



05/02/2019

Job Title: **Senior Public Service Administrator - Opt 8Q**
Agency: Veterans Affairs
Closing Date/Time: Tue. 05/14/19 3:00 PM Central Time
Salary: \$4,295.00 - \$12,128.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **34-101-19-15**

Requires current State of Illinois Nursing Home Administrator (NHA) license and current status on required continuing education, or must apply for temporary license within 6 months of appointment and achieve a license within 12 months of appointment. Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in business or public administration. Requires prior experience equivalent to four years of progressively responsible administrative experience in a public or business organization. Requires thorough knowledge of Agency programs and service objectives, activities and operational systems. Requires thorough knowledge of staff utilization and employee motivation. Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards. Honorable discharge from U.S. Military service preferred.

Send CMS100 Application to:
Renee Dougherty - Human Resources
Illinois Dept. of Veterans' Affairs
833 S. Spring St.
Springfield, IL 62704
Phone: 217-785-1788
Fax: 217-557-7235
renee.dougherty2@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).



05/02/2019

Job Title: **Regional Enforcement Manager/Public Service Administrator - Opt 1**

Agency: Department of Labor

Closing Date/Time: Mon. 05/13/19 11:59 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **GB063**

Bid ID#: **37015-15-20-200-00-01**

1. Requires knowledge, skill and mental development equivalent to completion of four years of college
2. Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization

Previously submitted applications for open competitive list or a promotional list for this position will not be considered. Only applications submitted "ONLINE", during the posting period, will be considered in the filling of this position. Paper applications submitted for this position will not be processed and will be destroyed.

ESTIMATED HIRING TIMELINE:

Applicant notification of interview: 05/23/2019

Interviews will begin: 05/31/2019

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).



05/02/2019

Job Title: **Administrative Assistant I - Opt N1**
Agency: Healthcare & Family Services
Closing Date/Time: Mon. 05/13/19 11:59 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **IG0777**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization.

Agency Contact:
Lori Kinsella
Office of Inspector General/Personnel
2200 Churchill, Building 1A
Springfield, IL 62702

Work Telephone # (217) 524-5104
Fax # (217) 782-7969

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).



05/02/2019

Job Title: **Unemployment Insurance Revenue Analyst II**
Agency: Employment Security
Closing Date/Time: Mon. 05/13/19 11:59 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **RCRA 12306**

Requires knowledge, skill and mental development equivalent to the completion of four years college with courses in Accounting, Business, Mathematics or a related field. Requires three years professional experience in account maintenance, investigation and analysis. Requires thorough knowledge of the UI Act, employer rights / obligations related to U I contributions, math concepts, databases and hard copy information sources within IDES. Requires the ability to: communicate effectively both orally and in writing; gain and maintain effective working relationships; effectively organize and analyze pertinent information for provision of collection / proper allocation of contributions and to use automated agency systems and a personal computer with related software programs in order to complete assignments.

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)

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).



05/02/2019

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.

[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).

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).



05/02/2019

Job Title: **Physician Specialist - Option D - Opt 18**
Agency: Human Services
Salary: \$13,945.00 - \$17,656.00 monthly
Job Type: Part-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **02**
Plan/BU: **RC063**
Bid ID#: **10-72-32224**

Requires an Illinois license to practice medicine and American Board Certification in the job related medical specialty of psychiatry.

AGENCY CONTACT:
Alice M. Chambers
Human Resources Representative
114 N. Orchard Drive
Park Forest, IL 60466

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).



05/02/2019

Job Title: **Director of External Compliance & Outreach**
Agency: Executive Inspector General *
Salary: Depends on Qualifications
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **03292016**

- graduation from an accredited law school and licensure to practice law in the State of Illinois;
- minimum of 4 years of experience as an attorney including experience addressing ethical, criminal, sexual harassment, or employment issues, or equivalent experience;
- minimum of two years of prior progressive supervisory experience is desirable;
- excellent interpersonal, analytical, research, writing, organizational, presentation, problem-solving and communication skills;
- demonstrated ability to manage multiple concurrent projects and deadlines;
- ability to interpret laws, policies, rules, and regulations, and translate related concepts into training materials and written policies and procedures;
- ability to make supportable decisions based on legal precedent, policies, procedures, and/or judgment;
- ability to communicate clearly and concisely, orally and in writing, including the ability to prepare and deliver presentations to small or large groups;
- demonstrated knowledge of Microsoft Word, Excel, Project, Power Point, and WebEx; and

9:00 a.m. 5:00 p.m.

