



05/27/2019

Job Title: **Automotive Mechanic - Opt 2 - INFORMATIONAL POSTING**

Agency: Transportation

Closing Date/Time: Continuous

Salary: \$4,239.00 - \$5,652.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **000**

Plan/BU: **RC451**

Bid ID#: **00000**

- Commercial Drivers License-Class "A" with appropriate endorsement.
- Experience necessary to qualify as a skilled mechanic.
- Extensive knowledge of mechanical hand tools and testing equipment.
- Requires knowledge, skill and mental development equivalent to the completion of four years of High School or coursework in Auto Mechanics or completion of an approved training course.
- Option 2 (Truck and Welding)

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).



05/27/2019

Job Title: **Social Services Career Trainee - Opt MC**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10 41 SSCT MC**

Requires a Bachelor's degree, ability to communicate effectively in Sign Language and ability to complete coursework to obtain a Master's degree in specified time.

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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05/27/2019

Job Title: **Juvenile Justice Specialist - Continuous**
Agency: Juvenile Justice
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **00**
Bid ID#: **DJJ27-19 Continuous**

Under general supervision, performs professional duties in a juvenile justice facility; conducts security checks and inspection to ensure safety and well being of youth and staff; facilitates group sessions to establish rapport with youth; Provides input into the development of individualized service plans. Transports youth to and from facility. Facilitates training to facility staff in regards to departmental and facility procedures. Attends workshops and in service trainings.

WORK HOURS; 24/Hr. Supervision - 3 Designated Shifts by Work Location. DAYS OFF - Vary.

LOCATION/AGENCY: Illinois Department of Juvenile Justice.

Click here for a listing of our facilities: <https://www2.illinois.gov/idjj/Pages/Facilities.aspx> or visit our website at www.IDJJ.state.il.us

Illinois Department of Juvenile Justice
217-557-1030

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).



05/27/2019

Job Title: **Gaming Licensing Analyst**
Agency: Illinois Gaming Board
Closing Date/Time: Wed. 06/05/19 5:00 PM Central Time
Salary: \$3,498.00 - \$5,063.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IGB 20473**

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in criminal justice, pre-law, finance, public administration or related field. Requires one year of professional experience as a criminal intelligence analyst, investigator, criminal justice specialist, compliance officer, disability claims analyst, insurance claims analyst, intelligence research specialist or similar work in a regulatory, compliance or law enforcement public organization or related private organization.

Agency Contact:

Illinois Gaming Board, Human Resources
801 South 7th Street, Suite 400 South
Springfield, IL 62703
217-557-2821 Phone
217-524-1932 Fax OR Scan To: tammy.fink@igb.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).



05/27/2019

Job Title: **Health Facilities Surveillance Nurse - Opt SS**
Agency: Public Health
Closing Date/Time: Wed. 06/05/19 5:00 PM Central Time
Salary: \$5,293.00 - \$7,197.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **idph 44-19-0085**

Requires graduation from an approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience or, a Bachelor's Degree in Nursing and two years professional nursing experience or, a Master's Degree in Nursing.

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.HRAApplications@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).



05/27/2019

Job Title: **Employment Security Specialist I**
Agency: Employment Security
Closing Date/Time: Tue. 06/04/19 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 12284**

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in the social sciences; or requires four years of work experience in program research evaluation or design with two of the years at the professional level.

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in the social sciences; or requires four years of work experience in program research evaluation or design with two of the years at the professional level.

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05/27/2019

Job Title: Office Associate - Opt SS2
Agency: Central Management Services
Closing Date/Time: Mon. 06/03/19 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#: CMS 20292

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to write and speak Spanish at a colloquial skill level.

Agency Contact:

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



05/27/2019

Job Title: Office Associate - Opt SS2
Agency: Central Management Services
Closing Date/Time: Mon. 06/03/19 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#: CMS 20292

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to write and speak Spanish at a colloquial skill level.

Agency Contact:

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



05/27/2019

Job Title: **Training Manager**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$62,244.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **282**

EXPERIENCE, EDUCATION AND TRAINING REQUIREMENTS: A minimum of a Bachelor's degree and two (2) years of progressively responsible professional experience in a legal or adult education role or environment are required. Candidates with a J.D. from an ABA accredited law school, in addition to other minimum requirements are strongly preferred.

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

Administrative Office of the Illinois Courts
Judicial Education Division
222 North LaSalle Street, 13th Floor
Chicago, IL 60601

Barbara Black
(217) 524 - 6429

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).



05/27/2019

Job Title: **Insurance Performance Examiner III**
Agency: Insurance
Closing Date/Time: Fri. 05/31/19 4:00 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#: **DOI 20440**

Requires knowledge, skill and mental development equivalent to the completion of four years of college with major coursework in insurance, finance, statistics, accounting, economics, business administration or a related field. Requires three years of professional underwriting and/or claim experience. Requires thorough knowledge of underwriting and/or claims practices and procedures and related insurance business practices. Requires thorough knowledge of the Illinois Insurance Code and all federal and state laws, rules and regulations that govern the insurance industry.

