



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



**4800 W Chicago Ave,
Chicago, IL 60651
TEL: 773-378-5902
FAX: 773-378-5903**

**Oak Park Office
816 S Oak Park Ave, Suite A
Oak Park, IL 60304
TEL: 708-445-FORD (3673)**

**Springfield Office
239-E Stratton Office Building
Springfield, IL 62706
TEL: 217-782-5962
FAX: 217-557-4502**

Chicago Austin * Oak Park *
Riverside * North Riverside *
Brookfield * Berwyn * Proviso
Township * Forest Park * La Grange
* LaGrange Park * Western Springs

12/01/2016





Looking for a CAREER?
CDL Training and Employment Opportunity!



The CFL Workers Assistance Committee
is recruiting individuals interested in obtaining their CDL
and gaining employment in a high paying, local union truck driving position!

This is a great opportunity for training and employment with a notable trucking company.
Starting pay of \$21.50 per hour plus great benefits!
Attend an upcoming orientation session to be considered for program.

Eligibility Requirements:

Dislocated worker or military veteran	Clean driving record & Illinois Resident
HS Diploma or GED	At least 21 years of age
Ability to pass a physical and drug test	Ability to read, write, & communicate in English
*Background checks will be conducted	Cook County Connection

Details:

Nine week comprehensive program that will prepare candidates for a career in the transportation industry; includes job readiness preparation and CDL training. Followed by On-the-Job-Training (OJT) and full time, permanent employment.

For more information and to sign up for an orientation session, contact Christopher Loverix at loverixc@cflwac.org or at (312) 565-9431 Ext. 454

Westchester Office: 9930 Derby Lane, Suite 203, Westchester, IL 60154	Downtown Chicago Office: 130 E. Randolph St. Suite 2600 , Chicago, IL 60601
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The Chicago Federation of Labor Workers Assistance Committee is a mission-driven 501 (c) 3 organization dedicated to developing and strengthening the skills of Chicagoland workers to fulfill the needs of area employers and vitalize the local economy.
Funded by the Chicago Cook Workforce Partnership



CHICAGO COOK
WORKFORCE PARTNERSHIP



TEAMSTERS
ASSISTANCE PROGRAM
MILITARY

www.cflwac.org



ILLINOIS
workNet Partner

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12/01/2016



Uber Driver Partner (Choose Your Own Hours)

WHO WE ARE:

Drive with Uber and get paid INSTANTLY in fares by helping our community of riders get around town. Driving with Uber is a great way to earn cash on your schedule. The more you drive, the more you can earn. It's simple and perfect for those looking for seasonal, work from home, entry level, temporary, or any type of part time opportunities. And now, with Instant Pay, you can drive and instantly transfer your earnings to your bank account. There's no minimum on the amount you can withdraw, and you can cash out up to 5 times a day!

WHAT YOU NEED TO KNOW:

- **Earn Great Money:** The more you drive, the more you earn.
- **Flexible Schedule:** Make your own schedule as a contractor – any time day or night.
- **Getting Started is Easy:** Signing up is quick & easy – no experience required!
- **Get Paid Weekly:** Get checks deposited into your bank account weekly.
 - You're at least 21 years' old
 - You have a 4-door vehicle
 - You have a driver's license and insurance
 - You're friendly and excited to earn money on your schedule!

SIGN UP TO DRIVE

QUESTIONS? CALL 888-653-1610

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12/01/2016



Chicago Job Fair

December 8 2016 – 11am -2pm

The Congress Plaza Hotel
520 South Michigan Ave
Chicago IL 60605

For More Information, contact organizers at:

(714) 783-4228

info@besthirecareerairs.com

Website Contact

<https://www.besthirecareerairs.com/>

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12/01/2016



Job Title: **Public Safety Drug Screening Specialist**
Agency: **Corrections**
Closing Date/Time: **Fri. 12/09/16 4:00 PM Central Time**
Salary: **\$4,159.00 - \$6,500.00 monthly**
Job Type: **Full-Time**
Location: **Sangamon County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDOC29-00-16-0236**

Under direction, provides professional staff assistance in the operation of the Drug Screening program, Central Region, for the Department of Corrections, Department of Juvenile Justice, Adult Transitional Centers, Work Camps, and Parole Offices. Travels to correctional facilities to carry out testing program. Explains procedures.

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217
217-782-8916 – Fax

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12/01/2016



Job Title: **Public Safety Drug Screening Specialist**
Agency: **Corrections**
Closing Date/Time: **Fri. 12/09/16 4:00 PM Central Time**
Salary: **\$4,338.00 - \$6,500.00 monthly**
Job Type: **Full-Time**
Location: **LaSalle County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDOC29-00-16-0237**

Under direction, provides professional staff assistance in the operation of the Drug Screening program, Northern Region, for the Department of Corrections, Department of Juvenile Justice, Adult Transitional Centers, Work Camps, and Parole Offices.

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217
217-782-8916 – Fax

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12/01/2016



Job Title: **Public Safety Drug Screening Specialist**
Agency: **Corrections**
Closing Date/Time: **Fri. 12/09/16 4:00 PM Central Time**
Salary: **\$4,338.00 - \$6,500.00 monthly**
Job Type: **Full-Time**
Location: **Jefferson County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDOC29-00-16-0238**

Under direction, provides professional staff assistance in the operation of the Drug Screening program, Southern Region, for the Department of Corrections, Department of Juvenile Justice, Adult Transitional Centers, Work Camps, and Parole Offices.

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217
217-782-8916 – Fax

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12/01/2016



Job Title: **Public Service Administrator - Opt 1**
Agency: Human Services
Closing Date/Time: Thu. 12/08/16 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
\$37,392.00 - \$117,180.00 annually
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-96-94456**

Under the direction of the Bureau Chief of the Bureau of Basic Support, performs a variety of technical, managerial and supervisory functions in the administration of the statewide Emergency Solutions Grants Program. Travels statewide in the performance of duties to attend/conduct meetings, program monitoring, and conferences.

DHS, BUREAU OF EMPLOYEE SERVICES
ATTN: CHRIS PRYER
100 S. GRAND AVE. EAST, 3RD FL.
SPRINGFIELD, IL 62762
FAX: (217) 524-3826

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12/01/2016



Job Title: **Public Service Administrator - Opt 1**
Agency: Financial & Professional Regulation
Closing Date/Time: Fri. 12/02/16 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **13398**

Under administrative direction, organizes, plans, controls, and evaluates the activities and personnel of the Records Section. As a staff assistant, exercises authority to commit the Division and Department to courses of action in the development and implementation of administrative programs and policies. Represents the Department in interactions with management and staff of all Divisions, outside contacts and representatives of other State Departments

Agency Contact: Amy Woodrum-Stoye
Human Recourses
320 W Washing St, 2nd floor
Springfield, IL 62786
Phone: 217-782-3679
217-557-3022 Fax
Please scan all applications to FPR.Employment@illinois.gov

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12/01/2016



Job Title: **Public Service Administrator - Opt 1**
Agency: Corrections
Closing Date/Time: Tue. 12/06/16 11:59 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **IDOC29-82-16-0050**

Under administrative direction of the Senior Public Service Administrator, serves as Chief Administrative Officer's confidential assistance and special representative; conducts special investigations of a sensitive nature; composes and dictates correspondence relating to Agency and institution policy and procedure.

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center,
P.O. Box 112, Joliet, IL 60434
Phone: (815)727-3607 extension 6693
Fax: (815) 727-0838
Email: diana.wysocki@doc.illinois.gov

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12/01/2016



Job Title: **Public Service Administrator - Opt 1**
Agency: Central Management Services
Closing Date/Time: Fri. 12/02/16 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **CMS 13362**

Under administrative direction of the Division of Vehicles Division Manager, serves as a policy implementing manager of the License & Title and Truck Fleet Manager billing sections. Implements policies/procedures for more efficient operations of the State Fleet recommending improved procedures in areas of cost reduction, increased utilization of each section and tighter control of inventories.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

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12/01/2016



Job Title: **Public Service Administrator - Opt 1**
Agency: Human Services
Closing Date/Time: Fri. 12/02/16 11:59 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-73-97020 (R2)**

Under administrative direction of the Center Director, manages the Human Resource department and all employee programs for the facility. Manages and directs all aspects of personnel and labor relations administration for the facility. Assists the Center Director with responsibilities including attendance at meetings and/or trainings outside the local area, and assuming administrator on duty responsibilities.

Agency Contact:
Kerri Bresley, MBA/HR
HR Liaison / Region 2
SODC Operations
1120 Washington Avenue
Dixon, IL 61021
815-288-8345
815-288-8321 (fax)

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12/01/2016



Job Title: **Public Service Administrator - Opt 1 - Business Administrator - Dixon CC**

Agency: **Corrections**

Closing Date/Time: **Mon. 12/05/16 4:00 PM Central Time**

Salary: **\$3,116.00 - \$9,765.00 monthly**

Job Type: **Full-Time**

Location: **Lee County, Illinois**

Number of Vacancies: **1**

Plan/BU: **GB063**

Bid ID#: **IDOC29-93-16-0101**

Under administrative direction of the Warden, plans organizes, executes, controls and evaluates all phases of the business and fiscal functions; remains up-to-date and in compliance with applicable standards of Commission on Accreditation, Administrative Regulations and Directives, Procedures Manual, Statewide Accounting Management System Manual and Local Business Procedures Manual

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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12/01/2016



Job Title: **Public Service Administrator - Opt 2**
Agency: Revenue
Closing Date/Time: Fri. 12/02/16 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB062**
Bid ID#: **DOR 13180**

Under administrative direction, plans, assigns, supervises and reviews the activities of technical staff engaged in resolving technical, legal or procedural issues concerning all taxes administered by the Agency, debts referred to the Agency for collection from other State agencies, in depth collection duties of a highly specialized nature involving the various enforcement programs to ascertain the status of the account

Agency Contact:
Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110
Springfield, IL 62702
217-782-6239
217-782-9925 Fax

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12/01/2016



Job Title: **Public Service Administrator - Opt 2**
Agency: Human Services
Closing Date/Time: Tue. 12/06/16 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
\$37,392.00 - \$117,180.00 annually
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB062**
Bid ID#: **10-99-98614**

Under general direction of the Bureau Chief of the Bureau of Program Support & Fiscal Management, Office of Program Support & Program Evaluation, Division of Family & Community Services (DCFS), Department of Human Services, independently supervises professional staff engaged in budget analysis, development and maintaining complex accounting subsystems involving the maintenance of separate general ledger accounts for more than 30 different programs administered by the DCFS from state and federal fund sources

DHS, BUREAU OF EMPLOYEE SERVICES
ATTN: CHRIS PRYER
100 S. GRAND AVE. EAST, 3RD FL.
SPRINGFIELD, IL 62762
FAX: (217) 524-3826

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12/01/2016



Job Title: **Public Service Administrator - Opt 6**
Agency: Public Health
Closing Date/Time: Mon. 12/05/16 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDPH 51-17-0106**

Under administrative direction, serves as the Statewide Coordinator of the HIV Care Connect Regional Programs and Housing Opportunities for Persons with AIDS (HOPWA). Develops statewide policies for HIV services, ensures the implementation of appropriate Ryan White services according to HRSA guidance and directives. Provides technical assistance to Care Connect regions as needed.