Office of Executive Inspector General

69 W. Washington

Chicago, IL 60602

Human Resources

312.814.1789

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).



05/02/2019

Job Title: **Child Protection Specialist - Opt SS**
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **0**
Plan/BU: **RC062**
Bid ID#: **Cook Inv. 2017 (Bilingual)**

Preferably requires a master's degree in social work; or requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; or requires a bachelor's degree in social work and one year of directly related professional experience; or requires a bachelor's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and two years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to serve on 24 hour "on call" duty; requires ability to speak and write Spanish at a colloquial skill level.

Contact:

Tracey Hardrick
Bureau of Operations
2020 W. Roosevelt, 2th Floor
Chicago, Illinois 60608
Phone: 312-814-3775
Fax: 312-814-1224
Email: Tracey.Hardrick@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).



05/02/2019

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.

[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).

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).



05/02/2019

Job Title: **Intake Investigator**
Agency: Executive Inspector General *
Salary: \$3,333.50 - \$5,833.50 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **200S**

- bachelor's degree in criminal justice, law enforcement, public or business administration, or a related area of study or demonstrated knowledge, skill, mental development, and experience equivalent to four years of college; or four years of professional investigative experience in law enforcement or a related field;
- knowledge of investigative techniques, practices, and concepts preferred;
- ability to complete projects with short deadlines;
- ability to balance multiple concurrent priorities;

9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General

69 W. Washington Street

Chicago, IL 60602

Contact:

Human Resources

312-814-1789

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).



05/02/2019

Job Title: **Lottery Telemarketing Representative**
Agency: Illinois Lottery
Closing Date/Time: Fri. 05/03/19 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **LOT 20340**

Requires knowledge, skill and mental development equivalent to completion of four years of high school, plus one year office experience and completion of the agency approved training program, or high school, plus two years of telemarketing experience. Requires extensive knowledge of telemarketing functions; requires extensive knowledge of computer keyboard and data terminal experience; requires working knowledge of the state Lottery laws, rules, regulations, agency policies and procedures; requires ability to prioritize assignments and meet critical deadlines

Agency Contact:
Illinois Lottery
101 West Jefferson St., MC 3-970
Springfield, IL 62702
217-524-5382
217-785-7839 Fax

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).



05/02/2019

Job Title: **Conservation/Historic Preservation Worker**
Agency: Agriculture
Salary: \$8.25 - \$17.46 hourly
Job Type: Temporary
Location: Perry County, Illinois
Number of Vacancies: **300**
Bid ID#: **316**

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school; elementary knowledge of materials, tools, equipment and practices essential to ground and building maintenance; ability to understand and follow simple oral and written instructions; ability to maintain satisfactory working relationship with other employees and the general public.

Submit IDOA 2019 Summer Employment Application to:

DuQuoin State Fairgrounds
655 Executive Drive
DuQuoin, IL 62832

Applications are available at www.agr.state.il.us

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).



05/02/2019

Job Title: **Senior Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Mon. 06/03/19 5:00 PM Central Time
Salary: \$4,295.00 - \$12,128.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **XG000**
Bid ID#: **10-79-xxxxx**

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in a social or human services field. Requires four years progressively responsible administrative experience in a health or human services organization.

AGENCY CONTACT:

Melissa Bringle
FAX: 217-524-2116
100 South Grand Ave East
3rd Floor
Springfield, IL 62762
EMAIL: Melissa.Bringle@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).



