



01/14/2019

Job Title: **Office Coordinator - Opt 2**  
Agency: Healthcare & Family Services  
Closing Date/Time: Mon. 01/28/19 11:59 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#: **CS4090**

Under direction, performs complex and specialized accounting procedures to achieve the service of income withholding orders or to otherwise dispose of delinquency referrals; reviews and analyzes accounts through the comparison of Illinois Department of Healthcare & Family Services (HFS) computer records and Clerk of the Court payment records to determine correct delinquency amount; gathers information and issues notices of delinquency and referrals for accounts in need of adjustment; establishes and monitors tracking procedures; types letters, forms, records, and other documents; travels to various sites to obtain child support information.

Agency Contact:  
Division of Child Support Personnel  
509 South 6th Street  
Springfield, IL 62701

Work: 217-557-3900  
Fax: 217-524-3960



01/14/2019

Job Title: **Child Support Specialist Trainee - Opt SS**  
Agency: Healthcare & Family Services  
Closing Date/Time: Mon. 01/28/19 11:59 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#: **CS4103**

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area; requires ability to speak, read, and write Spanish at a colloquial skill level.

\*If you are currently an Office Coordinator within the Division of Child Support Services, yo must submit a copy of an Open Competitive "A" grade with your bid and CMS100 application.

Agency Contact:  
Division of Child Support Personnel  
509 S. 6th St.  
Springfield, IL 62701  
Work: 217-557-3900  
Fax: 217-524-3960



01/14/2019

Job Title: **Child Support Specialist I - Opt SS**  
Agency: Healthcare & Family Services  
Closing Date/Time: Mon. 01/28/19 11:59 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: **RC062**  
Bid ID#: **CS4102**

Under direction, gathers data via face-to-face interviews, the mail, phone, and other sources and/or reviews and prepares petition, including those from other IV-D agencies/jurisdictions for Custodial Parents (CP's); establishes, modifies, and enforces financial and medical support obligations of Non-Custodial Parents (NCPs) and/or putative fathers; manages the establishment, modification, and enforcement of both judicial and administrative orders; resolves customer service issues through direct customer contact or with other IV-D agencies/jurisdictions, legal partners, etc., by phone, written correspondence, and e-mail; interprets and reviews support orders, both judicial and administrative, for case review and entry into the system; calculates financial obligations related to child support accounts; translates information and documents into Spanish for non-English speaking people.

Agency Contact:  
Division of Child Support Personnel  
509 S. 6th St.  
Springfield, IL 62701  
Work: 217-557-3900  
Fax: 217-524-3960



01/14/2019

Job Title: **CE V Drainage Studies Manager**  
Agency: Transportation  
Closing Date/Time: Mon. 01/28/19 4:30 PM Central Time  
Salary: \$6,315.00 - \$8,263.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#43322**

This position is accountable for supervising and coordinating activities involved in preparing and reviewing drainage studies and plans, hydraulic reports for bridges, multi-box culverts, three sided culverts, and pump stations for improvement projects. This position is primarily accountable for the timely acceptance, engineering feasibility, and cost effectiveness of drainage studies and hydraulic reports.

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



01/14/2019

Job Title: **Storage Tank Safety Specialist**  
Agency: State Fire Marshal  
Closing Date/Time: Mon. 01/28/19 4:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **50-50-SFM19-001**

Under direction of the Statewide Administrator for the Division of Petroleum and Chemical Safety, performs professional investigations, inspections, surveillances and mitigations and all aspects of storage for petroleum related products and hazardous materials. Utilizes electronic testing equipment, takes samples and compares permit and design standards to field installation of facility for the storage and use of regulated materials. Assist higher level professional and management staff in making decisions regarding permits, variances, and legal enforcement of regulations. Serves as a resource person to staff and the public.

Agency Contact:  
Kim Aure  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4410  
[kimberly.aure@illinois.gov](mailto:kimberly.aure@illinois.gov)



01/14/2019

Job Title: **Employment Security Specialist I**  
Agency: Employment Security  
Closing Date/Time: Fri. 01/25/19 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 12227**

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in the social sciences; or requires four years of work experience in program research evaluation or design with two of the years at the professional level. Requires working knowledge of the appropriate provisions of the Illinois Unemployment Insurance Act and applicable State and Federal laws. Requires knowledge of automated system capabilities within IDES. Requires the ability to travel; effectively communicate ideas, both orally and in written form; organize and analyze pertinent data; and to use a personal computer with related software programs.

Work location:  
Metro South Region  
16845 Halsted  
Harvey, IL 60426

Certified IDES employees must follow the instructions on the internal IDES posting (not NEOGOV instructions).

