



07/29/2019

Job Title: **Public Service Administrator - Opt 8N**  
Agency: Public Health  
Closing Date/Time: Wed. 08/07/19 5:00 PM Central Time  
Salary: \$6,166.00 - \$9,472.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **IDPH 44-19-0363**

Under the direction of the Regional Supervisor for the Division of Long-Term Care Field Operations, supervises regional survey staff; plans, schedules and implements state licensure and federal certification survey activities at regional level long term care facilities. Provides technical direction to surveyors on nursing care issues. Serves as working supervisor.

**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.HRApplcations@illinois.gov](mailto:DPH.HRApplcations@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/29/2019

Job Title: **Public Service Administrator - Opt 1**  
Agency: Human Rights Department  
Closing Date/Time: Wed. 08/07/19 5:00 PM Central Time  
Salary: \$6,141.00 - \$9,472.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **19-95**

Requires equivalent to four years of college, preferably with courses in business and public administration, plus three years progressively responsible administrative experience in a public or business organization. Requires two years professional experience working with the Human Rights Act and Department of Human Rights.

8:30 am to 5:00 pm., Department of Human Rights, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601. Please send all applications to Contact Person: Adam Coe, Department of Human Rights, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, 312-814-6219, fax 312-793-2121.

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/29/2019

Job Title: **Technical Manager I Payroll Specialist**  
Agency: Transportation  
Closing Date/Time: Thu. 08/08/19 4:30 PM Central Time  
Salary: \$3,605.00 - \$5,003.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#43624**

This position is accountable for tracking time cards, leave time (credited and taken), overtime, vehicle usage, shift differential, temporary assignment pay, and a wide variety of other employees support functions involving payroll timekeeping functions.

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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07/29/2019

Job Title: **Program Integrity Auditor I**  
Agency: Financial & Professional Regulation  
Closing Date/Time: Thu. 08/08/19 11:59 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **20691**

Under general supervision, assists in performing on-site complex, technical, financial and integrity reviews and evaluations of Currency Exchange and Money Transmitter programs; assists in compiling and analyzing data; provides input to preparing reports, summarizing the work performed, detailing the findings, discrepancies and recommendations for correcting the deficiencies; conducts entrance and exit conferences; and assists with preparing information utilized in administrative hearings as needed.

Work Hours: 8:30am - 5:00pm

Work Location: Financial Institutions, Currency Exchange, Examining  
JRTC 100 W Randolph, Chicago  
Cook County

Agency Contact: Human Resources  
320 W Washington St  
Springfield, IL 62786

**Scan all applications or questions to [FPR.employment@illinois.gov](mailto:FPR.employment@illinois.gov)**

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07/29/2019

Job Title: **Building/Grounds Laborer**  
Agency: Military Affairs, Department of  
Closing Date/Time: Mon. 08/05/19 11:59 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC042**  
Bid ID#: **20-006**

**REQUIREMENTS:** Requires knowledge, skill and mental development equivalent to the completion of high school. Requires elementary knowledge of the use and care of janitorial cleaning equipment (e.g. buffing machine, mop, and broom). Requires elementary knowledge of grounds maintenance equipment, use and maintenance. Elementary knowledge of grounds/building maintenance and building cleaning methods.

For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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07/29/2019

Job Title: **VOCA Training Coordinator - Contract Position**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Mon. 08/05/19 5:00 PM Central Time  
Salary: \$30.00 - \$37.00 hourly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **CJIA PSC-25-2019**

Bachelor's degree in criminal justice, psychology, social work or a related field; at least 5 years in victim service direct services field; minimum of 2 years' experience conducting knowledge and skill based trainings to external audiences including victim service providers. Excellent communication and organizational skills; experience in planning and implementing large multi-session conferences; experience in developing training and conference materials such as registration materials, website materials, and learning objective summary for publication.

Please submit by email a cover letter and resume to:

Dawn English, Human Resources  
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).





07/29/2019

Job Title: **Employment Security Field Office Supervisor - Opt SS**  
Agency: Employment Security  
Closing Date/Time: Wed. 07/31/19 5:00 PM Central Time  
Salary: \$4,898.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 5, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **RCRA 90013**

analyze problems and procedures to provide effective benefit services and to effectively communicate verbally and in written form; to train and supervise professional staff. Requires ability to use a personal computer with related software programs. **Requires ability to speak and write the Spanish speaking language at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking clients.**

**WHERE TO APPLY:**

IDES Recruitment & Selection  
607 E. Adams St. - 8th Floor  
Springfield, IL 62701  
Attn: Pamela Bowen  
Phone: (217) 785-2647  
Fax: (217) 524-2083

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/29/2019

Job Title: **Management Operations Analyst II**  
Agency: Human Services  
Closing Date/Time: Tue. 07/30/19 11:59 PM Central Time  
Salary: \$3,528.00 - \$7,247.00 monthly  
\$42,336.00 - \$86,964.00 annually  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PSC 20-013**

**Education:** Must possess a Bachelor's degree in Public Policy or Public Administration (Master's Degree Preferred) Information Systems Management or a related field.