05/02/2019

Job Title: **Commissioners Assistant**
Agency: Commerce Commission
Closing Date/Time: Thu. 05/09/19 5:00 PM Central Time
Salary: \$49,488.00 - \$108,000.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **31-19-0403**

The Commissioner Assistant reports directly to their assigned Commissioner, appointed by the Governor. The successful candidate will have a bachelor's degree in economics, engineering, law, finance, accounting or related field. An advanced degree in economics, engineering, law, finance or accounting is preferred. Significant additional experience in public utility regulation may substitute for the advanced degree. In addition, this position requires superior written and oral English communication skills; extensive knowledge of the personal computer and related software programs and applications; working knowledge of the agency programs, rules, regulations, policies, procedures, and the Illinois Administrative Code; strong communications skills to be able to successfully interact with ICC staff, representatives of government, regulated industry, non-profit organizations and other stakeholders.

Colette Smith
Illinois Commerce Commission
Human Resources
PH: (217)-782-3618
Email: Colette.Smith@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).



05/02/2019

Job Title: **Educator - Personal Services Contract**
Agency: Juvenile Justice
Closing Date/Time: Wed. 05/08/19 4:00 PM Central Time
Salary: \$5,000.00 / Month
Job Type: Temporary
Location: Kane County, Illinois
Number of Vacancies: **1**
Bid ID#: **IDJJ27-PSC-2019**

Requires possession of a Bachelor's Degree and a minimum of one year experience in a public or private school.

Work Location:

Illinois Youth Center - St. Charles
3825 Campton Hills Road
St. Charles, IL 60175

Agency Contact:

Kathy Mrowca, HR
3825 Campton Hills Road
St. Charles IL 60175
630-584-0506 ext 1519

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).



05/02/2019

Job Title: **Insurance Company Field Staff Examiner**
Agency: Insurance
Closing Date/Time: Thu. 05/09/19 4:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **4**
Plan/BU: **RC062**
Bid ID#: **DOI 20354**

Requires a bachelors degree with 21 semester hours of accounting with additional coursework preferably in computer science, economics, management, finance or other related subjects; requires one year of professional insurance accounting experience in the financial examination of insurance companies, or completion of an approved training program; requires elementary knowledge of business administration practices as related to insurance companies, structure and operation of insurance companies, and electronic data processing as used by the insurance industry. Requires ability to establish effective working relationships with coworkers and insurance company officials and staff and ability to prepare written documentation of examination findings in a logical and concise manner. Prefers experience in utilizing computer software applications including an electronic spreadsheet and word processor in the examination process; prefers working knowledge of intranet applications; requires possession of a valid driver's license. Requires the ability to travel.

Agency Contact:
Department of Insurance
Attn: Human Resources
320 West Washington Street, 5th floor
Springfield, IL 62767
Fax: 217/558-2777

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).



05/02/2019

Job Title: **Commissioners Assistant**
Agency: Commerce Commission
Closing Date/Time: Thu. 05/09/19 5:00 PM Central Time
Salary: \$49,488.00 - \$108,000.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **31-19-0403**

The Commissioner Assistant reports directly to their assigned Commissioner, appointed by the Governor. The successful candidate will have a bachelor's degree in economics, engineering, law, finance, accounting or related field. An advanced degree in economics, engineering, law, finance or accounting is preferred. Significant additional experience in public utility regulation may substitute for the advanced degree. In addition, this position requires superior written and oral English communication skills; extensive knowledge of the personal computer and related software programs and applications; working knowledge of the agency programs, rules, regulations, policies, procedures, and the Illinois Administrative Code; strong communications skills to be able to successfully interact with ICC staff, representatives of government, regulated industry, non-profit organizations and other stakeholders.

Colette Smith
Illinois Commerce Commission
Human Resources
PH: (217)-782-3618
Email: Colette.Smith@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).



