (145) 	
<input type="checkbox"/> Illinois Courts/Administrative Office of the Illinois Courts (2)	<input type="checkbox"/> Insurance (3)	<input type="checkbox"/> Juvenile Justice (1)	
<input type="checkbox"/> Liquor Control Commission (1)	<input type="checkbox"/> Military Affairs, Department of (5)	<input type="checkbox"/> Natural Resources (11)	
<input type="checkbox"/> Office of Management and Budget (3)	<input type="checkbox"/> Public Health (20)	<input type="checkbox"/> Revenue (7)	
<input type="checkbox"/> State Police (11)	<input type="checkbox"/> Transportation (31)	<input type="checkbox"/> Veterans Affairs (31)	
<input type="checkbox"/> Workers Compensation Commission (1)			

Search

Enter keywords (optional): [Explain this](#)

My Minimum Desired Annual Salary: [Explain this](#)

[Apply Search](#) or  [Clear Search](#)

[Request job notifications by category...](#)

Results of Search Criteria

[Show Search Criteria](#)

 [Print this page](#)

3 records found.

Page # of 1

Position ▾	Emp. Type ▲	Salary ▲	Closing Date ▲
Registered Nurse I (Upward Mobility Targ...	Full-Time	Depends on Qualifications	Continuous
Registered Nurse I (Upward Mobility Targ...	Full-Time	Depends on Qualifications	
Registered Nurse II	Full-Time	Depends on Qualifications	Continuous

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Nursing Jobs (3) 

*** Each posting has specific timeframes to apply. Application must be received during the specific timeframes.**

Job Posting

Job Title:

Social Services Career Trainee - Opt SS

Agency:

Human Services

Closing Date/Time:

Continuous

Salary:

\$3,371.00 - \$4,826.00 monthly

Job Type:

Full-Time

Location:

Statewide, Illinois

Number of Vacancies:

1

Plan/BU:

RC062

Bid ID#:

10 41 SSCT SS *(Include this number on all documents)*



Description of Duties/Essential Functions**Benefits****Supplemental Questions**

Under direct supervision, receives on the job training for a period of six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Temporary Assistance to Needy Families (TANF) including earned income cases, Medical Assistance No Grant (MANG) including Spenddown cases, Aid to the Aged, Blind and Disabled (AABD), Group Care, Supplemental Nutrition Program (SNAP) or other such cases; receives training to explain work incentive programs and to encourage client participation; receives training to assist client in resolving problems that interfere with work or educational opportunities. Communicates with customers and other Department of Human Services (DHS) staff in both verbal and written form.

Minimum Requirements:

Requires Bachelor's degree in anthropology, psychology, sociology, social welfare or equivalent educational attainment in a related field of the social sciences. Requires ability to understand and follow oral and written instructions. Requires the ability to communicate effectively in verbal and written form.

Work Hours & Location/Agency Contact:**THIS IS AN INFORMATIONAL POSTING ONLY.**

Candidates interested in the Social Services Career Trainee need to take a written test at CMS.
For testing information go to: <http://work.illinois.gov> (listed at the top of posting)
For DHS assistance contact: dhs.recruitment@illinois.gov

How to Apply:**[Click Here for Applicant Information and Grading Procedures](#)**

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](tel:2177827100), [\(217\) 785-3979](tel:2177853979) (TDD/TTY), [\(800\) 526-0844](tel:8005260844) (TTY Only).

Additional Documentation for Social Services Career Trainee:

[Class Specification](#)

[Additional Title and Exam Information](#)

[Test Information Guide](#)

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

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.

Where to download the CMS100 Employment Application

Forms

When completing application forms, either type or use black ink. Be sure to fill out the applications completely! Applications which lack the necessary information will be rejected.

A separate application is required for each job title and test option. Established language options - such as the Spanish Speaking option - require only a single application for each title and option. The Ir Services Specialist I & II and Information Systems Analyst I, II & III titles will be accepted with multiple options on one application. Your original signature is required on each application submitted.

The applications are enabled with "Reader Extensions", allowing them to be saved with the data entered. See the [PDF Help](#) section at the bottom of this page for help using these features. Adobe Reader 8.0 or later is recommended to use these forms, [download Adobe Reader here](#). You may also call or write to your [local Assessment Centers](#) to obtain applications.

