

SUCCESSFUL DISABILITY (SD) OPPORTUNITY PROGRAM INTAKE PROCESS

Following are the steps taken to establish eligibility for State employment through the SD program.

- The applicant makes contact with a DHS – DRS vocational rehabilitation counselor. Upon determination that the applicant is eligible for the SD program, the DHS-DRS counselor works with the applicant and the CMS Disabled Workers Program Coordinator to identify State position titles for which the applicant is qualified.
- Examination Announcements and/or Class Specifications for each position title recommended should be reviewed by the DRS counselor and considered in relation to the applicant's abilities. These documents can be obtained from the CMS website located at www.work.illinois.gov. Counselors may provide an applicant's CMS 100 to the Disabled Workers Program Coordinator for assistance with position title recommendations.
- All applicants who initially make contact with the CMS Disabled Workers Program Coordinator, or DHS Disability Recruiter, will be referred to their DHS-DRS counselor. If they are not already a client of DHS-DRS, they will be referred to DHS-DRS to establish contact with the agency for counseling services. It is recommended that an applicant utilize the DRS office locator on the website: <http://www.dhs.state.il.us/page.aspx?module=12> in order to locate the office nearest their home.
- The DHS-DRS counselor assigned to the applicant makes an assessment of the applicant's abilities in relationship to the requirements and duties of the position titles recommended. For each position title recommended, the counselor completes the Certificate of Eligibility (CMS-184) and attaches a narrative statement regarding the applicant's abilities for each. The DHS-DRS counselor forwards the Certificates of Eligibility and the applicant's CMS 100 employment application to the CMS Disabled Workers Program Coordinator.
- Upon receipt of the Certificates of Eligibility from the applicant's DHS-DRS counselor and a CMS 100, the CMS Disabled Workers Program Coordinator contacts the applicant to acknowledge the receipt of the documents and to schedule testing or to forward applications for grading. Applicants wishing to receive SD grades must schedule an appointment for testing through the CMS Disabled Workers Program Coordinator. An appointment cannot be scheduled for an applicant until all of their paperwork is received by the CMS Disabled Workers Program Coordinator.
- Applicants must arrive for the scheduled testing appointment with a completed CMS 100 for each exam they are scheduled to take. Applicants without the required documentation and without an appointment will not be allowed to test for an SD grade. When taking an automated test, the applicant will receive their grade notices upon completion of testing.
- An applicant applying for a position title which is graded based on training and experience (TRAEX) must submit their CMS 100 Employment Application to the CMS Disabled Workers Coordinator. The Certificate of Eligibility for the title must be submitted to the CMS Disabled Workers Coordinator through their DHS-DRS counselor. The CMS Disabled Workers Program Coordinator forwards the application to CMS Examining and Counseling, noting that the application be assessed for applicable grades. Applicants will receive their grades in the mail.
- When an agency is able to fill an open position by other means, those agencies seeking to hire a candidate with a disability can request a list of eligible candidates with SD grades. Interviews must be conducted in accordance with established standards including Veterans Preference. For more information about the interviewing process contact the DHS Disability Recruiter.

Jaci DeBrun
CMS Disabled Workers Program Coordinator
130 W. Mason Street
Springfield, IL 62702
217-524-7514 (voice)
217-524-1383 (TTY)
jaci.debrun@illinois.gov

Dan R. Dickerson
Manager, Disability Recruitment Program
100 S. Grand Ave. East, 3rd Floor
Springfield, Illinois 62762
217-782-9842 (voice)
1-866-211-4895 (TTY)
Dan.Dickerson@illinois.gov

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

*****Please Note:** State offices will be **closed** on the following days in 2009: **January 1, January 19, February 12, February 16, May 25, July 3, September 7, October 12, November 11, November 26, November 27, and December 25.**

