

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

*** **Please 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 & 27, and December 25.**

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.**

Guide to Options:

Automotive Mechanic: 1-Light Duty Vehicles, 2- Medium/Heavy Trucks. **Forensic Scientist Trainee:** A-Firearms/Tool Marks, Latent Prints, Questioned Documents & Imaging Photography laboratory disciplines, B-Trace Chemistry/Microscopy, Drug Chemistry & Toxicology laboratory disciplines, C-Biology & DNA laboratory disciplines. **Data Processing Assistant:** 1-Computer Operations, 2-Data Entry. **Human Resource Series:** 1-General, 2-Typing. **Information Systems Analyst series:** N- Networking, J-Java Application Developer. **Insurance Performance Examiner I:** 1-Property & Casualty, 2- Life, Accident & Health. **Insurance Analyst I & II:** 2- Group Insurance/Benefits (no typing required). **Office Series:** 1-General, 2-Typing, 3-Dictation, 4-Computer or 5-Mail and Messenger (where applicable to title). **Veterans Employment Rep.:** 2-Qualified Service Connected Disabled Veteran.

Original employment applications (CMS100) are preferred. Quality photocopies are accepted. Your original signature is required. In general, a separate application is required for each position title including the level and option. Contact the Examining and Counseling Division for exceptions by calling 217/782-7100 (voice) or 800/526-0844 (Illinois Relay Center). **ID is required to take an examination – a Photo ID is preferred.**

LOCATION OF ASSESSMENT CENTERS

Office hours Monday – Friday 8:00 a.m. – 4:30 p.m.

SPRINGFIELD

Capital City Training Center
130 West Mason Street, Second Floor
Springfield, Illinois 62702
217/524-1321 (Voice)
Illinois Relay Center: 1-800-526-0844
Flexible schedule testing: Check-in 8:00 a.m.-2:00 p.m.
Monday, Tuesday, Wednesday, Thursday
(Exception for Data Processing Administrative Specialist, Data Processing Specialist, Disability Claims Adjudicator Trainee, HR Asst., HR Assoc., Insurance Analyst II, Social Services Career Trainee, Telecommunicator Trainee and Dictation exams; for these titles you must arrive and be ready to test before 1:30 p.m. To test for the Revenue Tax Specialist Tr. title you must arrive and be ready to test before 12:30 p.m.)

CHICAGO

James R. Thompson Center
100 W. Randolph Street, Suite 3-300
Chicago, Illinois 60601
312/793-3565 (Voice)
Illinois Relay Center: 1-800-526-0844
Flexible schedule testing: Check-in 8:00 a.m.- 1:30 p.m.
Monday, Tuesday, Wednesday, Thursday
(Exception for Data Processing Administrative Specialist, Data Processing Specialist, Disability Claims Adjudicator Trainee, HR Asst., HR Assoc., Insurance Analyst II, Revenue Tax Spec. Tr., Social Services Career Trainee, Telecommunicator Trainee and Dictation exams; for these titles you must arrive and be ready to test before 12:30 p.m.)
*****NOTE: A government-issued photo ID is required in order to enter the JRTC building.**

BY APPOINTMENT ONLY

Office hours Monday – Friday 8:00 a.m. – 4:30 p.m.

MARION

State Regional Office Bldg.
2309 West Main Street, Suite 126
Marion, Illinois 62959
Telephone: 618/993-7005
Illinois Relay Center: 1-800-526-0844

ROCKFORD

E. J. “Zeke” Giorgi Center
200 South Wyman Street
Rockford, Illinois 61101
Telephone: 815/987-7004
Illinois Relay Center: 1-800-526-0844

CHAMPAIGN

State Regional Office Bldg.
2125 South First Street
Champaign, Illinois 61820
Telephone: 217/278-3435
Illinois Relay Center: 1-800-526-0844

**** NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

ALL ELECTRONIC DEVICES, INCLUDING CELL PHONES, MUST BE TURNED OFF PRIOR TO ENTERING THE TEST ROOM. VIOLATORS WILL BE SUBJECT TO DISQUALIFICATION AND/OR REMOVAL FROM THE TEST ROOM.

Position titles listed below are graded based on training & experience listed on the CMS-100 application.

Mail CMS-100 Applications to: CMS, Examining & Counseling Division, Room 500 Stratton Bldg., Springfield, IL 62706.
No automated exam is required for these position titles.

*A Separate application is required for each job title and test option. The Information Service Specialist I & II and Information Systems Analyst I, II, & III titles will be accepted with multiple options on one application.

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: 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

****Language Options are offered for some titles, call any assessment center for more information. ****

Applicants interested in applying for the **Juvenile Justice Specialist Intern** title should access the following the Department of Juvenile Justice website for application information: <http://www.illinois.gov/idj/Pages/Careers.aspx>. Applicants interested in applying for the **Correctional Officer Trainee** and **Corrections Treatment Officer Trainee** titles should access the Department of Corrections website for application information (https://www.illinois.gov/idoc/aboutus/Pages/Careers_At_IDOC.aspx). Applicants interested in applying for the **Mental Health Technician Trainee** title should access the Department of Human Services website (<http://www.dhs.state.il.us/page.aspx?item=38106>) for application information or call 217/524-1548 for more information. People who are hearing impaired can contact the Illinois Relay Center at 1-800-526-0844. **Do not send applications for these titles to the CMS Division of Examining & Counseling.**

Career Services: Career services staff at each CMS assessment center can review your completed application and, based on your education, work experience and career objectives, can recommend job titles and explain job requirements. A limited number of onsite counseling sessions at the centers are available by appointment only and fill up quickly. Thus, applicants are strongly encouraged to take advantage of the “**Career Counseling by Mail**” service. Simply complete a CMS-100 application, indicate you want counseling by mail along with your geographic employment preferences and salary requirements, and mail your application and request to either the Chicago or Springfield assessment center. Or, use our “**Career Counseling by Email**” service by sending your request and a scanned copy of your completed CMS-100 to CMS.CounselingByEmail@Illinois.gov. A career counselor will review your application and respond with potential job title matches based on your education, experience and employment preferences. For more information, contact one of the CMS Assessment Centers.

Veterans Preference: Proof of military service must be provided prior to awarding of Veterans Preference. For more information regarding Veterans Preference, refer to the Veterans Outreach link on the Work4Illinois website (<https://www.illinois.gov/sites/work/Pages/Vetsopgm.aspx>).

If you are an individual with a disability and need assistance to participate in the testing process, please contact Disability Services at Springfield (217) 524-7514 (voice) or (800) 526-0844 (Illinois Relay Center) before the date of the test.

Additional information can be obtained by calling or writing to the Central Office at:

Central Management Services
Examining and Counseling Division
William G. Stratton Building
401 S. Spring St, Room 500
Springfield, IL 62706
(217) 782-7100 (voice) or (800) 526-0844 (Illinois Relay Center)

Visit our website at: work.illinois.gov

****Examinations may be canceled or limited to certain localities without notice as hiring needs are met. ****

To be used as a reference, information contained herein subject to change.

(1/1/20)