



**Illinois Department
of Transportation**

Notice of Vacancy

IPR# 41351

DATE: April 6, 2017

TITLE: Human Resource Associate, Opt 1
OFFICE: Region 2/District 2/Administrative Services
CONTRACT: AFSCME – RC014

*** INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

BRIEF DESCRIPTION OF DUTIES: Under the general direction of the Personnel Officer, performs highly sensitive and confidential payroll and personnel transaction activities for the District. Ensures compliance with departmental safety rules.

TRAINING & EXPERIENCE: Requires knowledge of office principles, practices and procedures; commercial arithmetic; bookkeeping principles and familiarity with accounting; ability to coordinate activities and process payrolls in an expeditious manner. Requires knowledge, skill, and mental development equivalent to the completion of two years of college or satisfactory completion of an approved training program.

UNIT: Payroll & Benefits
LOCATION: 819 Depot Avenue, Dixon, IL
SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday
PAY GRADE: RC014-11
SALARY RANGE: \$3240 - \$4592
CONTACT PERSON: Denise Hamilton, Bureau of Personnel Management, 217/782-5594

**SUBMIT BID TO: Illinois Department of Transportation, Bureau of Personnel Management,
Room 113, 2300 S. Dirksen Pkwy, Springfield, IL 62764
Fax: 217/557-3134 or Email to: DOT.CO.BPM.EmploymentApplications@illinois.gov**

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Thursday, April 20, 2017

POSTED FROM: April 7, 2017 TO: April 20, 2017

*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location shall file a request for transfer form.

*In addition, to the bid form, if bidding for a position in a higher classification, bidder must file a CMS-100B Promotional Examination Application with the Department of Central Management Services and complete a Performance Test, if required.