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRAApplications@illinois.gov

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12/01/2016



Job Title: Office Coordinator - Opt 2
Agency: Human Services
Closing Date/Time: Thu. 12/08/16 4:30 PM Central Time
Salary: \$3,027.00 - \$4,401.00 monthly
Job Type: Full-Time
Location: Randolph County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-78-91004

Under direction of the Unit Director, performs a variety of complex and specialized clerical duties; serves as primary unit timekeeper; coordinates a variety of daily operations on the living unit; sorts and delivers mail for the unit; serves as lead worker for lower level staff.

Contact: Rhonda Dunning/Kim Holsapple, Human Resources
(618) 826-4571, ext. 331
FAX: (618) 826-3398

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12/01/2016



Job Title: Office Coordinator - Opt 2
Agency: Children & Family Services
Closing Date/Time: Fri. 12/09/16 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1660039-602291

Under direction, performs with considerable independence complex and specialized functions, including, but not limited to the monitoring, scheduling, data entry, and reporting requirements of the Administrative Case Review System; provides secretarial and supportive services to the manager and reviewers; travels as needed or as assigned by the Manager.

E-mail: April.Coats@Illinois.gov
Phone: 217-557-7430
Fax: 217-785-0395

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12/01/2016



Job Title: Pension & Death Benefits Technician I
Agency: State Retirement Systems
Closing Date/Time: Mon. 12/12/16 4:30 PM Central Time
Salary: \$3,371.00 - \$4,248.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 2
Plan/BU: RC062
Bid ID#: 50-74 6-0031

Under direct supervision of the Pension and Death Benefits Supervisor, performs limited technical duties in the determination of eligibility for pension and death benefits; utilizes multiple computer systems to accomplish work; interviews future retirees to obtain information; applies special formulas to limited retirement groups; and coordinates benefits with other Illinois public retirement systems and Social Security Administration.

Contact:
Kelley Gray
Phone - 217-785-7017
Fax - 217-557-3943
Email - Kelley.Gray@SRS.Illinois.gov

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12/01/2016



Job Title: **Products & Standards Inspector**
Agency: **Agriculture**
Closing Date/Time: **Mon. 12/12/16 5:00 PM Central Time**
Salary: **\$3,784.00 - \$5,448.00 monthly**
Job Type: **Full-Time**
Location: **Cook County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **IDOA 1691**

Conducts special inspections and tests of retail motor fuel dispensers and small capacity scales (capacities two thousand pounds or less) using test standards and associated equipment; executes comparisons of posted price and actual pricing of motor fuel and ensures motor fuel devices are in compliance with labeling requirements

Contact:
IDOA/Bureau of Human Resources
John R. Block Building
PO Box 19281 - IL State Fairgrounds
Springfield, IL 62794-9281
217-785-5099

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12/01/2016



Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Fri. 12/09/16 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Peoria County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-93-92667**

Under direct supervision, performs routine casework support functions by assisting persons applying or public assistance in the initial eligibility process

Please submit applications to:
Krissie Buss
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-2116
PHONE: 217-557-0347

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12/01/2016



Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Wed. 11/30/16 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Coles County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-94-98628**

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting of incoming documents, maintaining office supplies and forms, providing office receptionist functions for support staff.

Please submit applications to:
Krissie Buss
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-2116
PHONE: 217-557-0347

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12/01/2016



Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Tue. 12/06/16 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Ogle County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-92-98403**

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting incoming documents, maintaining office supplies and forms, providing office receptionist functions for support staff.

Bureau of Employee Services
Bonita Jones
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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12/01/2016



Job Title: Day Care Licensing Representative II (Upward Mobility Target Title)
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Winnebago County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: Rockford Licensing 2016

Under supervision, performs responsible functions of the day care licensing program in accordance with agency policies and procedures; maintains responsibility for the licensing of specific day care centers and homes; conducts licensing studies of day care centers and homes to determine compliance with licensing standards

Johnnie Rambo
DCFS Licensing
1911 S. Indiana 9th Floor
Chicago, Illinois 60616
Phone: 312-328-2461
Fax: 312-328-2321
Email: Johnnie.Rambo@illinois.gov

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12/01/2016



Job Title: Day Care Licensing Representative II (Upward Mobility Target Title)

Agency: Children & Family Services

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Knox County, Illinois

Number of Vacancies: 2

Plan/BU: RC063

Bid ID#: Galesburg Licensing 2016

Under supervision, performs responsible functions of the day care licensing program in accordance with agency policies and procedures; maintains responsibility for the licensing of specific day care centers and homes; conducts licensing studies of day care centers and homes to determine compliance with licensing standards

Contact:

Johnnie Rambo
DCFS Licensing
1911 S. Indiana 9th Floor
Chicago, Illinois 60616
Phone: 312-328-2461
Fax: 312-328-2321
Email: Johnnie.Rambo@illinois.gov

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12/01/2016



Job Title: Day Care Licensing Representative II (Upward Mobility Target Title)
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: McHenry County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: Woodstock Licensing 2016

Under supervision, performs responsible functions of the day care licensing program in accordance with agency policies and procedures; maintains responsibility for the licensing of specific day care centers and homes; conducts licensing studies of day care centers and homes to determine compliance with licensing standards

Johnnie Rambo
DCFS Licensing
1911 S. Indiana 9th Floor
Chicago, Illinois 60616
Phone: 312-328-2461
Fax: 312-328-2321
Email: Johnnie.Rambo@illinois.gov

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12/01/2016



Job Title: Day Care Licensing Representative II - Opt SS
(Upward Mobility Target Title)

Agency: Children & Family Services

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 2

Plan/BU: RC063

Bid ID#: Waukegan Lic. 2016 Bilingual

Under supervision, performs responsible functions of the day care licensing program in accordance with agency policies and procedures; maintains responsibility for the licensing of specific day care centers and homes; conducts licensing studies of day care centers and homes to determine compliance with licensing standards

Contact:

Johnnie Rambo
DCFS Licensing
1911 S. Indiana 9th Floor
Chicago, Illinois 60616
Phone: 312-328-2461
Fax: 312-328-2321
Email: Johnnie.Rambo@illinois.gov

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12/01/2016



Job Title: Health Facilities Surveillance Nurse
Agency: Public Health
Closing Date/Time: Mon. 12/12/16 5:59 PM Central Time
Salary: \$5,293.00 - \$7,197.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: 1
Plan/BU: RC023
Bid ID#: IDPH 44-16-0029

Under general supervision of the Regional Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations.

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRAApplications@illinois.gov

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12/01/2016



Job Title: Highway Construction Supervisor I
Agency: Transportation
Closing Date/Time: Tue. 12/06/16 4:30 PM Central Time
Salary: \$4,255.00 - \$7,605.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 2
Plan/BU: NR916
Bid ID#: IPR#41393

This position serves as working supervisor and is responsible for the field operation of specialized union construction crews involved in the maintenance, construction and reconstruction of highways and their related facilities which require extensive overnight travel in a statewide basis.

Please visit:

<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to view the entire job posting.

For further information, please call the Bureau of Personnel Management at 217-782-5594.

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12/01/2016



Job Title: **Habilitation Program Coordinator (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 12/05/16 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-75-98686**

Functions as personal service coordinator for assigned individuals. Responsibilities include the coordination of individual habilitation plans for a designated number of individuals with developmental disabilities; assures timely and effective individual program implementation; locates

Contact:
Shapiro Personnel Office, 100 E. Jeffery St, Kankakee, IL 60901 (fax: 815-939-8560).

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12/01/2016



Job Title: **Administrative Assistant I - Opt H7**
Agency: Human Services
Closing Date/Time: Mon. 12/05/16 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-75-93843D**

Conducts audits to determine the efficiency of residential units at the Shapiro Center. Monitors and directs staff involved with the provision of services and support provided at on-campus and off-campus locations for individuals from assigned area. Responsible for follow-up associated with routine and special reports, the assessment of unit operations, and for conducting random reviews to maintain compliance with policies, procedures, rules, regulations, and standards.

Contact:
Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560
ATTN: PERSONNEL).

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12/01/2016



Job Title: **Analyst**
Agency: Executive Inspector General *
Salary: \$2,917.00 - \$6,250.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **111**

POSITION SUMMARY: Subject to the direction and supervision of the Director of Division of Hiring & Employment Monitoring and approval of the Executive Inspector General, serves as Analyst for the OEIG Division of Hiring & Employment Monitoring. The incumbent is responsible for performing a variety of duties pertaining to the OEIG's mandate to ensure that hiring and employment decisions, practices, and programs comport with the law

Springfield Office
607 E. Adams Street
Springfield, IL 62701

Human Resources
312.814.1789

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12/01/2016



Job Title: **Arrest Grant Project Coordinator**
Agency: Criminal Justice Information Authority
Closing Date/Time: Thu. 12/01/16 5:00 PM Central Time
Salary: \$25.00 / Hour
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **50-05-300-01**

This position is the coordinator for the Illinois Family Violence Coordinating Council (IFVCC) Arrest Grant Project and reports to the Program Director of the Illinois Family Violence Coordinating Council; assists the IFVCC Program Director in the development and implementation of goals and objectives of the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Grant (Arrest Grant) from the Office on Violence Against Women (OVW) at the Department of Justice

Interest should be expressed by email with cover letter and resume to Ms. Mary Ratliff, Program Director, Illinois Criminal Justice Information Authority, Mary.Ratliff@illinois.gov .