Special Notice - Effective October 1, 2019, a new version of the CMS100 Examining / Employment Application is now available on the Work 4 Illinois website (work.Illinois.gov). The online form is a for applicants with disabilities. Pre-printed copies of the new CMS100 application are also available at all CMS Assessment Centers. **Please note that old versions of the CMS100 application are no being accepted and processed by the CMS Division of Examining & Counseling.** Old versions of the CMS100 application submitted on or after October 1, 2019 will not be processed and will be de

Special Notice - Effective October 1, 2019, the CMS Division of Examining & Counseling will only accept CMS100B Promotional Application forms for grading that have a revision date of **July 2019 (07/2019)** or newer. Due to pending automation upgrades, CMS Examining can no longer accept and grade older versions of CMS100B application forms with revision dates prior to 07/2019. The fillabl of the CMS100B application form found on the forms page of this website is the acceptable version. Older versions of the CMS100B application received on or after October 1, 2019 will not be processed grading or returned to the applicant.

Special Notice - Temporary Assignment Verification Form Acceptance:

As of the close of business, **February 29, 2016**, the CMS Division of Examining & Counseling **will no longer accept** temporary assignment verification documentation for promotional grading consider unless it is provided by the central agency human resources office using the official Temporary Assignment Verification form found on the Personnel Workbench.

Discontinuation of Faxed Application Acceptance:

As of the close of business, **November 26, 2014**, the CMS Division of Examining & Counseling will no longer accept and process open competitive applications (CMS100) or promotional applications (CM submitted by applicants via fax. **Any open competitive or promotional applications sent by applicants via fax by CMS Examining after this date (November 26) will not be processed and destroyed.** Disregard information included in any job posting that refers to faxing an application to CMS Examining as this is no longer permitted.

Employment Application - CMS100

Important Notice to All Job Applicants: Do not disclose your prior wage or salary history during the application and hiring process. The State of Illinois does not seek, request, or require information from job applicants about prior wage, salary, or other compensation during the application and hiring process. Please do not disclose prior wage or salary history in your application.

- General application for all titles **except** for current state employees seeking promotion.
- [Helpful Hints for Completing the CMS100 Application](#)
- [Helpful Hints when encountering problems downloading the CMS100 Application or any other PDF form](#)

 [CMS100: Fillable version for online completion](#) NOTE: Internet Explorer is the required browser for downloading the employment application.

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Veterans Outreach

Recommended Links

Upward Mobility

Diversity Enrichment

Internships

Contact Us

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ILLINOIS DEPARTMENT OF
Central



[CMS100: Fillable version for online completion](#)

CMS100 sections 1-10-Details are Important!

1. Position Title Social Services Career Trainee Job ID 123777 Option SS

2. Last Name _____ First Name _____ MI _____ 3. SSN _____

Address _____ County _____ 4. Birth Date (Opt.) _____

City _____ State _____ Zip _____ 5. Main Phone _____ Other Phone _____

6. Drivers License No. _____ State _____ Month/Year Expires _____

Restrictions _____ Non-CDL A B C D L M CDL A B ENDR X N

7. County Choice
Select 1 or 2 1: _____ 2: _____

8. Availability A. Available for permanent employment; will not accept temporary employment. B. Available for permanent employment; will accept temporary employment. C. Available for temporary employment only.
(Check one) (Trainee titles must choose A.)

9. VETERANS PREFERENCE:
For assistance contact Veterans Outreach at 1-800-643-8138 or Illinois Relay Center at 1-800-528-0844.

10. If your answer to either or both of the following questions is "yes", please provide a detailed explanation of the circumstances in the space provided.

A. Have you ever been fired from a job? (Downsize/layoff is not applicable.)
Yes No

B. Are you currently in default on the repayment of any state educational loan?
Yes No

Education Sections

14. EDUCATION REPORT: List your education accurately and completely. A copy of college transcripts/degrees may be required. The number of credit hours you have earned may be needed to meet the minimum requirements for some titles. This information is also useful for career counseling purposes.

