



08/13/2019

Job Title: **Winter Salaried HIGHWAY MAINTAINER (MONTHLY SNOWBIRD) - District 1**
Agency: Transportation
Closing Date/Time: Wed. 08/14/19 4:00 PM Central Time
Salary: \$4,375.00 - \$4,375.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **549**
Plan/BU: **HR001**
Bid ID#: **IPR#43637**

The Illinois Department of Transportation is posting this job position for Full-Time, Seasonal, Salaried Highway Maintainers (Monthly Snowbirds). Full-Time, Seasonal, Salaried Highway Maintainers (Monthly Snowbirds) are seasonal, temporary, non-permanent full-time employees who perform the same duties as year-round Highway Maintainers.

The Application for Full-Time, Seasonal, Salaried Highway Maintainer (Monthly Snowbirds) (PM2415) is available at:

1. IDOT District 1 Office (Personnel: 201 West Center Ct, Schaumburg, IL 60196),
2. IDOT's Central Office: Personnel (Harry Hanley Building, 2300 South Dirksen Parkway, Room 113, Springfield, IL), OR
3. IDOT's website online, www.dot.il.gov (Employment tab, Employment & Opportunities tab, Employment Forms tab).

All applicants must submit the Application (PM2415), as well as the additional required documents listed above, to IDOT District 1 via:

1. MAIL to: Attn: Personnel, 201 West Center Ct, Schaumburg, IL 60196,
2. FAX to: Attn: Personnel at fax number (847) 705-4489
3. EMAIL to: DOT.D1WinterApplications@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).



08/13/2019

Job Title: **Telecommunicator Trainee**
Agency: State Police
Salary: \$3,124.00 - \$4,402.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-13-ISP19-090**

Under immediate supervision, on an indeterminate shift, participates in an agency-sponsored training program for a period of six to twelve months in Illinois State Police (ISP) telecommunications applications designed to develop familiarization with ISP telecommunications procedures and practices and the usage of two-way radio, computer terminal equipment, and telephone call taking procedures.

Agency Contact:

Illinois State Police
Terri Barnosky, Chief of Human Resources
801 S. 7th Street, Suite 701-A
Springfield, IL 62703
Terri.Barnosky@illinois.gov
217/782-3878

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).



08/13/2019

Job Title: Telecommunicator Specialist
Agency: State Police
Salary: \$3,792.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 21-13-ISP19-091

Communicates within and amongst talk groups comprised of both inter-and intra-agency radio users of the trunked radio system. Operates a multiple-terminal console configuration over which multiple databases and messaging systems are utilized to transmit and receive police business and emergency messages between mobile and other base stations. Answers and acts upon incoming telephone calls, i.e., emergency, non-emergency, 9-1-1, from the public. Under general guidelines, assigns ISP officers to respond to calls for service. Visually observes security monitors and responds to "walk-in" requests for service.

Work Hours: Indeterminate

Location: Statewide

Agency Contact:

Illinois State Police
Terri Barnosky, Chief of Human Resources
801 S. 7th Street, Suite 701-A
Springfield, IL 62703
Terri.Barnosky@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).



08/13/2019

Job Title: **TECHNICAL SPECIALIST TRAINEE OPT E
(ELECTRICAL) NONCODE**

Agency: Capital Development Board

Closing Date/Time: Mon. 09/23/19 4:59 PM Central Time

Salary: \$4,184.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **CDB000155**

Requires knowledge, skill, and mental development equivalent to the completion of four years of college culminating with a Bachelor's Degree in electrical engineering or knowledge in this field with a minimum of four years of experience. One year of college related education is equal to one year of construction related experience. Progress towards or the eventual ability to attain an Illinois certification as a licensed professional engineer is desirable.

Agency Contact:

Debbi Denzler
Personnel Administrator
Capital Development Board
Third Floor, Wm. G. Stratton Building
401 S. Spring St., Springfield, IL 62706
217-782-7222
Email: Debbi.Denzler@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).



08/13/2019

Job Title: **Cancer Registrar I**
Agency: Public Health
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDPH**

Under general supervision for the Illinois State Cancer Registry (ISCR), abstracts and re-abstracts cancer submissions. Explains, educates and interprets the Illinois Health and Hazardous Substance Registry Rules and Regulations and procedures of the program on a daily bases to participating hospitals. Processes cancer reports submitted by medical facilities.