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12/01/2016



Job Title: **Automotive Mechanic - Opt 2**
Agency: Central Management Services
Closing Date/Time: Wed. 12/07/16 5:00 PM Central Time
Salary: \$4,239.00 - \$5,652.00 monthly
Job Type: Full-Time
Location: Peoria County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC453**
Bid ID#: **CMS 13437**

Under direct supervision of the Peoria Garage Automotive Shop Supervisor, performs skilled mechanical repairs of medium/heavy duty trucks and/or off-road equipment (tractors, mowers, hoppers, salt spreaders, attenuators, loaders, weed eaters, and hot boxes), employing standard trade practices and procedures well established in the automotive industry. Travels to remote IDOT sites such as Bloomington and Towanda, performing repairs

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

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12/01/2016



Job Title: **Automotive Shop Supervisor**
Agency: Central Management Services
Closing Date/Time: Wed. 12/07/16 5:00 PM Central Time
Salary: \$4,840.00 - \$6,487.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **VR706**
Bid ID#: **CMS 13438**

Under direction of the Northern Regional Manager, manages, instructs and directs subordinates in the repair and reconditioning of automobiles, trucks, and other equipment and machinery commonly used on highway construction and maintenance activities; travels to various facilities to inspect work during repair and/or reconditioning processes and upon completion. Supervises staff

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

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12/01/2016



Job Title: **Bank Examiner I (Upward Mobility Target Title)**
Agency: Financial & Professional Regulation
Closing Date/Time: Fri. 12/09/16 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **4**
Plan/BU: **RC062**
Bid ID#: **13361**

Under direct supervision, receives training and works under an examiner-in-charge to assist in conducting selected, less complex portions of community bank examinations. Generally performs the job function in the Springfield Bank Supervision Unit's Central District but occasionally can be assigned to work in other districts within the Division.

Agency Contact: Amy Woodrum-Stoye
Human Recourses
320 W Washing St, 2nd floor
Springfield, IL 62786
Phone: 217-782-3679
217-557-3022 Fax
Please scan all applications to FPR.Employment@illinois.gov

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12/01/2016



Job Title: **Behavioral Analyst Associate**
Agency: Human Services
Closing Date/Time: Tue. 11/29/16 4:30 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Union County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-80-16-59 / 92871**

Under the direct supervision of the Unit Director, receives training in providing psychological/behavioral services to assigned treatment teams. Develops, implements, and monitors systems that integrate client preferences and promote adaptive behavior.

Contact Person: Allison Holshouser / Donna Patterson
Phone: (618) 833-5161, ext. 2486 or 2222

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12/01/2016



Job Title: **Budget Analyst**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Closing Date/Time: Fri. 12/09/16 5:00 PM Central Time
Salary: \$42,175.00 / Year
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **171**

The Budget Analyst performs detailed analytical and financial work involving various programs and documents for the Illinois Judicial Branch. Work is performed under the supervision of the Budget Manager and is reviewed through daily interaction, meetings and project reports.

8:30 a.m. - 5:00 p.m.
Administrative Office of the Illinois Courts
Administrative Services Division
3101 Old Jacksonville Road
Springfield, Illinois 62704

Barbara Black
(217) 524-6429

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12/01/2016



Job Title: **Carpenter**
Agency: Central Management Services
Closing Date/Time: Mon. 11/28/16 5:00 PM Central Time
Salary: \$7,890.90 - \$8,205.84 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **PR000**
Bid ID#: **CMS 13321**

Under direct supervision of the Facility Manager, with day-to-day guidance and assignments from the Stationary Engineer - Chief, travels to and performs skilled carpentry work in the construction, maintenance, repair or alteration at the Elgin Mental Health Center, and other facilities within the Chicago & Northern Region on an as-needed basis. Works in the carpenter shop; performs cabinet work, operates and maintains hand tools

Instructions:

Go to <http://www.work.illinois.gov/>
Click on Forms
Click on CMS-100
Complete the application in full
Sign the application (bottom of first page)
Fax the application to: 217-558-5943
OR mail it to the Agency Contact address:
CMS HR-Internal Personnel, 401 S Spring St Room 414, Springfield, IL 62706

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12/01/2016



Job Title: **Carpenter**
Agency: Central Management Services
Closing Date/Time: Mon. 11/28/16 5:00 PM Central Time
Salary: \$5,957.76 - \$6,196.14 monthly
Job Type: Full-Time
Location: Union County, Illinois
Number of Vacancies: **1**
Plan/BU: **PR000**
Bid ID#: **CMS 13320**

Under direct supervision of the Stationary Engineer - Chief, travels to and performs skilled carpentry work in the construction, maintenance, repair or alteration at the Choate Mental Health Center, and other facilities and centers in the Central & Southern Region on an as-needed basis. Works in the carpenter shop; performs cabinet work, operates and maintains hand tools.

Agency Contact:

CMS HR-Internal Personnel
401 S. Spring St. Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

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12/01/2016



Job Title: **CE VI Construction Engineer**
Agency: Transportation
Closing Date/Time: Fri. 12/02/16 4:30 PM Central Time
Salary: \$6,945.00 - \$11,020.00 monthly
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#41375**

This position is accountable for the management of the Construction Section which constitutes the supervision of all highway construction contracts from award of contract until final payment to the contractor.

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov

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12/01/2016



Job Title: **Medical Administrator II Option D - Opt 05**
Agency: Human Services
Closing Date/Time: Thu. 12/01/16 11:59 PM Central Time
Salary: \$10,441.00 - \$20,722.00 monthly
\$125,292.00 - \$248,664.00 annually
Job Type: Full-Time
Location: Clinton County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **2016-98-10-74-93787**

Under administrative direction of the Assistant Center Director, serves as the Medical Director for Murray Development Center. Supervises medical staff, maintains the overall quality of clinical care provided to individuals of the facility including planning, staff administration and implementation of medical treatment regimens, individual care programs and services of the facility. Develops, implements, and monitors policies and procedures related to established standards for individual care, medical ethics and licensing/regulations.

Murray Development Center
Attn. Trisha Shipley, Personnel Office
1535 W. McCord St.
Centralia, IL 62801
(618) 532-1811, ext. 4813
Fax: (618) 545-0466
email: trisha.shipley@illinois.gov

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12/01/2016



Job Title: **Mental Health Technician III**
Agency: Human Services
Closing Date/Time: Wed. 11/23/16 4:30 PM Central Time
Salary: \$2,951.00 - \$4,124.00 monthly
Job Type: Full-Time
Location: Union County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-80-16-52/98469**

Under direct supervision, serves as a shift lead worker on one unit. Provides guidance and direction to lower level technicians. Ensures correct and consistent implementation of facility policies and procedures. Ensures compliance with Facility/Division Living Unit philosophy, program, procedures and practices. Assumes responsibility for ensuring the maintenance of the service equipment. Performs checks and completes documentation to ensure environment is maintained in a comfortable, attractive, safe and sanitary manner.

Contact: Allison Holshouser, Donna Patterson or Stacey Busby
Phone: 618/833-5161, Ext. 2486, 2222 or 2522
Fax: 618/833-1415

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12/01/2016



Job Title: **Mental Health Technician III - Opt MC**
Agency: Human Services
Closing Date/Time: Fri. 12/02/16 4:00 PM Central Time
Salary: \$2,951.00 - \$4,124.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-73-94719**

Under direct supervision, performs advanced level technical duties; serves as lead worker on multiple shifts in that days off of incumbents are opposite each other; participates in established programs geared toward the care, treatment, development and habilitation and/or rehabilitation of recipients who are dually diagnosed or have intellectual disabilities. Utilizes manual communication in the performance of duties involving direct contact with recipients who require such. Direct care responsibilities involve work hours and assignments to different shifts.

Agency Contact:
Jennifer Gunnon TA'd HR Director
Mabley Developmental Center
1120 Washington Avenue
Dixon, IL 61021
815-288-8340
815-288-8321 (fax)

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12/01/2016



Job Title: **Support Service Coordinator I**
Agency: Human Services
Closing Date/Time: Tue. 11/22/16 4:00 PM Central Time
Salary: \$3,102.00 - \$4,344.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-81-98370**

This position provides direct supervision to employees in the preparation and service of food to patients and in the general cleaning and sanitation of the Dietary Department. Prepares some food and supply orders. Ensures the proper use of facility equipment and machinery as directed by the Dietary Manager; conducts inspections of equipment and facilities and maintains proper safety and sanitation conditions. Assists in the orientation and in-service training of dietary employees.

CONTACT INFORMATION

Human Resource Office
Elgin Mental Health Center
750 S State Street
Elgin, IL 60123
Phone: 847-742-1040, Ext 2095; Fax 847-429-4933

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12/01/2016



Job Title: **Support Service Coordinator I**
Agency: Human Services
Closing Date/Time: Wed. 11/23/16 4:30 PM Central Time
Salary: \$3,102.00 - \$4,344.00 monthly
Job Type: Full-Time
Location: Union County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-80-16-56/98476**

Under direction, serves as lead worker in the direction of staff assigned to Food Preparation. Monitors and directs dietary support staff; completes daily time sheets; schedules work assignments; prepares weekly delivery schedules of perishable supplies. Cooks and prepares food, serves meals to individuals served.

Contact: Allison Holshouser, Donna Patterson or Stacey Busby
Phone: 618/833-5161, Ext. 2486, 2222 or 2522
Fax: 618/833-1415

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12/01/2016



Job Title: **Social Service Program Planner III**
Agency: Human Services
Closing Date/Time: Thu. 12/01/16 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-66-98639**

Under the general direction of the Southern & Central Quality Review Supervisor, provides the more complex input in planning and coordinating the service plan or programs associated with directing and conducting on and off-site assessments of certified, licensed operated and/or funded developmental disabilities service agencies

Bureau of Employee Services
Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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12/01/2016



Job Title: **Social Services Career Trainee**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **K-HCD Continuous**

Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD)

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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12/01/2016



Job Title: Social Services Career Trainee - Opt MC
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10 41 SSCT MC

Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives info on DHS as well as community services and supports available to persons w/disabilities.

please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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12/01/2016



Job Title: Social Services Career Trainee - Opt SS
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10 41 SSCT SS

Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives information on DHS as a total agency & the comprehensive services provided as well as community services and supports available to persons w/disabilities.

