



07/15/2019

Job Title: **Forensic Scientist Trainee - Opt B**  
Agency: State Police  
Closing Date/Time: Mon. 07/29/19 4:00 PM Central Time  
Salary: \$4,167.00 - \$5,601.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **6**  
Plan/BU: **RC062**  
Bid ID#: **21-31-ISP19-135**

Requires a Bachelor's degree in natural science or forensic science including a minimum of 20 semester hours of coursework in chemistry with a total of 60 semester hours of coursework in natural science.

**Agency Contact:**

Public Safety Shared Services  
Kim Aure, HR Representative  
1301 Concordia Ct  
Springfield, IL 62702  
[Kimberly.aure@illinois.gov](mailto:Kimberly.aure@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/15/2019

Job Title: **Stationary Engineer**  
Agency: Central Management Services  
Closing Date/Time: Fri. 07/26/19 5:00 PM Central Time  
Salary: \$8,381.58 - \$8,717.40 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **PR000**  
Bid ID#: **CMS 20330**

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school. Requires four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Chicago. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires working knowledge of the principles, practices and techniques used in the operation of high pressure coal, gas or oil fired boiler and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment.

**Agency Contact:**

CMS Internal Personnel/HR/Hiring  
401 S. Spring Street Room 414  
Springfield, IL  
217-558-3089  
217-558-5943 Fax

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07/15/2019

Job Title: Capital Development Board Project Technician  
Agency: Capital Development Board  
Closing Date/Time: Fri. 07/26/19 4:59 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: CDB000150

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of related office experience, preferably two years of experience in construction related field. Requires judgment in analyzing, prioritizing, evaluating and solving problems.

**Agency Contact:**

Wanda Trumbo  
Human Resources Specialist  
Capital Development Board  
Third Floor, Wm. G. Stratton Building  
401 S. Spring St., Springfield, IL 62706  
Tel: 217-524-7510  
Email: [wanda.trumbo@illinois.gov](mailto:wanda.trumbo@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/15/2019

Job Title: **Administrative Assistant II - Opt H7**  
Agency: Human Services  
Closing Date/Time: Thu. 07/25/19 5:00 PM Central Time  
Salary: \$4,612.00 - \$6,990.00 monthly  
\$55,344.00 - \$83,880.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-40-112414**

Under administrative direction of the Bureau Chief in the Bureau of Program Planning, Development and Evaluation, SUPR, IDHS, performs responsible management and liaison duties for the functional units within the Bureau of Program Planning, Development and Evaluation, assists with the analysis, research and development of policy relating to federal issues; performs liaison duties, represents the department in meetings, performs responsible administrative duties some of which are sensitive and controversial, assists in the organization planning.

*Contact Info:*  
*Bureau of Employee Services*  
*Ashley Moore*  
*100 South Grand Ave East, 3rd floor*  
*Springfield, IL 62762*  
*217-557-0347*  
*FAX: 217-524-2116*

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/15/2019

Job Title: **Public Service Administrator - Opt 6**  
Agency: Children & Family Services  
Closing Date/Time: Thu. 07/18/19 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **01**  
Plan/BU: **GB063**  
Bid ID#: **1960019- 608861**

Requires a master's degree in social work from a recognized college or university, supplemented by three years of administrative child welfare experience or a master's degree from a recognized college or university in a related human services field, supplemented by four years administrative child welfare experience; requires travel, possession of a valid driver's license, and proof of automobile insurance.

**Contact: Laverne Crayton**

Phone: (312) 814-1222 Fax: (312) 814-1224 E-mail: [laverne.Crayton@illinois.gov](mailto:laverne.Crayton@illinois.gov)  
Address 2020 W. Roosevelt Rd, Chicago.IL 60608

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/15/2019

Job Title: **Public Service Administrator (ADON) - Opt 8N**  
Agency: Human Services  
Closing Date/Time: Mon. 07/15/19 4:00 PM Central Time  
Salary: \$3,116.00 - \$8,301.00 monthly  
\$37,392.00 - \$99,612.00 annually  
Job Type: Full-Time  
Location: Cook County Zone 4, Illinois  
Number of Vacancies: **1**  
Plan/BU: **MG063**  
Bid ID#: **10-82/111203**

Requires a valid State of Illinois license as a registered nurse. Requires a bachelor's degree in nursing and three years progressively responsible professional nursing experience, or requires an associate's degree in nursing and four years progressively responsible professional nursing experience, or a master's degree in nursing and one year professional nursing experience.

