

Steve S. Hilgers

December 3, 2007

Ms. Debbie Doerfler
Office of Inspector General-ASU
2040 North Fifth Street
Springfield, Illinois 62702

Dear Ms. Doerfler:

I am submitting my Employment Application, CMS 100, for the position of Internal Security Investigator II, posting ID: 33 18 IG0398. An original Employment Application, CMS 100, is attached along with a CMS Competitive Promotional Examination Grade Notice.

Should you have any questions regarding this application for Internal Security Investigator II, please do not hesitate to contact me. My current office telephone number is [REDACTED]

Respectfully,

[REDACTED]
Steve S. Hilgers

enclosures

RECEIVED

DEC 03 2007

Office of Inspector General
ADMINISTRATIVE SERVICES



ILLINOIS

Rod R. Blagojevich, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

OFFICIAL COMPETITIVE PROMOTIONAL EXAMINATION GRADE NOTICE
MAINTAIN FOR YOUR RECORDS

HILGERS, STEVE S



PROMOTIONAL EXAMINATION TITLE:
INTERNAL SECURITY INV 2

POSITION CODE/OPTION:
21732 / Z

GRADE: A
WELL QUALIFIED

EXAM DATE: 11/21/07

CURRENT AGENCY:
HEALTHCARE & FAMILY SRV

WORK COUNTY:
SANGAMON

Check to ensure that all personal information is correct. It is your responsibility to keep the information current with this office.

Subject to the Personnel Rules, a passing grade is valid for three years, unless you retake an exam at which point the latest passing grade and date prevail. Upon promotion, grades remain valid only for titles with a higher maximum salary than the title to which you were promoted.

Promotional grades become invalid upon termination/separation from state employment. If, however, you are again employed within four (4) calendar days, you may request that your grades be restored for competitive promotional titles at a higher level than the position in which you are employed.

Information concerning vacancies and job postings can be obtained only from the employing agency. Eligible bidders will be selected for promotion in order of their category rating with those in the "A" group being considered first.

Grades may be appealed by submitting a signed and dated statement requesting to appeal the grade to CMS Examining & Counseling Division at the address listed below. Please include a copy with a daytime phone number. This grade must be appealed within ninety (90) days from the exam date in order to be considered a valid appeal. Appeals will be considered received on the date they are stamped received by the CMS Examining & Counseling Division. Untimely appeals will not be considered.

A grade of A - Well Qualified, B - Qualified, C - Minimally Qualified, indicates that a candidate meets the general standards required to work in this job title. However, an individual position within a job title may require specialized knowledge, skills and abilities, which a candidate must possess to be considered for the position.

Examination results are not transferable between the competitive promotional and open competitive programs.

You may wish to make copies of this grade notice to provide to agencies that require test grade verification.

EXAMINING/EMPLOYMENT APPLICATION (CMS100)

CMS administers civil service testing for agencies under the jurisdiction of the Governor; however, actual employment decisions are made by the hiring agencies. Pencil copies of applications will not be accepted. Legible photocopies are accepted.
PLEASE PRINT LEGIBLY OR TYPE INFORMATION.