05/02/2019

Job Title: **Executive Secretary III - Opt 2**
Agency: Children & Family Services
Closing Date/Time: Thu. 05/09/19 5:00 PM Central Time
Salary: \$2,892.00 - \$5,797.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **CF014**
Bid ID#: **1900002-000002**

Requires knowledge, skill, and mental development equivalent to completion of two years of secretarial or business college and three years of secretarial experience; or completion of high school and five years secretarial experience; requires working knowledge of agency programs, rules, and regulations; requires the ability to keyboard accurately at 55 wpm; requires ability to travel and ability to work evenings and weekends, as assigned; requires ability to communicate clearly and effectively both orally and in writing; requires proficiency in Microsoft Office Word, Excel, and Power Point, as well as data visualization software.

Submit Bids To:
Samantha Haynes
406 E. Monroe, Sta. 373
Springfield, IL 62701
217-558-7775
Fax: 217-524-3970
samantha.j.haynes@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).



05/02/2019

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

Agency: Human Services

Closing Date/Time: Thu. 05/09/19 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#: **10-91-111432-111433**

Requires Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely-related field. Requires one year professional case work or crisis intervention experience in a 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

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).



05/02/2019

Job Title: **Executive II - Opt C1**
Agency: Employment Security
Closing Date/Time: Wed. 05/08/19 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#: **RCRA 12294**

Under general direction, as a function administrator, organizes, plans, executes, controls and evaluates the operation of the Illinois Department of Employment Security (IDES) Receiving / Storage unit; directs ordering, storage, delivery and quality of inventory. Applies knowledge of reorder point (ROP) formula to create order projections based on supply data. Oversees physical counts of stock. Serves as a working supervisor.

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)

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).



05/02/2019

Job Title: **Child Protection Specialist - Opt SS**
Agency: Children & Family Services
Closing Date/Time: Wed. 05/08/19 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: **RC062**
Bid ID#: **1948025-482930**

Preferably requires a master's degree in social work; or requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; or requires a bachelor's degree in social work and one year of directly related professional experience; or requires a bachelor's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and two years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to serve on 24 hour "on call" duty; requires ability to speak and write Spanish at a colloquial skill level.

SUBMIT BIDS TO:

Tracey Hardrick, Personnel Liaison
2020 West Roosevelt Rd, 2nd Floor
Chicago, Illinois 60608

Phone: 312-814-3775

Fax: 312-814-1224

Email: Tracey.Hardrick@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).



05/02/2019

Job Title: **Corrections Food Service Supervisor I (Upward Mobility Target Title)**

Agency: **Juvenile Justice**

Closing Date/Time: **Wed. 05/08/19 4:00 PM Central Time**

Salary: **\$3,994.00 - \$5,867.00 monthly**

Job Type: **Full-Time**

Location: **Kane County, Illinois**

Number of Vacancies: **1**

Plan/BU: **RC006**

Bid ID#: **IDJJ27-15-19-0199**

Requires working knowledge of food and nutritional values. Requires ability to instruct and supervise youth. Requires ability to work in conformance with the provisions of the Illinois Food Service Sanitation rules and regulations pertaining to methods and procedures. Requires ability to plan and lay out work according to requirements of assignment and to lead juveniles by example and instruction. Requires ability to judge quality of food; follow the master menu, and to estimate quantity of supplies/materials needed. Requires ability to maintain proper portion control of food items served.

Agency Contact:

Kim Aure
Illinois Department of Corrections
Public Safety Shared Services Center- Hiring Unit
1301 Concordia Court
Springfield, IL 62794
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).



05/02/2019

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).



05/02/2019

SUMMER JOBS APPLY ONLINE NOW APPLICATIONS OPEN UNTIL MAY 20

OPPORTUNITIES FOR YOUTH AGES 14 TO 24
OneSummerChicago.org



MORE THAN A JOB
Your Chance | Your Choice | Your Future





05/02/2019



LULAC Council #5310
Green Card Veterans

1st Annual Career & Resource Fair



MAY 2, 2019
11 AM - 4 PM
VETERAN FOCUSED HOURS 11 AM - 12:30 PM
PAV YMCA BERWYN

Green Card Veterans and the Illinois Association of Hispanic State Employees present the first annual Career and Resource Fair focusing on Veterans and the local community. **Don't miss this one-day event focused on empowering the veteran and local community for personal and professional growth.**

State and Federal Government agencies, corporate and local businesses will be offering sought after employment opportunities.