Valarie Laird/Human Resources  
Madden Mental Health Center  
1200 S. First Avenue  
Hines, IL. 60141

Fax # 708-338-7078

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/15/2019

Job Title: **Building/Grounds Laborer**  
Agency: Military Affairs, Department of  
Closing Date/Time: Fri. 07/19/19 11:59 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC042**  
Bid ID#: **20-003**

**REQUIREMENTS:** Requires knowledge, skill and mental development equivalent to the completion of high school. Elementary knowledge of use and care of janitorial cleaning equipment (e. g. buffing machine, mop, broom). Requires elementary knowledge of grounds maintenance equipment, use and maintenance. Elementary knowledge of grounds/building maintenance and building cleaning methods. Ability to understand and communicate in English, both orally and in writing.

**CURRENT STATE EMPLOYEES:** Submit a Notice of Interest in Vacancy/Bid Form, AFSCME Transfer Form and CMS 100 or CMS 100B to the Department of Military Affairs, State Personnel, 1301 N. MacArthur Blvd., Spfld., IL 62702, by faxing to 217/761-3418 or email to [ng.il.ilarng.mbx.state-personnel@mail.mil](mailto:ng.il.ilarng.mbx.state-personnel@mail.mil). Current state employees seeking a promotion should also submit a CMS 100B to CMS (address found in upper left hand corner of CMS 100B) to receive a promotion grade.

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07/15/2019

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**

Requires a Bachelor's degree, ability to communicate effectively in Sign Language and ability to complete coursework to obtain a Master's degree in specified time.

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](mailto: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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).





07/15/2019

Job Title: **Registered Nurse I (Upward Mobility Target Title)**  
Agency: Human Services  
Salary: \$4,710.00 - \$6,484.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC023**  
Bid ID#: **10-81-38131**

Requires graduating from an approved nursing education program, resulting in an Associate Degree in Nursing or a Bachelor's degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois.

**Agency Contact:**

Elgin Mental Health Center  
Human Resource Office  
750 S. State Street  
Elgin, IL 60123  
847-742-1040, Ext. 2095 or 2073  
Fax: 847-429-4933

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/15/2019

Job Title: **Human Services Caseworker (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Mon. 07/15/19 5:00 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
\$47,628.00 - \$70,956.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **10-91-112338 & 112339**

Requires a bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

*Contact Info:*  
*Bureau of Employee Services*  
*Ashley Moore*  
*100 South Grand Ave East, 3rd floor*  
*Springfield, IL 62762*  
*217-557-0347*  
*FAX: 217-524-2116*

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/15/2019

Job Title: **Human Services Caseworker (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Tue. 07/23/19 5:00 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
\$47,628.00 - \$70,956.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **4**  
Plan/BU: **RC062**  
Bid ID#: **10-91-112446-112449**

Requires a bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

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

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/15/2019

Job Title: **Executive I - Opt H7**  
Agency: Human Services  
Closing Date/Time: Tue. 07/23/19 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#: **10-10-112323**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in business or public administration. Requires one year of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program. Requires working knowledge of personal computers and familiarity with Excel, Access, and Microsoft Word software programs. Requires ability to travel including overnight stays. Requires physical ability to bend, stoop, and kneel. Requires ability to lift up to 50 pounds.

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

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/15/2019

Job Title: **Information Systems Analyst II - Opt W**  
Agency: Department of Innovation & Technology (DoIT)  
Closing Date/Time: Tue. 07/23/19 5:00 PM Central Time  
Salary: \$5,770.00 - \$8,873.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC063**  
Bid ID#: **DoIT 20624**

Requires knowledge, skill and mental development equivalent to successful completion of four years of college with course work in computer science or directly related fields, supplemented by three years of professional experience in .NET platform development for large, web-based applications and in GenTax. Requires extensive knowledge of Information Technology concepts and principles, the theories and functions of computer systems, and the principles and techniques of Information Technology documentation. Requires extensive knowledge of the methods, procedures and techniques of conducting studies for system conversions and enhancements

**Agency Contact:**

Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection  
120 W Jefferson St, 3rd floor  
Springfield, IL 62702  
DoIT.BidForms@illinois.gov  
217-557-7180  
217-524-6629 Fax

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).