1. POSITION TITLE				OPTION		LEAVE BLANK			
Internal Security Investigator II									
2. LAST NAME		FIRST NAME		MI		3. SOCIAL SECURITY NUMBER			
Hilgers		Steve		S		[REDACTED]			
MAILING ADDRESS				COUNTY		4. BIRTHDATE (OPTIONAL)			
[REDACTED]				[REDACTED]		[REDACTED]			
CITY		STATE	ZIP CODE	5. HOME TELEPHONE		WORK TELEPHONE			
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]			
6. DRIVERS LICENSE NUMBER		STATE	MO/YR EXPIRES	RESTRICTIONS		NON-CDL	CDL	ENDR	
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	
7. COUNTY CHOICE		COUNTY	COOK/ZONE	LEAVE BLANK	COUNTY	COOK/ZONE	LEAVE BLANK		
(Select one or two)		Sangamon			Logan				
8. AVAILABILITY (Check one)		A. <input checked="" type="checkbox"/> Available for permanent employment; will not accept temporary employment. (Trainee titles must choose A.)		B. <input type="checkbox"/> Available for permanent employment; will accept temporary employment.		C. <input type="checkbox"/> Available for temporary employment only.			
9. If your answer to any of the following questions is "yes" please attach a signed, detailed explanation.		A. Have you ever been fired from a job? (Downsize/layoff is not applicable.)		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
		B. Have you ever pled guilty to or been convicted of any criminal offense other than a minor traffic violation?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
		C. Are you currently in default on the repayment of any state educational loan?		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
		State law provides that any employee who is in default on the repayment of any education loan for a period of six months or more and in the amount of \$600 or more shall, as a condition of employment, make a satisfactory loan repayment arrangement with the maker or guarantor of the loan.							
10. VETERANS PREFERENCE: For assistance contact Veterans Outreach at 1-800-643-8138 or Illinois Relay Center at 1-800-526-0844 (TTY only).									
<input type="checkbox"/> I wish to claim Veterans Preference; attached is the most recent certified copy of my DD214/215. (If claiming service-connected disability, also include a copy of U.S. Veterans Affairs award letter.)							LEAVE BLANK		
<input type="checkbox"/> I wish to claim Veterans Preference as an IL National Guard/Reservist. Attached is a letter from my unit personnel indicating I am currently serving under honorable conditions or a copy of my NGB22 stating my discharge was under honorable conditions.									
<input type="checkbox"/> I wish to claim Veterans Preference as a surviving unremarried spouse or one parent of an unmarried veteran who suffered a service-connected death or disability that prevents the veteran from qualifying for civil service employment.									
<input type="checkbox"/> I have submitted required military documentation to CMS after January 01, 2000 and have already established Veterans Preference with CMS.									
11. HIGH SCHOOL GRADUATE		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		NUMBER OF YRS COMPLETED		GED			
				0 1 2 3 <input checked="" type="checkbox"/>		<input type="checkbox"/> YES <input type="checkbox"/> NO			
12. BUSINESS, TRADE, CORRESPONDENCE SCHOOL: NAME AND ADDRESS		FROM	TO	TIME		SUBJECTS	COURSE	COMPLETED	
		MO YR	MO YR	FULL PART			LENGTH	YES NO	
Penn Valley Community College		08 82	10 83	X		Administration of Justice	1 year	X	
13. TECHNICAL/PROFESSIONAL LICENSE		NUMBER		STATE ISSUED		DATE ISSUED		EXPIRATION DATE	
						MO YR		MO YR	
Police Officer Commission				MO		08 82		12 87	
Emergency Mobile Intensive Care Technician				KA		08 78		12 85	
FOR CMS USE ONLY									
EXAM DATE				TEST CENTER					
MONTH	DAY	YEAR							

14. EDUCATION REPORT: LIST YOUR EDUCATION ACCURATELY AND COMPLETELY. A copy of college transcripts/degrees may be required. The number of credit hours you have earned may be needed to meet the minimum requirements for some titles. This information is also useful for career counseling purposes.

NAME AND ADDRESS OF COLLEGES/UNIVERSITIES ATTENDED	HOURS EARNED		MAJOR (DO NOT ABBREVIATE)	MINOR (DO NOT ABBREVIATE)	DATES ATTENDED		LEVEL AND DATE OF DEGREE EARNED	
	SEM	QTR			FROM MO/YR	TO MO/YR	LEVEL	MO YR
<i>Undergraduate</i>					/	/		
Penn Valley Community College	43				08 / 77	05 / 79		
Regional Police Training Academy	34				04 / 82	10 / 83		
<i>Graduate</i>					/	/		
					/	/		
					/	/		

