



01/21/2019

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



01/21/2019

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
Phone: (217) 557-7430
Fax (217) 785-0395



01/21/2019

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



01/21/2019

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



01/21/2019

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



01/21/2019

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



01/21/2019

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 (email preferred)



01/21/2019

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)



01/21/2019

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



01/21/2019

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



01/21/2019

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



01/21/2019

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



01/21/2019

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



01/21/2019

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



01/21/2019

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



01/21/2019

Job Title: **Public Service Administrator - Opt SS6**
Agency: Children & Family Services
Closing Date/Time: Thu. 01/31/19 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**
Bid ID#: **1915001-153494**

Requires an MSW and three years administrative child welfare experience or an MA in a related field and four years administrative child welfare experience; requires ability to speak and write Spanish at a colloquial skill level.

Contact: Frances Cunningham Phone: (312) 814-5987 Fax: (312) 814-5986

E-mail: Frances.cunningham@illinois.gov

Mailing: 100 W Randolph, Chicago, IL. 60601

Work Location: 1026 S. Damen Chicago, IL 60612

Work Hours: M-F 8:30 AM - 05:00 pm



01/21/2019

Job Title: **Technical Advisor II**
Agency: Central Management Services
Closing Date/Time: Thu. 01/31/19 5:00 PM Central Time
Salary: \$3,528.00 - \$7,247.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **CF010**
Bid ID#: **CMS 19662**

Requires graduation from a recognized law school and possession of a license to practice law in Illinois. Requires one year of professional experience in the practice of law. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence; requires ability to use primary and secondary legal source materials and analyze legal documents and instruments to prepare, conduct and report formal and informal hearings; requires skill and ability in analyzing, appraising and organizing facts, evidence and precedents and in presenting such material, involving a moderately complex problem, in clear and logical form in written medial such as briefs, memoranda, summarizations, research reports or regulations. Requires a valid, appropriate driver's license and the ability to travel.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street, Room 414
Springfield, IL 62706
217-558-3089
217-558-5943 Fax



01/21/2019

Job Title: **Staff Development Specialist I**
Agency: Human Services
Closing Date/Time: Wed. 01/30/19 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#: **10-91-109504**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

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



01/21/2019

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

Phone: (217) 557-7430

Fax (217) 785-0395



01/21/2019

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



01/21/2019

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
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