Submit CMS 100 and Bid Form to:

Edima Essien  
BES/Division of Mental Health/Substance Use Prevention and Recovery  
100 S. Grand Ave. E. 3rd FL  
Springfield, IL 62762  
FAX: 217-524-3826

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).





07/29/2019

Job Title: **Physician Specialist - Option C - Opt 15**  
Agency: Human Services  
Closing Date/Time: Tue. 07/30/19 11:59 PM Central Time  
Salary: \$9,093.00 - \$18,623.00 monthly  
\$109,116.00 - \$223,476.00 annually  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PSC 20-014**

Tracks and analyzes data on trends associated with Class Members that meet one or more of the three criteria above and contributes this information for the completion of semi-annual compliance, or other reports as requested.

Submit CMS 100 and Bid Form to:

Edima Essien  
BES/Division of Mental Health/Substance Use Prevention and Recovery  
100 S. Grand Ave. E. 3rd FL  
Springfield, IL 62762  
FAX: 217-524-3826

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/29/2019

Job Title: **Internal Security Investigator I - Opt A**  
Agency: Human Services  
Closing Date/Time: Mon. 07/29/19 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
\$52,524.00 - \$78,972.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **5**  
Plan/BU: **RC062**  
Bid ID#: **10-72-112477-78;112557-59**

Requires knowledge, skill and mental development equivalent to completion of two years of college, with coursework in law, government, liberal arts, history or business or public administration, plus three years of experience in law enforcement investigatory work or a related field, OR Requires knowledge, skill and mental development equivalent to completion of four years of college, with major coursework in law, government, liberal arts, history or business or public administration, plus one year professional experience in law enforcement investigatory work or a related field, OR Requires completion of the F.B.I. National Academy or comparable law enforcement schooling. Requires the ability to travel. Requires a current valid Illinois Driver's license.

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/29/2019

Job Title: **Forensic Scientist Trainee - Opt B**  
Agency: State Police  
Closing Date/Time: Mon. 07/29/19 4:00 PM Central Time  
Salary: \$4,167.00 - \$5,601.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **6**  
Plan/BU: **RC062**  
Bid ID#: **21-31-ISP19-135**

Requires a Bachelor's degree in natural science or forensic science including a minimum of 20 semester hours of coursework in chemistry with a total of 60 semester hours of coursework in natural science.

**Agency Contact:**

Public Safety Shared Services  
Kim Aure, HR Representative  
1301 Concordia Ct  
Springfield, IL 62702  
[Kimberly.aure@illinois.gov](mailto:Kimberly.aure@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/29/2019

Job Title: **Police Officer I**  
Agency: State Police  
Closing Date/Time: Mon. 07/29/19 4:00 PM Central Time  
Salary: \$4,144.00 - \$6,033.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **5**  
Plan/BU: **RC029**  
Bid ID#: **21-61-ISP19-132**

Under direct supervision, during an assigned shift, performs law enforcement duties providing for the safety and protection of life and property in facilities under the jurisdiction of the State of Illinois. Performs duties involving crime and fire protection, security, traffic control, and preliminary incident investigations. Carries firearms and exercises police powers as necessary to enforce federal and state laws, county and local ordinances.

**Agency Contact:**

Kim Aure  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
[Kimberly.aure@illinois.gov](mailto:Kimberly.aure@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/29/2019

Job Title: **Accountant/Debt Management Specialist**  
Agency: Illinois Finance Authority \*  
Closing Date/Time: Thu. 08/08/19 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **0006**

1. Bachelor's degree in Accounting or other related field, plus two to four years of accounting or equivalent education and experience. Experience working in a government agency is preferred but not required
2. Requires elementary knowledge of municipal bonds and commercial loans;
3. Requires ability to evaluate accounting problems of moderate difficulty and to analyze and interpret less complex accounting records and reports;

Interested and qualified candidates should send resumes to [hr@il-fa.com](mailto:hr@il-fa.com)

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07/29/2019

Job Title: **Hearings Referee**  
Agency: Employment Security  
Closing Date/Time: Wed. 08/07/19 11:59 PM Central Time  
Salary: \$5,770.00 - \$8,873.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **7**  
Plan/BU: **RC010**  
Bid ID#: **RCRA 80003**