• LIST UNDERGRADUATE AND GRADUATE HOURS SEPARATELY

• INDICATE THE ACTUAL NUMBER OF SEMESTER OR QUARTER HOURS EARNED

• DO NOT INCLUDE COURSES MORE THAN ONCE

FIELDS OF STUDY	UNDERGRADUATE		GRADUATE		FIELDS OF STUDY	UNDERGRADUATE		GRADUATE	
	LIST ACTUAL CREDIT HOURS	# OF SEM HRS	# OF QTR HRS	# OF SEM HRS		# OF QTR HRS	LIST ACTUAL CREDIT HOURS	# OF SEM HRS	# OF QTR HRS
Accounting					Humanities				
Actuarial Science					Human Services	3			
Afro-American Studies					Hydrology				
Agriculture					Industrial Arts				
Agronomy					Industrial Hygiene				
Animal Science					Insurance				
Architecture					Journalism				
Art					Law (specify) Business	3			
Atmospheric Science					Law Enforcement				
Audiovisual Instruction					Library Science				
Bacteriology					Limnology				
Biochemistry					Mgmt Info Systems				
Biology	6				Marketing				
Biostatistics					Mathematics				
Botany					Medical Records				
Business Admin/Mgmt					Medical Technology				
Cell/Molecular Biology					Medicine				
Chemistry					Microbiology				
Computer Science					Nursing (specify)				
Conservation					Park Management				
Criminal Justice Admin	34				Pastoral Counseling				
Criminology					Pharmacy				
Demography					Physics				
Dietetics, Nutrition					Political Science/Govt				
Divinity/Theology					Programming				
Early Childhood Development					Psychology				
Economics					Public Administration				
Education (specify)					Radio-Television				
Engineering (specify)					Recreation				
Engineering Technology					Rehab Counseling/Admin				
Environmental Science					Risk Assessment				
English	6				Secretarial Science				
Entomology					Social Work				
Environmental Health					Sociology	6			
Epidemiology					Soil Science	3			
Finance					Speech and Drama				
Fire Science					Statistics				
Fish Management					Therapy (specify)				
Food Service Mgmt					Toxicology				
Foreign Language (specify)					Urban Studies				
Forensic Science					Wildlife Management				
Forestry					Zoology				
Geography					Other:				
Geology					Etymology	1			
Genetics					Physical Assessment	3			
Guidance and Counseling					P.E. Emergency Field Personnel	1			
Health/Public Health	3				EMT	5			
History					Intro Community Services	3			
Home Economics									

Attach separate sheet of paper for additional coursework if necessary.

15. WORK HISTORY: Complete this section in detail. All fields MUST be completed to be considered for grading. Begin with most recent position title and work backward. If you have an extensive work history with one employer, list each change in position title separately including duties and dates associated with each. Unsigned or incomplete applications will be returned. If additional space is needed, attach a separate sheet following the same format as below. Resumes submitted must be in same format as the application. Place additional sheets/resumes inside the application.

INCLUDE THE FOLLOWING INFORMATION:

- College internships/practicums successfully completed
- Military experience including dates, listing each change in rank and title
- Related volunteer experience including dates and hours worked

CURRENT (OR LAST) EMPLOYER				POSITION TITLE									
State of Illinois/Healthcare and Family Services				Public Aid Investigator/TA Internal Security Investigator II									
STREET ADDRESS				AVERAGE # OF HOURS WORKED PER WEEK				CURRENT OR LAST SALARY					
3201 Pleasant Run, Suite C				FULL-TIME		OR		PART-TIME		WEEKLY OR MONTHLY OR ANNUALLY			
				40						\$		\$ 6,145.18	
CITY		STATE		DATES OF EMPLOYMENT				YEAR		TOTAL YEARS		MONTHS	
Springfield		IL		MONTH	YEAR	TO	MONTH	YEAR					
				02	07		12	Current			16 10		
SUPERVISORY RESPONSIBILITY: LIST THE NUMBER OF EMPLOYEES YOU SUPERVISED IN THE APPROPRIATE BOX(ES)				MANUAL/TRADES		CLERICAL		TECHNICAL/PARA-PROFESSIONAL		PROFESSIONAL		ADMINISTRATIVE	

DESCRIBE DUTIES AND RESPONSIBILITIES FOR EACH POSITION TITLE SEPARATELY:

Temporary assignment with the Bureau of Internal Affairs. Independently perform confidential investigative duties concerning sensitive cases involving specialized and complex allegations and conflicts of interest of state employees. Perform confidential investigative duties concerning sensitive cases involving specialized and complex allegations of the Office of Energy Assistance, Low Income Home Energy Assistance Program, the Cooling Program, and the Weatherization Program. Cases involve investigations of Local Administering Agencies (LAA), contractors, vendors, and department employees. Investigations involve interacting with state, county, and federal agencies.

REASON FOR LEAVING: Current assignment.

EMPLOYER				POSITION TITLE									
State of Illinois/Healthcare and Family Services				Internal Security Investigator II/Public Aid Investigator									
STREET ADDRESS				AVERAGE # OF HOURS WORKED PER WEEK				CURRENT OR LAST SALARY					
404 North 5th Street				FULL-TIME		OR		PART-TIME		WEEKLY OR MONTHLY OR ANNUALLY			
				40						\$		\$ 3,792.00	
CITY		STATE		DATES OF EMPLOYMENT				YEAR		TOTAL YEARS		MONTHS	
Springfield		IL		MONTH	YEAR	TO	MONTH	YEAR					
				03	98		02	07			8 11		
SUPERVISORY RESPONSIBILITY: LIST THE NUMBER OF EMPLOYEES YOU SUPERVISED IN THE APPROPRIATE BOX(ES)				MANUAL/TRADES		CLERICAL		TECHNICAL/PARA-PROFESSIONAL		PROFESSIONAL		ADMINISTRATIVE	