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

Account Clerk I & II *Account Technician I Administrative Services Worker Trainee Automotive Attendant II Automotive Mechanic Opt 1, 2, 3 (See below) Building/Grounds Laborer Building/Grounds Maintenance Worker Clerical Trainee Data Processing Administrative Specialist Data Processing Specialist Data Processing Technician Data Processing Technician Trainee *Dietitian Electronic Equipment Installer/Repairer *Employment Security Program Rep – Int *Employment Security Service Representative Executive Secretary I, II, III, Opt 2 & 3 *Forensic Scientist Trainee, Opt A, B, C Guard II Highway Maintainer (See below)	*Human Resources Assistant, Opt 1 & 2 *Human Resources Associate, Opt 1 & 2 *Human Rights Investigator I *Information Systems Analyst I, II, & III, Opt N *Insurance Analyst I & II, Option 2 (SQ) (Opt. 2 Group Insurance/Benefits, no typing req.) Intermittent Clerk, Opt 1 & 2 Intermittent Laborer – Maintenance Laboratory Assistant Maintenance Equipment Operator (See below) Maintenance Worker Meat & Poultry Inspector Trainee Natural Resource Technician I Office Administrator I, II, III, IV, V, Opt 1, 2 & 3 Office Aide Office Assistant, Options 1, 2, 3 & 5 Office Associate, Opt 1, 2, & 3 Office Clerk, Opt 1, 2, & 5 Office Coordinator, Opt 1, 2, 3 & 4 Office Specialist, Opt 1, 2, 3 & 4	Pharmacist Technician Public Aid Eligibility Assistant Rehabilitation Case Coordinator I (Typing req) *Residential Care Worker Trainee-Cook/Morgan Co *Revenue Tax Specialist Trainee Security Therapy Aide Trainee Site Security Officer Site Technician II Stores Clerk Support Service Worker Switchboard Operator I Telecommunicator Trainee (Typing required) *Unemployment Insurance Revenue Analyst I *Unemployment Insurance Revenue Analyst II *Unemployment Insurance Revenue Specialist *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, & 3 and **Maintenance Equipment Operator** examinations require the possession of a valid Class "A" or Class "B" commercial drivers license (CDL). **CDL PERMITS ARE NOT ACCEPTED.**

Applicants who test for titles marked with an asterisk () will be sent their grades through the mail after their education and/or experience is reviewed by the Division of Examining & Counseling.

Guide to Options:

Automotive Mechanic: 1-General, 2-Truck & Welding, 3-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. **Human Resource Series:** 1-General, 2-Typing. **Office Series:** 1-General, 2-Typing, 3-Dictation, 4-Computer or 5-Mail and Messenger (where applicable to title). **Veterans Employment Representative:** 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); 217/785-3979 (TTY) 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. – 5:00 p.m.

SPRINGFIELD

Capital City Training Center
 130 West Mason Street
 Second Floor
 Springfield, Illinois 62702
 217/524-1321 (Voice)
 217/785-3979 (TTY) or 1-800-526-0844 (Illinois Relay Center)

Flexible schedule testing: Check-in 8:00a.m.-2:00 p.m.
Monday, Tuesday, Wednesday, Thursday
 (Exception for Data Processing Administrative Specialist, Data Processing Specialist, HR Asst., HR Assoc., Insurance Analyst II, 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)
 312/814-4458 (TTY) or 1-800-526-0844 (Illinois Relay Center)

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, HR Asst., HR Assoc., Insurance Analyst II, Revenue Tax Spec. Tr., 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. – 5:00 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 (TTY Only)

ROCKFORD

E. J. "Zeke" Giorgi Center
 200 South Wyman Street
 Rockford, Illinois 61101
 Telephone: 815/987-7004
 Illinois Relay Center:
 1-800-526-0844 (TTY Only)

CHAMPAIGN

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

**** 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 application.

Mail to: Central Management Services, Examining and Counseling Division, Room 500 Stratton Bldg., Springfield, IL 62706.

