

# ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

\*\*\* **Please Note:** State offices will be **closed** on the following days in 2019: **January 1, January 21, February 12, February 18, May 27, July 4, September 2, October 14, November 11, November 28 & 29, and December 25.** \*\*\*

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

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

**\*\*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/idjj/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](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](mailto: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>).

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**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.**

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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](http://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.

(8/1/19)