DESCRIBE DUTIES AND RESPONSIBILITIES FOR EACH POSITION TITLE SEPARATELY:

Independently investigated suspected malfeasance and fraudulent activity involving eligibility of applicant, clients, and former clients, abuse of the medical programs, food stamp trafficking, and contractor/vendor irregularities. Was assigned as an investigator to the Medicaid Fraud Control Unit with the Illinois State Police from 04/98 through 10/01. This task force was comprised of the United States Attorneys Office, Federal Bureau of Investigation, United States Postal Inspector, Office of Inspector General/Health and Human Services, and (cont.) (Agency had title reorganization: ISI II to Public Aid Investigator)

REASON FOR LEAVING: Placed on Temporary Assignment with the Bureau of Internal Affairs. *8/06*

EMPLOYER				POSITION TITLE									
State of Illinois/Department of Revenue				Senior Public Service Administrator									
STREET ADDRESS				AVERAGE # OF HOURS WORKED PER WEEK				CURRENT OR LAST SALARY					
101 West Jefferson				FULL-TIME		OR		PART-TIME		WEEKLY OR MONTHLY OR ANNUALLY			
				60-70						\$		\$ 3,792.00	
CITY		STATE		DATES OF EMPLOYMENT				YEAR		TOTAL YEARS		MONTHS	
Springfield		IL		MONTH	YEAR	TO	MONTH	YEAR					
				11	97	98	03	98			5		
SUPERVISORY RESPONSIBILITY: LIST THE NUMBER OF EMPLOYEES YOU SUPERVISED IN THE APPROPRIATE BOX(ES)				MANUAL/TRADES		CLERICAL		TECHNICAL/PARA-PROFESSIONAL		PROFESSIONAL		ADMINISTRATIVE	
						1				2		1	

DESCRIBE DUTIES AND RESPONSIBILITIES FOR EACH POSITION TITLE SEPARATELY:

Bureau Chief of Internal Affairs. Managed and organized the staff that performed confidential investigative duties concerning sensitive cases involving specialized and complex allegations and conflicts of interest of employees, contractors, and vendors.

REASON FOR LEAVING: New administration.

EMPLOYER		POSITION TITLE						
State of Illinois/Department of Public Aid		Internal Security Investigator II						
STREET ADDRESS		AVERAGE # OF HOURS WORKED PER WEEK			CURRENT OR LAST SALARY			
4094 North 5th Street		FULL-TIME	OR	PART-TIME		WEEKLY	OR MONTHLY	OR ANNUALLY
CITY		STATE	DATES OF EMPLOYMENT				TOTAL	
Springfield		IL	MONTH	YEAR	TO	MONTH	YEAR	MONTHS
			07	2	97	98	11	6
							97	98
SUPERVISORY RESPONSIBILITY: LIST THE NUMBER OF EMPLOYEES YOU SUPERVISED IN THE APPROPRIATE BOX(ES)		MANUAL TRADES	CLERICAL		TECHNICAL/PARA-PROFESSIONAL		PROFESSIONAL	ADMINISTRATIVE
DESCRIBE DUTIES AND RESPONSIBILITIES FOR EACH POSITION TITLE SEPARATELY:								
Assigned to the bureau chief of Medicaid Quality Assurance to independently investigate suspected malfeasance and fraudulent abuses of medical programs and vendor irregularities.								
REASON FOR LEAVING: Promotion.								

EMPLOYER		POSITION TITLE						
State of Illinois/Department of Public Aid		Executive I						
STREET ADDRESS		AVERAGE # OF HOURS WORKED PER WEEK			CURRENT OR LAST SALARY			
305 East Monroe Street		FULL-TIME	OR	PART-TIME		WEEKLY	OR MONTHLY	OR ANNUALLY
CITY		STATE	DATES OF EMPLOYMENT				TOTAL	
Springfield		IL	MONTH	YEAR	TO	MONTH	YEAR	MONTHS
			07	96	97	07	97	96
SUPERVISORY RESPONSIBILITY: LIST THE NUMBER OF EMPLOYEES YOU SUPERVISED IN THE APPROPRIATE BOX(ES)		MANUAL TRADES	CLERICAL		TECHNICAL/PARA-PROFESSIONAL		PROFESSIONAL	ADMINISTRATIVE
DESCRIBE DUTIES AND RESPONSIBILITIES FOR EACH POSITION TITLE SEPARATELY:								
Organized, directed, planned, controlled and evaluated the operations of the Food Stamp disqualification Program for the northern region of Illinois. Managed the Program functions and conferred with management on all steps of the Program. Compiled charge and summary reports, participated in hearings and appeals related to suspected client fraud and abuse of the food stamp program.								
REASON FOR LEAVING: Promotion.								

