



01/18/2019

Job Title: **Dietary Manager I (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Fri. 02/01/19 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: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-82-109322**

Under general direction, plans and directs the food service operations for Madden Mental Health Center. Plans modified diets to conform to diet prescriptions and supervises subordinates in preparing and serving general and special diets and performing other food service functions; directs and participates in dietetic research programs and projects; serves on an interdisciplinary treatment team regarding dietary issues.

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



01/18/2019

Job Title: **Child Welfare Administrative Case Reviewer - Opt SS**  
Agency: Children & Family Services  
Closing Date/Time: Fri. 02/01/19 5:00 PM Central Time  
Salary: \$5,441.00 - \$8,318.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **1960004-608656**

Under general direction of the ACR Program Manager, within area of assignment, evaluates and determines case eligibility; reviews and evaluates case plans to ensure that they reflect a "best interest of the child" criteria, which involves children in out-of-home care; exercises authority to amend, change, or restructure those case plans that do not ensure reasonable efforts for family reunification, where appropriate, and those that do not address the needs of the family and/or child

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

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



01/18/2019

**Job Title:** Public Service Administrator - Opt 6  
**Agency:** Children & Family Services  
**Closing Date/Time:** Fri. 02/01/19 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#:** 1947005-471497

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires a valid driver's license.

**Contact:** Tracey Hardrick  
DCFS Personnel  
2020 W Roosevelt, 2nd Fl  
Chicago, IL 60608

**Phone:** 312-814-3775

**Fax:** 312-814-1224

**Email:** [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)



01/18/2019

Job Title: Office Associate - Opt 2  
Agency: Children & Family Services  
Closing Date/Time: Fri. 02/01/19 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#: 1947007-475564

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:**

Tracey Hardrick  
Bureau of Operations  
2020 W. Roosevelt Rd., 2nd Fl.  
Chicago, Illinois 60608  
**Phone:** 312-814-3775  
**Fax:** 312-814-1224  
**Email:** [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)



01/18/2019

**Job Title:** Public Service Administrator - Opt 6  
**Agency:** Children & Family Services  
**Closing Date/Time:** Fri. 02/01/19 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#:** 1947006-471990

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires a valid driver's license.

**Supervisor:** J. Hall

**Contact:** Tracey Hardrick  
DCFS Personnel  
2020 W Roosevelt, 2nd Fl  
Chicago, IL 60608

**Phone:** 312-814-3775

**Fax:** 312-814-1224

**Email:** [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)



01/18/2019

Job Title: **Paralegal Assistant**  
Agency: Children & Family Services  
Closing Date/Time: Fri. 01/25/19 5:00 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#: **1903003-035862**

Under direct supervision of a licensed attorney, reviews documents and pre-screening packets; conducts legal screenings, and interviews child welfare workers, supervisors, and other appropriate personnel; provides follow-up with caseworkers and supervisors regarding quality control issues; performs special projects and prepares reports; prepares pleadings and motions; travels in the performance of duties.

Agency Contact:

**Name:** Heather Poe

**Phone:** 217-524-0266

**Fax:** 217-524-3970

**Mailing Address:** 406 E. Monroe, Springfield, IL 62701

**E-mail:** [Heather.Poe@illinois.gov](mailto:Heather.Poe@illinois.gov)



01/18/2019

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**

Under supervision, conducts initial licensing studies and re-licensing reviews of day care centers and homes to determine eligibility for licensing or re-licensing; conducts preliminary reviews of the files of day centers and homes; conducts on-site inspection; initiates re-licensing activity; makes appropriate licensing recommendations following review; provides ongoing monitoring of assigned day care centers and homes; investigates alleged violations of the Illinois Child Care Act and Department standards and regulations as applied to licensed, unlicensed, and license-exempt facilities; obtains fire and health clearances for day care facilities from the Department of Public Health and state and local fire inspectors; translates and interprets, both orally and in writing, for Spanish speaking clients.

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)



01/18/2019

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.

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)





01/18/2019

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)



01/18/2019

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



01/18/2019

Job Title: **Health Information Technician**  
Agency: Human Services  
Closing Date/Time: Mon. 01/28/19 5:00 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
\$40,452.00 - \$57,912.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC028**  
Bid ID#: **10-82-109454;109464**

Under general direction, prepares and codes all clinical records including medical and psychiatric diagnoses; interprets and evaluates technical and complex clinical records and conducts clinical chart audits. Serves on various facility committees; serves as facility representative when testifying in court regarding Health Information records.

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



01/18/2019

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



01/18/2019

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.HRApplcations@illinois.gov](mailto:DPH.HRApplcations@illinois.gov)



01/18/2019

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



01/18/2019

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



01/18/2019

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](mailto:jennifer.mcanarney@illinois.gov).





01/18/2019

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.



01/18/2019

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.



01/18/2019

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.



01/18/2019

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](mailto:Paige.Baker@illinois.gov)



01/18/2019

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



01/18/2019



FRIDAY,  
JANUARY 18<sup>th</sup>

## 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 18<sup>th</sup>  
1:00pm – 4:00pm

## West Suburban Cook County

AmericanJobCenter<sup>®</sup>

1701 First Avenue, Annex  
Maywood, IL 60153

To RSVP or ask Questions,  
Contact Lety:

708-223-2652 Ext. 203

[lety.romero@eesforjobs.com](mailto:lety.romero@eesforjobs.com)



A proud partner of the AmericanJobCenter<sup>®</sup> network



*Funding this program is made possible through a grant provided by the Chicago Cook Workforce Partnership.  
E&ES is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities.*