



Employment Benefits and Frequently Asked Questions



STATE OF ILLINOIS J.B. PRITZKER, GOVERNOR

DEPARTMENT OF VETERANS' AFFAIRS TERRY PRINCE, DIRECTOR



For More information, Please visit our website at: www.illinois.gov/veterans/

IDVA Titles

Account Clerk II
Account Tech I, II
Accountant
Accountant Adv.
Information Service Specialist I, II
Information System Analyst I, II
Admin Ass't I, II
Bldg. & Grounds Lead I
Business Manager
Executive I, II
Executive Secretary II, III
Human Resources Assoc.
Human Resources Representative
Human Resources Specialist
Office Administrator III
Office Assistant
Office Associate
Office Clerk
Office Coordinator
Office Specialist
Private Secretary II
Public Admin Intern
Public Service Administrator
Reimbursement Officer I
Reproduction Service Supr. I
Pharmacy Lead Tech
Pharmacy Service Coord
Pharmacy Tech
Staff Pharmacist
Reproduction Services Tech I, III
Senior Public Services Administrator

Social Service Program Planner I, II, III
Storekeeper I, II
Student Worker
Technical Advisor II
Volunteer Service Coordinator I
Bldg/grounds Maintenance Worker
Carpenter
Electrician
Cook I, II
Dietary Manager I,
II
Dietician
Maint. Equip. Operator
Painter
Plumber
Acct Tech Trainee
Accountant Supervisor
Internal Auditor I
Info Serv Intern
Steamfitter
Phys Therapy Aide II, III
Data Process Operator
Inhalation Therapist
Inhalation Therapy Supervisor
Activity Program Aide II
Health Info Adm
Health Info Assoc
Barber
Activity Therapist
Chaplain I

If you have questions regarding applying for IDVA job titles,
it is recommended that you contact the IDVA Human Resources Office
prior to submitting an application.
You may email us at: IDVA.Employment@illinois.gov

IDVA – Human Resources Central Office
833 S. Spring
Springfield, IL 62704
(217) 782-5765



Illinois Department of Veterans' Affairs

The mission of the Illinois Department of Veterans' Affairs (IDVA) is to empower veterans and their families to thrive. We do this by assisting them in navigating the system of federal state and local resources and benefits; by providing long-term health care for eligible veterans in our Veterans' Homes; and by partnering with other agencies and non-profits to help veterans address education, mental health, housing, employment, and other challenges.

IDVA is an equal-employment opportunity agency, and offers its employees competitive salaries as well as:

- Paid holidays and Personal Days
- Flexible Schedules;
- Paid earned vacation and sick time;
- Health, life, dental and vision insurance;
- Retirement plan;
- Upward mobility program (for bargaining unit employees) *Upward Mobility is a continuing education program to earn a degree (either bachelor's or master's) that is affiliated with many state positions; and*
- Offices located throughout the state, giving employees the ability to transfer to another office if necessary, or accept a promotion in another area of the state.

Q. Are there any conditions of employment?

- A. Yes. Information gathered during the background investigation phase and/or hiring process may be utilized when selecting an applicant for hire.
- A background investigation is conducted on all applicants selected for hire. This process involves a fingerprint based criminal history check by the Illinois State Police and the Federal Bureau of Investigation.
 - Drug testing (as applicable).
 - Employment reference checks and educational verifications are conducted.
 - Candidates must possess the physical, visual and auditory abilities required to carry out assigned duties, with a valid Drivers license and daily access to a vehicle for applicable titles.
 - Language testing for titles that have a language option.
 - Employee Licensure testing for applicable titles.
 - Successful completion of required trainings for applicable titles.

Q: Where can I get an Examining/Employment Application (CMS100)?

- A: You may obtain an Examining/Employment Application (CMS100) by contacting any one of the following locations: CMS website at <http://www.work.illinois.gov> or the IDVA website at www.illinois.gov/veterans/. The application can be downloaded from the Internet and printed for your convenience.

Q. Is the salary negotiable?

- A. The salary is not negotiable. CMS has established guidelines for determining what the agency may offer a candidate based upon the candidate's previous salary (which may require written documentation for verification). The salary may not go outside the pre-determined salary range for that title.

Q. What do I do if I have bilingual skills?

- A: If you are fluent in both English and Spanish, orally and written, you should indicate "SS" for Spanish speaking in the box marked Option (next to the positions title) on the front page of the CMS 100 Employment Application. If your bilingual skill is in another language other than Spanish, please contact CMS at (217) 524-1321 for the appropriate option code.

Please note: If you are selected to be interviewed at IDVA for a bilingual position, your bilingual skills will be tested. Failure to pass the bilingual certification for a bilingual position will result in not being selected for that position. We encourage bilingual candidates to apply for both the bilingual and non-bilingual option.

