



02/10/2021

CPS is Hiring Support Staff



Looking for a temporary job that makes a difference?

Join the CPS team now and help support a local school community as schools reopen for in person instruction. These roles will support critical non-instructional tasks, like supervising students, monitoring health protocols, communicating with parents/guardians, and much more.

Make a direct impact on Chicago's youth today as a paid CPS employee starting at \$15/hr with over 30 hours of work each week.

Ready to apply? Click the button below and search

"ReOpening Part Time"

via the CPS Job Board to apply directly to the school of your choice.

Apply Here



<https://cpsk12il.taleo.net/careersection/3/joblist.ftl>



02/10/2021

JOB ANNOUNCEMENT

911 OPERATOR



OFFICE OF EMERGENCY MANAGEMENT AND COMMUNICATION

Number of Vacancies: 12
POLICE COMMUNICATIONS OPERATOR I
Job Number: 346810

Under supervision, receives, processes, and relays requests for police, fire, or emergency medical services and/or non-emergency requests for alternate response public safety services or assistance, and performs related duties as required.

QUALIFICATIONS: High School Diploma or equivalence certificate (GED), plus two years of work experience performing high volume public contact work that requires soliciting information either in-person, via telephone or radio, or two years of work experience conducting telephone interviews and/or surveys, or one year of work experience in receiving and processing or dispatching emergency calls, or one year of professional law enforcement officer experience; or an equivalent combination of education, training, and experience.

CLOSING DATE: Feb 22, 2021, 11:59:00 PM
SALARY: \$52,296.00
SHIFTS: Various (1st, 2nd & 3rd Watch)
LOCATION: 1411 West Madison

Successful candidates must pass a drug screen and a background investigation. Persons offered employment must pass all pre-employment exams prior to appointment.



ALDERMAN • 10TH WARD
RAYMOND LOPEZ

ESSENTIAL DUTIES

- Receives incoming emergency 9-1-1 calls from persons requesting public safety services or assistance
- Receives incoming calls from 3-1-1 or other city numbers from persons requesting non-emergency public safety assistance
- Solicits descriptive information to determine the nature of requests and the gravity and location of incidents, including potential threats, risks, or hazards that responding police units may encounter and to determine the best way to provide service
- Processes calls involving non-English speaking, excited, or suicidal individuals
- Enters incident or service request information using a computer console and forwards to Police Communications Operator II for dispatching
- Operates a two-screen police dispatch console and telephone equipment to receive and process 9-1-1 calls
- Forwards requests for fire and emergency medical services to fire dispatch operations
- Determines whether callers have been the victim of a crime or the subject of a non-criminal incident
- Uses the Incident Reporting Guide to determine the proper primary and secondary classification of criminal and non-criminal reports
- Completes case reports using the Automated Incident Reporting Application (AIRA) or the Miscellaneous Incident Exception Report
- Uses the Police Computer Aided Dispatch (PCAD) system to create a computerized event of non-emergency incidents so a Records Division (RD) number can be assigned
- Enters motor vehicle thefts or stolen vehicle parts into Law Enforcement Agencies Data System (LEADS)
- Mails Victim Information Notices (VINs) for all completed reports
- Returns phone calls to citizens who opted to leave a message rather than waiting for an officer
- Relays information regarding incidents to citizens, other communications operators, department officials, or other agencies, as required



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02/10/2021



A career with Kerry Taste & Nutrition offers you an opportunity to shape how people across the globe view food and beverage while providing you opportunities to explore and grow as your interests do. With our commitment to a sustainable future, a career with Kerry is something you can feel good about.

Our Owen, WI facility creates dairy and culinary products for Kerry and our retail customers. We have multiple departments with excellent growth potential across the site! Are you looking to build a career in manufacturing with a team you can have some fun with? With our engagement program, volunteer days and energetic culture, we might be the team for you!

We are looking to fill the following positions:



Production Operators

Hours = 12-hour shifts, 6 p.m. to 6:00 a.m.

Starting Wage up to **\$22.03/hr. + shift premium**

Benefits starting the first of the month following date-of hire.

Benefits include: Medical, Dental, Vision, Life, Short-term Disability, vacation, personal days and company-paid holidays.

11% 401k company contribution

Qualified applicants must be able to lift 50 lbs., have a high school diploma (or equivalent) and be proficient in basic math.