Requires graduation from a recognized law school, possession of a license to practice law in Illinois in two year professional experience in litigation, administrative hearings, or related legal work; thorough knowledge of judicial and quasi-judicial rules and of procedures of administrative hearings

All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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07/29/2019

Job Title: **Public Service Administrator - Opt 1**  
Agency: Employment Security  
Closing Date/Time: Tue. 08/06/19 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**  
Plan/BU: **MG063**  
Bid ID#: **RA 80005**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in Business or Public Administration and three years of progressively responsible administrative experience, preferably with professional training experience. Requires thorough knowledge of the functions of state government, principles of governmental accounting, program budgeting, personnel, public relations and marketing

Auxiliary aids and services are available upon request to individuals with disabilities. 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.

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/29/2019

Job Title: **Human Services Caseworker - Opt SS (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Tue. 08/06/19 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#: **10-91-112694**

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 welfare agency OR successful completion of an agency-sponsored training program.

*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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



07/29/2019

Job Title: **Program Integrity Auditor Trainee**  
Agency: Financial & Professional Regulation  
Closing Date/Time: Mon. 08/05/19 11:59 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **20584**

Requires possession of a bachelor's degree with coursework concentration in accounting or business administration. Requires elementary knowledge of program integrity reviewing theory, principles and procedures; information technology as utilized by the agency; state government; the agency's programs, policies and regulations.

For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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07/29/2019

Job Title: **Program Integrity Auditor I**  
Agency: Financial & Professional Regulation  
Closing Date/Time: Mon. 08/05/19 11:59 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **20681**

Under general supervision, assists in performing on-site complex, technical, financial and integrity reviews and evaluations of Consumer Credit programs; assists in compiling and analyzing data; provides input to preparing reports, summarizing the work performed, detailing the findings, discrepancies and recommendations for correcting the deficiencies; conducts entrance and exit conferences; and assists with preparing information utilized in administrative hearings as needed.

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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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07/29/2019

**Job Title:** Public Service Administrator - Opt 2  
**Agency:** Children & Family Services  
**Closing Date/Time:** Mon. 08/05/19 5:00 PM Central Time  
**Salary:** \$3,116.00 - \$9,765.00 monthly  
**Job Type:** Full-Time  
**Location:** Cook County, Illinois  
**Number of Vacancies:** 1  
**Plan/BU:** GB062  
**Bid ID#:** 1920023-202563

Requires a bachelor's degree with coursework in auditing, business management, economics, computer science, accounting, or other related subjects; requires three years of administrative experience in auditing and certification as a CIA or CPA, or requires four years of administrative experience in auditing; requires possession of a valid driver's license and ability to travel.

**Work Hours:** Monday - Friday 8:30AM-5:00PM

**Location:** 15115 S Dixie Highway  
Harvey, IL 60426

**Supervisor:** Adrienne Bell

**Agency Contact:** Michele Shoultz-Hughes  
406 E. Monroe, Stat. 373  
Springfield, IL. 62701

**Phone:** 217 558-0502 Fax: 217-524-3970  
**Email:** [Michele.Shoultz-Hughes@illinois.gov](mailto:Michele.Shoultz-Hughes@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).



07/29/2019

Job Title: **Strategic Policy Advisor - Non-Code Position**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Mon. 08/05/19 5:00 PM Central Time  
Salary: \$70,000.00 - \$85,000.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **CJIA 95058-30-2019**

Bachelor's Degree in Social Work, Human Services, Criminal Justice, Public Administration or a related field or equivalent training and experience; 5 years of experience in violence-prevention or related field; 3 years of management and supervisory experience including fiscal experience; expertise with grant-writing and/or grant making; excellent verbal, written, problem-solving and organizational skills; strong computer skills including Microsoft Word, Excel and Access and ability to learn new programs; ability to work on multiple tasks with attention to detail; willingness and ability to travel in state, including valid Illinois Driver's License.

Please apply by emailing a cover letter and resume to:

Dawn English, Human Resources  
[dawn.english@illinois.gov](mailto:dawn.english@illinois.gov)

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07/29/2019

Job Title: **Office Coordinator - Opt 2**  
Agency: Human Services  
Closing Date/Time: Fri. 08/02/19 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#: **10-91-112666**

Requires knowledge, skill and mental development equivalent to completion of two years secretarial/business college or completion of high school and two years related office experience or two years independent business experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling, punctuation and basic mathematics; requires the ability to follow oral and written instructions. Requires ability to type accurately at 30 wpm.

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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07/29/2019

## **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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