



03/13/2019

Job Title: **Corrections Leisure Activities Specialist I**
Agency: Juvenile Justice
Closing Date/Time: Fri. 03/22/19 4:00 PM Central Time
Salary: \$3,792.00 - \$5,854.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDJJ-27-15-19-0397**

Requires knowledge, skill and mental development equivalent to completion of four years of college, with a Bachelor's degree in leisure studies, recreation, physical education, art education, fine arts, studio arts, graphic, color and design, therapeutic recreations, music, theater or speech and communications; requires working knowledge of methods, techniques and purposes of leisure activities; requires elementary knowledge of leisure activities programs and skills development tailored to individual needs; requires working knowledge of arts and crafts instructions; requires elementary knowledge of Corrections regulations, policies and proper channels of communication as applied to the leisure time programming; requires elementary knowledge of attitudes, problems and behavior of individuals and groups in a correctional security setting. Requires ability to prepare pertinent records and reports. Requires ability to stimulate interest of institution residents in leisure time activities. Requires ability to carry out leisure activities and teach leisure skills. Requires ability to work effectively with individuals and groups.

Agency Contact
Kim Aure
Public Safety Shared Services
1301 Concordia Court
Springfield, IL 62702
217-557-6010 ext. 4410

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).



03/13/2019

Job Title: **Boiler Safety Specialist**
Agency: State Fire Marshal
Closing Date/Time: Fri. 03/22/19 4:00 PM Central Time
Salary: \$8,606.04 / Month
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC008**
Bid ID#: **50-50-SFM19-005**

Requires knowledge, skill, and mental development equivalent to completion of four years of high school. Requires five years of practical experience in the construction, maintenance, repair or operation of high pressure boilers as a mechanical engineer, operating engineer, or boilermaker. A mechanical engineering degree from a recognized college of engineering may be substituted for two years of experience. Within the first six months of employment, an employee must qualify and pass the examinations given by the National Board of Boiler and Pressure Vessel Inspectors to become a National Board In-service Commissioned Inspector. Failure to successfully pass these exams in the required time will result in termination of employment. The incumbent must thereafter maintain a current In-service Commission by the National Board of Boiler and Pressure Vessel Inspectors. The possessor of this Commission may also be identified as a National Board In-service Commissioned Inspector. Must have attained the age of 25 years.

Work Hours: Mon-Fri 7:30 AM to 4:00 PM

Work Location:

Office of the State Fire Marshal
Cook, DuPage, Lake, or Will County - Home Based

Agency Contact:

Kim Aure
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
kimberly.aure@illinois.gov

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).



03/13/2019

Job Title: **Account Technician II**
Agency: Juvenile Justice
Closing Date/Time: Thu. 03/21/19 4:00 PM Central Time
Salary: \$3,371.00 - \$5,041.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **IDJJ-27-15-19-0001**

Requires knowledge, skill and mental development equivalent to completion of two years of college and one year of technical accounting experience or four years of related clerical bookkeeping experience; requires extensive knowledge of accounting techniques; requires extensive knowledge of office methods and procedures; requires working knowledge of state or non-state accounting procedures; requires working knowledge of principles and functions of standard office accounting machines and equipment.

Agency Contact:

Kim Aure
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 x4410

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).



03/13/2019

Job Title: **Mental Health Technician I or Mental Health Technician II or Mental Health Tech Trainee**

Agency: Human Services

Closing Date/Time: Thu. 03/21/19 4:59 PM Central Time

Salary: \$2,577.00 - \$3,998.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **6**

Plan/BU: **RC009**

Bid ID#: **10/79-103071.73.74.75.76.77**

Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habitation of persons with mental illness or developmental disabilities. Requires working knowledge of the causes, nature and treatment of mental illness or developmental illness or developmental disabilities and the proper methods and techniques employed in the personal and nursing care, development and habitation of persons with mental illness or developmental disabilities.

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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).



03/13/2019

Job Title: **Public Aid Eligibility Assistant - Opt SS**
Agency: Human Services
Closing Date/Time: Tue. 03/19/19 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#: **10-91-110370**

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 follow written and oral instructions. Requires ability to establish and maintain working relationships with agency staff and the general public. Requires ability to speak, read or write Spanish at a colloquial skill level.

