

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

Supplementary Examination Announcement

HUMAN RIGHTS INVESTIGATOR TRAINEE – 19768 Monthly Salary Range: \$2464 - \$4731

Regular Test – No Option

Option KO – Korean Speaking

Option PO – Slavic (Polish) Speaking

Option SS – Spanish Speaking

General duties: A Human Rights Investigator Trainee participates in an agency-sponsored training program for a period of six to eighteen months, receiving work assignments to acquire knowledge and skills as a human rights intake worker, counseling complainants, ascertaining jurisdiction, taking charges of alleged discrimination and learning to carry a caseload of selected simple investigations. The employee may also receive training in the investigation and processing of a caseload of selected perfected charges of discrimination by analyzing evidence in terms of the Illinois Human Rights Act, rules and regulations, and operating procedures. The employee receives progressive training in the development of reports of findings of fact, parties' terms of settlement and agreement, and necessary correspondence to concerned parties

Minimum training and experience: Completion of four years of college, preferably with coursework in business, public or personnel administration or social sciences. Requires no previous experience.

Knowledges tested: Interpersonal Relations; Reading Comprehension Skills; Caseload Management Skills; Written Communication Skills and Analytical Problem Solving Skills

Tests and weights: Automated multiple-choice test 100%

****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.

Length of eligibility period: One year.

(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. – 1:30 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. – 2:00 p.m.

BY APPOINTMENT ONLY:

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

MARION: State Regional Office Bldg., 2309 W. 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

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

Option PO – Slavic (Polish) Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Slavic (Polish) and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option SS – 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 this option.

Counties in which positions are established: Cook (SS/PO/KO), Sangamon (PO/KO), Williamson (PO/KO).

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

(PO) Indicates Slavic (Polish) Speaking Option is also established in that county.

(KO) Indicates Korean Speaking Option is also establish in that county.

IMPORTANT: Your county location preference(s) for this title must be recorded on your application! Even though county preference information is indicated by the applicant during testing, this information is not automatically transferred to the applicant's grade record. If there is no county preference stated on the application, the applicant's county of residence will be indicated as a location preference.

AN EQUAL OPPORTUNITY EMPLOYER

Moved to Group A 2-22-16, Salary (MS-09) 4-1-16, KO-PO-SS Options Added 4-25-16; Counties
Change 8-22-16