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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12/01/2016



Job Title: **Social Services Career Trainee - Opt SS**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **L-HCD Continuous**

Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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12/01/2016



Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Mon. 11/28/16 4:30 PM Central Time
Salary: \$2,700.00 - \$3,788.00 monthly
Job Type: Full-Time
Location: Randolph County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-78-97958**

Under direct supervision, performs housekeeping, cleaning and sanitation duties in any or all areas of the facility; operates electrical, mechanical, or hand-operated tools, devices or machinery.

Contact: Rhonda Dunning/Kim Holsapple, Human Resources
(618) 826-4571, ext. 331
FAX: (618) 826-3398

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12/01/2016



Job Title: **Employment Security Specialist I**
Agency: Employment Security
Closing Date/Time: Fri. 12/02/16 11:59 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **RCRA 11776**

Under general supervision, provides information and guidance to employers and clients concerning IDES Employment Service programs; assists in collecting program information to analyze for effectiveness. Utilizing Illinois Job Link, reviews and researches employer and/or client accounts, resolving discrepancies and ensuring accuracy. Monitors agency and regional training programs designed to provide increased employability skills to clients; ensures programs fulfill client needs. Using a personal computer, reviews and processes job orders, provide technical assistance to employers and clients; compile information for program and goal planning on employer and client needs. Responsible for providing prompt and accurate responses, as well as quality customer service, in accordance with established agency goals. Assists manager with various office and administrative duties related to the management of Employment Services for the Region. Provides interpretative services for Spanish speaking clients.

Testing & Grading questions can be directed to:
CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

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12/01/2016



Job Title: **Environmental Health Specialist III - Opt 1**
Agency: Public Health
Closing Date/Time: Mon. 12/05/16 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Champaign County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDPH 53-17-0103**

Under direction, performs complex professional environmental public health lead investigations, collects samples, investigates complaints and provides detailed technical reports and letters to enforce compliance applicable federal and state environmental health laws, regulations, policies and procedures within the Division of Environmental Health.

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRAApplications@illinois.gov

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12/01/2016



Job Title: **Environmental Protection Engineer Iv**
Agency: Environmental Protection Agency
Closing Date/Time: Wed. 11/30/16 5:00 PM Central Time
Salary: \$5,441.00 - \$8,318.00 monthly
Job Type: Full-Time
Location: Champaign County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **14-072**

Under general direction of the Champaign Regional Manager, Field Operations Section, Division of Public Water Supplies, Bureau of Water, inspects and evaluates complex public water supply facilities; writes technical reports and letters pertaining to these inspections. Responds to consumers' complaints and public water supply emergencies. Assumes Regional Manager duties and responsibilities during scheduled and unscheduled absences. Acts as lead worker to other Regional staff.

Contact: John Dietrich
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield, IL 62794-9276
217/785-1745

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12/01/2016



Job Title: ET V Computer Aided Design & Drafting Supervisor
Agency: Transportation
Closing Date/Time: Fri. 12/02/16 4:30 PM Central Time
Salary: \$5,015.00 - \$9,155.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: 1
Bid ID#: IPR#41119

This position is accountable for supervising and training computer aided design and drafting activities, including the direction and integration of computer aided design functions to improve the district's design and plan preparation productivity.

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov

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12/01/2016



Job Title: **Executive I - Opt H7**
Agency: Human Services
Closing Date/Time: Mon. 12/05/16 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-97699**

Under direction of the Local Office Administrator, serves as office manager of a Local Family & Community Services office. Organizes, plans executes, controls and evaluates the activities of staff engaged in maintaining central files, operating the office switchboard, client transactions processing, office maintenance, petty cash, building security and grounds keeping. Monitors local office budget for equipment, commodities, supplies, travel and other administrative cost, authorizes expenditures.

Please submit applications to:
Bonita Jones
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-2116
PHONE: 217-557-0347

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12/01/2016



Job Title: **Executive I - Opt H7**
Agency: Human Services
Closing Date/Time: Mon. 12/05/16 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-98443**

Under direction of the Local Office Administrator, serves as office manager of a Local Family & Community Services office. Organizes, plans executes, controls and evaluates the activities of staff engaged in maintaining central files, operating the office switchboard, client transactions processing, office maintenance, petty cash, building security and grounds keeping. Monitors local office budget for equipment, commodities, supplies, travel and other administrative cost, authorizes expenditures.

Please submit applications to:
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Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-2116
PHONE: 217-557-0347

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12/01/2016



Job Title: **Executive I - Opt H7**
Agency: Human Services
Closing Date/Time: Mon. 12/05/16 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-98049**

Under direction of the Local Office Administrator, serves as office manager of a Local Family & Community Services office. Organizes, plans executes, controls and evaluates the activities of staff engaged in maintaining central files, operating the office switchboard, client transactions processing, office maintenance, petty cash, building security and grounds keeping. Monitors local office budget for equipment, commodities, supplies, travel and other administrative cost, authorizes expenditures.

Please submit applications to:
Bonita Jones
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-2116
PHONE: 217-557-0347

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12/01/2016



Job Title: **Executive Secretary I - Opt 2 (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Mon. 12/05/16 5:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly
\$38,880.00 - \$55,104.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC014**

Bid ID#: **10-91-98041**

Under direction, serves as secretary to the Region 1 South Administrator, performs highly responsible secretarial and clerical administration functions; independently carries out a variety of assignments; reviews all outgoing correspondence for compliance with office policies and procedures; performs sensitive liaison work with administrative managers and professional staff; screens calls and greets visitors and refers appropriately; verifies timely completion of assignments.

Bureau of Employee Services
Bonita Jones
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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12/01/2016



Job Title: **Financial and Audit Support Staff**
Agency: Office of Management and Budget
Closing Date/Time: Wed. 02/01/17 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **005**

JOB DESCRIPTION

The Governor's Office of Management and Budget is seeking to hire a Fiscal and Audit Support Staff. The Fiscal and Audit Support Staff will work within the Grant Accountability and Transparency Unit and will assist in the State's implementation of the Grant Accountability and Transparency Act (GATA 30 ILCS 708).

Submit resumes by mail, fax, or e-mail.

E-mail: jobs.omb@illinois.gov

Attention Personnel:

603 Stratton Building
Springfield, IL 62706

Fax: 217-524-4876

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12/01/2016



Job Title: **GAAP Accountant**
Agency: Illinois Lottery
Closing Date/Time: Wed. 11/30/16 5:00 PM Central Time
Salary: \$4,192.00 - \$5,683.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **LOT 13342**

Under administrative direction of the Generally Accepted Accounting Principles (GAAP) Coordinator, performs a broad range of accounting and financial analysis activities for the Department of Lottery, leading up to the preparation of fund financial statements, analytical reports and the annual GAAP reporting process; prepares records, reports and entries in compliance with GAAP. Maintains complex, complete set of account books for department obligation and expenditure records; independently performs complex accounting work maintaining automated ledgers of Lottery sales and obligations; maintains detail computerized ledgers for all sub-accounts; prepares, corrects, processes and posts sales and prize liability information.

Agency Contact:
Illinois Lottery
101 West Jefferson St., WIB Mail Code 3-970
Springfield, IL 62702
217-524-5382
217-785-7839 Fax

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12/01/2016



Job Title: **Gaming Unit Supervisor, Option B**
Agency: Illinois Gaming Board
Closing Date/Time: Thu. 12/08/16 5:00 PM Central Time
Salary: \$7,323.00 - \$11,361.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IGB 13287**

Under administrative direction, as an armed peace officer, serves as Gaming Unit Supervisor at the Elgin riverboat; plans, assigns, supervises and reviews, through subordinate shift supervisors, the activities of an assigned staff of Illinois Gaming Board (IGB) agents and Illinois State Police (ISP) officers engaged in inspecting gambling operations, monitoring the conduct of casino employees and observing the conduct of casino patrons for the purpose of enforcing the Riverboat Gambling Act, Video Gaming Act and Administrative Rules adopted by the Illinois Gaming Board; prepares and disseminates docksite work schedules

Agency Contact:
Illinois Gaming Board, Human Resources
801 South 7th Street, Suite 400 South
Springfield, IL 62703
217-557-2821 Phone
217-524-1932 Fax OR Scan To: tammy.fink@igb.illinois.gov

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12/01/2016



Job Title: **Dietitian (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Wed. 11/30/16 4:00 PM Central Time
Salary: \$23.77 - \$31.95 hourly
\$1,789.85 - \$2,405.54 biweekly
\$3,878.00 - \$5,212.00 monthly
\$46,536.00 - \$62,544.00 annually
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-82/94127**

Under General supervision of the Dietary Manager, interprets diet prescriptions in the planning and preparation of menus and diets for individuals at Madden Mental Health Center; plans and directs the preparation of all diets; participates in the rehabilitation planning process; trains professional and para-professional staff with regard to proper nutrition and dietary requirements. Verifies compliance with Joint Commission and Public Health standards as well as Madden and DHS policies and procedures regarding nutrition and dietary needs.

Valarie Laird
Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141
Fax# 708-338-7078

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12/01/2016



Job Title: **Educator - Career and Technical**
Agency: Juvenile Justice
Closing Date/Time: Continuous
Salary: \$2,779.00 - \$5,755.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: **1**
Bid ID#: **IDJJ-27-10-2016-9998**

Under general supervision of the Principal (Public Service Administrator), provides educational and occupational instruction in all career and technical areas including but not limited to Building Trades, Computer Skills, Culinary Arts, Landscaping and other areas that apply. Teaches vocational subject matter theory and information using standard professional educator skills; instructs students in areas of vocational and technical development;

LOCATION/AGENCY CONTACT:
Kelly Meeks, HR
Illinois Youth Center Warrenville
30W200 Ferry Road
Warrenville, IL 60555
(630) 983-6213 fax
kelly.meeks@doc.illinois.gov

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12/01/2016



Job Title: Educator - Opt B
Agency: Juvenile Justice
Closing Date/Time: Continuous
Salary: \$4,311.00 - \$7,969.00 monthly
\$51,732.00 - \$95,628.00 annually
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 3
Plan/BU: RC062
Bid ID#: IDJJ-27-15-16-0954

Under general supervision of the Principal (PSA), instructs students in the assigned curriculum area using developmental teaching methods and techniques consistent with current teaching methodology; prepares and executes diagnostic tests instruments geared to each student's abilities and needs; administers evaluative testing on a follow-up basis to gage the rate and scope of progress in maximizing the students potential and meeting the educational and behavioral goals; goal setting with the student, fellow teachers, administrators, and counselors as the result of evaluation and continuing interaction shall be a basis for directing the educational approach and formalizing the individual student's plan; provides developmental, corrective and supportive supervision.