8:30 a.m.-5:00 p.m.
Hunter MMU
527 S. Wells St.
Chicago, IL 60607

Please submit Bid Forms and CMS100 (revised 04/2018) applications to contact address below, faxed to 217-524-2116, or scanned/emailed to DHS.HiringUnit@illinois.gov

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

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).



03/13/2019

Job Title: **Staff Development Specialist I**
Agency: Human Services
Closing Date/Time: Tue. 03/19/19 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: **2**
Plan/BU: **RC062**
Bid ID#: **10-97-110359-110360**

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 or group behavior, labor relations or equivalents. Requires two years of professional experience in education or related field. Prefers knowledge of programs operated by Family and Community Services. Prefers progressively, responsible administrative experience in the delivery of training programs. 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

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).



03/13/2019

Job Title: **Executive I - Opt H7**
Agency: Human Services
Closing Date/Time: Tue. 03/19/19 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#: **10-91-110016**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course in business or public administration. Requires one year of administration experience in a public or business organization, or completion of an agency approved professional management training program.

8:30 a.m.-5:00 p.m.
South Loop FCRC
1112 S. Wabash Ave.
Chicago, IL 60605

Please submit Bid Forms and CMS100 (revised 04/2018) applications to contact address below, faxed to 217-524-2116, or scanned/emailed to DHS.HiringUnit@illinois.gov

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

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).



03/13/2019

Job Title: **Office Administrator Iv - Opt 1**
Agency: Healthcare & Family Services
Closing Date/Time: Tue. 03/19/19 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: **RC028**
Bid ID#: **CS4137**

Requires knowledge, skill, and mental development equivalent to the completion of two years' study at a secretarial/business college and two years' office experience; or completion of high school and four years' Office Assistant experience; or four years' independent business experience; requires working knowledge of the agency's program operations and policies; requires extensive knowledge of office procedures and programs and elementary mathematics and grammar; requires the ability to direct and supervise the work of a non-professional staff. Requires the ability to travel.

Work Shift: 8:30a.m. - 5:00p.m.

Location;
Cook County Judicial Operations (54)
Clerical Team J
6221 South Emerald Drive
Chicago, IL 60621 (Cook County)

Agency Contact:
Division of Child Support Services
509 South 6th Street
Springfield, IL 62701
Work Phone: (217) 557-3900
FAX: (217) 524-3960

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).



03/13/2019

Job Title: **Office Coordinator - Opt 2**
Agency: Healthcare & Family Services
Closing Date/Time: Tue. 03/19/19 11:59 PM Central Time
Salary: \$3,096.00 - \$3,930.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **CS4139**

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college, or completion of high school and two years of related office experience or two years of independent business experience; requires extensive knowledge of office practices, procedures, and programs; requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires the ability to type accurately at 30 words per minute. Requires the ability to travel.

Work Shift: 8:30a.m. - 5:00p.m.

Location:
Division of Child Support Services
CSS - Statewide Field Acct. Resolution Ops. (53)
Cook Account Maintenance / Team 2 / Database Clean-Up
36 South Wabash Avenue
Chicago, IL 60603 (Cook County)

Agency Contact:
Division of Child Support Services
509 South 6th Street
Springfield, IL 62701
Work Phone: (217) 557-3900
FAX: (217) 524-3960

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03/13/2019

Job Title: **Human Resources Associate - Opt 2**
Agency: Workers Compensation Commission
Closing Date/Time: Tue. 03/19/19 11:59 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **IWCC-50-19-0004**

Requires knowledge, skill and mental development equivalent to completion of two years of college or satisfactory completion of an approved training program.
Requires extensive knowledge of office practices and procedures.
Requires extensive knowledge of composition, grammar, spelling and punctuation.
Requires extensive knowledge of arithmetic computations.
Requires working knowledge of human resources programs, rules and regulations.
Requires ability to establish and develop written instructions and procedures.
Requires ability to operate commonly used manual and automated office equipment, systems and software and perform routine maintenance.
Requires ability to instruct, guide and train others.

