



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:

PUBLIC SERVICE ADMINISTRATOR - OPT 8H

An Equal Opportunity Employer

BID ID #: IDPH 53-21-0075

JOB TYPE: Full-Time

NUMBER OF VACANCIES: 1

PLAN/BU: RC063

SALARY

Salary: Depends on Qualifications

OPENING DATE: 12/18/20

CLOSING DATE: 01/04/21 05:00 PM

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

Under general supervision, serves as Food Program Manager. Utilizes highly developed professional skills to manage all elements of the statewide Retail and Manufactured Food Program. Manages all food regulation and enforcement activities with applicable Federal, State and local agencies. Directs the activities for retail and manufactured food regulatory program standards, training, and evaluation. Supervises subordinate staff.

MINIMUM REQUIREMENTS

Requires a Master's Degree in a health related science. Requires professional certification as a Licensed Environmental Health Practitioner. Requires certification by the United States Food and Drug Administration as a State Retail Food Evaluation Officer. Requires three years of progressively responsible professional experience in Public Health including supervision or coordination of food regulatory control program. Requires thorough knowledge of Food, Drug and Cosmetic law, regulations and enforcement procedures. Requires a thorough knowledge of food service sanitation principles, uniform federal procedures for training and standardization of retail food regulatory staff and evaluation of retail food programs, and understanding of current inspection techniques, such as Hazard Analysis Critical Control Point (HACCP) methods.

WORK HOURS & LOCATION/AGENCY CONTACT

Anticipated Starting Salary: \$5,690/month

Current Bargaining Unit Employees – CBA language applies

Full Bargaining Unit/MC Range: \$5,690-\$8,620/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
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. 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 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.**

Acceptable versions of the CMS-100, CMS-100B, transfer requests, and bid forms are available on the Forms page of the CMS website: <https://www.illinois.gov/sites/work/Pages/Download.aspx>.

Additional Documentation for 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>

Job #IDPH 53-21-0075
PUBLIC SERVICE ADMINISTRATOR - OPT 8H
AF