

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

HUMAN RESOURCES ASSOCIATE - 19691

Monthly Salary Range: \$3240 - \$4592

- Option 1 - General
- Option 2 - Typing
- Option MC1 – Manual Communications (General)
- Option MC2 – Manual Communications (Typing)
- Option SS2 – Spanish Speaking (Typing)

Select options of your choice.

General duties: A Human Resources Associate performs complex, specialized paraprofessional human resources functions requiring substantial originality, responsibility and technical knowledge of human resources programs; as an advanced paraprofessional, provides information, data collection, updating and treatment leading to design and maintenance of rules, plans, bargaining agreements and studies/projects in human resources administration; regularly assists and acts as a confidential assistant to labor relations managers or, thorough participation in human resources programs, has authorized access to information concerning labor relations policy reviews and implementation.

Minimum training and experience: Completion of two years of college or satisfactory completion of an approved training program; or an equivalent combination of training and experience.

Knowledges tested: Written communication skills, written instructions, reading comprehension skills, interpersonal skills, numerical reasoning skills, office practices and procedures, training practices and procedures.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 12:30 p.m.

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

06-18-07 (RC-14-11B); Salary 4-1-16, Counties Updated 7-10-15,
Option HI added 10-20-04, Removed HI1, HI2 & SS1 Options 4-16-10

Test and Weights: Automated multiple-choice tests 100%. The final examination grade will be based on the results of the automated multiple-choice test. However, for Options 2, S2, HI2 the candidate must demonstrate ability to type from copy at a minimum net rate of 30 words per minute

**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.

Equipment for performance test: Typing tests are available in the Champaign, Chicago, Marion, Rockford and Springfield test centers.

Length of eligibility: One year.

Option MC1 and MC2 – Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit this ability will result in disqualification for this option.

Option SS2 – Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for these options.

Counties in which Option 1 positions are established: Adams, Brown, Cook, Edgar, Effingham, Kankakee, Lee, Morgan, Sangamon (MC), Will.

Counties in which Option 2 positions are established: Clinton, Cook, Kane, Kankakee, Lake, La Salle, Lawrence, Lee, Livingston, Logan, Madison, Montgomery, Morgan (MC), Peoria, Randolph, Sangamon (SS), Union, Will.

(MC) Indicates Manual Communications Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.