Additional Documentation for Human Resources Associate:

Option 2 - Typing

[Class Specification](#)

[Additional Title and Exam Information](#)

[Test Information Guide](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.

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03/13/2019

Job Title: **Civil Engineer Trainee - Construction Civil Engineer Trainee**

Agency: Transportation

Closing Date/Time: Fri. 04/05/19 4:30 PM Central Time

Salary: \$4,275.00 - \$5,118.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **20**

Bid ID#: **IPR#43427**

Position Requirements:

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the State of Illinois (includes those expecting to graduate in spring 2019)
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Valid driver's license

Position Desirables:

- Strong oral and written communication skills

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

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).



03/13/2019

Job Title: **Workers Compensation Insurance Compliance Investigator**

Agency: Workers Compensation Commission

Closing Date/Time: Mon. 03/25/19 11:59 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **IWCC-50-19-0005**

Requires knowledge of policies and procedures of state and federal laws pertaining to Workers' Compensation. Requires the ability to conduct a thorough investigation. Requires ability to apply and interpret laws and regulations relating to workers' compensation. Requires a valid driver's license.

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).

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03/13/2019

Job Title: Office Administrator
Agency: Illinois Power Agency
Closing Date/Time: Fri. 03/22/19 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: FY19-1

The Illinois Power Agency is an independent State Agency created in 2007 to develop electricity and renewable resources procurement plans and to conduct procurement events to ensure adequate, reliable, affordable, efficient, and environmentally sustainable electric service for the default supply customers of Illinois electric utilities. The Agency also conducts procurements and administers programs that promote the development of renewable energy resources. For more information about the Illinois Power Agency, please refer to: www.illinois.gov/ipa.

Education:

- Bachelor's degree, preferably with courses in Business or Public Administration.

Experience and desired qualifications:

- A minimum of three (3) to five (5) years of related Office Administrator experience.
- State Government experience strongly preferred.
- Experience with SAP strongly desired; experience with QuickBooks or other accounting software preferred.
- Proficiency with Microsoft Word and Excel.
- Demonstrated ability to produce quality work with a focus on accuracy, transparency, and accountability.
- Strong organizational skills.
- Excellent written/oral communication skills and interpersonal skills.

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).



03/13/2019

Job Title: **Employment Security Specialist I**
Agency: Employment Security
Closing Date/Time: Fri. 03/22/19 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 12268**

Requires knowledge, skill and mental development equivalent to the completion of four years of 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, preferably related to programs provided by IDES Service Delivery. Requires working knowledge of Workforce Innovation and Opportunity Act (WIOA) regulations and guidelines, Employment Service programs, Unemployment Insurance programs and all Service Delivery Bureau programs, service goals, activities and operational systems in area of responsibility.

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)

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03/13/2019

Job Title: **Public Aid Eligibility Assistant - Opt AR**
Agency: Human Services
Closing Date/Time: Wed. 03/20/19 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: **2**
Plan/BU: **RC028**
Bid ID#: **10-91-110362-110363**

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 follow written and oral instructions. Requires ability to establish and maintain working relationships with agency staff and the general public. Requires ability to speak, read or write Arabic 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

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03/13/2019

Job Title: **Human Resources Associate - Opt 2**
Agency: Human Services
Closing Date/Time: Wed. 03/20/19 5:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
\$38,880.00 - \$55,104.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-72-110361**

Requires knowledge, skill and menial development equivalent to completion of two years of college or satisfactory completion of an approved training program. Requires extensive knowledge of office practices and procedures. Requires working knowledge of human resources programs, rules and regulations. Requires ability to operate commonly used manual and automated office equipment, systems and software and perform routine maintenance. Requires the ability to keyboard accurately at a rate of 30 wpm.

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

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03/13/2019

Job Title: **Rehabilitation Counselor Opt. F**
Agency: Human Services
Closing Date/Time: Wed. 03/20/19 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
\$49,908.00 - \$74,616.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-82-110357**

Requires possession of a master's degree from a college or university program accredited by Council on Rehabilitation Education (CORE); or a master's degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education or a closely related field. Requires one year of professional experience in rehabilitation counseling or a closely related field

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

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03/13/2019

Job Title: **Office Coordinator - Opt 2**
Agency: Healthcare & Family Services
Closing Date/Time: Tue. 03/19/19 11:59 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **CS4141**

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college; or, completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires the ability to travel to various sites.

