



**Illinois Department
of Transportation**

Notice of Vacancy

IPR# 43517

DATE: May 1, 2019

TITLE: Human Resources Associate, Option 2

OFFICE: Region 5/District 8/Administration

CONTRACT: AFSCME – RC014

A handwritten signature in blue ink that reads "Betty Koehler".

BRIEF DESCRIPTION OF DUTIES: Under general direction of the Personnel Officer, performs highly sensitive and confidential payroll and personnel transaction activities for the District.

TRAINING & EXPERIENCE: Option 2: Ability to type accurately at 30 wpm. Requires knowledge, skill and mental development equivalent to completion of two years of college or satisfactory completion of an approved training program. Requires the ability to follow oral and written instructions; maintain files and clerical records and prepare reports. Requires the ability to deal with the general public and office employees in a courteous and effective manner and often under strenuous conditions. Ensures compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.

UNIT: Personnel Services

LOCATION: 1102 Eastport Plaza Drive, Collinsville, IL

SHIFT: 8:00 a.m. – 4:30 p.m. Monday-Friday / Off Saturday-Sunday

PAY GRADE: RC014-11

SALARY RANGE: \$3,240 - \$4,592

CONTACT PERSON: Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Thursday, May 16, 2019

POSTED DATES: FROM May 3, 2019 TO May 16, 2019

***CURRENT STATE EMPLOYEES: SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV**

*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location must submit an official transfer request form, which can be obtained on the work4illinois website.

*If bidding for a position in a higher classification, eligible bidders must submit CMS-100B promotional application to CMS on order to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.

NON-STATE EMPLOYEES: DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT WORK.ILLINOIS.GOV AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.