



06/03/2019

Job Title: **Grants Manager**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$57,998.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **285**

This position requires the ability to sit for extended periods of time. This is a professional office working environment requiring telephone usage and the ability to process written documents. Travel throughout the state, including overnight stays, may be required.

Administrative Office of the Illinois Courts
Executive Division
3101 Old Jacksonville Rd
Springfield, IL 62704

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).



06/03/2019

Job Title: **Senior Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Fri. 06/21/19 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#: **10-79-111299**

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

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06/03/2019

Job Title: **Educator - Opt B (Math Teacher)**
Agency: Juvenile Justice
Closing Date/Time: Fri. 06/21/19 4:00 PM Central Time
Salary: \$4,311.00 - \$7,969.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-19-0003**

Requires patience and tolerance of a wide range of behavior. Requires ability to use the English language in preparing and delivering instructions. Requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student.

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

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06/03/2019

Job Title: **Commissioners Assistant**
Agency: Commerce Commission
Closing Date/Time: Thu. 06/20/19 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#: **31-19-0530**

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

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06/03/2019

Job Title: **Conservation/Historic Preservation Worker**
Agency: Natural Resources
Closing Date/Time: Fri. 06/14/19 5:00 PM Central Time
Salary: \$9.00 - \$9.00 hourly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CW19168**

Valid Driver's License

18 years of age at time of hire

Selective Service Number (for males 18 through 26 years of age)

Ability to work specified work schedule noted below

*NOTE: Incomplete applications and/or failure to include selective service number and legible copy of valid driver's license will disqualify applicant for employment consideration.

Apply at:

William W Powers State Recreation Area

12949 S Avenue "O"

Chicago, IL 60633

To apply for the this job, please complete the two links below and send to the posting address.

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06/03/2019

Job Title: **Breath Alcohol Analysis Technician**
Agency: State Police
Closing Date/Time: Fri. 06/14/19 4:00 PM Central Time
Salary: \$4,144.00 - \$6,033.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **21-15-ISP19-086**

Requires ability to organize and present formal instruction in the operation of breath testing equipment. Requires ability to maintain accurate records for verification of precision and accuracy of devices. Requires ability to establish and maintain satisfactory working relations with law enforcement personnel and the general public. Requires an appropriate valid driver's license and the ability to travel.

Agency Contact:

Public Safety Shared Services
Kim Aure, HR Representative
1301 Concordia Ct
Springfield, IL 62702
Kimberly.aure@illinois.gov

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06/03/2019

Job Title: **Unemployment Insurance Revenue Analyst II**
Agency: Employment Security
Closing Date/Time: Thu. 06/13/19 11:59 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Bid ID#: **RCRA 12324**

Requires ability to communicate effectively, both orally and in writing and gain and maintain effective working relationships with agency employees, employers and the public. Requires the ability to use a PC and related software packages such as word processing and spreadsheets, database management, e-mail and the internet.

The Equal Employment Opportunity Officer is responsible for ensuring compliance with these laws. Any issues or concerns should be addressed to the EO Office at 33 S. State, 10th Floor, Chicago, Illinois 60603 or by calling (312) 793-9290.

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06/03/2019

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.

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).



06/03/2019

Job Title: **Technical Support and Transition Development Specialist**
Agency: Aging
Closing Date/Time: Thu. 06/13/19 5:00 PM Central Time
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **4**
Bid ID#: **AGE-19-52-64**

Experience: Minimum of 7-10 years of experience in human services. Must possess a demonstrated knowledge and understanding of the issues involved with housing transition and of all human services facilities and programs available to individuals as it relates to Aging and persons with disabilities.

Illinois Department on Aging
Attn: Office of Human Resources
One Natural Resources Way, Suite 100
Springfield, IL 62702
OR
Fax: 217/557-4918

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06/03/2019

Job Title: Office Coordinator - Opt SS2
Agency: Corrections
Closing Date/Time: Thu. 06/13/19 4:00 PM Central Time
Salary: \$3,027.00 - \$4,401.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-00-17-0531B

Requires extensive knowledge of basic mathematics. Requires working knowledge of the logic of computer programs. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 30 wpm. Requires ability to speak and write Spanish at a colloquial skill level.

Apply with CMS100 application via Email (include BID ID in Subject line), USPS or Concordia Court Drop Box to:

Public Safety Shared Services
Lisa Devert- Human Resources Specialist
1301 Concordia Ct
Springfield, IL 62702
lisa.devert@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).



06/03/2019

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

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).



06/03/2019

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

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).



06/03/2019

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

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).



06/03/2019

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

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).



06/03/2019

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

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).



06/03/2019

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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06/03/2019

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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06/03/2019

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

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06/03/2019

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

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).



06/03/2019

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

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06/03/2019

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).