

ILLINOIS DEPARTMENT OF NATURAL RESOURCES

#2741

AN EQUAL OPPORTUNITY EMPLOYER
CAREER OPPORTUNITY BID NOTICE

The Illinois Department of Natural Resources is inviting applications for the following positions:

Position Title: Public Administration Intern **Monthly Salary Range:** \$2,611 – 5,454

Position Location: One Natural Resources Way, Springfield, IL 62702 (Sangamon County)

Work Schedule: Monday – Friday, 8:00 am - 4:30 pm, 1 hour lunch. Saturday & Sunday off

Description of Duties

Under general supervision, receives on-the-job training in planning, developing and implementing policies and procedures for the Labor Relations programs. Receives on-the-job training in administering contractual agreements and representing the Department at negotiations and labor management meetings.

Desirable Education, Training and Experience

Requires a bachelor's degree with major coursework in public administration, business administration, political science or a related field. The degree must have been obtained no earlier than 18 months prior to submitting an application for the class, unless waived in writing by the Director of Central Management Services. Requires experience with the application of public administration tenets such as might have been obtained in collegiate organizations, volunteer participation or by employment. Requires ability to prepare written and oral reports. Requires ability to successfully apply learned knowledge and techniques to working environment.

Targeted to the title of Human Resources Representative. (CF062)

Where to Apply: <u>Chris Gasperin</u>	<u>One Natural Resources Way, Springfield IL 62702</u>	<u>217.782.1274</u>
Name	Address	Phone

(*SEE NOTE)
Employees interested in bidding for this position should complete the appropriate CMS Employment Application and submit it directly to the name and address listed above. Failure to complete the new CMS-100 dated 12/2013 or newer will result in your application being rejected. Effective immediately, faxed applications are no longer accepted.

*NOTE: In addition, employees who are interested in a promotion into this position must have a promotional grade. If you do not already have a promotional grade for this title, complete a Promotional Examination Application(CMS100B) and sent it directly to the Examining Division, 500 William G. Stratton Building, Springfield, Illinois 62706. In order to be considered for this vacancy, the CMS100B must be mailed to the Examining Division no later than the date listed below as the last day to apply.

The Department of Natural Resources does not discriminate on the basis of race, color, sex, national origin, age, religion, handicap, sexual orientation, marital or parental status, physical stature and/or any non-merit factor in admission, treatment or employment in programs or activities in compliance with the Illinois Human Rights Act, the Illinois Constitution, Title VI of the 1964 Civil Rights Acts, Section 504 of the Rehabilitation Act of 1973, as amended, and the U.S. Constitution. The Equal Employment Opportunity Office is responsible for compliance and may be reached at 217/785-0067.

DATE POSTED: November 26, 2014 **LAST DATE TO APPLY:** December 11, 2014