



**Illinois Department
of Transportation**

Notice of Vacancy

IPR# 42381

DATE: November 2, 2017

TITLE: Human Resources Associate, Opt. 2
OFFICE: Region 4/District 6/Administrative Services
CONTRACT: AFSCME – RC014

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

BRIEF DESCRIPTION OF DUTIES: Under general direction of the Personnel Officer, serves as an advanced specialist preparing personnel documentation for District Six. Processes payroll reports and reviews payroll vouchers for accuracy. Provides support in the day-to-day operation by answering routine and technical questions pertaining to personnel procedures and payroll. Ensures compliance with departmental safety rules.

TRAINING & EXPERIENCE: Requires knowledge, skill, and mental development equivalent to completion of two years of college or satisfactory completion of an approved training program. Requires ability to type accurately at 30 wpm. Requires working knowledge of human resources programs, rules and regulations.

UNIT: Administrative Services
LOCATION: 126 E. Ash Street, Springfield, IL
SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday
PAY GRADE: RC-014-11
SALARY RANGE: \$3,240 - \$4,592
CONTACT PERSON: Angela Covert, 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 Monday, November 20, 2017

POSTED FROM: Monday, November 6, 2017 TO: Monday, November 20, 2017

***CURRENT STATE EMPLOYEES: SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S. DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV**

***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 must submit an official transfer request form, which can be obtained on the work4illinois website.

***If bidding for a position in a higher classification, eligible bidders must submit CMS 100 B promotional application to CMS to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.**

NON-STATE EMPLOYEES: DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT WORK.ILLINOIS.GOV AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.