\$1,000 Sign on Bonus

Apply online at www.kerry.com and search for Owen, WI or contact Ashylee Naranjo at ashylee.naranjo@kerry.com or by phone at (608) 416-6141

Kerry ♦ 324 N. Harding St. ♦ Owen, WI 54460

Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).



02/10/2021

REGISTERED NURSE I (Upward Mobility) - 3813100

Date: Feb 6, 2021

Location:

Chicago, IL, US, 60634-1417

Job Requisition ID: 537

Agency: Department of Human Services

Req ID# 10-79-537

Closing Date/Time: CONTINUOUS POSTING

Salary: \$4,881 - \$6,621/monthly

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: Varies

Plan/BU: RC023

Work Hours: Hours of work will vary based upon operational needs and shift availability

Shifts at this location, but not necessarily available at time of hire

7:00 am - 3:00 pm

3:00 pm - 12:00 pm

12:00 pm - 7:00am

Work Location: Chicago Read Mental Health Center

4200 North Oak Park Avenue

Chicago, IL 606.4

Agency Contact: Michelle.Julian@illinois.gov

Job Function: Health Services

CANDIDATES MUST SUBMIT A SEPARATE BID FORM AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR. PLEASE USE THE REQUISITION ID FOR THE BID # ON THE APPROPRIATE APPLICATION FORM.

APPLICATION INSTRUCTIONS

DO NOT APPLY ONLINE.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).



02/10/2021

State Trade and Expansion Program Specialist (PSC) 1 1

Date: Feb 5, 2021

Location:

Chicago, IL, US, 60601-3218

Job Requisition ID: 578

Agency: Department of Commerce and Economic Opportunity

Closing Date/Time: 02/23/2021

Salary: \$50,000 - \$60,000 Annually

Job Type: Monthly

County: Cook

Number of Vacancies: 1

Employment Conditions

- Requires a valid driver's license to meet travel requirements on a statewide basis to conduct meetings, training and field visits.

Education Degree

- Bachelor's Degree required.

Work Hours: 8:30 - 5 Mon - Fri

Work Location: 100 W Randolph St Chicago, IL 60601-3218

Agency Contact: CEO.HR@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).



COVID-19 Community Engagement Specialist (PSC)

Date: Feb 8, 2021

Location:

Chicago, IL, US, 60602-3134

Job Requisition ID: 586

Agency: Department of Public Health

Closing Date/Time: 02/16/2021

Salary: \$35/hour

Job Type: Hourly Part Time

County: Cook

Number of Vacancies: 1

Knowledge, Skills, and Abilities

- This position requires a background in community engagement, ideally with a specialty in public health

Work Hours: Monday - Friday 8:30 am - 5:00 pm

Work Location: All work may be done remotely from any location but occasional travel may be required to meet deliverables

Job Function: Communications/Arts/Design

Please attach a **DETAILED Resume/Curriculum Vitae (CV)** to the **MY DOCUMENTS** section of your application. You **WILL NOT** be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

Agency Contact:

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

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).



02/10/2021

ACCOUNTANT SUPERVISOR - 0013500

Location:

Chicago, IL, US, 60608-1248

Job Requisition ID: 243

Agency: Illinois State Police

Closing Date/Time: 02/10/2021

Salary: \$4,587 - \$6,820 monthly

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: RC062

Collective Bargaining Agreement language applies to this requisition:

We are currently transitioning our application process away from paper process to an electronic application process. This position has not been transitioned please follow the directions below when applying to this position.

Job Responsibilities

Under direction, serves as a working supervisor over a small staff, maintaining and examining complex departmental budgetary reports and statements; assigns and reviews subordinates' work at the Illinois State Police Forensic Science center at Chicago.

Knowledge, Skills, and Abilities

- Requires extensive knowledge of accounting and auditing theory, principles, methods and procedures.
- Requires extensive knowledge of laws, rules and regulations relating to state or non-state Education Degree
- Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in business administration and accounting.
- Requires two years of professional experience in accounting, external auditing, budgetary planning and control or public accounting.

Work Hours: 8:30a - 5p (Monday - Friday)

Work Location: 1941 W Roosevelt Rd Chicago, IL 60608-1248

Agency Contact: ISP.JobPostings@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).



OFFICE COORDINATOR, OPT 2

Location:

Chicago, IL, US, 60602-3134

Job Requisition ID: 282

Agency: Department of Public Health

Posting ID: 01-21-0095

Closing Date/Time: 02/11/2021

Salary: \$38,256 - \$52,512/year

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: RC014

Collective Bargaining Agreement language applies to this requisition:

We are currently transitioning our application process away from paper process to an electronic application process.