Q. Is it possible to have accommodations made for persons with disabilities during the job interview?

- A. Yes. In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, state agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, the state shall provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the initial testing phases of the candidate selection process for state positions as well as the subsequent employment interview process. If you need an accommodation during an IDVA job interview, please contact the IDVA Human Resources Office.

How do I apply for a job?



Step 1: Identify Appropriate Titles

Applicants must first identify titles that best match their experience and education. CMS Career Counseling Services employment counselors are available to assist applicants in this process.



Step 2: Secure Veterans Status

Under State law, qualified veterans seeking employment with the State are entitled to points added to a passing grade and receive absolute appointment preference within a given grade. Illinois National Guard/Reserves non-activated only receive points added to a passing grade. All veterans will be required to submit a certified copy of their DD214/DD215 as proof of service at the time of application



Step 3: Obtain an Employment Application

After identifying appropriate titles, complete the CMS100 Employment Application form.



Step 4: Participate in the Examination Process

Depending on the particular title for which the applicant is applying, the examination process consists of an automated test of multiple choice questions and/or a review of the applicant's training and experience (TRAEX) listed on the application form.



Step 5: Find Job Openings

Upon completing the examination process, qualified applicants are placed on an eligibility list. These lists are submitted to hiring agencies upon their requests.

Please Note

- Qualified Veteran applicants must be afforded an opportunity for interview and employment before non-veteran candidates in the same category. Please refer to the Veterans Outreach Program.
- The Diversity Enrichment Program (DEP) improves the diversity of the state's workforce by actively recruiting well-qualified minorities, females, and persons with disabilities for employment with the agencies, boards, and commissions under the jurisdiction of the Governor.
- Many titles are covered by collective bargaining agreements. For those titles, current collective bargaining agreements exist and therefore, the filling of vacancy language applies. Collective bargaining employees within the agency where the vacancy exists will have contractual rights preference over a non-state employee.



Frequently Asked Questions:

Q: May I submit a résumé for grading instead of an Examining/Employment Application (CMS100)?

A: No

Q: Do I have to submit a new Examining/Employment Application (CMS100) for each title?

A: Yes

Q: What job titles I could possibly qualify for?

A: CMS has career counselors available by appointment to talk to you about your experience, employment interests, in which counties you prefer to work, and what your salary needs are. He/she reviews your application, recommends appropriate titles, and provides you with testing information. You are required to bring a completed Examining/Employment Application (CMS100) with you to the session. You can find the contact information at www.work.illinois.gov.

Q: Is volunteer experience credited toward my final grade?

A: Related professional volunteer experience, if quantified, will be considered and credited accordingly. Be sure to describe the hours worked per week or month, any supervisory responsibilities, etc. Non-related volunteer experience is not credited for the position for which you are applying.

Q: What if there is not enough room for my work experience on the application?

A: You may utilize additional paper so long as you keep it in the same format as the application.

Q: Am I required to have a grade for open vacancies I see online?

A: Yes. You must have received a qualified grade from CMS before you can be considered for employment for open vacancies.

Q: How long does it take to get a grade notice?

A: For most automated tests, the grades are provided upon completion of the test. If the automated test is for a title that requires the applicant to possess a certain level of education and/or experience as a prerequisite, you should receive your grade via the mail within 5 – 7 days of taking the test. Otherwise, you will receive a grade notice by mail if the grade for a title is dependent on an assessment of your training and experience (TRAEX). Please be advised that, due to the heavy volume of applications received for TRAEX titles, it may take several months for your application to be evaluated and graded.

Q: What happens if I don't get an A grade?

A: "A" grade candidates are interviewed first. If you do not receive an "A" grade, it would be to your benefit to re-test in an effort to improve your score. You may test again for this title in 30 calendar days. If you wish to appeal a grade you've received by means of TRAEX testing, address your concerns in writing to Central Management Services, Examining & Counseling Division, Room 500, Stratton Office Building, Springfield, Illinois 62706.

Q: What happens after I take my test and get my grade?

A: Your name will be placed on an eligibility list up to two counties of your

choice. When a state agency intends to fill a position, the personnel office requests the eligibility list for the position title and a particular county. The employing agency contacts the individuals inviting them to interview for the vacant position.

Q: How long are my grades valid?

A: When you receive a passing grade, your name is placed on an eligibility list. Open competitive grades remain on the list for 12 months. Effective July 1, 2013, promotional grades are valid for six years. Prior to July 1, 2013, promotional grades are valid for three years. Your name will be removed from the eligibility list if you fail to respond to an invitation for interview (referral), or if you waive or decline two referrals.

Q: How do I renew my grades?

A: After your grade expires, you have to again participate in the civil service testing process.

Q: How many times may I change my counties?

A: There is no limit.

Q: How do I change one or both of my county choices?