Other certified State employees can send their CMS-100 Employment Application and Notice of Interest in Vacancy Form to:

IL. Dept. of Employment Security  
Recruitment & Selection  
33 S. State Street, 8th floor  
Chicago, IL 60603





01/14/2019

Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**  
Agency: Children & Family Services  
Closing Date/Time: Fri. 01/25/19 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **1913003-135185**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance.

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

Location: 1911 S. Indiana Ave., Chicago, IL 60616  
Supervisor: Shontee Blankenship  
Contact:  
Karen Wagner  
1911 S Indiana Ave., 9th floor  
Chicago, IL 60616  
Phone: 312-328-2461

Email: [DCFS.LicensingPersonnel@illinois.gov](mailto:DCFS.LicensingPersonnel@illinois.gov) (email preferred)



01/14/2019

Job Title: **Health Facilities Surveillance Nurse**  
Agency: Public Health  
Closing Date/Time: Fri. 01/25/19 5:00 PM Central Time  
Salary: \$5,293.00 - \$7,197.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC023**  
Bid ID#: **IDPH 44-19-0156**

Requires graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires a valid Illinois drivers license and the ability to travel.

**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.HRApplications@illinois.gov](mailto:DPH.HRApplications@illinois.gov)





01/14/2019

Job Title: **Public Service Administrator - Opt 6**  
Agency: Children & Family Services  
Closing Date/Time: Fri. 01/25/19 5:00 PM Central Time  
Salary: \$6,141.00 - \$9,472.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **1903001-036285**

Requires an MSW and three years administrative child welfare experience or an MA in an acceptable human services field and four years administrative child welfare experience; requires travel.

**Specialized Skills:** Of the previously noted years of experience, requires that the experience include the administration of child welfare and child protection services.

Contact:  
Heather Poe  
406 E. Monroe, Station 373  
Springfield, IL 62701  
217-524-0266  
Fax: 217-524-3970  
Email: [heather.poe@illinois.gov](mailto:heather.poe@illinois.gov)



01/14/2019

Job Title: Educator - Opt B (Math Teacher)  
Agency: Juvenile Justice  
Closing Date/Time: Wed. 01/23/19 4:00 PM Central Time  
Salary: \$4,311.00 - \$7,969.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC063  
Bid ID#: IDJJ27-10-18-0003

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Middle Grade or Secondary Education endorsement in **Mathematics**. Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments. Requires patience and tolerance of a wide range of behavior.

Agency Contact:  
Kathy Mrowca, HR  
3825 Campton Hills Road  
St. Charles, IL 60175  
630-584-0506 ext 1519



01/14/2019

Job Title: Educator - Opt B (Music Teacher)  
Agency: Juvenile Justice  
Closing Date/Time: Wed. 01/23/19 4:00 PM Central Time  
Salary: \$4,311.00 - \$7,969.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC063  
Bid ID#: IDJJ27-10-18-0016

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Middle Grade or Secondary Education endorsement in **Music**. Requires elementary knowledge of behavior modification principles.

Agency Contact:  
Kathy Mrowca, HR  
3825 Campton Hills Road  
St. Charles, IL 60175  
630 584-0506 ext 1519



01/14/2019

Job Title: Educator - Opt C  
Agency: Juvenile Justice  
Closing Date/Time: Wed. 01/23/19 4:00 PM Central Time  
Salary: \$4,311.00 - \$7,969.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC063  
Bid ID#: IDJJ-27-10-18-0042

Under general supervision of the Educational Facility Administrator (PSA), instructs a targeted group of students identified as Special Education eligible; provides individual and group instruction to youth classified "Learning Disabled" and "Behaviorally Disordered;" prepares curriculum and participates in institutional committees.

**Agency Contact:**

Kathy Mrowca, HR  
3825 Campton Hills Road  
St. Charles, IL 60175  
630 584-0506 ext. 1519



01/14/2019

Job Title: **Human Rights Investigator Trainee - Opt SS**  
Agency: Human Rights Department  
Closing Date/Time: Wed. 01/23/19 5:00 PM Central Time  
Salary: \$2,464.00 - \$4,731.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **7**  
Plan/BU: **MC-09**  
Bid ID#: **19-19**

Requires knowledge, skill and mental development equivalent to completion of four years of college preferably with course work in business, public, or personnel administration or social sciences. Requires no previous experience. Requires elementary knowledge of human rights issues, the ability to communicate effectively both orally and in writing, the ability to analyze information and make recommended decisions, and the ability to acquire investigative skills. Requires ability to communicate effectively in both English and Spanish

8:30 a.m. to 5:00 p.m., Department of Human Rights, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601. Contact Person: Krista Sherrock, Department of Human Rights, 535 West Jefferson Street, Springfield, Illinois 62706, 217-785-5105, Fax: 217-785-5102.



01/14/2019

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**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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).