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.HRApplications@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).



08/13/2019

Job Title: **Cancer Registrar II**
Agency: Public Health
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **IDPH**

Under direction for the Illinois State Cancer Registry, performs complex technical and advisory functions to evaluate quality, completeness, and validity of cancer data. Identifies program problems and prepares methods to alleviate the problems.

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.HRApplications@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).



08/13/2019

Job Title: **Case Coordinator**
Agency: Human Services
Closing Date/Time: Thu. 08/15/19 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 17-045 (2)**

Requires a bachelor degree or equivalent in psychology, sociology/ anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency, or successful completion of an agency-sponsored training program.

Work Location

South Loop Family Community Resource Center
1112 South Wabash 1st Floor
Chicago, IL 60605-2351

Applications should be emailed to both listed below:

Julie.Woods-Harris@illinois.gov

Local Office Administrator

Enid.Rivera@illinois.gov

Regional 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).



08/13/2019

Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Closing Date/Time: Wed. 08/21/19 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1947053-475774**

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; assesses immediate safety and risk factors of involved children and takes necessary protection action; makes recommendations about investigative findings; implements short-term services, including concrete services directly or through family advocates; on a rotating basis, assigned to 24 hour "on call" duty in addition to normal assignments, to ensure that services are provided as mandated by statute and policy.

SUBMIT BIDS TO:

Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
2020 W. Roosevelt, 2nd Floor
Chicago, Illinois 60608

Phone: 312/814-3775

Fax: 312/814-1224

Email: Tracey.Hardrick@illinois.gov

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



08/13/2019

Job Title: **Child Welfare Specialist - Opt SS (Upward Mobility Target Title)**
Agency: Children & Family Services
Closing Date/Time: Wed. 08/21/19 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1915010-155694**

Under general supervision, serves as monitor and agency liaison for the Department's Intact Family Recovery Project; provides consultation and technical assistance to child welfare and Substance use disorder (SUD) purchase of service (POS) agency staff; monitors the Department's casework services to substance affected families; identifies technical assistance and consultation needs of child welfare POS agencies in accessing substance use disorder services for families served by the agencies; translates and interprets, both orally and in writing, for Spanish speaking clients.

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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



08/13/2019

Job Title: **Engineering Technician IV Maintenance Contracts
Resident Landscape Technician**

Agency: Transportation

Closing Date/Time: Tue. 08/20/19 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#43243**

Collaboration with landscape architects and designers during design of new and renovated roadsides is required to assure proper future maintenance of the new facilities. Responsibilities are accomplished independently and by working with consultants, contractors, and coworkers.

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

To be considered for a permanent position within IDOT, you must either be a US citizen or a non-citizen with permanent work authorization.

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08/13/2019

Job Title: **Electronic Equipment Installer/Repairer**
Agency: State Police
Closing Date/Time: Tue. 08/13/19 4:00 PM Central Time
Salary: \$3,149.00 - \$4,402.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-13-ISP19-148**

Under general supervision, performs skilled work in preparing new vehicles for installation of public safety emergency equipment. Performs installations, removals, and repairs of radio, video, radar, emergency lighting, and other equipment commonly associated with public safety vehicles. Removes radio equipment and other systems from vehicles. Repairs and maintains equipment. Lifts and moves heavy communications and associated equipment weighing up to 75 pounds without assistance. Operates a motor vehicle to complete various assignments.

Work Hours: 8:00 a.m. - 4:00 p.m. Monday through Friday

Location: Illinois State Police, District Chicago, 9511 W. Harrison St., DesPlaines, IL

Agency Contact:

Public Safety Shared Services
Kim Aure, HR Representative
1301 Concordia Ct
Springfield, IL 62702
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 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).



08/13/2019

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.

WORK HOURS: To be determined

LOCATION/AGENCY:

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

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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



08/13/2019

Job Title: **Corrections Nurse Trainee**
Agency: Corrections
Salary: \$4,617.00 - \$6,314.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **6**
Plan/BU: **RC023**
Bid ID#: **IDOC29-82-17-1108**

Under immediate supervision for a period of six to twelve months, participates in an agency sponsored training program, receiving a combination of comprehensive classroom and on the job training in the nursing field. Receives training in conforming with established standards, procedures, policies and security guidelines and providing the full range of professional nursing services in the care and treatment of inmate patients in a correctional facility.

