

**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

<b>Option:</b>	<b>Description:</b>	<b>Language Option(s):</b>
1	General Administration/Business/Marketing/Labor/Personnel	MC1, SS1, CH1 & PO1
2	Fiscal Mgt/Accounting/Budgeting/Internal Auditing/Insurance/Financial	
3	Management Information Systems/Data Processing/Telecommunications	
6	Health and Human Services	MC6 & SS6
6C	Health Statistics	
6F	Infectious Disease	
8N	Registered Nurse License	S8N & P8N

**NOTE:** Use the CMS 100 application to apply. A separate application must be used when applying for multiple options (Option 1, 6, 6C, etc.). However, language options may be listed on the same application as the primary option (e.g., PSA, Option 1, SS1, CH1, etc.).

**Language Option Descriptions:**

CH1 – Chinese Speaking

MC1 & MC6 – Manual Communication Skills

PO1 & P8N – Slavic (Polish) Speaking

SS1, SS6 & S8N – Spanish Speaking

**Option CH1 – Chinese Speaking:** At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Chinese and English fluently. Failure to exhibit this ability will result in disqualification for these options

**Option MC1 & MC6 – Manual Communication Skills:** At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit these abilities will result in disqualification for these options.

**Option PO1 & 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 SS1, SS6 & S8N – Spanish Speaking:** At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for these options

**Counties in which positions are established by option:**

**Option 1** – Adams, Brown, Champaign, Christian, Clay, Clinton, Cook (CH)(PO)(SS), Crawford, Douglas, DuPage (PO), Effingham, Fayette, Fulton, Grundy, Henry, Jefferson, Jersey, Johnson, Kane (SS), Kankakee (SS), Knox, Lake, LaSalle, Lawrence, Lee (MC), Livingston, Logan, Macon, Madison, Marion, McDonough, McHenry, McLean, Mercer, Monroe, Montgomery, Morgan (MC), Peoria, Perry, Randolph, Rock Island, Saline, Sangamon (MC), Schuyler, St. Clair, Stephenson, Tazewell, Union, Vermillion, Whiteside, Will, Williamson, Winnebago.

**Option 2** – Adams, Clinton, Cook, DuPage, Kane, Kankakee, Knox, LaSalle, St. Clair, Sangamon, Schuyler, Tazewell, Union, Will, Williamson, Winnebago.

**Option 3** – Cook, Madison, Sangamon, Schuyler, Will.

**Option 6** – Adams, Alexander, Cass, Champaign, Christian, Clinton, Coles, Cook (MC)(SS), DeKalb, DuPage (SS), Effingham, Franklin, Fulton, Henry, Jackson, Jefferson, Jersey, Kane (SS), Kankakee, Knox, Lake (SS), LaSalle, Lee (MC), Livingston, Logan, Macon, Macoupin, Madison, Marion, Massac, McDonough, McHenry, McLean, Montgomery, Morgan (MC), Ogle, Peoria (SS), Perry (SS), Randolph, Richland, Rock Island, Saline, Sangamon (MC) (SS), Schuyler, St. Clair, Stephenson, Tazewell, Union, Vermillion, Whiteside, Will (SS), Williamson, Winnebago (SS).

Option 6C – Cook, Sangamon.

Option 6F – Champaign, Cook, DuPage, Madison, Peoria, Sangamon, Williamson, Winnebago.

Option 8N – Adams, Brown, Champaign, Christian, Clinton, Cook (PO) (SS), Crawford, DuPage, Fayette, Henry, Jefferson, Johnson, Kane, Kankakee, Knox, Lake, LaSalle, Lawrence, Lee, Livingston, Logan, Macon, Madison, McLean, Montgomery, Morgan (MC), Peoria, Perry, Randolph, Rock Island, St. Clair, Saline, Sangamon, Tazewell, Union, Will, Williamson, Winnebago.

(CH) Indicates Chinese Speaking Option is also established in that county.

(MC) Indicates Manual Communication Skills Option is also established in that county.

(PO) Indicates Polish Speaking Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

Note: Counties listed include all counties in which positions have been established, and do not represent immediate openings. This listing is based on information currently available and is subject to change.