07/15/2019

Job Title: **Administrative Assistant I - Opt E1**  
Agency: Public Health  
Closing Date/Time: Tue. 07/23/19 5:00 PM Central Time  
Salary: \$4,184.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **idph 26-19-0373**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration, English, data interpretation, statistical analysis specific to public health, public health issues and policies, and epidemiology. Requires one year professional experience in a public or private organization. Requires a familiarity with the effects of demographics on health and the relationship of data to health prevention, protection and promotion.

**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](mailto: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).



07/15/2019

Job Title: **Registered Nurse I (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Fri. 07/26/19 5:00 PM Central Time  
Salary: \$4,710.00 - \$6,389.00 monthly  
Job Type: Full-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC023**  
Bid ID#: **10-75-111931, 111932**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. This class is included as an Upward Mobility Program credential title. Requires the ability to travel. Requires a valid Illinois Drivers license and proof of insurance.

Interfacility-Wide float 12:00 am - 8:15 am Rotating Days Off with every other weekend off.

Contact:

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

State employees currently in the title of RN1 must submit a Bid Form (State of Illinois Notice of Interest In Vacancy Form) to the contact listed above prior to 5:00 pm on the last date to apply listed above. State employees who are not currently in the title of RN1 must also submit a completed Employment Application (CMS-100) OR a Promotional Application (CMS-100B) and a copy of the RN license and transcripts along with the Bid Form.

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).



07/15/2019

Job Title: **ET IV Geotechnical Field Technician**  
Agency: Transportation  
Closing Date/Time: Mon. 07/22/19 4:30 PM Central Time  
Salary: \$4,695.00 - \$6,735.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#43137**

This position is accountable for providing inspection and testing of subgrade, embankment, and footings during construction; recommending timely solutions to embankment, subgrade, and foundation problems to avoid construction delays; evaluating effectiveness of consultant soil testing, inspection, and documentation; reviewing soil reports and plans for accuracy and constructability; and enforcing Standard Specifications on assigned construction sites. This position also serves as an alternate geotechnical-boring supervisor when necessary.

Technical Applications PM1080 (rev 6/1/17) 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 by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

Agency Contact: Bureau of Personnel Management, 217/782-5594

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07/15/2019

Job Title: Residential Services Supervisor (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Wed. 07/17/19 5:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
\$45,504.00 - \$67,212.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 10-72-112290

Requires knowledge, skill and mental development equivalent to an Associate of Arts Degree, with course work in the health and human services fields, plus two years direct care experience in a mental health/rehabilitation residential care setting, or requires two years individual care supervisory experience in a mental health/rehabilitation residential care setting. Qualifying state employees in the Upward Mobility Program shall have the state requirements of this classification waived by successful completion of specific proficiency tests and training programs.

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

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/15/2019

Job Title: **Executive Secretary III - Opt 2**  
Agency: Juvenile Justice  
Closing Date/Time: Thu. 07/18/19 4:00 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **CF014**  
Bid ID#: **IDJJ27-27-19-1402**

Subject to management approval of the Superintendent (SPSA), serves as an administrative secretary; represents the Superintendent through oral and written correspondence; prepares and/or types documents which have an impact on program policies and procedures; Serves as the facility Local Area Network (LAN) Coordinator; serves as technical resource person; Serves as personnel liaison for IYC-Chicago.

**CONTACT:**

Olivia Robles  
Illinois Youth Center - Chicago  
136 North Western Avenue  
Chicago, Illinois 60612  
312-633-5219  
FAX: 312-633-3726  
email: [Olivia.Robles@Illinois.gov](mailto:Olivia.Robles@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/15/2019

Job Title: Office Associate - Opt 2  
Agency: Human Services  
Closing Date/Time: Mon. 07/22/19 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: 3  
Plan/BU: RC014  
Bid ID#: 10-91-112360-112362

Under direction, performs a variety of complex specialized clerical duties for supervisory staff, keyboards documents, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures.

*Contact Info:*

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

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/15/2019

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**

Requires a Bachelor's degree, ability to communicate effectively in Sign Language and ability to complete coursework to obtain a Master's degree in specified time.