Agency Contact:
Department of Insurance
Attn: Human Resources
320 West Washington Street, 4th 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).



05/27/2019

Job Title: **GAAP Accountant**
Agency: Illinois Racing Board
Closing Date/Time: Thu. 05/30/19 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#: **IRB 19503**

Requires a bachelor's degree in accounting, A bachelor's degree in business administration is acceptable if it includes at least 18 credit hours in different accounting courses toward such degree; requires two years of experience preparing complete financial statements (balance sheet, income statement, cash flow statement, footnotes) in accordance with Generally Accepted Accounting Principles (GAAP), preferably for governmental type agencies. Requires working experience in the SAMS systems, preparing audit responses, preparing and processing vouchers and working knowledge of the Accounts Receivable Act. Requires working knowledge of office methods, procedures and standard office software packages (Microsoft Outlook, Access, Excel, Word, etc).

Agency Contact:
Illinois Racing Board
Jackie Clisham
100 W. Randolph; 5-700
Chicago, IL. 60601
Jackie.Clisham@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).



05/27/2019

Job Title: **Information Systems Analyst II - Opt M**
Agency: Pollution Control Board
Closing Date/Time: Thu. 05/30/19 11:59 PM Central Time
Salary: \$5,770.00 - \$8,873.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **PCB ISAI 1902**

Requires knowledge, skill and mental development equivalent to four years of college with course work in computer science or directly related fields, supplemented by three years of professional experience in related Information Technology fields of applications, system services and client services.

Agency Contact:

Kathy Griffin, CFO
1021 N. Grand Avenue, East
P.O.Box 19274
Springfield, IL 62794-9274

Kathy.Griffin@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).



05/27/2019

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

Agency: Human Services

Closing Date/Time: Thu. 05/30/19 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#: **10-91-110947**

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.

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).



05/27/2019

Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Thu. 05/30/19 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
\$37,392.00 - \$117,180.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **MG063**
Bid ID#: **10-91-110792**

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

BIDDING CONTACT:
DHS, BUREAU OF EMPLOYEE SERVICES
ATTN: Georgette Patterson
100 S GRAND AVE E, 3rd FL
SPRINGFIELD, IL 62762
FAX: (217) 524-3385

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05/27/2019

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).



05/27/2019

Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Closing Date/Time: Thu. 06/06/19 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#: **1947041-478731**

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master'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; or requires a bachelor's degree in social work and four years of directly related professional experience;

Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
2020 W. Roosevelt, 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).



05/27/2019

Job Title: **Child Protection Specialist - Opt SS**
Agency: Children & Family Services
Closing Date/Time: Thu. 06/06/19 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#: **1948033-485245**

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human services field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience;

Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
2020 W. Roosevelt, 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).



05/27/2019

Job Title: **Public Service Administrator - Opt 1**
Agency: Department of Labor
Closing Date/Time: Thu. 06/06/19 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**
Bid ID#: **DOL 2019-30-200-01**

Requires knowledge, skill and mental development equivalent to completion of four years of college and three years of progressively responsible administrative experience. Requires extensive knowledge of agency policies and procedures and applicable State and Federal labor laws, including the Prevailing Wage, Employee Classification, WARN and Illinois Preference Law. Requires extensive knowledge of labor organizations, labor law and procedures involved in conciliation, arbitration, mediation and other negotiations for the settlement of labor disputes. Requires ability to analyze administrative problems and adopt an effective course of action. Requires possession of a valid driver's license.

CURRENT STATE EMPLOYEES: Submit an [Official Position Vacancy Bid Form](#) and new version of the [CMS 100 Employment Application](#) (version dated 8/2018 or later) to the Agency Contact address listed above. If bidding on a promotion, the applicant must be deemed qualified or have submitted a promotional application to CMS to receive a qualifying promotional grade PRIOR to the closing of the posting period.

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).



05/27/2019

Job Title: **Social Service Program Planner III - Opt SS**
Agency: Children & Family Services
Closing Date/Time: Fri. 06/07/19 5:00 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#: **1964007-644299**

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by related master's degree; requires one year of progressively responsible professional experience in community organization, social service work, or in program planning and development; requires thorough knowledge of the program objectives of agencies developing social policy and the structure, organization, and methods of social welfare institutions

Contact:
Michele Shoultz-Hughes
406 E. Monroe, Station 373
Springfield, Illinois 62701
217-558-0502
Email: Michele.Shoultz-Hughes@illinois.gov
Fax: 217-524-3970

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).



05/27/2019

Job Title: **Manpower Planner I**
Agency: Commerce & Economic Opportunity
Closing Date/Time: Fri. 06/07/19 5:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **6**
Plan/BU: **RC062**
Bid ID#: **DCEO42-40-134.19-139.19**

Under the direct supervision of the Fiscal/Programmatic Monitoring/Data Validation Manager provides program management support for the oversight of the Local Workforce Areas in Illinois. Conducts research and applies the state and federal workforce regulations including but not limited to the Workforce Innovation and Opportunity Act and Trade Adjustment and Assistance Act; utilizes the Department's monitoring tools and procedures; assists with the development and analysis of monitoring, performance and evaluation data, participates in training sessions and other meetings focused on the administration of workforce programs as directed.