**PUBLIC SERVICE ADMINISTRATOR - OPTION 1: General Administration/ Business/ Marketing/ Labor/ Personnel**

General Duties: A Public Service Administrator – Option 1 organizes, plans, executes, controls, and evaluates the operation of a supportive program, establishes priorities among assignments, establishes times of completion and quantity/quality of work products/services, identifies and discusses program projects, problems and issues. The employee may supervise subordinate staff, monitor and evaluate performance and recommend disciplinary action. An employee monitors budgetary expenditures by program area and may assist in developing program narratives and justification used in budgetary process and may assist a higher-level manager in an equivalent line or staff capacity. The employee develops and maintains ongoing communications with private and public organizations, officials of other agencies, or officials of other states and the federal government, responds to oral and written inquiries concerning programs, agency policies, rules and regulations and may appear at public hearings as required and speaks before various groups to explain/interpret program objectives and requirements.

The requirements for 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 plus three years of progressively responsible administrative experience in a public or business organization or equivalent combinations of training and experience. Specific requirements vary by position and relate to the position's duties and responsibilities as defined by the agency of employment and as approved by the Director of Central Management Services or his/her designee.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

**PUBLIC SERVICE ADMINISTRATOR - OPTION 2: Fiscal Management/Accounting/Budgeting/Internal Auditing/Insurance/Financial Administration**

General Duties: A Public Service Administrator – Option 2 performs complex accounting and auditing work involving supervision of professional and subprofessional staff engaged in maintaining a complex, accounting subsystem involving general departmental funds or grants, prepares or supervises the preparation of complex financial statements and reports, examines, reconciles and analyzes complex financial statements and reports. The employee may also provide advice on complex accounting problems and on the implementation of new procedures and programs and reviews and recommends changes in complex accounting systems.

A Public Service Administrator – Option 2 may also plan, assign, supervise and review the activities of staff engaged in the review, analysis, and auditing of various entities, make pre-audit evaluations to establish scope and procedures to be employed, ascertain appropriate test periods and the extent of test checking. The employee may make initial contact with entities to discuss purpose and objectives of audit and explain standard techniques utilized, appear at hearings as agency witness and testify as to the accuracy and propriety of reports, act as a consultant in pre-hearing conferences and during hearings, providing information, regarding adequacy and correctness of data and procedures used.

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 in the functional fields of fiscal management, accounting, budgeting, auditing or insurance.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

**PUBLIC SERVICE ADMINISTRATOR - OPTION 3: MIS/Data Processing/Telecommunications**

General Duties: A Public Service Administrator – Option 3 is responsible for managing a small section of systems analysts and/or programmer analysts engaged in performing a full range of systems analysis functions ranging from design and development to maintenance and enhancements of systems. This employee plans work schedules and sequences of operations to assure an even flow and distribution of work, the expeditious handling of priority cases and the meeting of schedules and deadlines. The employee also evaluates need and makes recommendations concerning the maintenance or replacement of equipment and the maintenance and safety of the operations area.

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 in the functional fields of management information systems / data processing or telecommunications.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

**PUBLIC SERVICE ADMINISTRATOR - OPTION 6: Health & Human Services**

General Duties: A Public Service Administrator – Option 6 specializes in the Health and Human Services field, working in a Health and Human Services agency such as Department of Human Services, Department of Children and Family Services, Department of Public Health, Department of Corrections, Department of Healthcare & Family Services, Department of Aging, etc. An employee in this job is responsible for administrative duties such as operational activities, policy making issues, legislative review and fiscal direction as well as establishing constructive working relationships with government officials.

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 in the health or human services field.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

**PUBLIC SERVICE ADMININSTRATOR - OPTION 6C: Health Statistics**

General Duties: A Public Service Administrator - Option 6C (Demographer) functions as the State Demographer in the Federal-State cooperative for Population Estimates (FSCPE) and represents the Illinois Department of Public Health and Governor's Office in dealings with U.S. Bureau of the Census managing and evaluating demographic research activities of a highly complex, scientific, technical and social nature, develops and implements a management plan for highly technical mathematical models and statistical methodologies in the preparation of population estimates, scientific reports and documents.

A Public Service Administrator - Option 6C (Quantitative Researcher/Epidemiologist) develops, designs, and conducts highly technical planning and analytical studies of highly complex agency-wide health surveillance systems and scientific research projects in the field of chronic disease epidemiology with special focus on cancer, birth defects, occupational disease and injuries, and maternal child health. The employee performs and coordinates scientific investigations and specialized

surveillance activities statewide using data from the Illinois Health and Hazardous Substances Registry and other available databases from other institutions or agencies, develops and implements public policy and linkages of department programs, supervises, assigns, coordinates, and provides direction and guidance to a professional staff engaged in the timely collection, assembly, analysis, and evaluation of programs, policies and operations related to studies on exposure to hazardous toxic substances with appropriate review of study design and scientific literature.