This position has not been transitioned please follow the directions below when applying to this position.

Agency Contact:

Office of Human Resources

535 W. Jefferson St. 4th fl

Springfield, IL 62761

Phone: 217-785-2031

Email: DPH.HRAApplications@illinois.gov

Where to Apply:

DPH.HRAApplications@illinois.gov

Include posting ID # and bidders names in the subject line when applying

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).



02/10/2021

HEALTH INFORMATION ADMINISTRATOR - 1804100

Location:

Chicago, IL, US, 60634-1417

Job Requisition ID: 115

Agency: Department of Veterans' Affairs

Closing Date/Time: 02/10/2021

Salary: \$47,760.00 - \$69,648.00

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: RC062

Education Degree

- Requires knowledge, skill and mental development equivalent to four years of college and certification by the American Health Information Management Association as a Registered Health Information Administrator (RHIA). Requires one year of professional experience in a health information records facility; or,

Work Hours: 8:30AM-5:00PM Mon-Fri

Work Location: 4250 N Oak Park Ave Chicago, IL 60634-1417

Agency Contact: Craig.Morrison@illinois.gov

Job Function: Administration/Management

BID NUMBER 115

Agency Contact: Alycia Thurman Ph: 217-785-1788

Submit Applications To: (must be postmarked by closing date)

IL Department of Veterans' Affairs

ATTN: HR

833 S Spring Street

Springfield IL, 62704

FAX: 217-557-7253

EMAIL Applications: IDVA.HR.Applicants@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).



02/10/2021

INFORMATION SERVICES SPECIALIST I - OPTION C (UMP)

Location:

Chicago, IL, US, 60601-3218

Job Requisition ID: 375

Agency: Department of Innovation and Technology

Closing Date/Time: 02/19/2021

Salary: \$59,448-\$77,328/year

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: RC063

Vacancy Posting Number: DoIT 27428

Collective Bargaining Agreement language applies to this requisition:

We are currently transitioning our application process away from paper process to an electronic application process. This position has not been transitioned please follow the directions below when applying to this position.

Job Responsibilities

Under immediate supervision, assists in providing technical support and assistance to end users of Microsoft Office and other applications, software and automated equipment. Participates with senior analyst in the configuration, testing, installation, documentation and maintenance of desktop/laptop systems and related peripheral systems; lifts equipment weighing up to 30 pounds. Performs the process of duplicating new Microsoft Windows and Mac operating system installations. Assists higher level staff in conducting training sessions for end users and staff. Serves on an on-call basis for software and hardware problems. Travels in the performance of duties.

Knowledge, Skills, and Abilities

Work Hours: 8:30 am - 5:00 pm Monday - Friday

Work Location: Chicago - 100 W Randolph St

Agency Contact: DoIT.BidForms@illinois.gov

Job Function: Technology

CANDIDATES MUST SUBMIT A SEPARATE BID FORM AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).



Chief of the Planning and Procurement Bureau, Illinois Power Agency

Location:

Chicago, IL, US, 60602-4602

Job Requisition ID: 400

Agency: Illinois Power Agency

Closing Date/Time: TBD

Salary: \$102,698.45

Job Type: Exempt

County: Cook

Number of Vacancies: 1

Plan/BU: N/A

Work Hours: M-F, 9AM to 5PM

Work Location: 105 West Madison Street

Suite 1401

Chicago, IL 60602

Agency Contact: ipa.contactus@illinois.gov

Job Function: Energy/Utilities

Risk Management

Fiscal/Finance/Business

Position Summary

The Agency is seeking an experienced and qualified professional to fulfill the responsibilities of the Chief of the Planning and Procurement Bureau. In accordance with Section 1-70(c) of the Illinois Power Agency Act ("IPA Act") (20 ILCS 3855), the Bureau Chief shall have at least five years of direct work experience in electricity supply planning and procurement, and hold an advanced degree in risk management, law, business, or a related field.

For more information on the Illinois Power Agency, please see: www.illinois.gov/ipa

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).



02/10/2021

CHILD PROTECTION SPECIALIST - Bilingual Investigator 0716300

Date: Feb 4, 2021

Location:

Chicago, IL, US, 60608-1122

Job Requisition ID: 468

DCFS is deeply committed to the welfare and protection of children. Our goal is to protect children by strengthening and supporting families. In every effort, from receiving hotline calls to reaching family reunification or foster care and adoption, children and families are our focus.

