



01/23/2019

Job Title: Office Coordinator - Opt 2  
Agency: Human Services  
Closing Date/Time: Tue. 02/05/19 5:00 PM Central Time  
Salary: \$3,027.00 - \$4,223.00 monthly  
\$36,324.00 - \$50,676.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-109596

Requires knowledge, skill and mental development equivalent to two years secretarial/business college or completion of high school and two years related office experience or two years independent business experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation and basic mathematics; requires the ability to follow oral and written instructions. Requires ability to type accurately at 30 wpm.

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



01/23/2019

Job Title: Office Clerk - Opt 1  
Agency: Human Services  
Closing Date/Time: Tue. 02/05/19 5:00 PM Central Time  
Salary: \$2,636.00 - \$3,557.00 monthly  
\$31,632.00 - \$42,684.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-109593

Requires knowledge, skill and mental development equivalent to completion of high school. Requires elementary knowledge of grammar, spelling and punctuation. Requires ability to follow oral and written instructions.

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Amy Cook  
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Springfield, IL 62762  
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01/23/2019

Job Title: **Public Aid Eligibility Assistant - Opt SS**  
Agency: Human Services  
Closing Date/Time: Tue. 02/05/19 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-91-109594**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience. Requires ability to speak, read and write Spanish at a colloquial skill level.

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Amy Cook  
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01/23/2019

Job Title: **Human Services Casework Manager**  
Agency: Human Services  
Closing Date/Time: Tue. 02/05/19 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: **2**  
Plan/BU: **RC062**  
Bid ID#: **10-91-109586/109599**

Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois.

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Amy Cook  
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Springfield, IL 62762  
217-557-0347  
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01/23/2019

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

Agency: Human Services

Closing Date/Time: Tue. 02/05/19 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly  
\$47,628.00 - \$70,956.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **2**

Plan/BU: **RC062**

Bid ID#: **10-91-109597-109598**

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

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



01/23/2019

Job Title: **Revenue Tax Specialist I - Opt SS**  
Agency: Revenue  
Closing Date/Time: Mon. 02/04/19 5:00 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#: **DOR 19691**

Requires a bachelor's degree and completion of the Revenue Tax Specialist Trainee Program; or requires nine years supportive tax related experience, including completion of the Revenue Tax Specialist Trainee Program. Requires working knowledge of current Illinois and Federal tax laws, rules, and regulations and out-of-state filing requirements. Requires working knowledge of tax terminology, forms, and documents utilized in the processing of tax returns and supporting documentation. Requires working knowledge of methods and procedures used in compiling and recording statistical information. Requires working knowledge of manual and automated files, procedural manuals and other related materials utilized in the research and analysis of tax returns and supporting documentation for compliance with applicable tax regulations. Requires working knowledge of tax accounting theory, principles, and practices

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
(217) 524-3954 Phone  
(217) 782-9925 Fax



01/23/2019

Job Title: **CE V Consultant Studies Unit Head**  
Agency: Transportation  
Closing Date/Time: Mon. 02/04/19 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#43323**

This position is accountable for directing the advertising, negotiation, monitoring, and evaluation of consultant prepared corridor and combined location and design studies to ensure that they are technically feasible, cost effective, minimize adverse environmental effects, and are acceptable to the public.

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





01/23/2019

Job Title: **CE V Economic Analysis Coordinator**  
Agency: Transportation  
Closing Date/Time: Mon. 02/04/19 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#43264**

This position is accountable for the direction and supervision of the Economic Analysis Unit, which involves economic assessments, cost estimating, and mechanistic/conventional pavement analysis associated with the development, design, and implementation of all improvement projects to optimize their potential cost effectiveness.

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





01/23/2019

Job Title: **Educator - Opt B (PHYSICAL EDUCATION)**  
Agency: Juvenile Justice  
Closing Date/Time: Mon. 02/04/19 4:00 PM Central Time  
Salary: \$4,311.00 - \$8,061.00 monthly  
Job Type: Full-Time  
Location: DuPage County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **IDJJ-27-10-2019-0213**

Requires patience and tolerance of a wide range of behavior. Requires ability to use the English language in preparing and delivering instructions. Requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student.

**Location/Agency Contact:**

IYC Warrenville  
30 W 200 Ferry Road  
Naperville, IL 60563  
Kelly Meeks, HR  
(630) 983-6213 Fax



01/23/2019

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**

Requires knowledge, skill, and mental development equivalent to a master's degree from an accredited school of social work and three years professional supervisory experience in the field of child welfare; requires thorough knowledge of social work theory, principles, techniques, practices, and their application under various and difficult conditions; requires thorough knowledge of state and federal laws and agency requirements pertaining to permanency planning

**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

\*Bids are accepted via fax, E-mail, and mail.



01/23/2019

Job Title: **Child Welfare Specialist - Opt SS (Upward Mobility Target Title)**

Agency: Children & Family Services

Closing Date/Time: Fri. 02/01/19 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#: **1949005-490215**

Preferably requires a master's degree in social work; or a master's degree in a related human service field, supplemented by one year of directly related professional casework/case management experience; or requires a bachelor's degree in social work and one year of directly related professional casework/case management experience; or requires a bachelor's degree in a related human service field and two years of directly related professional casework/case management experience

**Agency Contact:** Tracey Hardrick, Personnel Liaison  
Bureau of Operations - Cook  
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)



01/23/2019

Job Title: **Human Services Caseworker (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#: **10-91-109020**

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

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



01/23/2019

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



01/23/2019

**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)



01/23/2019

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)





01/23/2019

**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)



01/23/2019

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)



01/23/2019

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)



01/23/2019

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)



01/23/2019

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)