Agency Contact:

James MacRunnels
Human Resources Representative (TA)
3825 Campton Hills Road
St. Charles, IL 60175
630-584-0506
630-584-1014 (fax)
james.macrunnels@doc.illinois.gov

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12/01/2016



Job Title: Educator - Opt B
Agency: Juvenile Justice
Closing Date/Time: Continuous
Salary: \$4,311.00 - \$7,936.00 monthly
\$51,732.00 - \$95,232.00 annually
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: IDJJ-27-10-15-0960

Under general supervision for the Principal (PSA), instructs students in the assigned curriculum area (Science) using developmental teaching methods and techniques consistent with current teaching methodology; prepares and executes diagnostic test instruments geared to each student's abilities and needs; administers evaluative testing on a follow-up basis to gauge the rate and scope of progress in maximizing the student's potential and meeting the educational and behavioral goals; goal setting with the student, fellow teachers, administrators, and counselors as the result of evaluation and continuing interaction shall be a basis for directing the educational approach and formalizing the individual student's plan for developmental, corrective, and supportive supervision.

Agency Contact:

James MacRunnels
Human Resources Representative (TA) Illinois Youth Center - St. Charles

3825 Campton Hills Road St. Charles, IL 60175

630-584-0506/ 630-584-1014 (fax)/ james.macrunnels@doc.illinois.gov

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12/01/2016



Job Title: Educator - Opt B
Agency: Juvenile Justice
Salary: \$4,311.00 - \$7,969.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: IDJJ-27-10-2015-000

Under general supervision of the Principal (PSA), instructs students in the assigned curriculum area using developmental teaching methods and techniques consistent with current teaching methodology; prepares and executes diagnostic test instruments geared to each student's abilities and needs; administers evaluative testing on a follow-up basis to gauge the rate and scope of progress in maximizing the students potential and meeting the educational and behavioral goals; goal setting with the student, fellow teachers, administrators, and counselors as the result of evaluation and continuing interaction shall be a basis for directing the educational approach and formalizing the individual student's plan; provides developmental, corrective and supportive supervision.

Work Location:
Illinois Youth Center - Warrenville
30W200 Ferry Road
Warrenville, IL 60555

Agency Contact:
Kelly Meeks, HR/GIR
(630) 983-6213 fax

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12/01/2016



Job Title: Maintenance Equipment Operator
Agency: Central Management Services
Closing Date/Time: Wed. 11/30/16 5:00 PM Central Time
Salary: \$4,590.00 - \$6,120.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC019
Bid ID#: CMS 13354

Under direct supervision, performs a variety of semi-skilled manual tasks involving the operation of maintenance equipment and primarily the operations of a large semi-truck; performs repair and maintenance work on equipment and machinery. Loads and unloads property weighing up to 75 pounds and records all trip tickets, mileage and individual items that have been scheduled for pick-up or delivery. Monitors and schedules operating repairs of any electrical equipment or machinery requiring attention. Keeps abreast of mechanical and building trades tasks as required for the overall operation of the Surplus Property Programs. Travels to out-of-state locations on semi-monthly basis to acquire federal surplus property from various military bases and federal agencies across the nation.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

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12/01/2016



Job Title: Maintenance Equipment Operator
Agency: Human Services
Closing Date/Time: Wed. 11/23/16 4:00 PM Central Time
Salary: \$26.48 - \$26.48 hourly
Job Type: Part-Time
Location: Morgan County, Illinois
Number of Vacancies: 1
Plan/BU: RC019
Bid ID#: DRS-ISD-6-98604

Under direct supervision, performs a variety of semi-skilled tasks involved in the maintenance and operation of the automotive equipment at the Illinois School for the Deaf.

Illinois School for the Deaf, Personnel Office
ATTN: Angela Leavell
125 S. Webster Ave., Jacksonville IL 62650
phone: 217-479-4224 fax: 217-479-4294 email: angela.leavell@illinois.gov

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12/01/2016



Job Title: **Maintenance Worker**
Agency: Central Management Services
Closing Date/Time: Wed. 11/30/16 5:00 PM Central Time
Salary: \$4,544.00 - \$6,058.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC019**
Bid ID#: **CMS 13330**

Under immediate supervision of the Facility Manager and with guidance from the Assistant Chief Engineer who assigns day to day activities at the IDOT/District 2 Headquarters performs a variety of routine grounds maintenance functions and building upkeep and janitorial work for Department of Central Management Services operated facilities within the North Region for IDOT/Dixon Headquarters and other Northern, Chicago, Central and Southern regions as needed. Keeps equipment in good working order by making minor adjustments and repairs. Relocates, renovates and remodels offices by loading and unloading equipment and supplies and installing and removing furniture.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

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12/01/2016



Job Title: Maintenance Worker Power Plant
Agency: Central Management Services
Closing Date/Time: Mon. 11/28/16 5:00 PM Central Time
Salary: \$6,784.26 - \$7,055.70 monthly
Job Type: Full-Time
Location: Clinton County, Illinois
Number of Vacancies: 1
Plan/BU: PR000
Bid ID#: CMS 13322

Under immediate supervision, performs cleaning, preventive maintenance and routine maintenance of power plant operating equipment and systems. Assists engineering staff in power plant operations. Operates coal conveyers and heavy equipment; lifts up to 75 lbs. independently and up to 100 lbs. with assistance. Travels to various work sites to perform job duties.

Agency Contact:

CMS HR-Internal Personnel
401 S. Spring St. Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

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12/01/2016



Job Title: Maintenance Worker Power Plant
Agency: Central Management Services
Closing Date/Time: Mon. 11/28/16 5:00 PM Central Time
Salary: \$6,784.26 - \$7,055.70 monthly
Job Type: Full-Time
Location: Clinton County, Illinois
Number of Vacancies: 1
Plan/BU: PR000
Bid ID#: CMS 13323

Under immediate supervision, performs cleaning, preventive maintenance and routine maintenance of power plant operating equipment and systems. Assists engineering staff in power plant operations. Operates coal conveyers and heavy equipment; lifts up to 75 lbs. independently and up to 100 lbs. with assistance. Travels to various work sites to perform job duties.

Agency Contact:

CMS HR-Internal Personnel
401 S. Spring St. Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

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12/01/2016



Job Title: **Management Operations Analyst II**
Agency: Human Services
Closing Date/Time: Tue. 11/22/16 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-99-98607**

Under direction as an advanced analyst, serves as a project lead using elaborate data extraction tools and complete methods. Researches, compiles and develops sophisticated analysis and reports. Generates elaborate and technical program and system management reports using Microsoft Suite Applications and tools in assessing performance measures and management outcomes via various information system. Performs routine and ad-hoc quality control test and generates corresponding management operation and evaluation reports to ensure the integrity and validity of data from the following, but not limited to, the Client Data Bases (CDB), Integrated Eligibility System (IES), Human Services Data Base, Infonet, Cornerstone, eCornerstone, Illinois Department of Public Health's (IDPH) PRAMS and APORS

Please submit applications to:
Krissie Buss
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-2116
PHONE: 217-557-0347

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12/01/2016



Job Title: **Management Operations Analyst II**
Agency: Human Services
Closing Date/Time: Mon. 11/21/16 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-99-98606**

Under direction as an advanced analyst, serves as a project lead using elaborate data extraction tools and complete methods. Researches, compiles and develops sophisticated analysis and reports for the Office of Adult Services and Basic Supports (OASBS), Office of Workforce Development (OWD) and Office of Family and Community Resource Centers (FCRCs). Generates elaborate and technical program and system management reports using Microsoft Suite Applications and tools in assessing performance measures via various information systems. Performs routine and ad-hoc quality control tests and generates corresponding management operation and evaluation reports to ensure the integrity and validity of data from the following, but not limited to, the Client Data Bases (CDB), Human Services Data Base (HSDB), Integrated Eligibility Systems (IES)

Please submit applications to:
Krissie Buss
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-2116
PHONE: 217-557-0347

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12/01/2016



Job Title: **Management Operations Analyst II**
Agency: Human Services
Closing Date/Time: Mon. 11/21/16 11:59 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-99-98608**

Under direction as an advanced analyst, serves as project lead using elaborate data extraction tools and complete methods. Researches, compiles and develops sophisticated analysis and reports for the Office of Family Wellness (OFW), Office of Early Childhood (OEC) and Office of Community and Positive Youth Development (OCPYD). Generates elaborate and technical program and system management reports using Microsoft Suite Applications and tools in assessing performance measures via various informational system.

Bureau of Planning and Evaluation
815 East Monroe Street
Springfield, IL 62702

Please submit applications to:
Krissie Buss
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-2116
PHONE: 217-557-0347

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12/01/2016



Job Title: **Medical Administrator II Option C - Opt 06**
Agency: Human Services
Closing Date/Time: Wed. 11/30/16 4:00 PM Central Time
Salary: \$52.26 - \$107.03 hourly
\$9,093.00 - \$18,623.00 monthly
\$109,116.00 - \$223,476.00 annually
Job Type: Full-Time
Location: Livingston County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **10-67-94786R4**

Directs, coordinates and supervises Physicians, Dental, Pharmacy, Laboratory and X-ray services at the Wm. W. Fox Center. Maintains the overall quality of clinical care provided to individuals of the facility including planning, staff administration and implementation of medical treatment regimens, individual care programs and services of the facility. Develops, implements and monitors policies and procedures related to established standards for medical care services, medical ethics, licensing/regulations, the Illinois Mental Health and Developmental Disabilities code, DHS Directive, Fox Center policies and procedures, CMS standards and other applicable laws and regulations.

