



STATE OF ILLINOIS
 Department of Public Health
 535 West Jefferson Street
 4th Floor
 Springfield, IL 62761-0001

<http://work.illinois.gov>

Invites applications for the position of:

ENVIRONMENTAL HEALTH SPECIALIST III - OPT 1

An Equal Opportunity Employer

BID ID #: IDPH 53-21-0072
JOB TYPE: Full-Time

NUMBER OF VACANCIES: 1
PLAN/BU: RC062

SALARY

Salary: Depends on Qualifications

OPENING DATE: 12/17/20

CLOSING DATE: 12/31/20 05:00 PM

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

Under direction, performs complex and technical environmental health duties in planning and directing the enforcement of laws, rules and regulations of the Private Sewage and private Water Program, conducts inspections and investigations in youth camps and campground licensing and assists with other programs within the Division

MINIMUM REQUIREMENTS

Requires possession of a Bachelor's Degree from an accredited university in public health, occupational health, safety engineering, environmental, biological or physical sciences with a minimum of 30 semester hours in the physical and/or biological sciences. Requires three years of professional experience in environmental health practice. Requires thorough knowledge of public and business administration, principals and practices. Requires thorough knowledge of agency programs and service objectives, activities and operational systems; requires ability to exercise independent judgment and discretion in development and implementation policies and procedures; requires the ability to communicate effectively both verbally and written. Requires the ability to travel extensively within the State and the possession of a valid Illinois driver's license.

Prefers computer skills and work experience in Microsoft software products including Word, Excel, Powerpoint etc..

WORK HOURS & LOCATION/AGENCY CONTACT

Anticipated Starting Salary - \$5,224
Current Bargaining unit employees - CBA language applies
Full Bargaining Unit range - \$4,587 - \$6,820/month

Work Hours & Location:

Monday - Friday 8:30AM - 5:00PM
 Office of Health Protection
 Division of Environmental Health

22 Kettle River Dr.
Glen Carbon, IL

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Email: DPH.HRAapplications@illinois.gov

Where to Apply:

DPH.HRAapplications@illinois.gov

Include posting ID # and bidders names in the subject line when applying.

****PLEASE SEE NEW CMS GRADING PROCESS BELOW****

Signed Bids/applications must be received at the DPH.HRAapplications@illinois.gov by the closing date of the posting, late applications will be considered ineligible.

CANDIDATES MUST SUBMIT A SEPARATE SIGNED BID FORM AND SIGNED CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.

HOW TO APPLY

CURRENT STATE EMPLOYEES seeking a promotion: Submit an **Official Position Vacancy Bid Form and CMS-100B**. Current state employees seeking a promotion should submit a CMS-100B (version dated 9/2020) to the Agency Contact address listed above. Older versions of the CMS-100B will not be graded or returned to applicants. **Failure to complete and submit the current CMS-100B version dated 9/2020 or after will result in your application being rejected. CMS Examining will no longer accept CMS-100B applications submitted directly from Applicants.**

CURRENT STATE EMPLOYEES seeking a reduction and Former State Employees: Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020) to the Agency Contact address listed above. A separate Bid form and Application is required for each Posting/Bid ID or your bid will be rejected. **Failure to complete and submit the current CMS-100 version dated 9/2020 or after will result in your application being rejected.**

CURRENT STATE EMPLOYEES seeking a transfer: Submit an **Official Position Vacancy Bid Form, Transfer Request, and CMS-100 Employment Application** (version dated 9/2020) to the Agency Contact address listed above. A separate Bid and Application is required for each Posting/Bid ID or your bid will be rejected. A transfer request will be valid for one year. **Failure to complete and submit a transfer request or the current CMS-100 version dated 9/2020 or after will result in your application being rejected.**

Non-State Applicants: Submit a **CMS-100 Employment Application** (version dated 9/2020) to the Agency Contact address listed above within 5 business day of the posting close date. A separate Bid form and Application is required for each Posting/Bid ID or your bid will be rejected. **Failure to complete and submit the current CMS-100 version dated 9/2020 or after will result in your application being rejected.**

[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, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Additional Documentation for Environmental Health Specialist III:**Option 1 - Environmental Health**[Class Specification](#)[Additional Title and Exam Information](#)

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.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://work.illinois.gov>

Job #IDPH 53-21-0072
ENVIRONMENTAL HEALTH SPECIALIST III - OPT 1
AF