Agency Contact:
Division of Child Support Services
509 South 6th Street
Springfield, IL 62701
Work Phone: (217) 557-3900
FAX: (217) 524-3960

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).



03/13/2019

Job Title: **Office Administrator Iv - Opt 1**
Agency: Healthcare & Family Services
Closing Date/Time: Tue. 03/19/19 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: **RC028**
Bid ID#: **CS4137**

Requires knowledge, skill, and mental development equivalent to the completion of two years' study at a secretarial/business college and two years' office experience; or completion of high school and four years' Office Assistant experience; or four years' independent business experience; requires working knowledge of the agency's program operations and policies; requires extensive knowledge of office procedures and programs and elementary mathematics and grammar; requires the ability to direct and supervise the work of a non-professional staff. Requires the ability to travel.

Agency Contact:
Division of Child Support Services
509 South 6th Street
Springfield, IL 62701
Work Phone: (217) 557-3900
FAX: (217) 524-3960

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).



03/13/2019

Job Title: **Accountant Advanced**
Agency: Workers Compensation Commission
Closing Date/Time: Tue. 03/19/19 11:59 PM Central Time
Salary: \$4,059.00 - \$5,503.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IWCC-50-19-0003**

Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in business administration and accounting.
Requires two years of professional experience in accounting, external auditing, budgetary planning and control or public accounting.

Current State employees with a grade, send Applications to:
Illinois workers' Compensation Commission
HR Department
100 W. Randolph St., 8th Floor
Chicago, IL 60601
Faxed and Emailed applications will not be accepted.

All other applicants follow the link below:

[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).



03/13/2019

Job Title: **Human Resources Associate - Opt 2**
Agency: Workers Compensation Commission
Closing Date/Time: Tue. 03/19/19 11:59 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **IWCC-50-19-0004**

Requires knowledge, skill and mental development equivalent to completion of two years of college or satisfactory completion of an approved training program. Requires extensive knowledge of office practices and 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).

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).



03/13/2019

Job Title: **Executive I - Opt H7**
Agency: Human Services
Closing Date/Time: Tue. 03/19/19 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#: **10-91-110016**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course in business or public administration. Requires one year of administration experience in a public or business organization, or completion of an agency approved professional management training program.

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

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).



03/13/2019

Job Title: **Staff Development Specialist I**
Agency: Human Services
Closing Date/Time: Tue. 03/19/19 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: **2**
Plan/BU: **RC062**
Bid ID#: **10-97-110359-110360**

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 or group behavior, labor relations or equivalents. Requires two years of professional experience in education or related field. Prefers knowledge of programs operated by Family and Community Services. Prefers progressively, responsible administrative experience in the delivery of training programs. 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

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).



03/13/2019

Are You

AWESOME?

NOW HIRING!

Safe Passages Wants YOU!!!

\$12 PER HOUR

Must be at LEAST 21 YRS OLD.

Come to 5437 W Division to apply in person.

Questions? Call 773-378-5034



To apply online copy/paste this link:

<https://goo.gl/forms/wEGpB1NU8WItSQCY2>



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).



03/13/2019

Second Chance Program

CTA's Second Chance program is a nationally recognized program that provides valuable job skills and career opportunities to Chicago residents who often face challenges re-entering the workforce.

The Second Chance program takes a holistic approach to preparing individuals to be self-sufficient. It not only provides jobs to nonviolent ex-offenders, victims of abuse and others who face barriers to employment, but also offers a wide range of training, education, mentoring and networking.

Since 2011, the program has doubled in size to become one of the largest re-entry programs in the country. So far, more than 870 Chicagoans have participated—gaining experience they might not have received elsewhere. More than 260 Second Chance participants have been hired permanently by CTA, with dozens of others moving on to private-sector jobs.

The program has helped hundreds of people turn their lives around, and provide for their families.

How to apply

Job seekers need to actively participate in one of the 19 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus, rail car and facility servicer Second Chance positions.

<https://www.transitchicago.com/secondchance/>

Who can you call if you have questions?