- State law requires that you furnish certain information about your child support obligations at the time you are hired. The possibility of employment is not affected by a child support obligation or default in payment.
- As a condition of employment, state law requires that "every male born on or after January 1, 1960, and less than 27 years old, shall submit documentation, at time of appointment, evidencing his registration with the Federal Selective Service System."
- In compliance with the state and federal constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, the Americans with Disabilities Act, and Section 504 of the Federal Rehabilitation Act, the Department of Central Management Services does not discriminate in employment, contracts, or any other activity. If you have a complaint, please contact the Department of Central Management Services at 217/782-7100 (voice) or 217/785-3979 (TTY).

16. This application may be utilized as the actual test for some titles. If the title for which you wish to test is a closed exam or an exam based only on training and experience, mail completed application to: Central Management Services, Examining and Counseling, Room 500, Stratton Office Building, 401 South Spring Street, Springfield, Illinois 62706. Applications for a closed exam will be maintained until an agency requests that the test be administered or for a maximum of one year.

17. I understand that I may be required to submit proof of previous employment, education, military service or other statements in this application. I authorize release of this and other information covering job-related factors for the purpose of verification and determination of suitability for state employment. **I state that I have not submitted an application for this written and/or performance examination within the last 30 days.** I certify that the information on this application is true and accurate and understand that misrepresentation of any material fact may be grounds for ineligibility or termination of employment.

18. Completing this application may result in your name being placed on an eligibility list. Names placed on an eligibility list may be released to the public without further notice to the applicant.

DATE 12/3/07

WRITTEN SIGNATURE REQUIRED

The State of Illinois is an Equal Opportunity Employer. To assist in the accomplishment of Affirmative Action goals, we invite you to complete the following information. Completion of this information is not required. Circle ONE letter and, if applicable, check the appropriate box.

FEMALE MALE



White not of Hispanic Origin. A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

African American not of Hispanic Origin. A person having origins in any of the black racial groups of Africa

Native American. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin, regardless of race.

DISABILITY



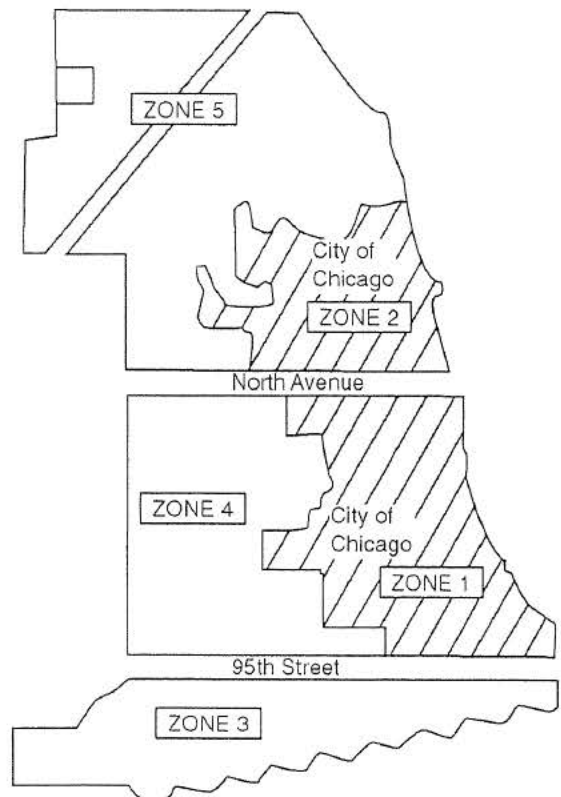
APPLICANT INFORMATION CONCERNING COOK COUNTY ZONES

Cook County is divided into five **zones** for the position titles listed below for the purpose of administering eligible lists. To explain the **zones**, the map is an outline of Cook County with the central and northern portions of the City of Chicago shown crosshatched. A more detailed map is available on our website at <http://www.cms.illinois.gov> under Employment, Frequently Asked Questions.

The open competitive position titles to which Cook County **zones** apply are:

Automotive Mechanic	Highway Maintainer Lead Worker	Office Clerk
Child Development Aide III	Laborer (Maintenance)	Security Officer
Cook I	Licensed Practical Nurse I and II	Stores Clerk
Heavy Construction Equip Operator	Office Aide	Storekeeper I
Highway Maintainer	Office Assistant	Support Service Worker

- **Zone 1** is the area within the city limits of Chicago between North Avenue and 95th Street.
- **Zone 2** is the area within the city limits of Chicago north of North Avenue.
- **Zone 3** is Cook County and the area including the City of Chicago which is south of 95th Street.
- **Zone 4** is Cook County outside the City of Chicago between North Avenue and 95th Street.
- **Zone 5** is Cook County outside the City of Chicago north of North Avenue.