Agency: Department of Children and Family Services

Closing Date/Time:

Salary: \$4,587-\$6,820-Anticipated Starting Salary: \$4,587/mo.

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: RC062

Collective Bargaining Agreement language applies to this posting:

We are currently transitioning away from a paper application process to an electronic application process. This position has not been transitioned. Please follow the directions below when applying to this position.

Agency Contact:

Name: Tracey Hardrick

Mailing Address: 2020 W. Roosevelt Rd., Chicago, IL 60608

E-mail: Tracey.Hardrick@illinois.gov (preferred)

Phone: (312) 814-3775

Fax: (312) 814-1224

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).



02/10/2021

INDUSTRIAL SERVICES HYGIENIST - 2112700

Location:

Chicago, IL, US, 60601-3130

Job Requisition ID: 118

Agency: Department of Labor

Closing Date/Time: 02/10/2021

Salary: anticipated starting salary \$57,972

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: RC062

Employment Conditions

Education Degree

- Requires a bachelor's degree
- Requires three years of professional experience in the industrial hygiene, engineering, or environmental/public health field.
-

Education Major

- coursework in industrial hygiene, engineering, physical sciences (physics, chemistry, biological, etc.), environmental or public health, or occupational safety and health.
-

Work Hours: 8:30 - 5:00 Monday - Friday

Work Location: 160 N La Salle St Chicago, IL 60601-3130

Agency Contact: DOL.104@illinois.gov

Job Function: Public Safety; Sciences and Natural Resources

CANDIDATES MUST SUBMIT A SEPARATE BID FORM AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR

ALL correspondence regarding this position should be sent

to: DOL.104@illinois.gov with **DOL 118 Industrial Services Hygienist** in the subject line

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).



02/10/2021

Job Title:	Heavy Construction Equipment Operator - INFORMATIONAL POSTING ONLY
Agency:	Department of Transportation
Salary:	\$4,911.00 - \$6,548.00 monthly
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Bid ID#:	18465

Education and Experience: Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary schooling. Requires two years' experience operating highway construction equipment. Possession of a Class A CDL with appropriate endorsements, including air brakes. Requires one-year driving experience immediately preceding appointment free of incident which could result in license suspension or revocation. Requires ability to perform arduous labor; ability to lift 50 pounds; and ability to work ladders and scaffolding. Requires ability to understand and carry out oral/written instructions; ability to maintain productive working relationships.

These requirements are: Must be a current Certified Highway Maintainer, Highway Maintenance Lead Worker, or Highway Maintenance Lead/Lead Worker

If you still have questions regarding this process, please contact:

Illinois Department of Transportation

Bureau of Personnel Management

(217)782-5594

DOT.CO.BPM.EmploymentApplications@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).



02/10/2021

Job Title:	Veterans Nursing Assistant - Certified (Upward Mobility Target Title)
Agency:	Department of Veterans' Affairs
Closing Date/Time:	Continuous
Salary:	Depends on Qualifications
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	30
Plan/BU:	RC009
Bid ID#:	34-127-21-10-Continuous

Requires successful completion of an Illinois approved Basic Nursing Assistant Training Program consisting of a minimum of 120 hours of instruction which shall include at least 80 hours of theoretical instruction and 40 hours of clinical practice. In compliance with Section 340.1376, of the Illinois Administrative Code, requires inclusion on the Illinois Department of Public Health Nurse Aide Registry. Requires a health inventory and physical examination no more than 30 days prior to and no more than 30 days after the initial employment in the facility. Includes a required tuberculin test. Requires the ability to bend, stoop, twist and stand and walk for prolonged periods of time; requires the use of fine and gross hand manipulation and the ability to push, pull or lift 50 pounds unassisted. Performance requires visual and auditory ability to work with and comprehend allied medical and/or diagnostic equipment of a technical nature. Requires a valid Illinois driver's license. Honorable discharge from the U.S. Military preferred.

Submit Applications To: (must be postmarked by closing posting date)

IL Dept. of Veterans' Affairs

Attn: HR - Hiring

833 S. Spring St.

Springfield, IL 62704

Fax: 217-557-7235 (fax is the preferred method of receiving apps)

Email: IDVA.HR.Applicants@Illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).