If you still have questions about this program, you can contact the CTA Second Chance Hotline - 312-681-2293.

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).



03/13/2019

HEALTHY FAMILIES CHICAGO POSITION DESCRIPTION

POSITION: WRAPAROUND /COMMUNITY OUTREACH COORDINATOR

PROGRAM: LAN 67 COMMUNITY OF HOPE

REPORTS TO: HFC EXECUIVE DIRECTOR

PROGRAM DESCRIPTION

Healthy Families Chicago in cooperation's with the LAN 67 Action Team, will provide wraparound/immersion site services to children and families living in the LAN 67. Services will be directed toward: 1. Strengthening and the Preservation of families and the prevention of families who are at risk of entering the child welfare system 2. Reunification; to parents of children currently in substitute placement and need additional support successfully have their children return home.

We will employ the concept of "Wraparound" to achieve these goals. Wraparound is a strength based philosophy focused on addressing child in the context of the family, home, school and community. The key elements of the process will be coordination between the child, family and community provider, family access, voice and ownership, development of a comprehensive plan, flexible use of resources that are community based.

PROMARY RESPNSIBILITES

The Coordinator will use the established partnerships of service providers involved in the LAN 67 Action Team to convene weekly wraparound service referrals. The Coordinator will also identify those areas where there are service gaps and bring additional providers to the table. The program coordinator will

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03/13/2019

work with the Action Team to establish memorandums of agreement with service providers who will support weekly Wraparound Meetings to address the needs of families brought to the committee. The Coordinator will work with the Action Team to develop workshops, trainings and resource fairs in and around the community. The Coordinator will be responsible for tracking and recording referrals and producing required reports.

QUALIFICATIONS:

BA/BS degree in social work or related field, 2 years' experience working with children and families.

REQUIREMENTS:

- Valid Illinois Driver's License and insurance
- Demonstrate verbal and written communication skills

Effective:
January, 2019

Staff Signature: _____

Date: _____

Please send resume to: dscruggs@hfchicago.org

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).



03/13/2019

Career Fair in Chicago

March 26, 2019

11:00 am – 2:00 pm

Venue: Hilton Oak Brook

3500 Midwest Road, Oak Brook, Illinois 60523

Career Fair in Chicago

May 23, 2019

11:00 am – 2:00 pm

Venue: Holiday Inn Hotel & Tinley Park Convention Center

18451 Convention Center Dr, Tinley Park, Illinois 60477

Career Fair in Chicago

August 28, 2019

11:00 am – 2:00 pm

Venue: Hilton Oak Brook

3500 Midwest Road, Oak Brook, Illinois 60523

Career Fair in Chicago

October 9, 2019

11:00 am – 2:00 pm

Venue: The Congress Plaza

520 South Michigan Avenue, Chicago, Illinois 60605

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).



03/13/2019

JOINT APPRENTICE COMMITTEE

Of the Associated Steel Erectors of Chicago and

Bridge, Structural and Reinforcing Iron Workers Local Union #1

Of International Association of Bridge, Structural, Ornamental and Reinforcing Iron Workers

7740 INDUSTRIAL DR.

FOREST PARK, IL 60130

(708) 366-8181

FAX (708) 366-4827

Will Start Accepting Apprentice Applications

April 8th thru 12th, 2019

April 15th thru 19th, 2019

From 8:00 am until 2:00 pm.

The Test will be given on Saturday May 4, 2019

IMPORTANT

APPLICATIONS WILL NOT BE ACCEPTED PRIOR TO

8:00 AM OR AFTER 2:00 PM AND ONLY ON THE DATES STATED. APPLICANTS MUST BE ABLE TO READ AND WRITE THE ENGLISH LANGUAGE AND PROVIDE THE FOLLOWING REQUIRED DOCUMENTS:

- ✓ Original High School Diploma or G.E.D. Certificate
- ✓ Certified Birth Certificate (must be at least 18 years old) or Passport
 - ✓ Valid Driver's License or State Photo ID
 - ✓ DD 214 if prior military service
- ✓ Three References (name, address and phone number required)
- ✓ Cashier's Check or Money Order for \$25.00 (not refundable)

Made out to: Apprenticeship Trust Fund

NO CASH OR PERSONAL CHECKS FOR APPLICATION

- ✓ Study Guides will be available from the Testing Agency during Applications (Cost: \$10). Cash can be accepted for study guide. For additional information and driving directions visit our website: www.iwlocal1.com

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).