Name and Address (City & State) of Colleges/Universities Attended	Hours Earned		Major	Minor	Dates Attended		Level and Date of Degree Earned		
	SEM	QTR	Do Not Abbreviate	Do Not Abbreviate	From MM/YYYY	To MM/YYYY	Level	MM/YYYY	
University of Illinois at Springfield 1 University Plaza Springfield IL 62703	60		History		08/2002	05/2004	BA	05/2004	
Lincoln Land Community College 5250 Shepherd Road Springfield IL 62794-9256	60		General Education		08/2000	05/2002			
Add a Row		Remove Last Row							

* LIST UNDERGRADUATE AND GRADUATE HOURS SEPARATELY
 * DO NOT INCLUDE COURSES MORE THAN ONCE

[Click to use College Course
Alternate Selection Page](#)

[Click to use College Course
Selection Table](#)

Fields Of Study	Undergrad Hours		Graduate Hours		Fields of Study	Undergrad Hours		Graduate Hours		Fields of Study	Undergrad Hours		Graduate Hours	
	Sem	Qtr	Sem	Qtr		Sem	Qtr	Sem	Qtr		Sem	Qtr	Sem	Qtr
List Actual Credit Hours Earned					List Actual Credit Hours Earned					List Actual Credit Hours Earned				
Accounting					Actuarial Science					Afro-American Studies				
Agriculture					Agronomy					Animal Science				
Architecture					Art					Atmospheric Science				
Audiovisual Instruction					Bacteriology					Biochemistry				
Biology					Biostatistics					Botany				
Business Admin/Mgmt					Cell/Molecular Biology					Chemistry				
Computer Science	14				Conservation					Criminal Justice Admin				
Criminology					Demography					Dietetics, Nutrition				
Divinity/Theology					Early Childhood Dev.					Economics				
Education (Specify)					Engineering (Specify)					Engineering Technology				
Environmental Science					English					Entomology	6			
Environmental Health					Epidemiology					Finance				
Fire Science					Fish Management	20				Food Service Management				
Foreign Language (Specify)					Forensic Science					Forestry				
Geography					Geology					Genetics				
Guidance and Counseling	16*				Health/Public Health					History				
Home Economics					Humanities					Human Services	38		40	
Hydrology					Industrial Arts					Industrial Hygiene				
Insurance					Journalism					Law (Specify)				
Law Enforcement					Library Science					Limnology				

Insurance					Journalism					Law (Specify)				
Law Enforcement					Library Science					Limnology				
Mgmt. Info. Systems					Marketing					Mathematics				
Medical Records					Medical Technology					Medicine				
Microbiology					Nursing (Specify)					Park Management				
Pastoral Counseling					Pharmacy					Physics				
Political Science/Govt					Programming					Psychology				
Public Administration					Radio - Television					Recreation				
Rehab Counseling/Admin					Risk Assessment					Secretarial Science				
Social Work					Sociology					Soil Science				
Speech and Drama					Statistics					Therapy (Specify)				
Toxicology					Urban Studies					Wildlife Management				
Zoology					Other:					Other:				
Other: History of Law	4				Other:					Other:				
Other:					Other:					Other:				

Comment area to further specify the Fields of Study where noted in the previous table

French and Japanese Languages*
See attached transcripts for details



Job History of Application

Past Employer

Street Address City State

Position Title

Average Number of Hours Worked Per Week

Dates of Employment Month Year To Month Year Total Years Months

Supervisory Responsibility: List the Number of Employees You Supervised in the Appropriate Fields Below

Manual/Trades Professional Technical/Para-Professional Clerical Administrative

Describe, in detail, the duties you performed in this position title: (Entry area expands to accommodate your response.)

Used Microsoft Windows based program to quickly research employee performance based on State statutory reporting and company profit and loss information. Conducted computer programming using a Virtual Private Network (VPN) Work at Home (WAH) system. Responsible for conducting interviews, hiring decisions and training new staff.

Reason for Leaving:

Is An Exam Required?



Examination Schedule

In an effort to protect our community and employees during the COVID-19 response, the Illinois Department of Central Management Services (CMS) has suspended testing at all Illinois testing centers. Career Counseling by email is still available. Please follow the instructions under the Career Counseling tab on the left of the homepage.

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Upward Mobility

Diversity Enrichment

*****New Testing Procedures - March 1, 2020*****

Valid ID is required to take an exam. A Photo ID is preferred.

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicator Trainee), more time is allowed to complete the exam.

Public use copiers are **not** available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Note: State offices will be closed on the following days in 2020: January 1, January 20, February 12, February 17, May 25, July 3, September 7, October 12, November 3, November 11, November 26, November 27 and December 25.