8:30AM - 5:00PM Monday – Friday, Days off: Saturday/Sunday

Illinois Department of Commerce & Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING
JRTC, 100 West Randolph Street - Chicago, Illinois 60601

MAIL TO: Natalie Chambers, Human Resources Office
500 East Monroe, 1st Flr. - Springfield, IL 62701-1643

PHONE: 217-785-1577 **FAXES ACCEPTED: 217-524-0189**

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).



05/27/2019

Job Title: **Manpower Planner Trainee**
Agency: Commerce & Economic Opportunity
Closing Date/Time: Fri. 06/07/19 5:00 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **6**
Plan/BU: **RC062**
Bid ID#: **DCEO42-40-128.19-133.19**

Requires knowledge, skill and mental development equivalent to completion of two years of college; requires two years of experience in responsible administrative clerical work related to manpower, education and social programs related to the workforce development programs under the Workforce Innovation and Opportunity Act.

8:30AM - 5:00PM Monday – Friday, Days off: Saturday/Sunday

Illinois Department of Commerce & Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING
JRTC, 100 West Randolph Street – Chicago, Illinois 60601

MAIL TO: Natalie Chambers, Human Resources Office
500 East Monroe, 1st Flr. - Springfield, IL 62701-1643

PHONE: 217-785-1577 FAXES ACCEPTED: 217-524-0189

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).



05/27/2019

Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Fri. 06/07/19 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
\$33,384.00 - \$45,372.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-111682

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing, working knowledge of office practices, procedures and programs. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type 35 wpm.

Contact Info:

*Bureau of Employee Services
Ashley Moore
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).



05/27/2019

Job Title: Office Coordinator - Opt 2
Agency: Human Services
Closing Date/Time: Fri. 06/07/19 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
\$36,324.00 - \$50,676.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-111830

Requires two years secretarial or business college or two years related office experience or two years independent business experience. Requires ability to type accurately at 30 wpm.

Contact Info:

Bureau of Employee Services

Ashley Moore

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).



05/27/2019

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

Agency: Human Services

Closing Date/Time: Fri. 06/07/19 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#: **10-91-111795**

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 a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated 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).



05/27/2019

Job Title: **Case Coordinator**
Agency: Human Services
Closing Date/Time: Tue. 06/04/19 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 19-067**

The selected candidate must have previous experience with the State of Illinois, the Department of Human Services, the Division of Family and Community Services and specifically, with the IES system. The candidates' knowledge of and experience with the IES and legacy systems will enable them to accurately and effectively identify and correct mistakes in the data currently contained in the legacy system.

8:30AM - 5:00PM

Work Location

6200 N Hiawatha Ave
5th Floor
Chicago, IL

Applications should be emailed to:

Wanda.Catalan@illinois.gov

Local Office Administrator

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).



05/27/2019

Job Title: **Health Facilities Surveillance Nurse - Opt SS**
Agency: Public Health
Closing Date/Time: Wed. 06/05/19 5:00 PM Central Time
Salary: \$5,293.00 - \$7,197.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **idph 44-19-0085**

Requires graduation from an approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience or, a Bachelor's Degree in Nursing and two years professional nursing experience or, a Master's Degree in Nursing.

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.HRAApplications@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).



05/27/2019

Job Title: **Employment Security Specialist I**
Agency: Employment Security
Closing Date/Time: Tue. 06/04/19 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 12284**

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in the social sciences; or requires four years of work experience in program research evaluation or design with two of the years at the professional level.

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in the social sciences; or requires four years of work experience in program research evaluation or design with two of the years at the professional level.

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05/27/2019

Job Title: **Employment Security Program Representative - Opt SS (Upward Mobility Target Title)**

Agency: Employment Security

Closing Date/Time: Tue. 06/04/19 11:59 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **RCRA 12316**

Requires knowledge, skills and mental development equivalent to four years college with academic background in social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business

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).



05/27/2019

Job Title: **Employment Security Tax Auditor I**
Agency: Employment Security
Closing Date/Time: Tue. 06/04/19 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **RCRA 12318**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in business administration and a minimum of 12 semester hours in accounting. Requires one year of professional experience in accounting, external auditing or public accounting **OR** completion of an approved training program such as the **AFACT**.

WHERE TO APPLY:

IDES Recruitment & Selection
607 E. Adams Street - 8th Floor
Springfield, IL 62701
Attn: Don Motley
Phone: 217-524-2980
Fax: 217-524-3472

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).



05/27/2019

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).



05/27/2019

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AND I CAN



BE A CENSUS TAKER

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2020census.gov/jobs

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- ✓ 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

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