STATE OF ILLINOIS ASSESSMENT CENTERS

CHAMPAIGN (by appointment only)
Central Management Services
State Regional Office Building
2125 South First Street
Champaign, Illinois 61820
Phone: 217-278-3435
Illinois Relay Center:
800-526-0844 (TTY only)

ROCKFORD (by appointment only)
Central Management Services
E. J. "Zeke" Giorgi Center
200 South Wyman Street
Rockford, Illinois 61101
Phone: 815-987-7004
Illinois Relay Center:
800-526-0844 (TTY only)

MARION (by appointment only)
Central Management Services
State Regional Office Building
2309 West Main Street, Suite 126
Marion, Illinois 62959
Phone: 618-993-7005
Illinois Relay Center:
800-526-0844 (TTY only)

CHICAGO
Central Management Services
James R. Thompson Center - Suite 3-300
100 W. Randolph Street
Chicago, Illinois 60601
Phone: 312-793-3565
312-814-4458 (TTY only)

SPRINGFIELD
Central Management Services
Capital City Center
130 West Mason Street
Springfield, IL 62702
Phone: 217-557-6885
217-785-3979 (TTY only)

Walk in test centers are located in Springfield and Chicago. Office hours are Monday-Friday 8 a.m. - 5 p.m. Chicago and Springfield multiple choice automated testing is held Monday, Tuesday, Wednesday and Thursday. Check in time for clerical and non-clerical tests is anytime between 8 a.m. and 1:30 p.m. in Chicago and 8 a.m. and 2 p.m. in Springfield. You must arrive and be ready to test no later than 12:30 p.m. for HR Trainee, HR Assistant, HR Associate, Revenue Tax Specialist Trainee, Insurance Analyst II, Telecommunicator Trainee and Dictation exams.

IDENTIFICATION IS REQUIRED AT THE TIME OF TESTING AT ALL ASSESSMENT CENTERS.

Visit our website for more information at <http://www.cms.illinois.gov>
or for general information regarding testing and career counseling contact
CMS Examining and Counseling Division, Room 500 Stratton Building, Springfield, IL 62706
(217) 782-7100 (voice) (217) 785-3979 (TTY)

Career Services Career counselors are available at all of the assessment center locations by appointment only. A completed CMS application is required at the time of the appointment for review by the counselor. After reviewing your completed application and discussing your education and work experiences, the counselor will recommend job titles and provide descriptions of the job requirements. Call in advance to make an appointment. Phone numbers are listed above for the specific locations.

Testing Information There are approximately 950 position titles used by the state agencies under the jurisdiction of the Governor. To be considered as an eligible applicant for one of these titles, the applicant must participate in either an automated multiple-choice test (AT); or submit the application for a review of the training and experience (TX) listed on the application. A grade is given for each of these exam types. The position titles are separated into Group A and Group B.

Group A - titles are tested for continuously. The Group A titles requiring an automated multiple-choice exam (AT) are administered at any of the assessment centers listed above. The Group A titles requiring review of the applicant's training and experience (TX) should be sent to CMS, Examining and Counseling Division, Room 500 Stratton Office Building, Springfield, IL, 62706, for grading.

Group B - titles are closed exams. Send applications for any Group B title to CMS, Examining and Counseling Division, Room 500 Stratton Office Building, Springfield, IL, 62706. Applications for a Group B closed exam will be maintained until an agency requests that the test be administered or for a maximum of one year.

- Information on the position titles may be obtained from any Assessment Center or by viewing the Web site.
- NOTE: A separate application is usually required for each title and option for which you test. Some exceptions: You may use one application to apply for a TX grade for multiple options for Public Service Administrator (PSA) and Senior Public Service Administrator (SPSA). Use one application for all selected options for each title for the Information Services Specialist (ISS) and the Information Systems Analyst (ISA).
- Many AT tests in the same series require only one application. Check with any assessment center for specifics.

Veterans Preference is awarded to veterans after CMS receives appropriate documentation and verifies eligibility. For more information contact the Veterans Outreach Office at 800-643-8138; Illinois Relay Center 800-526-0844 (TTY only).