Regular office Hours are Monday through Friday 8:00 a.m. - 4:30 p.m. See below for specific testing check-in times at each test site.

Group A Exam List



Group A Titles Which Require An Automated Multiple-Choice Exam:

Account Clerk I & II	Executive Secretary I, II, III Option 2 & 3	Office Associate, Option 1, 2, & 3
Account Technician I	Firearms Eligibility Analyst Trainee	Office Coordinator / Office Specialist, Option 1, 2 & 3
Accountant / Acct. Advanced / Acct. Supervisor	Forensic Scientist Trainee Option A, B & C	Office Coordinator / Office Specialist, Option 4
Administrative Services Worker Trainee	Guard II	Office Administrative Specialist, Option 4
Automotive Mechanic Option 1 & 2	Highway Maintainer (See below)	Pharmacy Technician
Building/Grounds Laborer	Human Resources Assistant Option 1 & 2	Public Aid Eligibility Assistant
Building/Grounds Maintenance Worker	Human Resources Associate Option 1 & 2	Rehabilitation Case Coordinator I (Typing req)
Clerical Trainee	Human Rights Investigator Trainee	Residential Care Worker Trainee-Cook/Morgan Co
Communications Equipment Technician I	Information Systems Analyst I, II, & III, Option N, J	Revenue Tax Specialist Trainee
Cook I	Insurance Analyst I & II, Option 2 (SQ)	Security Therapy Aide Trainee
Corrections Food Service Supervisor I	Insurance Performance Examiner I – Option 1 & 2	Site Security Officer
Data Processing Administrative Specialist	Intermittent Clerk Opt 1 & 2	Site Technician II
Data Processing Assistant Option 1 & 2	Intermittent Laborer – Maintenance	Social Services Career Trainee
Data Processing Specialist	Laboratory Assistant	Stores Clerk
Data Processing Technician	Maintenance Equipment Operator (See below)	Support Service Worker
Data Processing Technician Trainee	Maintenance Worker	Switchboard Operator I
Dietitian	Meat & Poultry Inspector Trainee	Telecommunicator Trainee (Typing required)
Disability Claims Adjudicator Trainee	Natural Resources Technician I	Terrorism Research Specialist Trainee
Electronic Equipment Installer/Repairer	Office Administrator I, II, III, IV, V, Option 1, 2 & 3	Unemployment Insurance Revenue Analyst I
Employment Security Program Representative	Office Aide/Office Clerk/Office Assistant, Opt 1, 2, 3	Unemployment Insurance Revenue Analyst II
Employment Security Program Rep - Intermittent	Office Assistant / Office Clerk, Option 5	Unemployment Insurance Revenue Specialist
Employment Security Service Representative		Veterans Employment Representative I, Option 2

Most position titles require a separate application (specific information on these titles can be obtained at any assessment center.)

The **Highway Maintainer** examination requires possession of a valid commercial drivers license, Class “A” with endorsements of “N” (tankers) or “X” (tankers with hazardous materials) and non-restrictive air brakes. **CDL PERMITS ARE NOT ACCEPTED.**

The **Maintenance Equipment Operator** examination requires possession of a valid Class “A” or Class “B” commercial driver’s license (CDL). **CDL PERMITS ARE NOT ACCEPTED.**

Group A Titles Graded Based On Training & Experience (TRAEX) – No Automated Exam Required:

Actuarial Assistant	Gaming Special Agent	Plant & Pesticide Specialist I
Actuary I	Gaming Special Agent Trainee	Police Officer I
Actuary II	Guardianship Representative	Psychologist I, II & III
Cancer Registrar I	Health Facilities Surveillance Nurse	Psychologist Associate
Cancer Registrar II	Information Services Specialist I & II, Opt A,C, M & S	Public Service Administrator, Opt 1, 2, 3, 6, 6C, 6F & 8N
Child Protection Specialist	Information Systems Analyst I, II & III, Opt A,C, M, S & W	Registered Nurse I & II
Child Support Specialist Trainee	Insurance Analyst I & II, Option 1	Rehabilitation Counselor Trainee, Opt. F, H & V
Child Welfare Specialist	Insurance Company Financial Examiner Trainee	Rehabilitation/Mobility Instructor Trainee
Clinical Lab. Technologist I, Option A	Insurance Performance Examiner Trainee	Revenue Auditor Trainee
Communications Equipment Technician II	Juvenile Justice Youth & Family Specialist, Option 1	Senior Public Service Administrator, Opt 1, 2, 3, 6 & 8N
Communications Equipment Technician III	Juvenile Justice Youth & Family Specialist Supervisor	Social Worker I, II & III
Corrections Medical Technician	Licensed Practical Nurse I & II	State Police Evidence Technician II
Educator Option A, B, C, D, E	Lottery Sales Representative	Veterans Nursing Assistant – Certified
Environmental Protection Engineer I	Mental Health Recovery Support Specialist I & II	Veterans Service Officer
		Workers Comp. Ins. Compliance Investigator