A: If you wish to change the work location (county/city/region) that you originally indicated on your application, you may do so after you receive your grade notice by submitting a Change of Information Request Form - CMS263, found at www.work.illinois.gov, to: Examining & Counseling Division, 401 S. Spring Street, 500 Stratton Office Building, Springfield, IL 62706, Fax: (217) 524-8740.

Q: I have heard of hiring preferences. Do Illinois residents have preference for hiring over non-residents?

A: Yes

Q: What is "Reinstatement"?

A: The Personnel Rules state that a former certified employee who resigned or terminated in good standing may be reinstated to a position in the class to which the employee was assigned prior to resignation, or to a position in any other position class for which the employee is qualified. Reinstatement is a means of employment, it is not a guarantee of employment. In order to be considered for employment via reinstatement, you must directly apply to the agency that has posted a vacancy.

Q: What does Absolute Veterans Preference mean?

A: In 1997, the Illinois Supreme Court ruled that military veterans shall receive absolute hiring preference over non-veterans in the same grade category. Absolute Veterans Preference refers to two aspects of the hiring process. First, preference points are awarded to the passing scores of veterans when they apply for open competitive grades. The points vary depending on the nature of the military service and the status of the veteran. Second, when an agency hires from the open competitive eligibility list, it must consider veteran applicants before non-veterans.

Q: What are "Cook County Zones"?

A: Cook County is divided into five zones only for the position titles identified on the CMS100 application. Please refer to the CMS100 for details.

Our Veterans' Home

We take great pride in the fact that our Veterans' Homes provide the highest quality skilled care and a homelike environment to aging veterans and military spouses. Our Homes are an essential part of our commitment to the veteran community, and we greatly appreciate the opportunity to serve veterans and their families.

Illinois Veterans' Home at Anna

The Illinois Veterans' Home is located in the Anna-Jonesboro community in Union County. This modern, single story structure opened in August 1994. Situated on 16 acres, the Home provides light, intermediate, and skilled nursing care services to eligible veterans. The Home has a 50-bed nursing care capacity and twelve beds in six adjoining apartment-style domiciliary units.

Illinois Veterans' Home at LaSalle

The Illinois Veterans' Home at LaSalle opened in December 1990. Located in a residential area on the northeast side of LaSalle in LaSalle County, on a campus of slightly more than four acres, the Home provides intermediate and skilled nursing services for veterans. They have a total capacity of 200 beds including 40 special needs beds for veterans suffering from Alzheimer's Disease or related dementias.

Illinois Veterans' Home at Manteno

The Manteno Veterans' Home opened in 1986, located east of the city of Manteno in Kankakee County, located on a 122-acre campus and comprised of four major nursing care units and two ancillary service and support buildings. With a total capacity of 340 beds, the Manteno Home offers a broad and diverse range of programs and services to eligible veterans, including a separate program for homeless veterans.

Illinois Veterans' Home at Quincy

The Illinois Veterans' Home, Quincy is located in the northern part of picturesque, historic Quincy in Adams County. The Quincy home, founded in 1886, is the largest and oldest of the Illinois Veterans' Homes. It was the original Soldiers and Sailors Home until 1974 when the name was changed. Sitting on 210 beautiful acres, the Home provides a broad range of facilities and services including domiciliary, intermediate and skilled care. With a total capacity of 683 beds, over 400 veterans and their spouses are currently in residence. The Home also provides a special needs unit for care of members with Alzheimer's disease or related dementias.

Sunset Cemetery, located on the campus, provides interment and perpetual care for eligible veterans and spouses. Over 7,000 veterans and spouses, dating back to the Civil War are at rest here.



CMS Testing Centers

- *Identification is required.*

Marion

(Counseling & testing by appointment only)

Illinois Department of Central Management Services
State Regional Office Building
2309 West Main Street, Suite 126
Marion, Illinois 62959
(618) 993-7005
TTY users should call the
Illinois Relay Center at
800-526-0844

Champaign

(Counseling & testing by appointment only)

Illinois Department of Central Management Services
State Regional Office Building
2125 South First Street
Champaign, Illinois 61820
(217) 278-3435
TTY users should call the
Illinois Relay Center at
800-526-0844

Springfield

(Counseling by appointment / walk in testing)

Illinois Department of Central Management Services
Capital City Center
130 W. Mason Street, Second Floor
Springfield, Illinois 62702
(217) 524-1313
(800) 643-8138
TTY (217) 785-3979

Chicago

(Counseling by appointment / walk in testing)

Illinois Department of Central Management Services
James R. Thompson Center
100 West Randolph Street, Suite 3-300
Chicago, Illinois 60601
(312) 793-3565
TTY (312) 814-4458

Rockford

(Counseling & testing by appointment only)

Illinois Department of Central Management Services
E.J. "Zeke" Giorgi Center
200 South Wyman
Rockford, Illinois 61101
(815) 987-7004
TTY users should call the
Illinois Relay Center at
800-526-0844