



01/24/2019

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



01/24/2019

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



01/24/2019

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



01/24/2019

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



01/24/2019

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



01/24/2019

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



01/24/2019

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.

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



01/24/2019

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.

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



01/24/2019

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.

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



01/24/2019

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



01/24/2019

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



01/24/2019

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.

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Agency Contact: Bureau of Personnel Management, 217/782-5594



01/24/2019

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



01/24/2019

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



01/24/2019

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

Phone: (217) 557-7430

Fax (217) 785-0395

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



01/24/2019

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



01/24/2019

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



01/24/2019

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



01/24/2019

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



01/24/2019

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



01/24/2019

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



01/24/2019

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