02/10/2021

Job Title: Underage Compliance Assistant
Agency: Illinois Liquor Control Commission
Salary: \$15.00 / Hour
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: 100
Bid ID#: ILCC CP1001

Work Location:

Candidates will be chosen to service one or more of the following counties: Cook, McHenry, Whiteside, Lake, Madison, St. Claire, Jo Davies, Carroll, Kankakee, Woodford, Jefferson, Saline, Johnson, Union, Adams, Pike, Brown, Hancock, Ogle, Bureau, LaSalle, Rock Island, Knox, McLean, Champaign, Douglas, Macoupin, Tazewell, Fayette, Jasper, DeKalb, Kane, Will, Sangamon, Randolph, White, Iroquois, Henry, Winnebago, Peoria, Shelby, Macon, Clark, Marion, Washington, Greene, Christian, Mason, McDonough.

Agency Contact:

Illinois Liquor Control Commission– Human Resources
300 West Jefferson St., Suite 300
Springfield, IL 62702
LCCHumanResources@illinois.gov

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois Rutan interview process.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).



02/10/2021

Job Title:	Corrections Treatment Officer
Agency:	Department of Corrections
Salary:	\$4,422.00 - \$6,593.00 monthly
Job Type:	Full-Time
Location:	Will County, Illinois
Number of Vacancies:	1
Plan/BU:	RC006
Bid ID#:	IDOC29-89-Continuous

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

[Click Here for Applicant Information and Grading Procedures](#)

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).



02/10/2021

Job Title:	Medical Administrator II Option D - Opt 05
Agency:	Department of Human Services
Salary:	\$10,441.00 - \$18,498.00 monthly
Job Type:	Part-Time
Location:	Cook County Zone 3, Illinois
Number of Vacancies:	01
Plan/BU:	TA000
Bid ID#:	10-72-26403

Requires an Illinois license to practice medicine and American Specialty Board Certification, or its equivalent, in family practice. Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation. Requires ability to supervise and coordinate staff and activities of other professional disciplines. Requires ability to develop and maintain effective working relationships with various professional disciplines

AGENCY CONTACT:

Alice M. Chambers

Human Resources Representative

Elisabeth Ludeman Center

Phone: 708-283-3014

Fax: 708-283-3017

email: alice.chambers@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).



02/10/2021

Job Title: **Graphic Design and Branding Specialist (Principal Consultant #1752)**
Agency: Illinois State Board Of Education *
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **1752**

REQUIRED QUALIFICATIONS:

- Bachelor's Degree required. (COPY OF TRANSCRIPTS REQUIRED AT TIME OF APPLICATION)
- Portfolio of work must be submitted with application; a link to a digital portfolio is accepted.
- Two years of work experience in graphic design.
- Experience integrating design with email marketing software.
- Experience creating collateral for social media platforms, specifically Twitter and Facebook.
- Expert ability in designing PowerPoint presentation.
- Ability to manage multiple projects at once.
- Ability to meet deadlines.
- Ability to work independently, take initiative, and exhibit ownership over projects.
- Ability to collaborate and work effectively on teams.
- Interest in expanding skillsets and working with new tools and platforms.

To view full posting and apply electronically, please visit <https://www.isbe.net/Lists/ISBECareers/CareerDisplayForm.aspx?ID=429>. Interested parties must submit the required application, cover letter, resume, and transcripts (unofficial until recommended for hire). The subject line should include the position number(s) you are applying for.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).



02/10/2021

Job Title: **Data Specialist (Consultant #1646)**
Agency: Illinois State Board Of Education *
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **1646**

REQUIRED QUALIFICATIONS:

- Bachelor's Degree or a High School Diploma with a combination of four years of education, experience, and/or training related to the duties of this position. (COPY OF TRANSCRIPTS REQUIRED AT TIME OF APPLICATION)
- Minimum one year of experience providing technical assistance/customer service for technical issues, and documenting processes and procedures.
- Strong customer service skills such as conflict resolution, clear verbal communication skills, active listening, pleasant and positive attitude, and patience.
- Strong professional writing skills.
- Attention to detail and accuracy.

To view full posting and apply electronically, please visit <https://www.isbe.net/Lists/ISBECareers/CareerDisplayForm.aspx?ID=475>. Interested parties must submit the required application, cover letter, resume, and transcripts (unofficial until recommended for hire). The subject line should include the position number(s) you are applying for.