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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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07/15/2019

Job Title: **Registered Nurse I (Upward Mobility Target Title)**  
Agency: Human Services  
Salary: \$4,710.00 - \$6,484.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC023**  
Bid ID#: **10-81-38131**

Requires graduating from an approved nursing education program, resulting in an Associate Degree in Nursing or a Bachelor's degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois.

**Agency Contact:**

Elgin Mental Health Center  
Human Resource Office  
750 S. State Street  
Elgin, IL 60123  
847-742-1040, Ext. 2095 or 2073  
Fax: 847-429-4933

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/15/2019

## Chicago Healthcare Sector is hosting



# ADVOCATE HEALTHCARE

Recruiters will be on site conducting one on one interviews

Chicago Healthcare Sector  
**940 W Adams, Chicago IL 60607**  
**Thursday, July 18, 2019**  
**10:00 AM – 1:00 PM | Suite 302**

- **RSVP & send your Resume to:**  
[michelle.mcfarland@rescare.com](mailto:michelle.mcfarland@rescare.com)
- **Dress Professionally**
- **Bring a copy of your updated Resume & Portfolio (credentials, American Heart Association/CPR card)**
- **Basic Computer Skills are necessary**
- **H.S Diploma/G.E.D**
- **Must be able to pass an employer drug screen**
- **Individuals with floor tech experience would be a good fit for Environmental Service/Housekeeping**



### Locations:

Illinois Masonic Hospital, Chicago  
 Christ Medical Center, Oak Lawn  
 Lutheran General Hospital, Park Ridge

### POSITIONS:

- Environmental Service/Housekeeping
- Food Service
- Certified Nursing Assistants/C.N.A.'s

Competitive Pay and Benefits  
 Part Time & Full Time Available

To reserve your interview spot  
 email your resume & identify  
 the position that best fits your  
 work experience and  
 credentials:

**Michelle McFarland**  
 (312) 690-4655

[michelle.mcfarland@rescare.com](mailto:michelle.mcfarland@rescare.com)  
 BUSINESS SOLUTIONS CONSULTANT  
 Chicago Healthcare Sector Center



*Funding for this program is made possible through the Chicago Cook Workforce Partnership*




07/15/2019



**HOSTED BY HARVEY PUBLIC LIBRARY DISTRICT**


# JOB FAIR



**All companies represented at the job fair are seeking to fill open positions. Dress Professionally—first impressions go a long way. Bring multiple copies of your resume'.**

 **WHO'S HIRING:** Pace Bus • Metra Bus Services • Illinois Central School Bus Company • Road Runner Truck Driving School • Chicago Child Care Society • Joliet Job Corps • Alpha School Bus Company • Chicago Greater Food Depository • More companies are being added each week!

 **LOCATION:** HARVEY PUBLIC LIBRARY DISTRICT • 15441 Turlington Ave,  
 Harvey, IL. For more information call 708-331-0757 x3200

 **DATE:** Friday, July 19th

Harvey Public Library District 15441 Turlington Ave., Harvey, IL 60426 P: 708-331-0757 F: 708-331-5060

Board of Library Trustees

R. Patterson- President J. Nesbitt- Vice President W. Whitaker- Treasurer T. Price- Secretary

M. Ervin- Trustee J. Harris- Trustee C. Morgan-Trustee



07/15/2019

## **Second Chance Program**

CTA's Second Chance program is a nationally recognized program that provides valuable job skills and career opportunities to Chicago residents who often face challenges re-entering the workforce.

The Second Chance program takes a holistic approach to preparing individuals to be self-sufficient. It not only provides jobs to nonviolent ex-offenders, victims of abuse and others who face barriers to employment, but also offers a wide range of training, education, mentoring and networking.

Since 2011, the program has doubled in size to become one of the largest re-entry programs in the country. So far, more than 870 Chicagoans have participated—gaining experience they might not have received elsewhere. More than 260 Second Chance participants have been hired permanently by CTA, with dozens of others moving on to private-sector jobs.

The program has helped hundreds of people turn their lives around, and provide for their families.

### **How to apply**

Job seekers need to actively participate in one of the 19 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, rail car and facility servicer Second Chance positions.

<https://www.transitchicago.com/secondchance/>

### **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.

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).