Guide to Options:

Clinical Laboratory Technologist I: A-Medical Technology

Educator: A-Elementary, B-Secondary, C-Special Population, D-Transitional Bilingual, E-Elementary & Secondary (K through 12)

Information Services Specialist/Analyst series: A-Applications Services, C-Client Services, S-Systems Services, M-Multi/Other Services, W-Web Developer

Insurance Analyst I & II: 1- Compliance & Regulatory Standards

Public Service Administrator: 1-General Admin /Business /Marketing /Labor /Personnel; 2-Fiscal Mgt /Accounting /Budgeting /Internal Auditing /Insurance / Financial; 3-Management Information Systems /Data Processing /Telecommunications; 6-Health & Human Services; 6C-Health Statistics; 6F-Infectious Disease; 8N-Registered Nurse

Rehabilitation Counselor Trainee: F-Facility Based; H-Home Services Program; V-Vocational Rehabilitation

Senior Public Service Administrator: 1-General Admin /Business /Marketing /Labor /Personnel; 2-Fiscal Mgt /Accounting /Budgeting /Internal Auditing /Insurance / Financial; 3-Management Information Systems /Data Processing /Telecommunications; 6-Health & Human Services; 8N- Registered Nurse

**OFFICIAL OPEN COMPETITIVE EXAMINATION GRADE NOTICE
MAINTAIN FOR YOUR RECORDS**

Doe, Jane
123 Blue STREET

Elgin IL 60123

PHONE: (312) 340-1234

EMAIL:

EXAMINATION TITLE:
SENIOR PUBLIC SERV ADM

POSITION CODE/OPTION:
40070 / 6 HEALTH & HUMAN SERVICES

GRADE: A
WELL QUALIFIED

*EXAM DATE: 1/31/19

REASON FOR FAILED OR INELIGIBLE:
DOES NOT APPLY

REASON FOR INCOMPLETE GRADE:
DOES NOT APPLY

AVAILABILITY:
AVAILABLE FOR PERMANENT EMPLOYMENT: WILL NOT ACCEPT TEMPORARY EMPLOYMENT

COUNTY CHOICES:
COOK

VETERANS POINTS ADDED TO PASSING GRADE:

* GRADE IS BASED ON TRAINING AND EXPERIENCE LISTED ON THE APPLICATION

Check to ensure that all personal information is correct. It is your responsibility to keep your address current with this office for job referral.

Subject to the Personnel Rules, a passing grade is valid for one year and your name is placed on the eligible list for this position title (and option, if noted). If you retake the exam, the latest grade and date prevail.

Testing Locations:

Chicago – By Appointment Only

James R. Thompson Center

Springfield – By Appointment Only

Capital City Center

Champaign –
By Appointment Only

Marion –
By Appointment Only

Rockford –
By Appointment Only.



Career Counseling

State government career counseling services are provided by CMS Assessment Centers either by mail or email.

- ▶ Job Options
- ▶ Review your application
- ▶ Tips & Recommendations

Career Counseling Link:

www2.illinois.gov/sites/work/Pages/Carsrvcs.aspx

Email Address

CMS.CounselingByEmail@Illinois.gov

Veterans Preference & Successful Disability Programs

Veterans Verification

Division of Statewide Services
Holly Guppy

130 W. Mason Street
Springfield, IL 62702

VeteransOutreachByEmail@illinois.gov



CMS Disabled Workers

Assessment Center
Brandon Singer

130 W. Mason Street
Springfield, IL 62702

CMS.DisabilityResCen@Illinois.gov



What's Next?



Contact our Recruitment Team

DHS.Recruitment@illinois.gov

Visit Our Website

www.dhs.state.il.us/page.aspx?item=80639