Event Supporters



Multi-Faith Veteran Initiative
(MVI)

Event Details and Registration
www.greencardvets.org/gcv-events/

PAV YMCA 2947 S. Oak Park Ave. Berwyn, IL.



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).



05/02/2019

I'M A
RIDESHARE
DRIVER,
AND I CAN

BE A CENSUS TAKER

APPLY ONLINE!
2020census.gov/jobs

2020 Census jobs provide:

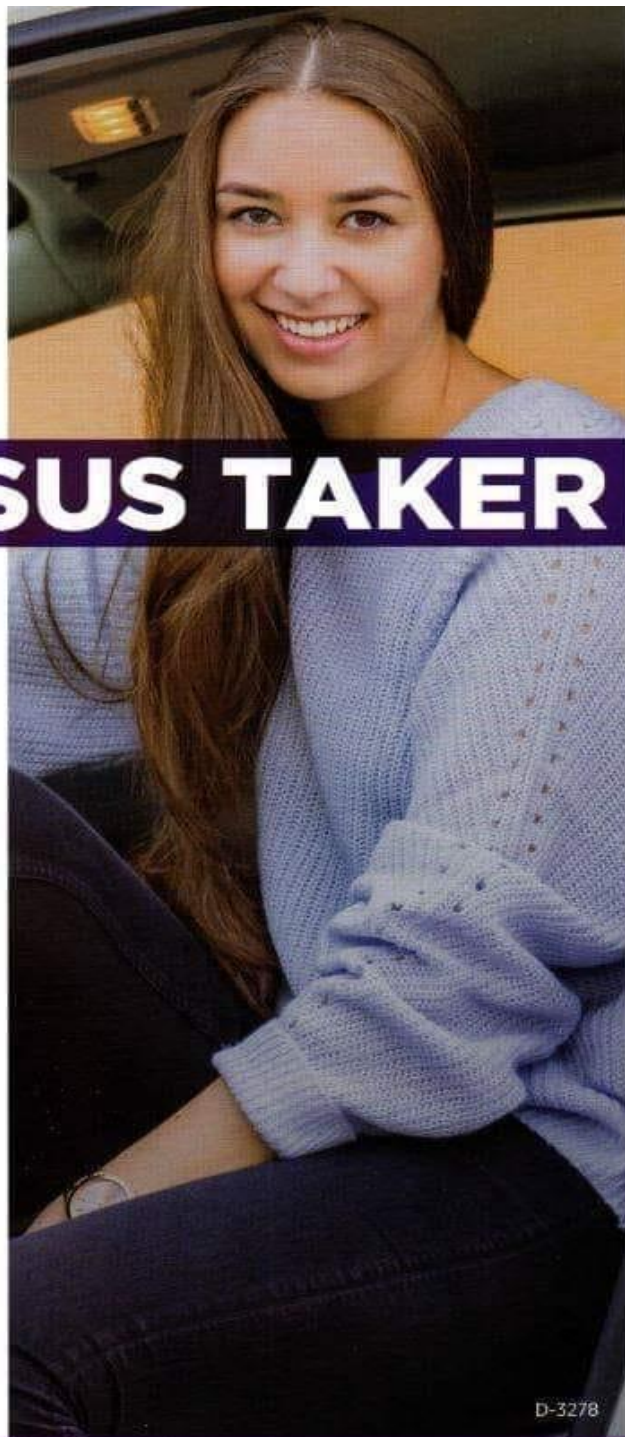
- ✓ Great pay
- ✓ Flexible hours
- ✓ Weekly pay
- ✓ Paid training

For more information or help applying, please call
1-855-JOB-2020

Federal Relay Service:
1-800-877-8339 TTY/ASCII
www.gsa.gov/fedrelay

The U.S. Census Bureau is an Equal Opportunity Employer.

United States
**Census
2020**



D-3278

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).