01/14/2019

Job Title: **Juvenile Justice Specialist Intern - Upward Mobility**  
Agency: Juvenile Justice  
Salary: \$3,994.00 - \$5,867.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **00**  
Bid ID#: **DJJ27-09 Continuous**

Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Candidate must be over the age of 21. Requires elementary knowledge of juvenile behavior problems, and means to develop successful and appropriate behaviors; requires elementary knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns; requires ability to successfully complete a comprehensive Department of Juvenile Justice training program. Requires physical agility and strength to stand and walk for up to three hours at a time, to run for short distances , and to provide physical intervention and control as necessary in order to protect and/ or restrain individuals. Requires possession of an appropriate valid driver's license.

WORK HOURS; 24/Hr. Supervision - 3 Designated Shifts by Work Location. DAYS OFF - Vary.

LOCATION/AGENCY: Illinois Department of Juvenile Justice.

[Click for a list of statewide facilities and addresses](#) or visit our website at [www.IDJJ.state.il.us](http://www.IDJJ.state.il.us)

Illinois Department of Juvenile Justice  
217-557-1030 x3008



01/14/2019

Job Title: **Medical Administrator II Option D - Opt 18**  
Agency: Human Services  
Salary: \$10,441.00 - \$20,722.00 monthly  
Job Type: Part-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **BBR**  
Bid ID#: **10-81-101709**

**Requires an Illinois license to practice medicine and American Specialty Board Certification or its equivalent in Psychiatry.** Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation.

**CONTACT INFORMATION:**

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



01/14/2019

Job Title: **Management Operations Analyst II**  
Agency: Human Services  
Closing Date/Time: Fri. 01/18/19 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: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-76-109234**

Under direction, analyzes policies, procedures and collects data to verify the provision of services by community providers and local private and public hospitals to meet the needs of patients with mental illness, specifically related to the Williams Consent Decree. Develops and conducts evaluations of systems which identify key indicators of service performance, provide "red flag" warnings to network staff and produce "report cards" on overall service being provided.

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



01/14/2019

Job Title: **Veterans Employment Representative I - Opt 2**  
Agency: Employment Security  
Closing Date/Time: Fri. 01/18/19 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 12226**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in social or behavioral sciences, business administration or marketing. Requires other than dishonorable discharge from the Armed Services of the United States and **requires a qualified Service-Connected disability**. Requires extensive knowledge of veterans' problems and special needs, including such areas as readjustment to civilian life and benefits available to veterans, including education and training. Requires ability to follow oral and written instructions; communicate clearly and effectively both orally and in writing; use electronic office equipment such as printer, copier, scanner, fax machine; a personal computer/laptop and related software programs and the internet to perform assigned duties. Requires ability to travel.

IL. Dept. of Employment Security  
Recruitment & Selection  
33 S. State Street, 8th floor  
Chicago, IL 60603

All other applicants must follow the instructions below. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

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



01/14/2019

Job Title: **Automotive Mechanic - Opt 2 - INFORMATIONAL POSTING**

Agency: Transportation

Closing Date/Time: Continuous

Salary: \$4,239.00 - \$5,652.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **000**

Plan/BU: **RC451**

Bid ID#: **00000**

- Commercial Drivers License-Class "A" with appropriate endorsement.
- Experience necessary to qualify as a skilled mechanic.
- Extensive knowledge of mechanical hand tools and testing equipment.
- Requires knowledge, skill and mental development equivalent to the completion of four years of High School or coursework in Auto Mechanics or completion of an approved training course.
- Option 2 (Truck and Welding)

**[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).



01/14/2019

Job Title: **Corrections Treatment Officer**  
Agency: 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.

WORK HOURS: To be determined

**LOCATION/AGENCY:**

Joliet Treatment Center  
2848 W. McDonough St.  
Joliet, IL 60436

OR

Elgin Treatment Center  
780 S. State St.  
Elgin, IL 60123





01/14/2019

Job Title: **Cancer Registrar II**  
Agency: Public Health  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: 2 Counties, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **IDPH**

Requires two years college supplemented by two years experience in the field of cancer registry involving the collection, management and analysis of cancer incidence data. Requires current certification in good standing as a Certified Tumor Register (CTR). Requires extensive knowledge of cancer registration principles, standards and methods. Requires ability to establish and maintain satisfactory public contacts and working relationships with cancer reporters, cancer registrar organizations, and staff in national standards setting organizations. Requires ability to exercise sound judgment in analyzing, appraising, evaluating and solving problems related to cancer registration. Requires ability to exercise initiative and resourcefulness in the development and completion of complex work projects. Requires the ability to understand and follow oral and written instructions. Requires the ability to complete continuing education requirements. Excellent computer skills and work experience in Microsoft Windows and Microsoft Office Suites is required. Requires the ability to travel.

**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.HRApplications@illinois.gov](mailto:DPH.HRApplications@illinois.gov)