Highway Maintainer Examination requires the possession of a valid commercial drivers license. Class "A," with endorsements of "N" (Tankers) or "X" (Tankers with hazardous materials) and non-restrictive air brakes, before an applicant can participate in the examination.

Automotive Mechanic Examination Opt. 1, 2 and 3 and Maintenance Equipment Operator Examination require the possession of a valid Class "A" or "B" commercial drivers license before an applicant can participate in the examination.

If you are an individual with a disability and need accommodated testing assistance, please contact the Disabled Workers Program in Springfield at (217) 785-1985 (voice) or (217) 524-1383 (TTY only) before the date of the test.

Steve S. Hilgers
Work Experience Continued

State of Illinois/Healthcare and Family Services-continued Date of Employment: 03/98 to 02/07

State of Illinois Attorney General Office, State of Illinois/Department of Public Health, and the Office of Inspector General/Department of Public Aid. I participated in investigations of fraud, including efforts to defraud the Medicaid system by billing for services not delivered, or under delivered. I also participated in investigations of physical abuse or neglect, including battery, sexual assault, and failure to deliver services or medications.

Employed by: Marten Motors, Inc.
Address: P.O. Box 199
Emden, Illinois 62635
Payroll Title: Manager

Dates of Employment: 08/93 to 06/96
Total: Years 2 Months: 10
Hours Worked Per Week: 50
Monthly Salary: \$2,850.00 + bonuses

List and describe your duties and responsibilities:

As manager, I was responsible for sales of Chrysler, Plymouth, and Dodge products. I supervised four employees. Oversaw the warranty, parts, and employee training for the dealership. I was involved in the daily operations including corporate issues and franchise operation, as well as personnel decisions.

Reason for leaving:

Employment with the State of Illinois.

Employed by: Kansas City P.M., Inc.
Address: 3201 Gillham Plaza
Kansas City, Missouri 64109
Payroll Title: Manager

Dates of Employment: 05/90 to 07/93
Total: Years 3 Months: 2
Hours Worked Per Week: 50
Monthly Salary: \$2,850.00 + bonuses

List and describe your duties and responsibilities:

I was responsible for all managerial aspects of running a business, which included interviewing, selections, discipline, and termination of individuals. Responsible for budgeting and controlling of income and expenses in excess of \$275,000.00. Oversaw customer complaints and claims to resolution.

Reason for leaving:

Employment with Marten Motors, Inc.

Steve S. Hilgers
Work Experience Continued

Employed by: Fox & Partee LLC
Address: 4600 Madison, Suite 1010
Kansas City, Missouri 64112
Payroll Title: Investigator

Dates of Employment: 02/87 to 05/90
Total: Years 2 Months: 10
Hours Worked Per Week: 50

List and describe your duties and responsibilities:

I performed criminal and civil investigations including witness and document collection, review in the areas of white-collar crimes, anti-trust violations, fraud, and racketeering allegations. Responsible for witness debriefing and preparation in civil and domestic cases requiring a wide range of investigative responsibilities. Investigated bodily injury, workers compensations, and wrongful death suits that included obtaining and evaluation of medical reports, compiled valuations studies, interviewing all applicable parties to a suit, participated in depositions and provided support services during trials. Additional responsibilities included management of the computer network system and knowledge of various software packages such as WordPerfect and Quattro.

Reason for leaving:

Employment with Kansas City, P.M., Inc.

Employed by: Kansas City, Missouri Police Department
Address: 1125 Locust
Kansas City, Missouri 64106
Payroll Title: Police Officer

Dates of Employment: 06/83 to 12/87
Total: Years 4 Months: 6
Hours Worked Per Week: 50

List and describe your duties and responsibilities:

Investigation and enforcement of municipal, state, and federal laws. Assigned to the Tactical Response Unit (SWAT) from 1985 – 1987. Assigned duties of acting sergeant, which included supervision of six officers. Compiled sector statistical reports for officer's performance evaluations. Interpreted and analyzed report data on crime patterns and initiated patrol tactic plans. On sergeant promotional list at time of resignation.

As a commissioned and sworn police officer, I completed the 640-hour entrant officer training class.

Reason for leaving:

Employment with Fox & Partee LLC.

Employed by: Johnson County Medical Action
Address: 10901 Lowell, Suite 135
Overland Park, Kansas 66210
Payroll Title: Emergency Mobile Intensive Care Technician

Dates of Employment: 05/90 to 07/93
Total: Years 4 Months: 10
Hours Worked Per Week: 50

List and describe your duties and responsibilities:

Performed rescue and treatment of the traumatically injured and critically ill.

