

**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 8 N – Registered Nurse License

Option P8N – Slavic (Polish) Speaking Registered Nurse License

Option S8N - – Spanish Speaking Registered Nurse License

General duties: A Public Service Administrator – Option 8N is responsible for supervising a staff of professional nurses involved in providing care for recipients or clients. The employee in this position prepares the work assignments of subordinate staff and changes or revises staff assignments to assure adequate nursing coverage according to patient load or employee absenteeism. The employee reviews and approves requests for time off from work, monitors and evaluates the performance of assigned staff and prepares periodic individual performance evaluations. The employee also provides constructive criticism and demonstrates proper patient care techniques to assigned staff.

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. Requires proof of licensure as Illinois Registered Nurse.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Option P8N – 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 candidate will be required to demonstrate the ability to understand and fluently speak Spanish and English. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Adams, Brown, Champaign, Christian, Clinton, Cook (PO)(SS), Crawford, DuPage, Fayette, Henry, Jefferson, Johnson, Kane, Kankakee, Knox, Lake, LaSalle, Lawrence, Lee, Livingston, Logan, Macon, Macoupin, Madison, McLean, Montgomery, Morgan, Peoria, Perry, Randolph, Rock Island, St. Clair, Saline, Sangamon, Tazewell, Union, Will, Williamson, Winnebago.

(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 does 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 2-7-14, TX 1-19-05  
(RC-063-24B \$6141-9472; RC-063-24Q \$6419-9900; RC-063-24S \$6499-9988 Salaries 4-1-16)