LOCATION:
Wm. W. Fox Center
134 W. Main Street
Dwight, IL 60420
815-584-3347

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12/01/2016



Job Title: **Medical Administrator II Option D - Opt 05**
Agency: Human Services
Closing Date/Time: Thu. 12/01/16 11:59 PM Central Time
Salary: \$10,441.00 - \$20,722.00 monthly
\$125,292.00 - \$248,664.00 annually
Job Type: Full-Time
Location: Clinton County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **2016-98-10-74-93787**

Under administrative direction of the Assistant Center Director, serves as the Medical Director for Murray Development Center. Supervises medical staff, maintains the overall quality of clinical care provided to individuals of the facility including planning, staff administration and implementation of medical treatment regimens, individual care programs and services of the facility. Develops, implements, and monitors policies and procedures related to established standards for individual care, medical ethics and licensing/regulations.

Murray Development Center
Attn. Trisha Shipley, Personnel Office
1535 W. McCord St.
Centralia, IL 62801
(618) 532-1811, ext. 4813
Fax: (618) 545-0466
email: trisha.shipley@illinois.gov

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12/01/2016



Job Title: **Mental Health Technician III**
Agency: Human Services
Closing Date/Time: Wed. 11/23/16 4:30 PM Central Time
Salary: \$2,951.00 - \$4,124.00 monthly
Job Type: Full-Time
Location: Union County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-80-16-52/98469**

Under direct supervision, serves as a shift lead worker on one unit. Provides guidance and direction to lower level technicians. Ensures correct and consistent implementation of facility policies and procedures. Ensures compliance with Facility/Division Living Unit philosophy, program, procedures and practices. Assumes responsibility for ensuring the maintenance of the service equipment. Performs checks and completes documentation to ensure environment is maintained in a comfortable, attractive, safe and sanitary manner.

Contact: Allison Holshouser, Donna Patterson or Stacey Busby
Phone: 618/833-5161, Ext. 2486, 2222 or 2522
Fax: 618/833-1415

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12/01/2016



Job Title: **CE VI Construction Engineer**
Agency: Transportation
Closing Date/Time: Fri. 12/02/16 4:30 PM Central Time
Salary: \$6,945.00 - \$11,020.00 monthly
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#41375**

This position is accountable for the management of the Construction Section which constitutes the supervision of all highway construction contracts from award of contract until final payment to the contractor

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov

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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

12/01/2016



Job Title: **CE VI Prequalification Engineer**
Agency: Transportation
Closing Date/Time: Fri. 12/02/16 4:30 PM Central Time
Salary: \$6,945.00 - \$11,020.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#41254**

This position is accountable for ensuring all contractors are prequalified and capable of completing the contract, developing and implementing policies to comply with the Illinois Procurement Code, developing and administering subcontractor databases for the department, and administering the Contractor Performance Evaluation (CPE) process.

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov

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12/01/2016



Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Vermilion County, Illinois
Number of Vacancies: **5**
Plan/BU: **RC062**
Bid ID#: **1636500**

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; assesses immediate safety and risk factors of involved children and takes necessary protection action; makes recommendations about investigative findings; implements short-term services, including concrete services directly or through family advocates; on a rotating basis, assigned to 24 hour "on call" duty in addition to normal assignments, to ensure that services are provided as mandated by statute and policy.

SUBMIT BIDS TO:
Patty Gideonsen
5415 N University Ave
Suite 103
Peoria, IL 61614
Fax: 309-693-5316

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12/01/2016



Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Peoria County, Illinois
Number of Vacancies: **5**
Plan/BU: **RC062**
Bid ID#: **1632500**

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; assesses immediate safety and risk factors of involved children and takes necessary protection action; makes recommendations about investigative findings; implements short-term services, including concrete services directly or through family advocates; on a rotating basis, assigned to 24 hour "on call" duty in addition to normal assignments, to ensure that services are provided as mandated by statute and policy.

SUBMIT BIDS TO:
Patty Gideonsen
5415 N University Ave
Suite 103
Peoria, IL 61614
Fax: 309-693-5316

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12/01/2016



Job Title: **Medical Administrator II Option D - Opt 18**
Agency: Human Services
Closing Date/Time: Tue. 12/06/16 3:00 PM Central Time
Salary: \$10,441.00 - \$20,722.00 monthly
Job Type: Full-Time
Location: Schuyler County, Illinois
Number of Vacancies: **1**
Bid ID#: **10-88-98768**

Serves as the Medical Director for the Treatment and Detention Facility, a 24/7 residential facility for Sexually Violent Persons. Administers, plans, and manages all medical care, psychiatric treatment, social services, and psychological treatment for all residents of the facility. Supervises professional staff in the day-to-day administration of all program services; establishes goals and objectives for program areas

Location: DHS/Treatment and Detention Facility, 17019 County Farm Rd, Rushville, IL
Bid Forms and Applications can be mailed to the address above to the attention of Kendra Williams, faxed to 217-322-2126, or scanned to kendra.williams@illinois.gov

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12/01/2016



Job Title: **Mental Health Technician III**
Agency: Human Services
Closing Date/Time: Wed. 11/23/16 4:30 PM Central Time
Salary: \$2,951.00 - \$4,124.00 monthly
Job Type: Full-Time
Location: Union County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-80-16-52/98469**

Under direct supervision, serves as a shift lead worker on one unit. Provides guidance and direction to lower level technicians. Ensures correct and consistent implementation of facility policies and procedures. Ensures compliance with Facility/Division Living Unit philosophy, program, procedures and practices.

Contact: Allison Holshouser, Donna Patterson or Stacey Busby
Phone: 618/833-5161, Ext. 2486, 2222 or 2522
Fax: 618/833-1415

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12/01/2016



Job Title: **Mental Health Technician III - Opt MC**
Agency: Human Services
Closing Date/Time: Fri. 12/02/16 4:00 PM Central Time
Salary: \$2,951.00 - \$4,124.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-73-94719**

Under direct supervision, performs advanced level technical duties; serves as lead worker on multiple shifts in that days off of incumbents are opposite each other; participates in established programs geared toward the care, treatment, development and habilitation and/or rehabilitation of recipients who are dually diagnosed or have intellectual disabilities

Agency Contact:
Jennifer Gunnon TA'd HR Director
Mabley Developmental Center
1120 Washington Avenue
Dixon, IL 61021
815-288-8340
815-288-8321 (fax)

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12/01/2016



Job Title: **Mental Health Technician Trainee I**
Agency: Human Services
Closing Date/Time: Tue. 11/29/16 4:59 PM Central Time
Salary: \$2,181.00 - \$2,855.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC009**
Bid ID#: **10.79 95840.95587**

Under immediate supervisor of the Director of Nursing, receives training and instruction and performs entry level, routine personal care services and therapeutic activities in the treatment and habilitation of mentally ill patients at Chicago Read Mental Health Center; utilizes Spanish speaking language skills with recipients, family members and staff performance of duties.

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903
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12/01/2016



Job Title: **Mental Health Technician Trainee I**
Agency: Human Services
Closing Date/Time: Tue. 11/29/16 11:59 PM Central Time
Salary: \$2,181.00 - \$2,855.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC009**
Bid ID#: **10.79 97452.97454**

Under immediate supervisor of the Director of Nursing, receives training and instruction and performs entry level, routine personal care services and therapeutic activities in the treatment and habilitation of mentally ill patients at Chicago Read Mental Health Center.

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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12/01/2016



Job Title: **Methods & Procedures Advisor III**
Agency: Public Health
Closing Date/Time: Mon. 12/05/16 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDPH 51-17-0100**

Under general direction, plans, directs and supervises the activities of the Immunization Program relative to the development and implementation of the Statewide Immunization Information System (SIIS); responsible for the research and advisory functions which pertain to the analysis and evaluation of immunization data obtained through the semi-annual provider assessment process

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRApplcations@illinois.gov

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12/01/2016



Job Title: Office Assistant - Opt 1
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,845.00 - \$3,519.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: E-HCD Continuous

Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Work hours: 8:30 am – 5:00 pm
DHS, HCD, Family Community Resource Centers Statewide
For a list of local office addresses
[DHS, HCD, Family Community Resource Centers](#)

Contact:
Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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12/01/2016



Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,845.00 - \$3,519.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: G-HCD Continuous

Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Work hours: 8:30 am – 5:00 pm
DHS, HCD, Family Community Resource Centers Statewide
For a list of local office addresses
[DHS, HCD, Family Community Resource Centers](#)

Contact:
Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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12/01/2016



Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Tue. 11/22/16 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
\$33,384.00 - \$45,372.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 2
Plan/BU: RC014
Bid ID#: 10-91-98529/98532

Under direct supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

Please submit CMS 100 (revised 10/2014) applications and bid form to:
Bureau of Employee Services
Bonita Jones
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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12/01/2016



Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Tue. 11/22/16 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
\$33,384.00 - \$45,372.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-98584

Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

Please submit CMS 100 (revised 10/2014) applications and bid form to:
Bureau of Employee Services
Bonita Jones
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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12/01/2016



Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Mon. 12/05/16 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
\$33,384.00 - \$45,372.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-98048

Under general supervision, reviews complex material to be typed, processed and field. Types a variety of routine forms, form letters, cards and records

Bureau of Employee Services
Bonita Jones
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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12/01/2016



Job Title: Maintenance Equipment Operator
Agency: Human Services
Closing Date/Time: Wed. 11/23/16 4:00 PM Central Time
Salary: \$26.48 - \$26.48 hourly
Job Type: Part-Time
Location: Morgan County, Illinois
Number of Vacancies: 1
Plan/BU: RC019
Bid ID#: DRS-ISD-6-98604

Under direct supervision, performs a variety of semi-skilled tasks involved in the maintenance and operation of the automotive equipment at the Illinois School for the Deaf.