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02/10/2021



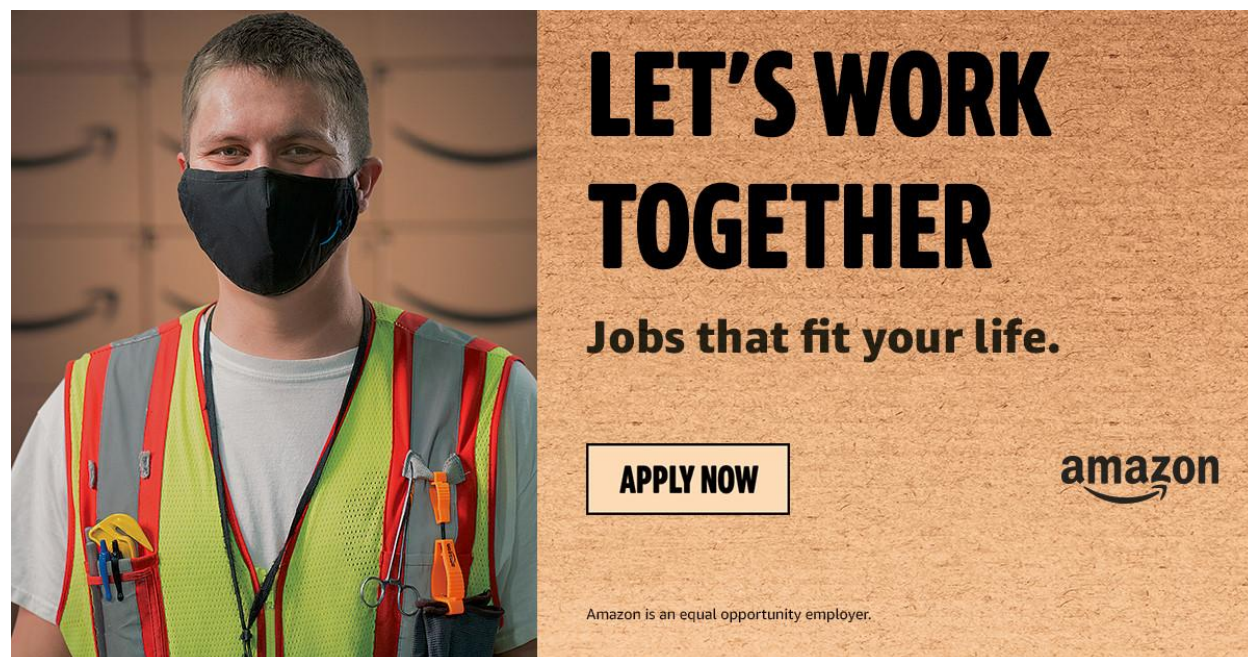
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02/10/2021

Career Counseling Services

State government career counseling services are provided by CMS Assessment Centers either by mail, email or through individual, in-person counseling sessions. Note that in-person counseling sessions are available at all CMS Assessment Centers by appointment only on a limited, first come-first serve basis and available sessions fill up quickly so applicants are strongly encouraged to take advantage of career counseling services offered via mail or email.

Counseling by Mail: If you want to take advantage of counseling by mail, complete a CMS-100 application, indicate that you want counseling by mail and your geographic employment preferences and salary requirements, and mail your application and request to the Chicago or Springfield assessment center. To ensure prompt service, mark the envelope "Request for Counseling by Mail." Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and will send back a list of potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

Counseling by Email: If you prefer, you can request counseling by email. Complete and attach to the email your CMS-100 application, indicate that you want counseling by email along with your geographic employment preferences and salary requirements, and email your request and application to: CMS.CounselingByEmail@Illinois.gov

Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and respond via email with potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

Career Counseling Session: If you schedule an appointment for a career counseling session at a CMS Assessment Center, you must complete and bring your CMS-100 application with you to the assessment center. A career counseling session lasts approximately 30 minutes. The career counselor will review your education and experience as reported on your CMS-100 application and discuss state government employment opportunities with you that match your credentials and employment preferences with position titles for which you may be qualified and answer any questions you may have regarding examination procedures and eligibility requirements. If you are unable to make your appointment, please contact the assessment center in advance to cancel your appointment.

Career Services also provides special assistance to Illinois veterans through the [Veterans Outreach Program](#). Please direct all Veteran Outreach issues directly to VeteransOutreachByEmail@illinois.gov.

From its Chicago office, CMS also offers the [Diversity Enrichment Program](#) (DEP) headquartered in the James R. Thompson Center (JRTC). The Program is responsible for the recruitment of well-qualified candidates for employment in underutilized categories for State employment through targeted outreach events and applicant counseling and is a resource for all State agencies, boards and commissions to supplement their recruiting efforts and develop strategies for diversification.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, 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).