Position Number: 09836-29-82-431-22-01

CONTACT:

Tara Owen
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
tara.owen2@illinois.gov
217-557-6018 - Fax

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



08/13/2019

Job Title: **Public Service Administrator - Opt 2**
Agency: Employment Security
Closing Date/Time: Thu. 08/22/19 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: **BBR**
Bid ID#: **RA 02181**

Under general direction, as a policy implementing manager, plans, assigns, supervises, reviews and evaluates the activities of regional field auditors engaged in auditing an employer's original books and records for compliance with the Unemployment Insurance (UI) Act; reviews auditors' recommendations of actions to be taken against employers with the authority to approve or disapprove actions; develops and administers training to auditors on how to perform field 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).



08/13/2019

Job Title: **Cook II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Thu. 08/22/19 5:00 PM Central Time
Salary: \$3,060.00 - \$4,253.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-75-112825**

Qualifying state employees in the Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated education and experience requirements for this class. Requires working knowledge of health and safety requirements of a food service.

11:00 am - 7:30 pm rotating days off

Contact:

Shapiro Center HR, 100 E. Jeffery Street, Kankakee IL 60901

Phone: 815-939-8222 Fax: 815-939-8560

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).



08/13/2019

Job Title: **Liquor Control Special Agent I**
Agency: Liquor Control Commission
Closing Date/Time: Thu. 08/22/19 5:00 PM Central Time
Salary: \$3,958.00 - \$5,708.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **ILCC 20686**

Under general supervision, travels to businesses and firms in order to conduct field investigations to detect violations of the Illinois Liquor Control Act; issues warning notices and citations for violations; provides support in State and local law enforcement and regulatory agencies investigations; compiles and prepares daily reports.

Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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



08/13/2019

Job Title: Office Associate - Opt 2
Agency: Healthcare & Family Services
Closing Date/Time: Wed. 08/21/19 11:59 PM Central Time
Salary: \$2,959.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: MP2453

Under direction, conducts complex clerical activities; compiles and updates automated and manual files; opens, reviews, sorts and distributes mail and correspondence; types and distributes travel vouchers to staff; creates and monitors tracking system.

Agency Contact:
Robert Fehrholz
Bureau of Medical Administrative Support
201 S. Grand Ave. E., 3rd Floor
Springfield, IL 62763
(217) 524-7326 - Office
(217) 557-2565 - Fax

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



08/13/2019

Job Title: Information Services Specialist I - Opt C (Upward Mobility Target Title)
Agency: Department of Innovation & Technology (DoIT)
Closing Date/Time: Wed. 08/14/19 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: DoIT 20720

Requires elementary knowledge of personal computing hardware and software, languages, and procedures to provide assigned technical and analytical services. Requires working knowledge of oral and written communication skills to present technical information to others with clarity and precision. Requires ability to lift equipment up to 30 lbs. Requires a valid, appropriate driver's license and the ability to travel statewide. Requires the ability to serve on an on-call basis. Requires carrying and ability to operate a mobile communication device (i.e. pager, cell telephone, Blackberry).

Agency Contact:

Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection
120 W Jefferson St, 3rd floor
Springfield, IL 62702

DoIT.BidForms@illinois.gov

217-557-3337

217-524-6629 Fax

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



08/13/2019

Job Title: Office Associate - Opt 2
Agency: Human Services
Closing Date/Time: Wed. 08/14/19 5:00 PM Central Time
Salary: \$2,960.00 - \$4,065.00 monthly
\$35,520.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-112361

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling, punctuation and working knowledge of basic mathematics; requires ability to operate automated office equipment and personal computer. Requires the ability to keyboard accurately at 45 wpm. Requires ability to understand medical and legal terminology.

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).



08/13/2019

Job Title: Office Coordinator - Option 2
Agency: Department of Labor
Closing Date/Time: Fri. 08/16/19 11:59 PM Central Time
Salary: \$3,027.00 - \$4,233.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: DOL 2020-30-000-01

Requires the knowledge, skill and mental development of completion of high school and two years of related office experience. Requires extensive knowledge of offices practices and procedures. Requires the ability to type accurately at 30 wpm and extensive computer skills.

Contact:
Illinois Department of Labor
900 South Spring Street
Springfield, IL 62704
Fax (217) 782-0596

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).



08/13/2019

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).