



06/27/2019

Job Title: **TM IV District Safety Manager**
Agency: Transportation
Closing Date/Time: Wed. 07/03/19 4:30 PM Central Time
Salary: \$5,015.00 - \$7,085.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#43595**

Position Desirables:

- Experience managing and supervising employees
- Strong working knowledge of the Occupational Safety and Health Administration (OSHA) Standards for General Industry and Construction
- Ability to plan, organize, and execute the district's Annual Safety Program
- Ability to develop and maintain harmonious relationships with employees from various bureaus and districts

Technical Applications PM1080 (rev 6/1/17) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

Agency Contact: Bureau of Personnel Management, 217/782-5594

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



06/27/2019

Job Title: **Public Service Administrator - Opt 8L**
Agency: Healthcare & Family Services
Closing Date/Time: Thu. 06/27/19 11:59 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **2**
Plan/BU: **GB010**
Bid ID#: **GC0079**

Requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois; requires three years of professional experience in litigation, administrative hearings, or related legal work; requires thorough knowledge of judicial and quasi-judicial rules and procedures of administrative hearing agencies; requires ability to travel.

Agency Contact:

Judy Beverly

Bureau of Personnel and Administrative Services

2946 Old Rochester Road

Springfield, Illinois 62703

Or you can email your CMS100 to: judy.beverly@illinois.gov

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06/27/2019

Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Thu. 06/27/19 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#: **10-91-112134**

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.

PAEA's PROMOTIONAL GRADES FOR THIS TITLE ARE OBTAINED BY TAKING THE AUTOMATED MULTIPLE-CHOICE TEST AT CMS.

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).



06/27/2019

Job Title: **Switchboard Operator I - Opt SS (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 07/01/19 5:00 PM Central Time
Salary: \$2,705.00 - \$3,655.00 monthly
\$32,460.00 - \$43,860.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-91-112198**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires working knowledge of switchboard operations and telephone etiquette. Requires elementary knowledge of public relations. Requires ability to communicate effectively in Spanish at the colloquial level.

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

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06/27/2019

Job Title: **ET IV ICORS & CMMS Support Technician**
Agency: Transportation
Closing Date/Time: Wed. 07/03/19 4:30 PM Central Time
Salary: \$4,695.00 - \$6,735.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#43548**

This position is responsible for the district Illinois Construction Records System (ICORS) and Construction Materials Management Solution (CMMS) monitoring, support, training, liaison, and audit functions and other computer support for the Bureau of Construction, as well as other general office and technical procedures.

Technical Applications PM1080 (rev 6/1/17) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

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06/27/2019

Job Title: Office Associate - Opt 2
Agency: Corrections
Closing Date/Time: Wed. 07/03/19 4:00 PM Central Time
Salary: \$2,935.00 - \$4,234.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-05-19-9011

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 working knowledge of basic mathematics; requires ability to keyboard accurately at 45 wpm.

AGENCY/LOCATION:

Halsted Parole Office
8007 S. Cottage Grove Ave.
Chicago, IL 60619

CONTACT INFO:

IL Dept. of Corrections / Parole Personnel
Attn: Laurel Carlson, Hum. Res. Assoc.
1115 N. North Street, Suite B
Peoria, IL 61606
laurel.carlson@illinois.gov

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06/27/2019

Job Title: **Criminal Justice Specialist Trainee**
Agency: Criminal Justice Information Authority
Closing Date/Time: Mon. 07/01/19 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#: **CJIA 10236-13-2019**

Requires a minimum of a four years of college in one of the following: law, criminal justice, government, public administration, violence prevention, sociology, accounting or political science or related field. Two to five years of previous professional work experience preferred. Must be able to demonstrate a working knowledge of the use of Microsoft Office software: Word/ Excel. Must be able to demonstrate basic accounting ability to review basic budget documents and track expenditures against grant funds. Must be proficient in analytical skills and oral communications. Position requires occasional overnight travel and a valid driver's license.

Work Location:

300 W. Adams St., Suite 200
Chicago, Illinois 60606

Dawn English
Office of Human Resources
300 W. Adams St, Ste 200
Chicago, IL 60606
dawn.english@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).



06/27/2019

Job Title: **Executive I - Opt W7**
Agency: Workers Compensation Commission
Closing Date/Time: Mon. 07/01/19 11:59 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: **CF062**
Bid ID#: **IWCC-50-19-0015**

Requires knowledge skill and mental development equivalent to the completion of four years of college. Requires two years of responsible administrative experience in a public or private organization. Applicant should be knowledgeable in policies and procedures and the over all workings of the Workers' Compensation Commission. Applicant should also be knowledgeable about the Workers' Compensation Act and Rules. Requires the ability to analyze administrative problems and adopt an effective course of action. Requires the ability to speak and write Spanish at a colloquial skill level.

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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Salary: \$5,015.00 - \$7,085.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#43595**

Position Desirables:

- Experience managing and supervising employees
- Strong working knowledge of the Occupational Safety and Health Administration (OSHA) Standards for General Industry and Construction
- Ability to plan, organize, and execute the district's Annual Safety Program
- Ability to develop and maintain harmonious relationships with employees from various bureaus and districts

Technical Applications PM1080 (rev 6/1/17) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

Agency Contact: Bureau of Personnel Management, 217/782-5594

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06/27/2019

Job Title: **ET IV ICORS & CMMS Support Technician**
Agency: Transportation
Closing Date/Time: Wed. 07/03/19 4:30 PM Central Time
Salary: \$4,695.00 - \$6,735.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#43548**

This position is responsible for the district Illinois Construction Records System (ICORS) and Construction Materials Management Solution (CMMS) monitoring, support, training, liaison, and audit functions and other computer support for the Bureau of Construction, as well as other general office and technical procedures.