Reason for leaving:

Employment with Kansas City, Missouri Police Department.

Steve S. Hilgers
Work Experience Continued

Volunteer Experience

Organization: Mason City Community Park District
Address: 114 West Court Street
Mason City, Illinois 62664
Title: Commissioner

Dates of Participation: 04/96 to current
Total: Years 11 Months: 8
Hours Per Month: 25

As an elected non-partisan commissioner of the Mason City Community Park District, I have responsibility to protect and preserve our parks. As a board commissioner, I have fiscal responsibilities to oversee all of the district's assets including land, buildings and financial resources. It is also my responsibility to set policies for the operation of the park system, including personnel and recreational programs that are administrated by the district.

I have served as treasurer for the park district and am closely involved in the annual budget and appropriation ordinance and tax levy ordinances.

Organization: Boy Scouts of America
Address: Pack 177
Mason City, Illinois 62664
Title: Pack Committee/Den Leader

Dates of Participation: 08/04 to current
Total: Years 3 Months: 4
Hours Per Month: 20

As a volunteer with the Boy Scouts of America, I have been affiliated with my local chartered organization, Pack 177 in Mason City, Illinois. I am a member of the pack committee and also a den leader. As a member of the pack committee, responsibilities include record keeping, correspondence, finances, advancement, training, public relations, and membership re-registration. As a den leader, I work directly with other den and pack leaders to ensure the success of the pack. I also plan, prepare for, conduct den meetings, and attend and participate in leaders meetings.

Organization: Kansas City, Missouri Police Department
Address: 1125 Locust
Kansas City, Missouri 64106
Title: Police Officer

Dates of Participation: 08/82 to 10/83
Total: Years 1 Months: 2
Hours Per Month: 40

Investigated and enforced municipal, state, and federal laws. As a reserve commissioned and sworn police officer, I completed the 224-hour entrant officer training class.

Certificate of Commission

Kansas City, Missouri Police Department

This Certifies That

Steve S. Hilgers

was appointed a Police Officer of Kansas City, Missouri

in accordance with Missouri State Statutes

governing that appointment.

On August 27, 1982

By _____

R. J. P. P.



REGIONAL TRAINING ACADEMY



THIS CERTIFICATE OF ACHIEVEMENT IS AWARDED TO

STEVE S. HILGERS

FOR COMMENDATORY PERFORMANCE IN COMPLETION OF
THE 224 HOUR ENTRANT OFFICER TRAINING CLASS

ON THIS 27TH DAY OF AUGUST, 1982

[Redacted Signature]

Director

[Redacted Signature]

Dean of Instruction

Certificate of Commission



Kansas City, Missouri Police Department

This Certifies That

Sieve S. Hilgers

was appointed a Police Officer of Kansas City, Missouri

in accordance with Missouri State Statutes

governing that appointment.



On October 19, 1983

By _____

The seal of the Regional Training Academy is circular. It features a central shield with a scale of justice, a book, and a crown. The shield is surrounded by a ring containing the text "REGIONAL TRAINING ACADEMY" at the top and "P.V.C.O. (A)" at the bottom. The text "REGIONAL TRAINING ACADEMY" is overlaid in large, bold, black letters across the seal.

**REGIONAL
TRAINING
ACADEMY**

THIS CERTIFICATE OF ACHIEVEMENT IS AWARDED TO

Steve S. Hilgers

FOR COMMENDATORY PERFORMANCE IN COMPLETION OF
THE 640 HOUR ENTRANT OFFICER TRAINING CLASS

ON THIS 19th DAY OF *October, 1983*



Director



Dean of Instruction

Penn Valley Community College



This is to Certify that

Steve S. Hilgers

Has successfully completed the requirements prescribed and upon recommendation of the faculty is hereby awarded a certificate in

Administration of Justice

Conferred at Kansas City, in the State of Missouri on ✓ October 19, 1983

[Redacted]
Chancellor, The Metropolitan Community Colleges

President, Board of Trustees

[Redacted]
President, Penn Valley Community College

State of Missouri
Department of Public Safety

hereby grants certification to

STEVE HILGERS

1ST CLASS COUNTIES HAVING A CHARTER FORM OF GOVERNMENT, 2ND, 3RD & 4TH CLASS
in recognition of the successful completion of the

600 HOUR BASIC COURSE

as required under the provisions of
sections 590.100 to 590.150 of the
Revised Statutes of Missouri, 1978.



Issued on this the 2ND day of NOVEMBER, 1983.


GOVERNOR OF MISSOURI


DIRECTOR, DEPARTMENT OF PUBLIC SAFETY