Illinois School for the Deaf, Personnel Office
ATTN: Angela Leavell
125 S. Webster Ave., Jacksonville IL 62650
phone: 217-479-4224 fax: 217-479-4294 email: angela.leavell@illinois.gov

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12/01/2016



Job Title: Maintenance Worker
Agency: Central Management Services
Closing Date/Time: Wed. 11/30/16 5:00 PM Central Time
Salary: \$4,544.00 - \$6,058.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: 1
Plan/BU: RC019
Bid ID#: CMS 13330

Under immediate supervision of the Facility Manager and with guidance from the Assistant Chief Engineer who assigns day to day activities at the IDOT/District 2 Headquarters performs a variety of routine grounds maintenance functions and building upkeep and janitorial work for Department of Central Management Services operated facilities within the North Region for IDOT/Dixon Headquarters and other Northern, Chicago, Central and Southern regions as needed. Keeps equipment in good working order by making minor adjustments and repairs. Relocates, renovates and remodels offices by loading and unloading equipment and supplies and installing and removing furniture.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

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12/01/2016



Job Title: Maintenance Worker Power Plant
Agency: Central Management Services
Closing Date/Time: Mon. 11/28/16 5:00 PM Central Time
Salary: \$6,784.26 - \$7,055.70 monthly
Job Type: Full-Time
Location: Clinton County, Illinois
Number of Vacancies: 1
Plan/BU: PR000
Bid ID#: CMS 13322

Under immediate supervision, performs cleaning, preventive maintenance and routine maintenance of power plant operating equipment and systems. Assists engineering staff in power plant operations. Operates coal conveyers and heavy equipment; lifts up to 75 lbs. independently and up to 100 lbs. with assistance. Travels to various work sites to perform job duties.

Agency Contact:

CMS HR-Internal Personnel
401 S. Spring St. Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

12/01/2016



Job Title: Maintenance Worker Power Plant
Agency: Central Management Services
Closing Date/Time: Mon. 11/28/16 5:00 PM Central Time
Salary: \$6,784.26 - \$7,055.70 monthly
Job Type: Full-Time
Location: Clinton County, Illinois
Number of Vacancies: 1
Plan/BU: PR000
Bid ID#: CMS 13323

Under immediate supervision, performs cleaning, preventive maintenance and routine maintenance of power plant operating equipment and systems. Assists engineering staff in power plant operations. Operates coal conveyers and heavy equipment; lifts up to 75 lbs. independently and up to 100 lbs. with assistance. Travels to various work sites to perform job duties.

Agency Contact:

CMS HR-Internal Personnel
401 S. Spring St. Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

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12/01/2016



Job Title: **Management Operations Analyst II**
Agency: Human Services
Closing Date/Time: Tue. 11/22/16 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-99-98607**

Under direction as an advanced analyst, serves as a project lead using elaborate data extraction tools and complete methods. Researches, compiles and develops sophisticated analysis and reports. Generates elaborate and technical program and system management reports using Microsoft Suite Applications and tools in assessing performance measures and management outcomes via various information system. Performs routine and ad-hoc quality control test and generates corresponding management operation and evaluation reports to ensure the integrity and validity of data from the following, but not limited to, the Client Data Bases (CDB), Integrated Eligibility System (IES), Human Services Data Base, Infonet, Cornerstone, eCornerstone, Illinois Department of Public Health's (IDPH) PRAMS and APORS

Please submit applications to:
Krissie Buss
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-2116
PHONE: 217-557-0347

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12/01/2016



Job Title: **Management Operations Analyst II**
Agency: Human Services
Closing Date/Time: Mon. 11/21/16 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-99-98606**

Under direction as an advanced analyst, serves as a project lead using elaborate data extraction tools and complete methods. Researches, compiles and develops sophisticated analysis and reports for the Office of Adult Services and Basic Supports (OASBS), Office of Workforce Development (OWD) and Office of Family and Community Resource Centers (FCRCs). Generates elaborate and technical program and system management reports using Microsoft Suite Applications and tools in assessing performance measures via various information systems. Performs routine and ad-hoc quality control tests and generates corresponding management operation and evaluation reports to ensure the integrity and validity of data from the following, but not limited to, the Client Data Bases (CDB), Human Services Data Base (HSDB), Integrated Eligibility Systems (IES)

Please submit applications to:
Krissie Buss
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-2116
PHONE: 217-557-0347

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12/01/2016



Job Title: **Management Operations Analyst II**
Agency: Human Services
Closing Date/Time: Mon. 11/21/16 11:59 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-99-98608**

Under direction as an advanced analyst, serves as project lead using elaborate data extraction tools and complete methods. Researches, compiles and develops sophisticated analysis and reports for the Office of Family Wellness (OFW), Office of Early Childhood (OEC) and Office of Community and Positive Youth Development (OCPYD). Generates elaborate and technical program and system management reports using Microsoft Suite Applications and tools in assessing performance measures via various informational system.

Bureau of Planning and Evaluation
815 East Monroe Street
Springfield, IL 62702

Please submit applications to:
Krissie Buss
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-2116
PHONE: 217-557-0347

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12/01/2016



Job Title: **Medical Administrator II Option C - Opt 06**
Agency: Human Services
Closing Date/Time: Wed. 11/30/16 4:00 PM Central Time
Salary: \$52.26 - \$107.03 hourly
\$9,093.00 - \$18,623.00 monthly
\$109,116.00 - \$223,476.00 annually
Job Type: Full-Time
Location: Livingston County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **10-67-94786R4**

Directs, coordinates and supervises Physicians, Dental, Pharmacy, Laboratory and X-ray services at the Wm. W. Fox Center. Maintains the overall quality of clinical care provided to individuals of the facility including planning, staff administration and implementation of medical treatment regimens, individual care programs and services of the facility. Develops, implements and monitors policies and procedures related to established standards for medical care services, medical ethics, licensing/regulations, the Illinois Mental Health and Developmental Disabilities code, DHS Directive, Fox Center policies and procedures, CMS standards and other applicable laws and regulations.

LOCATION:
Wm. W. Fox Center
134 W. Main Street
Dwight, IL 60420
815-584-3347

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12/01/2016



Job Title: **Medical Administrator II Option D - Opt 05**
Agency: Human Services
Closing Date/Time: Thu. 12/01/16 11:59 PM Central Time
Salary: \$10,441.00 - \$20,722.00 monthly
\$125,292.00 - \$248,664.00 annually
Job Type: Full-Time
Location: Clinton County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **2016-98-10-74-93787**

Under administrative direction of the Assistant Center Director, serves as the Medical Director for Murray Development Center. Supervises medical staff, maintains the overall quality of clinical care provided to individuals of the facility including planning, staff administration and implementation of medical treatment regimens, individual care programs and services of the facility. Develops, implements, and monitors policies and procedures related to established standards for individual care, medical ethics and licensing/regulations.

Murray Development Center
Attn. Trisha Shipley, Personnel Office
1535 W. McCord St.
Centralia, IL 62801
(618) 532-1811, ext. 4813
Fax: (618) 545-0466
email: trisha.shipley@illinois.gov

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12/01/2016



Job Title: **Mental Health Technician III**
Agency: Human Services
Closing Date/Time: Wed. 11/23/16 4:30 PM Central Time
Salary: \$2,951.00 - \$4,124.00 monthly
Job Type: Full-Time
Location: Union County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-80-16-52/98469**

Under direct supervision, serves as a shift lead worker on one unit. Provides guidance and direction to lower level technicians. Ensures correct and consistent implementation of facility policies and procedures. Ensures compliance with Facility/Division Living Unit philosophy, program, procedures and practices. Assumes responsibility for ensuring the maintenance of the service equipment. Performs checks and completes documentation to ensure environment is maintained in a comfortable, attractive, safe and sanitary manner.

Contact: Allison Holshouser, Donna Patterson or Stacey Busby
Phone: 618/833-5161, Ext. 2486, 2222 or 2522
Fax: 618/833-1415

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12/01/2016



Job Title: **Mental Health Technician III - Opt MC**
Agency: Human Services
Closing Date/Time: Fri. 12/02/16 4:00 PM Central Time
Salary: \$2,951.00 - \$4,124.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-73-94719**

Under direct supervision, performs advanced level technical duties; serves as lead worker on multiple shifts in that days off of incumbents are opposite each other; participates in established programs geared toward the care, treatment, development and habilitation and/or rehabilitation of recipients who are dually diagnosed or have intellectual disabilities. Utilizes manual communication in the performance of duties involving direct contact with recipients who require such. Direct care responsibilities involve work hours and assignments to different shifts.

Agency Contact:
Jennifer Gunnon TA'd HR Director
Mabley Developmental Center
1120 Washington Avenue
Dixon, IL 61021
815-288-8340
815-288-8321 (fax)

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12/01/2016



Job Title: **Support Service Coordinator I**
Agency: Human Services
Closing Date/Time: Tue. 11/22/16 4:00 PM Central Time
Salary: \$3,102.00 - \$4,344.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-81-98370**

This position provides direct supervision to employees in the preparation and service of food to patients and in the general cleaning and sanitation of the Dietary Department. Prepares some food and supply orders. Ensures the proper use of facility equipment and machinery as directed by the Dietary Manager; conducts inspections of equipment and facilities and maintains proper safety and sanitation conditions. Assists in the orientation and in-service training of dietary employees.

CONTACT INFORMATION

Human Resource Office
Elgin Mental Health Center
750 S State Street
Elgin, IL 60123
Phone: 847-742-1040, Ext 2095; Fax 847-429-4933

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12/01/2016



Job Title: **Support Service Coordinator I**
Agency: Human Services
Closing Date/Time: Wed. 11/23/16 4:30 PM Central Time
Salary: \$3,102.00 - \$4,344.00 monthly
Job Type: Full-Time
Location: Union County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-80-16-56/98476**

Under direction, serves as lead worker in the direction of staff assigned to Food Preparation. Monitors and directs dietary support staff; completes daily time sheets; schedules work assignments; prepares weekly delivery schedules of perishable supplies. Cooks and prepares food, serves meals to individuals served.

Contact: Allison Holshouser, Donna Patterson or Stacey Busby
Phone: 618/833-5161, Ext. 2486, 2222 or 2522
Fax: 618/833-1415

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12/01/2016



Job Title: **Support Service Coordinator I**
Agency: Human Services
Closing Date/Time: Thu. 12/01/16 4:59 PM Central Time
Salary: \$3,172.00 - \$4,042.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10/79-98680**

Under direction of the Dietary Manager, coordinates the activities of the employees in the Dietary Department and distribution areas. Maintains inventories of food and equipment; maintains records, food reports and orders. Prepares and serves food prepared for patients. Schedules production for the evening meals and secures the closing of the dietary department.