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06/27/2019

Job Title: Office Associate - Opt 2
Agency: Corrections
Closing Date/Time: Wed. 07/03/19 4:00 PM Central Time
Salary: \$2,935.00 - \$4,234.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-05-19-9011

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 working knowledge of basic mathematics; requires ability to keyboard accurately at 45 wpm.

AGENCY/LOCATION:

Halsted Parole Office
8007 S. Cottage Grove Ave.
Chicago, IL 60619

CONTACT INFO:

IL Dept. of Corrections / Parole Personnel
Attn: Laurel Carlson, Hum. Res. Assoc.
1115 N. North Street, Suite B
Peoria, IL 61606
laurel.carlson@illinois.gov

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06/27/2019

Job Title: **Criminal Justice Specialist Trainee**
Agency: Criminal Justice Information Authority
Closing Date/Time: Mon. 07/01/19 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#: **CJIA 10236-13-2019**

Requires a minimum of a four years of college in one of the following: law, criminal justice, government, public administration, violence prevention, sociology, accounting or political science or related field. Two to five years of previous professional work experience preferred. Must be able to demonstrate a working knowledge of the use of Microsoft Office software: Word/ Excel. Must be able to demonstrate basic accounting ability to review basic budget documents and track expenditures against grant funds. Must be proficient in analytical skills and oral communications. Position requires occasional overnight travel and a valid driver's license.

Work Location:

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06/27/2019

Job Title: **Executive I - Opt W7**
Agency: Workers Compensation Commission
Closing Date/Time: Mon. 07/01/19 11:59 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: **CF062**
Bid ID#: **IWCC-50-19-0015**

Requires knowledge skill and mental development equivalent to the completion of four years of college. Requires two years of responsible administrative experience in a public or private organization. Applicant should be knowledgeable in policies and procedures and the over all workings of the Workers' Compensation Commission. Applicant should also be knowledgeable about the Workers' Compensation Act and Rules. Requires the ability to analyze administrative problems and adopt an effective course of action. Requires the ability to speak and write Spanish at a colloquial skill level.

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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06/27/2019

Job Title: **Insurance Analyst III - Opt SS**
Agency: Insurance
Closing Date/Time: Thu. 06/27/19 4:00 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#: **DOI 20544**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires one year of professional experience such as would be gained as an Insurance Analyst II. Requires an extensive knowledge of the Insurance Code and rules, regulations, and procedures and processes pursuant thereto, particularly as related to life, accident, health or property and liability types of financial regulations; as related to policy evaluation license and complaint resolution; of accounting principles and auditing methods; of the functions, products/services of organizational components of the department.

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).



06/27/2019

Job Title: **Corrections Leisure Activities Specialist I**
Agency: Juvenile Justice
Closing Date/Time: Thu. 06/27/19 4:00 PM Central Time
Salary: \$3,792.00 - \$5,854.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDJJ27-17-19-2647**

functions as part of a multi-disciplinary team to assist in developing and delivering an individualized treatment program within the context of a larger group activity; participates in evaluation and staffing of youth; provides assistance in review of leisure time program needs.

AGENCY CONTACT:

Olivia Robles
Illinois Youth Center - Chicago
136 North Western Avenue
Chicago, IL 60612
olivia.robles@illinois.gov
FAX: 312.633.5246

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).



06/27/2019

Job Title: Educator - Opt B (History Teacher)
Agency: Juvenile Justice
Closing Date/Time: Mon. 07/08/19 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#: IDJJ-27-15-19-0043

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

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).



06/27/2019

Job Title: **Corrections Treatment Officer**
Agency: Corrections
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

LOCATION/AGENCY:

Joliet Treatment Center
2848 W. McDonough St.
Joliet, IL 60436
OR
Elgin Treatment Center
780 S. State St.
Elgin, IL 60123

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).



06/27/2019

Job Title: **Insurance Analyst III - Opt SS**
Agency: Insurance
Closing Date/Time: Thu. 06/27/19 4:00 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#: **DOI 20544**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires one year of professional experience such as would be gained as an Insurance Analyst II. Requires an extensive knowledge of the Insurance Code and rules, regulations, and procedures and processes pursuant thereto, particularly as related to life, accident, health or property and liability types of financial regulations; as related to policy evaluation license and complaint resolution; of accounting principles and auditing methods; of the functions, products/services of organizational components of the department.

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).



06/27/2019

Job Title: **Corrections Leisure Activities Specialist I**
Agency: Juvenile Justice
Closing Date/Time: Thu. 06/27/19 4:00 PM Central Time
Salary: \$3,792.00 - \$5,854.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDJJ27-17-19-2647**

functions as part of a multi-disciplinary team to assist in developing and delivering an individualized treatment program within the context of a larger group activity; participates in evaluation and staffing of youth; provides assistance in review of leisure time program needs.

AGENCY CONTACT:

Olivia Robles
Illinois Youth Center - Chicago
136 North Western Avenue
Chicago, IL 60612
olivia.robles@illinois.gov
FAX: 312.633.5246

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06/27/2019

Job Title: Educator - Opt B (History Teacher)
Agency: Juvenile Justice
Closing Date/Time: Mon. 07/08/19 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#: IDJJ-27-15-19-0043

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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06/27/2019

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).