A Public Service Administrator - Option 6C (Policy Analyst) performs and coordinates highly complex and specialized research and analytical work relating to health issues and the economy of the State of Illinois and sub-state areas, designs and develops techniques and methodology of research, statistical analysis and reporting of financial and economic data, investigates and evaluates current economic literature related to health policy. The employee provides general direction to the formation of a health plan for statewide disease and injury prevention, detection and treatment priority programs and to staff involved in database development, epidemiologic analysis and formation of community health plans to improve disease and injury prevention, detection and treatment programs, and conducts complex research studies. The employee also plans, directs, and coordinates a statewide program to conduct local health needs assessments and develop community and statewide health plans to improve the quality of state and local prevention, detection and treatment programs for health care reform.

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires possession of a Bachelor's degree in epidemiology, public health, demography, bio-statistics, sociology, psychology, anthropology, economics or related social science research field from an accredited university plus four years of professional experience in applied epidemiology, bio-statistics, or in population or community health assessments, or a related field. It is highly desirable that this professional experience provide:

1. The ability to conduct surveillance and investigations to identify the magnitude of community health problems, duration, trends, location and populations at risk.
2. The ability to utilize statistical software such as SAS, SUDANN, SPSS or EpiInfo.
3. The ability to write reports/manuscripts, create and deliver presentations.

Test and weights: Training and Experience 100%

Length of eligibility period: One year.

**PUBLIC SERVICE ADMINISTRATOR - OPTION 6F: Infections Disease (TB, HIV/AIDS, Communicable Diseases, Immunization/Vaccine, Preventable Diseases)**

General Duties: A Public Service Administrator – Option 6F reviews information about new outbreaks, assures that information is given to local health departments to appropriately guide their investigations, provides technical assistance through regional staff to local health department personnel on investigation of outbreaks and applies epidemiologic principles to the design, implementation and evaluation of outbreak investigations. The employee maintains a computer database of records of outbreaks, assures documentation is submitted and reviews completed outbreak files.

A Public Service Administrator – Option 6F also develops, directs, coordinates and supervises the delivery of infectious diseases health education/risk reduction programs to targeted populations such as sexually active adults, intravenous drug users, school age youth and racial/ethnic minority populations throughout the State, develops standards for the delivery of health education/risk reduction programs, develops and utilizes professional channels of communication with federal, state and other agencies to gain technical skill and knowledge. The employee may serve as the Statewide coordinator of the Infectious Disease Surveillance Program responsible for direction, coordination and supervision of staff implementing activities necessary to meet state and federal requirements concerning the reporting.

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires possession of a Bachelor's degree in public health, registered nursing, microbiology, sociology, anthropology, veterinary medicine, biology, psychology, chemistry, epidemiology or a related field plus four years of professional experience in communicable disease or infectious disease surveillance and/or control programs at the local, state or federal level. It is highly desirable that the professional experience provide: (1) ability to investigate individual cases and epidemics of communicable disease; (2) ability to participate in the investigation analysis/evaluation of outbreaks of communicable disease.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

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.

**NOTE:** Applicants applying for option 8N must have a copy of their current and valid Illinois license attached to the submitted application.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

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**YOU NEED NOT APPEAR AT A TEST CENTER FOR THESE EXAMINATIONS.**

Apply by sending a completed application (CMS 100) to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, IL 62706. Log on to the CMS website at <http://work.illinois.gov> for more information. Your training and experience will be evaluated from the information provided on your application.

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**AN EQUAL OPPORTUNITY EMPLOYER**

Options 6, 6E and 8H moved to closed testing (Group B) 1-1-11; Option 6 transferred to continuous testing (Group A) 4-1-12; HI option added 10-22-13; Clarified application process for PSA options 12-13-14; Added PO6 8-21-15; Option 2 transferred to continuous testing (Group A) 3-5-18; Counties updated 3-5-18; Language options updated 3-5-18; Announcement reformatted for readability 3-5-18 (see Announcements / Archive folder for previous version). Counties updated 5/23/19; Counties Updated 8/12/19