



05/30/2019

Job Title: Security Officer (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Wed. 06/12/19 5:00 PM Central Time
Salary: \$3,492.00 - \$4,913.00 monthly
\$41,904.00 - \$58,956.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 3
Plan/BU: RC029
Bid ID#: 10-82-110963-65

Requires knowledge, skill and menial development equivalent to the completion of high school. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of specified proficiency tests and training programs.

Contact Info:
Bureau of Employee Services
Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347

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).



05/30/2019

Job Title: **Account Technician I (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Tue. 06/11/19 5:00 PM Central Time
Salary: \$3,124.00 - \$4,402.00 monthly
\$37,488.00 - \$52,824.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-56-111753**

Requires knowledge, skill and mental development equivalent to completion of two years college and completion of an approved training course or three years of related clerical bookkeeping experience. Requires working knowledge of state or non-state accounting procedures.

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

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05/30/2019

Job Title: **Public Aid Eligibility Assistant - Opt SS**
Agency: Human Services
Closing Date/Time: Tue. 06/11/19 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#: **10-91-111761**

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

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

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05/30/2019

Job Title: **Human Services Casework Manager**
Agency: Human Services
Closing Date/Time: Tue. 06/11/19 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-111722**

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

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

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05/30/2019

Job Title: **Social Worker II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Tue. 06/11/19 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
\$55,344.00 - \$83,880.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-56-111752**

Requires a Master's degree in social work from a recognized college or university supplemented by one year of professional social work experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled or other disabled persons. Prefers licensure through Illinois Department of Professional Regulations. Prefers experience working with individuals who are blind, visually impaired and DeafBlind.

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

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05/30/2019

Job Title: **Clinical Laboratory Phlebotomist**
Agency: Human Services
Closing Date/Time: Wed. 06/12/19 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: **RC009**
Bid ID#: **10-72-111843**

Requires education and experience equivalent to completion of high school, supplemented by one year's experience in the practice of phlebotomy. Requires the ability to obtain blood samples in a calm, comforting manner from a patient who often is in an agitated, fearful state. Requires the ability to maintain equipment in a sterile environment. Requires the ability to package specimens in such a manner as to verify the safe transportation of the same .

Contact Info:
Bureau of Employee Services
Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347

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05/30/2019

Job Title: **Project Director of the State Opioid Response**
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: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 19-051**

Requires a Master's Degree or equivalent in human services administration such as mental health/substance use disorders, public health, social work, education or related field.

Submit CMS 100 to:

Edima Essien
BES/Division of Mental Health
100 South Grand Ave. East- 3rd Floor
Springfield, IL 62762

Fax: (217) 524-3385

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05/30/2019

Job Title: Office Associate - Opt 2
Agency: Children & Family Services
Closing Date/Time: Thu. 06/13/19 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#: 1960014 602274

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

SUBMIT BIDS TO:
Laverne Crayton
2020 W. Roosevelt Rd.
Chicago, IL 60608

Laverne.Crayton@illinois.gov

Phone: (312) 814-1222
Fax: (312) 814-1224

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

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05/30/2019

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 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

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05/30/2019

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**

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).



05/30/2019

Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Mon. 06/03/19 5:00 PM Central Time
Salary: \$2,700.00 - \$3,641.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **04**
Plan/BU: **RC009**
Bid ID#: **10-72-111649-111652**

Requires knowledge, skill and mental development equivalent to completion of High School, supplemented by 6 months experience in dietary services.

AGENCY CONTACT:

Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
Phone: 708-283-3014
Fax: 708-283-3017

WORK HOURS:

6:00 AM-2:00 PM-or
11:00 AM-7:00 PM
Depending on Availability-Rotating Days Off

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05/30/2019

Job Title: **Clinical Laboratory Phlebotomist**
Agency: Human Services
Closing Date/Time: Mon. 06/03/19 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: **RC009**
Bid ID#: **10-82-111680**

Requires education and experience equivalent to completion of high school, supplemented by one year's experience in the practice of phlebotomy. Requires completion of a post high school training course and subsequent certification as a Phlebotomist. Requires the ability to draw blood samples and accurately enter data. Requires the ability to attend and pass all mandatory training.

Contact Info:
Bureau of Employee Services
Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347

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05/30/2019

Job Title: **Accounting & Fiscal Administration Career Trainee
(Upward Mobility Target Title)**

Agency: Employment Security

Closing Date/Time: Tue. 06/04/19 5:00 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **2**

Plan/BU: **RC062**

Bid ID#: **RCRA 12318**

Requires a bachelor's degree in accounting or an allied field. (Qualifying state employees in the Upward Mobility Program may complete combinations of specific proficiency test and training programs leading to a certificate of proficiency in lieu of the educational requirements.) Requires the ability to prepare comprehensive written and oral reports; understand and follow oral and written instructions; establish and maintain cooperative working relationships.

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

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05/30/2019

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 working knowledge of: accounting and auditing theories, methods and procedures; laws, rules and regulations relating to state and non-state accounting and auditing procedures; related provisions of the IL Unemployment Insurance Act; personal computers (including laptops); spreadsheets, word processing and other software used in conducting and preparing audits.

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).



05/30/2019

Job Title: **Rehabilitation Counselor Trainee - Opt SSV (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Tue. 06/04/19 5:00 PM Central Time

Salary: \$3,792.00 - \$5,601.00 monthly
\$45,504.00 - \$67,212.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **10-48-111718**

Requires possession of a Master's Degree from a college or university program accredited by the 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 ability to speak, read and write Spanish at a colloquial skill level. Requires ability to travel.

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

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05/30/2019

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 18-033**

The incorrect data jeopardizes the successful transition to IES to Go Live due to the data not matching data fields which creates benefit mismatches and will create problems for customers and much additional work for staff. Then selected candidate will be able to begin work on the cleanup with little to no training.

8:30AM - 5:00PM

Work Location

Southeast FCRC
8001 S Cottage Grove Ave.
Chicago, IL

Applications should be emailed to:

Donna.M.Cain@illinois.gov
Regional Administrator

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05/30/2019

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

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05/30/2019

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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05/30/2019

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)

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05/30/2019

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

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05/30/2019

Job Title: **Accounting & Fiscal Administration Career Trainee
(Upward Mobility Target Title)**

Agency: Employment Security

Closing Date/Time: Tue. 06/04/19 5:00 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **2**

Plan/BU: **RC062**

Bid ID#: **RCRA 12318**

Requires a bachelor's degree in accounting or an allied field. (Qualifying state employees in the Upward Mobility Program may complete combinations of specific proficiency test and training programs leading to a certificate of proficiency in lieu of the educational requirements.) Requires the ability to prepare comprehensive written and oral reports; understand and follow oral and written instructions; establish and maintain cooperative working relationships.

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

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05/30/2019

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).



05/30/2019

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.

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

Barbara Black
(217) 524 – 6429

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05/30/2019

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.

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