



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:

SENIOR PUBLIC SERVICE ADMINISTRATOR - OPT 8H

An Equal Opportunity Employer

BID ID #: IDPH 53-20-0268

JOB TYPE: Full-Time

NUMBER OF VACANCIES: 1

PLAN/BU: TG063

SALARY

Salary: Depends on Qualifications

OPENING DATE: 10/14/20

CLOSING DATE: 10/27/20 05:00 PM

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

Under the administrative direction of the Assistant Chief of the Division of Environmental Health in Central Office, develops and interprets rules and regulations in regard to abatement and licensure in the lead and asbestos programs which are within the Section. Provides interpretation for regional and central office staff as well as concerned individuals and licensees. Plans, develops and administers the Section's non-GRF budget through application for and administration of federal grants to enhance the state programs. Serves as full line supervisor.

MINIMUM REQUIREMENTS

Requires possession of a Master's Degree in public health, environmental health, engineering or public administration. Requires prior experience equivalent to four years of progressively responsible administrative experience in the administration of environmental health programs. Requires current licensure as an Illinois Environmental Health Practitioner. Requires thorough knowledge and experience in the asbestos and lead abatement and lead poisoning prevention. Requires thorough knowledge of public and business administration, principles and practices. Requires thorough knowledge of agency programs and service objectives, activities and operational systems. Requires ability to exercise judgement and discretion in developing, implementing, and interpreting departmental policies and procedures. Requires ability to communicate effectively both verbally and written. Requires the ability to travel and the possession of a valid Illinois driver's license. Prefers working knowledge of Microsoft software products including Word, Excel, Powerpoint.

WORK HOURS & LOCATION/AGENCY CONTACT

Anticipated Starting Salary:

\$7,083 - \$9,583/month

\$84,996 - \$114,996/year

Full Range:

\$4,295 - \$12,734/month

Work Hours & Location:

Monday - Friday 8:30AM - 5:00PM

Office of Health Protection
Division of Environmental Health
525 W Jefferson St.
Springfield, IL

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRApplications@illinois.gov

Where to Apply:

DPH.HRApplications@illinois.gov

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

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

Signed Bids/applications must be received at the DPH.HRApplications@illinois.gov by the closing date of the posting, late applications will be considered ineligible. You will receive a confirmation e-mail once your application has been submitted. Do not submit duplicate applications for the same posting.

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 7/2019) 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 7/2019 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 7/2019) 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 7/2019 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 7/2019) 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 7/2019 or after will result in your application being rejected.**

Non-State Applicants: - Submit a **CMS-100 Employment Application** (version dated 7/2019) 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 7/2019 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 Senior Public Service Administrator:

Option 8H - Environ Hlth Practitionr

[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>

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