03/13/2019

Navy Pier JOB FAIR

As Chicago's iconic landmark continues its exciting transformation, the Navy Pier Job Fair will offer job seekers the unique and exciting opportunity be a part of this iconic Chicago destination while working along the city's beautiful lakefront.

Thursday, March 28
3pm - 7pm

Navy Pier, Crystal Gardens

2019 PARTICIPATING PARTNERS

<p>BOATS</p> <hr/> <p>ENTERTAINMENT CRUISES SHORELINE MARINE COMPANY, INC.</p> <p>ATTRACTIONS</p> <hr/> <p>AMAZING CHICAGO CHICAGO CHILDREN'S MUSEUM VIRTUAL RUSH CHICAGO</p> <p>FOOD EXPERIENCE</p> <hr/> <p>BEN & JERRY'S ICE CREAM LALO'S LETTUCE ENTERTAIN YOU BROWN SUGAR BAKERY FRESHII POTBELLY</p>	<p>STARBUCKS SNOW DRAGON SHAVERY COMPLETELY NUTS IDOF AMERICA'S DOG</p> <p>OTHER RESTAURANTS</p> <hr/> <p>STEFANI GROUP MCDONALD'S</p> <p>RETAIL SHOPS</p> <hr/> <p>COLOR, INC. LOVE FROM CHICAGO IT'SUGAR OH! YES CHICAGO</p>	<p>CHICAGO SPORTS STORE GARRETT POPCORN</p> <p>SIT-DOWN RESTAURANTS</p> <hr/> <p>BUBBA GUMP SHRIMP CO. GIORDANO'S HARRY CARAY'S TAVERN MARGARITAVILLE TINY TAVERN</p> <p>OTHER MERCHANTS</p> <hr/> <p>FERRIS WHEEL PHOTO BIG BUS</p>
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For more information & to register for the job fair visit navypier.org!

considering only, division of planning and economic development, 7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



03/13/2019



ILLINOIS STATE POLICE
BRENDAN F. KELLY • ACTING DIRECTOR

NEWS

FOR IMMEDIATE RELEASE
March 11, 2019

Contact: ISP Public Information Office
PIO@isp.state.il.us

**THE ILLINOIS STATE POLICE MERIT BOARD IS ACCEPTING
APPLICATIONS FOR ILLINOIS STATE TROOPER**

Deadline to Submit Applications for CC130 has been Extended to May 31, 2019

Springfield, IL – The Illinois State Police (ISP) Merit Board is currently processing applications for Cadet Class 130, which is tentatively scheduled to begin in October 2019. In order to be considered for Cadet Class 130, the ISP Merit Board must receive your completed application and required documentation by May 31, 2019. Anyone interested in joining the ranks of the ISP is encouraged to visit the ISP Merit Board website at www.illinoistrooper.com for application information.

The ISP is one of the premier law enforcement agencies in the country, and is committed to promoting criminal justice in the Land of Lincoln. Upon graduation from the ISP Academy, Troopers are assigned to one of the 21 patrol districts across the state; however, Troopers have the opportunity to transition to one of the many specialty functions within the ISP. These specialty functions include, but are not limited to, Crime Scene Services, the Equal Employment Opportunity Office, Investigations, Internal Investigations, SWAT, Air Operations, K-9 Handler, Motorcycle Unit, Medicaid Fraud Control Bureau, Executive Protection, and Academy Instructor.

We hope you will consider being a part of a revered tradition built on three pillars: Integrity, Service and Pride. You can help make ISP history as it approaches its centennial celebration in 2022.

If you have questions about being an ISP Trooper, please contact one of the following:

Master Sergeant Hector Alejandre
708-522-4946 or Hector_Alejandre@isp.state.il.us

Sergeant Jarran Riley
217-558-4902 or Jarran_Riley@isp.state.il.us

Trooper Aldo Schumann
708-710-1424 or Aldo_Schumann@isp.state.il.us

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