*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):

Child Protection Associate Specialist	Environmental Protection Engineer I	Public Service Administrator, Opt 1,3,6,6C,6E, 6F, 8H & 8N
Child Protection Specialist	Guardianship Representative	Registered Nurse I & II
Child Support Specialist Trainee	Health Facilities Surveillance Nurse	Rehabilitation Counselor Trainee
Child Welfare Associate Specialist	Information Services Specialist I & II, Opt A,C, M & S	Rehabilitation/Mobility Instructor Trainee
Child Welfare Specialist	Information Systems Analyst I, II & III, Opt A,C, M & S	Social Services Career Trainee
Clinical Lab. Technologist I, Opt A-Med Tech	Licensed Practical Nurse I & II	Social Worker I, II & III
Disability Claims Adjudicator Trainee	Lottery Sales Representative	State Police Evidence Technician II
Educator, Opt A, B, C, D, E	Plant & Pesticide Specialist I	Veterans Nursing Asst – Certified
Environmental Health Specialist II	Psychologist I, II & III	Workers Comp. Ins. Compliance Investigator
Environmental Health Specialist III, Opt 1 & 3	Psychologist Associate	

Guide to Options:

Educator: A-Elementary, B-Secondary, C-Special Population, D-Transitional Bilingual, E-Corr. Adult Educator ABE/GED

Environmental Health Specialist III: 1 – Environmental Health, 3 – Pesticide/Vector Control

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

Public Service Admin: 1-General Admin/Business/Marketing /Labor/Personnel, 3-Management Information Systems/Data Processing/Telecommunications; 6-Health & Human Services, 6C-Health Statistics, 6E Laboratory Specialist, - 6F-Infectious Disease, 8H – Environmental Health Practitioner, 8N – Registered Nurse

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

Applications for the **Juvenile Justice Specialist Intern** must be submitted to the Department of Juvenile Justice, Executive Offices, Attn: Lisa Steiner/Jeffrey J. Hooker, 707 N. 15th Street, Springfield, IL 62702, (217) 557-1030/ Ext. 3004. Applications for the **Correctional Officer Trainee** title must be submitted to the Department of Corrections, Public Safety Shared Services, 1301 Concordia Court, Springfield, IL 62794-9277, 217/557-6010. Applications for the **Mental Health Technician Trainee** title must be submitted to the Department of Human Services, Bureau of Recruitment & Selection, 511 West Capitol Avenue, Suite 303, Springfield, IL 62704, 217/524-1548. People who are Deaf / Hard of Hearing can contact the Illinois Relay Center at 1-800-526-0844.

Career Services: Career counselors are available at all of our assessment center locations by appointment only. After reviewing your completed application and discussing your education and work experiences, the counselor will recommend job titles for you and provide descriptions of the job requirements. The telephone numbers for the counseling offices are: Chicago (312) 814-2398 (voice), (312) 814-4458 (TTY); Springfield (217) 524-1321 (voice), (217) 524-1383 (TTY); Champaign (217) 278-3435; Marion (618) 993-7005; Rockford (815) 987-7004. People who are Deaf / Hard of Hearing can contact the Illinois Relay Center at 1-800-526-0844 to contact the Champaign, Marion and Rockford offices.

Veterans Preference: Proof of military service must be provided prior to awarding of Veterans Preference. For more information regarding Veterans Preference call Central Management Services Veteran Outreach at 800/643-8138 (voice) or 800/526-0844 (TTY).

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); (217) 785-3979 (TTY) 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.

(7/6/09)

State of Illinois
Interviewer Reminders

1. This is a structured interview process which means the same questions are asked of all the candidates in the same order according to the Rules of Rutan. As such, a question can be repeated as many times as you need, but it cannot be rephrased. The Interviewer will not give their personal interpretation of what the question means.
2. Be as thorough in your responses as possible; the Interviewer can't transfer any information from a resume or application on to the questionnaire.
3. You may be asked one or more questions that are similar in nature. Please repeat yourself, if necessary. You may be scored according to various criteria.
4. If you need to pause to collect your thoughts prior to answering the questions, feel free to do so. This is your time so don't feel that there are any constraints on the time you spend in the interview.
5. There won't be a lot of eye contact since the Interviewer is writing your responses down, don't be uncomfortable about that.
6. Try not to be nervous; relax and be comfortable.