

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

Supplementary Examination Announcement

PUBLIC SERVICE ADMINISTRATOR - 37015

Monthly Salary Range: \$3116 - \$9765

- Option 6 – Health & Human Services
- Option MC6 – Manual Communications Health & Human Services
- Option PO6 – Polish Speaking Health & Human Services
- Option SS6 – Spanish Speaking Health & Human Services

General duties: A Public Service Administrator – Option 6 specializes in the Health and Human Services field, working in a Health and Human Services agency such as Department of Human Services, Department of Children and Family Services, Department of Public Health, Department of Corrections, Department of Healthcare & Family Services, Department of Aging, etc. An employee in this job is responsible for administrative duties such as operational activities, policy making issues, legislative review and fiscal direction as well as establishing constructive working relationships with government officials.

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires prior experience equivalent to three years of progressively responsible administrative experience in the health or human services field.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Option MC6 - 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 these abilities will result in disqualification for this option.

Option PO6 – 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 SS6 - 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: Adams, Alexander, Bureau, Cass, Champaign, Christian, Clinton, Coles, Cook (MC)(PO)(SS), DeKalb, DuPage (SS), Effingham, Franklin, Fulton, Henry, Jackson, Jefferson, Jersey, Kane (SS), Kankakee, Knox, Lake (SS), LaSalle, Lee (MC), Livingston, Logan, Macon, Macoupin, Madison, Marion, Massac, McDonough, McHenry, McLean, Montgomery, Morgan (MC), Ogle, Peoria, Perry (SS), Randolph, Richland, Rock Island, Saline, Sangamon (MC) (SS), Schuyler, St. Clair, Stephenson, Tazewell, Union, Vermillion, Whiteside, Will (SS), Williamson, Winnebago (SS).

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

(PO) Indicates Polish Speaking 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 do not represent immediate openings. This listing is based on information currently available and is subject to change.

YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.

You may either send a completed application (CMS 100) to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, IL 62706 or apply online at <http://work.illinois.gov>. Your training and experience will be evaluated from your application.

AN EQUAL OPPORTUNITY EMPLOYER

BBR Salary 7-1-13, Grade Statement Added 5-07-02, County Changes 5-25-16, TX 1-19-05, Group A 4-1-12 (RC-063-24B \$6141-9472; RC-063-24Q \$6419-9900; RC-063-24S \$6499-9988, 4-1-16), Added PO6 8-21-15