



01/16/2019

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).



01/16/2019

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



01/16/2019

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



01/16/2019

Job Title: **Corrections Nurse Trainee**
Agency: Corrections
Salary: \$4,617.00 - \$6,314.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **6**
Plan/BU: **RC023**
Bid ID#: **IDOC29-82-17-1108**

Under immediate supervision for a period of six to twelve months, participates in an agency sponsored training program, receiving a combination of comprehensive classroom and on the job training in the nursing field. Receives training in conforming with established standards, procedures, policies and security guidelines and providing the full range of professional nursing services in the care and treatment of inmate patients in a correctional facility.

Position Number: 09836-29-82-431-22-01

CONTACT:

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



01/16/2019

Job Title: **Human Services Caseworker - Opt SS (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Tue. 01/22/19 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: **8**

Plan/BU: **RC062**

Bid ID#: **10-91-109427-30; 109450-53**

Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects customer data and determines eligibility. Discusses the customer's goals and participation levels. Assesses the customer's skills and evaluates their ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to verify customer receives available benefits. Completes case documentation, responds to electronic correspondence and makes entries into automated computer systems. Performs functions outlined below or a portion thereof (e.g. Intake) as part of an assigned caseload or on a rotational basis. Communicates in Spanish to those individuals who do not read or speak English.

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



01/16/2019

Job Title: **Market Development Associate**
Agency: Commerce Commission
Closing Date/Time: Fri. 01/18/19 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **2019-01**

Requires a bachelor's degree in marketing, statistics, finance, economics, engineering, or other closely related field; at least two years of experience collecting, analyzing, and summarizing statistical data; at least one year of relevant regulatory or utility experience; superior oral and written English communication skills; and extensive knowledge of the personal computer and Windows applications

To apply, submit a cover letter, resume, CMS-100, photocopies of college transcripts, and proof of any Veteran status claimed. Current state employees must also complete a Universal Bid Form. Application materials should be submitted to: Human Resources Department, Illinois Commerce Commission, 527 East Capitol Avenue, Springfield, Illinois 62701. Questions may be referred to Jennie McAnarney at 217-557-3912 or jennifer.mcanarney@illinois.gov.



01/16/2019

Job Title: **Human Resources Representative**
Agency: Human Rights Department
Closing Date/Time: Fri. 01/18/19 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **19-02**

Requires knowledge, skill and mental development equivalent to completion of four years of college and one year of professional experience in human resources. Prefers knowledge of the hiring process in State government and the personnel rules regarding employee transactions with experience preparing CMS-2's and entering online transactions. Prefers working knowledge of preparing Employer Bid Records. Prefers working knowledge of the Personnel Rules, various bargaining unit contracts/supplementals, pay plan and personnel code. Prefers working knowledge of computing salaries. Prefers experience as a Certified Rutan Interviewer. Prefer experience using the CMS Personnel/grading system thru IMSH.

NON STATE EMPLOYEE: DO NOT APPLY DIRECT TO THIS AGENCY, PLEASE SEE INFORMATION BELOW FOR INSTRUCTIONS ON HOW TO APPLY, for more information please refer to the Work4Illinois Website at Work.Illinois.Gov and select Application Procedures.

CURRENT STATE EMPLOYEE: Submit an Official Position Vacancy Bid Form and new Version of the CMS-100 Employment Application (Version Dated 8-2018) to the agency contact address listed above. If bidding on a promotion, applicant must be deemed qualified or have submitted a promotional application **(CMS-100B)** to CMS to receive a qualifying promotional grade prior to the closing of the posting period. **If you hav a Promotion grade, please send a copy along with the Application.** A separate Bid Form and Application is required for each Posting/Bid ID or your bid will be rejected. Bid Form and Application can be mailed to the contact address listed above or faxed to 312-793-2121.



01/16/2019

Job Title: **Human Rights Investigator Trainee**
Agency: Human Rights Department
Closing Date/Time: Fri. 01/18/19 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: **8**
Plan/BU: **MC-09**
Bid ID#: **19-03**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with coursework in business, public, or personnel administration or social science. 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.

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, 1st Floor, Springfield, Illinois, 62702, 217-785-5105, Fax: 271-785-5106.



01/16/2019

Job Title: **Human Rights Investigator I**
Agency: Human Rights Department
Closing Date/Time: Fri. 01/18/19 5:00 PM Central Time
Salary: \$3,696.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **8**
Plan/BU: **RC062**
Bid ID#: **19-11**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with coursework in business, public, or personnel administration or social science. Requires elementary knowledge of human rights issues. Requires two years professional experience in investigative work or dealing with human rights issues. Requires ability to interpret and apply the Human Rights Act in discrimination cases. Requires extensive knowledge on the methods and techniques of performing investigations. Requires ability to perform difficult analysis of information and recommend a decision.

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, 1st Floor, Springfield, Illinois 62702, 217-785-5105, Fax: 217-785-5106.



01/16/2019

Job Title: **Office Associate - Opt 2**
Agency: Children & Family Services
Closing Date/Time: Tue. 01/22/19 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **1960002-604884**

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

SUBMIT BIDS TO:

Paige Baker
DCFS - 406 E. Monroe St., Station #30
Springfield, IL 62701

Phone: (217) 557-7430
Fax: (217) 785-0395
Paige.Baker@illinois.gov



01/16/2019

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, you 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



01/16/2019

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



01/16/2019

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



01/16/2019

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



01/16/2019

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



01/16/2019

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 (email preferred)



01/16/2019

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



01/16/2019

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



01/16/2019

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



01/16/2019

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



01/16/2019

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



01/16/2019

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.



01/16/2019



FRIDAY,
JANUARY 18th

Recruitment Event

POSITIONS:

- ▶ Order Selectors (\$16.60/hour)
- ▶ Drivers (\$20.32/hour)

CANDIDATE INFO:

- ▶ Candidates must be flexible on work hours and prepared to work holidays
- ▶ Previous forklift and/or warehousing experience preferred
- ▶ Bring resume & dress professionally
- ▶ Background check and drug screening required

Friday, January 18th
1:00pm – 4:00pm

West Suburban Cook County

AmericanJobCenter[®]

1701 First Avenue, Annex
Maywood, IL 60153

To RSVP or ask Questions,
Contact Lety:

708-223-2652 Ext. 203

lety.romero@eesforjobs.com



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