CONTACT INFORMATION:
Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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12/01/2016



Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Tue. 11/29/16 5:00 PM Central Time
Salary: \$2,761.00 - \$3,389.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **RC009**
Bid ID#: **10-72-97703**

Under direct supervision of the Dietary Manager and guidance and direction from the support service coordinator 2, performs routine tasks as assigned in a food service capacity including preparing and cleaning food, plating food, delivering meals and cleaning and operating various food service equipment. Prepares food for cooking and cooking operations; cleans and prepares fruit and vegetables; utilizes kitchen equipment including peelers, choppers, blenders, food processors, etc. Plates food in proper portions according to regular menu specifications on a tray line. Loads and delivers food containers to living areas for persons served; retrieves dirty containers for return to dietary

CONTACT PERSON
ALICE M. CHAMBERS
HUMAN RESOURCES REPRESENTATIVE
114 NORTH ORCHARD DRIVE
PARK FOREST, IL 60466
708-283-3015

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12/01/2016



Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Mon. 11/28/16 4:30 PM Central Time
Salary: \$2,700.00 - \$3,788.00 monthly
Job Type: Full-Time
Location: Randolph County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-78-97958**

Under direct supervision, performs housekeeping, cleaning and sanitation duties in any or all areas of the facility; operates electrical, mechanical, or hand-operated tools, devices or machinery.

Contact: Rhonda Dunning/Kim Holsapple, Human Resources
(618) 826-4571, ext. 331
FAX: (618) 826-3398

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12/01/2016



Job Title: **Public Administration Intern**
Agency: Children & Family Services
Closing Date/Time: Mon. 11/21/16 5:00 PM Central Time
Salary: \$2,611.00 - \$5,454.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **BB-00**
Bid ID#: **1607009-077669I**

Under general supervision, for a period of not less than twelve months and not to exceed twenty-four months, functions in an administrative capacity within the Department's Labor Relations Unit; receives orientation and on-the-job training designed to provide general knowledge and familiarization with labor relations functions within the Department of Children and Family Services; receives assignments on a continuing basis in order to develop working skills.

Send To:
Tyson Search
Office of Employee Services
10 Collinsville Ave, #301
East St. Louis, IL 62201
FAX: 618-583-2059

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12/01/2016



Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Wed. 11/23/16 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC028**
Bid ID#: **10-91-98445/98560**

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting of incoming documents, maintaining office supplies and forms, providing office receptionist functions for support staff.

Please submit CMS 100 (revised 10/2014) applications and bid form to:
Bureau of Employee Services
Bonita Jones
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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12/01/2016



Job Title: **Public Aid Eligibility Assistant - Opt SS**
Agency: Human Services
Closing Date/Time: Thu. 12/01/16 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC028**
Bid ID#: **10-91-98770/1**

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting incoming documents, maintaining office supplies and forms, providing office receptionist functions for support staff. Communicates in Spanish to those individuals who do not read or speak English.

Bureau of Employee Services
Bonita Jones
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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12/01/2016



Job Title: **Public Service Administrator - Opt 1**
Agency: Human Services
Closing Date/Time: Fri. 12/02/16 11:59 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-73-97020 (R2)**

Under administrative direction of the Center Director, manages the Human Resource department and all employee programs for the facility. Manages and directs all aspects of personnel and labor relations administration for the facility. Assists the Center Director with responsibilities including attendance at meetings and/or trainings outside the local area, and assuming administrator on duty responsibilities.

Agency Contact:
Kerri Bresley, MBA/HR
HR Liaison / Region 2
SODC Operations
1120 Washington Avenue
Dixon, IL 61021
815-288-8345
815-288-8321 (fax)

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12/01/2016



Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Mon. 11/21/16 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
\$33,384.00 - \$45,372.00 annually
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-95-98397

Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

Please submit applications to:
Krissie Buss
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-2116
PHONE: 217-557-0347

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12/01/2016



Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Tue. 11/22/16 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
\$33,384.00 - \$45,372.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-98584

Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

8:30am-5:00pm
Hunter IMRP
527 South Wells
Chicago, IL 60607

Please submit CMS 100 (revised 10/2014) applications and bid form to:
Bureau of Employee Services
Bonita Jones
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:

James R. Thompson Center

100 W. Randolph, Suite 3-300

Chicago, IL 60601-3220

(312) 793-3565 (voice)

Illinois Relay Center 800) 526-0844

MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible
Schedule Testing Check in time for tests - clerical and non-clerical is anytime
between 8:00 a.m. - 1:30 p.m.

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What is the CTA Second Chance Program?

The CTA Second Chance Program is an initiative offered in conjunction with the City of Chicago and social service agencies throughout the city. Working closely with the Department of Family and Support Services, hard-to-place individuals are given an opportunity to obtain full-time employment and training which may enable a start of a long-term, meaningful career.

How to apply

Jobseekers need to actively participate in one of the 13 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus servicer and rail car servicer Second Chance positions.

[Click Here For the 13 Designated Agencies](#)

What are the eligibility requirements and qualifications?

- Job seekers interested in participating must:
 - Reside within the City of Chicago
 - Be 18 years or older
 - Participate in 8-10 weeks of Job Readiness Training and obtain a certificate of completion from one of the 13 referring agencies.
- Second Chance participants that are referred are required to be released from the following:
 - House arrest (wearing metal band/bracelet)
 - Drug/alcohol program (i.e. Methadone treatment)
 - Work release center
 -

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How many Second Chance positions are available?

Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.

How long does the program last?

Based on job performance and attendance, a participant may serve for 12 months or more.

How much does the program pay?

Participants are paid at a rate of \$10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

How is a participant selected?

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

Once the referring agency recommends an applicant, what happens?

- Applicants are fingerprinted for background processing.
- Applicants complete a medical review.
- If the applicant passes background and medical what are the next steps?
 - Orientation/pre-hire
 - Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.
 - Completion of all hiring documentation and application inserts
 - Training

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- Participants are required to complete a (paid) safety training prior to reporting to assigned work location.
- The overall performance and attendance/tardiness of each apprentice is scored.
- Supervisors and apprentices are required to review the scoring of the evaluations, solicit feedback and address any questions or concerns.
- Agencies provide individual case management on each apprentice and maintain periodic contact.

What happens when the participant successfully completes the program?

- Participants in good standing receive a certificate of completion and letter of reference from CTA.
- Providing there are no additional arrests or convictions on the participant's record, the Second Chance program participant is encouraged to apply for CTA vacancies.

Who can you call if you have questions?

If you still have questions about this program, you can contact the CTA Second Chance Hotline

- 312-681-2293.

12/01/2016



10 REASONS TO CONSIDER JOINING THE ARMED FORCES

Whether you are considering the military out of a sense of Patriotism or duty, for action and adventure, or for a steady job in a depressed economy, there is something for everyone. Here are 10 reasons the military may be a good fit for you.



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1. Patriotism, defending our nation, and a sense of duty. Military service is a time-honored way to serve others first. Walter Reuther is quoted as saying, “There is no greater calling than to serve your fellow men. There is no greater contribution than to help the weak. There is no greater satisfaction than to have done it well.” (Source). This quote sums up what it means to serve. When you join the military, you learn the true meaning of service.

2. Jobs in a down economy. The US has experienced a difficult economy over the last few years, including high levels of unemployment, rising costs, and the outsourcing of many jobs. If you are looking for employment, consider the military, which continues to offer jobs for those who are qualified medically and academically, and who do not have an extensive criminal record.

3. Pay and benefits. A new second lieutenant starts at over \$36,000 a year plus full benefits, not including added monthly allowances of up to \$3,000, depending on where he or she is stationed. An enlisted person starts at around \$20,000 a year plus full benefits, not including added monthly allowances of up to \$1,500 depending on where he or she is stationed. Enlistment and re-enlistment bonuses can be over \$20,000. After serving only 3 years, some nuclear trained enlisted members in the Navy receive bonuses of \$90,000 for re-enlisting. Student loans can be relieved by up to \$65,000. The military is also one of the few places where you can get a full pension after serving 20 years or more. Military can reach 50-75% of the average of your final three years base salary. In some instances, you can receive more than 75% of your base pay in retirement.

4. Full medical coverage for you and your family. Military members are immediately eligible for full health care benefits for themselves and their immediate family members as soon as they enter

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the service, and if you stay through until retirement, you and your family can take these benefits with you when you leave the military. These health benefits extend to immediate family (e.g. spouses and children, and sometimes dependent parents). You may also be eligible for temporary military healthcare benefits after you leave the service.

5. Skills and training. The military provides advanced technical training in a variety of career fields and also offers opportunities for additional training when you are off-duty. Many military members are able to attend college that is often paid for by tuition assistance. You can use your training opportunities to advance within your career field, earn certifications or degrees, or prepare yourself to transition back into civilian life.

6. Leadership opportunities. Military leadership is a great way to get your resume for your next career. If you were to hire someone, would you want to hire someone with proven skills and experience and a degree, or someone right out of high school/college? Give me the experienced professional any day of the week! (More tips for creating your post-military resume).

7. Travel opportunities and vacation time. The military has installations all around the world and pays for you and your family to get there and back. Your off duty time is yours and you are free to travel and see the world. The military gives you 30 days of paid leave per year, not including weekends and federal holidays, depending on your job.

Benefits after Leaving the Service

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8. Education opportunities after you leave the military. The new GI Bill pays veterans who served at least 36 months a monthly living stipend and full tuition to pay for college, after they leave the military. Depending on how long the service member commits, this GI Bill can be transferred to spouses and children.

9. Buy a home with no money down with a VA Loan. The Veterans Affairs office offers veterans a way to purchase a home with no money down through the VA Loan. This makes it easier to purchase a home while you are serving, or after you have left the service.

10. A military retirement is worth millions. An officer with 20 years of service, who earns over \$100,000 per year, could retire with a pension of over \$48,000 per year for life in his or her 40's and start a second career. Imagine earning over \$4000 per month for the rest of one's life, starting at age 42. This equates to an accumulative pay of \$480,000, \$960,000, \$1.4 million in 10, 20, and 30 years, respectively, in addition to having full health care coverage and an income from a second job, if desired. (Oh, and those numbers don't account for annual cost of living adjustments which increase your monthly pension).

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