



09/10/2019

Job Title: **Human Rights Investigator Trainee - Opt SS**
Agency: Human Rights Department
Closing Date/Time: Mon. 09/23/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **2**
Plan/BU: **MS-09**
Bid ID#: **19-150**

Requires ability to read, write and speak Spanish. Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with coursework in business, public, or personnel administration or social science. Requires no previous experience. Requires elementary knowledge of human rights issues, the ability to communicate effectively both orally and in writing, the ability to analyze information and make recommended decisions, and the ability to acquire investigative skill.

Agency Contact:

Adam Coe
Department of Human Rights
100 West Randolph Street, Suite 10-100
Chicago, Illinois, 60601
312-814-6219 Telephone
312-793-2121 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).



09/10/2019

Job Title: **Public Service Administrator - Opt 1**
Agency: Human Services
Closing Date/Time: Mon. 09/23/19 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
\$37,392.00 - \$117,180.00 annually
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC-20-031**

Education: Must possess a MSW.

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.

Specialized Skills: Must be able to travel.

Submit CMS 100 (revised 7/2019) 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

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09/10/2019

Job Title: **Public Service Administrator - Opt 1**
Agency: Human Services
Closing Date/Time: Mon. 09/23/19 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
\$37,392.00 - \$117,180.00 annually
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 20-032**

Education: Must possess a MSW.

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.

Specialized Skills: Must be able to travel.

Submit CMS 100 (revised 7/2019) and Bid Form to:

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BES/Division of Mental Health/Substance Use Prevention and Recovery
100 S. Grand Ave. E. 3rd FL
Springfield, IL 62762
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09/10/2019

Job Title: **Human Rights Investigator I**
Agency: Human Rights Department
Closing Date/Time: Mon. 09/23/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **11**
Plan/BU: **RC062**
Bid ID#: **19-124**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with coursework in business, public, or personnel administration or social science. Requires elementary knowledge of human rights issues. Requires two years professional experience in investigative work or dealing with human rights issues. Requires ability to interpret and apply the Human Rights Act in discrimination cases. Requires extensive knowledge on the methods and techniques of performing investigations. Requires ability to perform difficult analysis of information and recommend a decision.

Agency Contact:

Adam Coe
Department of Human Rights
100 West Randolph Street, Suite 10-100
Chicago, Illinois, 60601
312-814-6219 Telephone
312-793-2121 Fax

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09/10/2019

Job Title: **Human Rights Investigator I - Opt SS**
Agency: Human Rights Department
Closing Date/Time: Mon. 09/23/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **8**
Plan/BU: **RC062**
Bid ID#: **19-142**

Requires the ability to read, write and speak Spanish. Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with coursework in business, public, or personnel administration or social science. Requires elementary knowledge of human rights issues. Requires two years professional experience in investigative work or dealing with human rights issues. Requires ability to interpret and apply the Human Rights Act in discrimination cases. Requires extensive knowledge on the methods and techniques of performing investigations. Requires ability to perform difficult analysis of information and recommend a decision.

Agency Contact:

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Department of Human Rights
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09/10/2019

Job Title: **Human Rights Investigator Trainee**
Agency: Human Rights Department
Closing Date/Time: Mon. 09/23/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **11**
Plan/BU: **MS-09**
Bid ID#: **19-113**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with coursework in business, public, or personnel administration or social science. Requires no previous experience. Requires elementary knowledge of human rights issues, the ability to communicate effectively both orally and in writing, the ability to analyze information and make recommended decisions, and the ability to acquire investigative skill.

Agency Contact:

Adam Coe
Department of Human Rights
100 West Randolph Street, Suite 10-100
Chicago, Illinois, 60601
312-814-6219 Telephone
312-793-2121 Fax

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Job Title: **Human Rights Investigator Trainee - Opt SS**
Agency: Human Rights Department
Closing Date/Time: Mon. 09/23/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **8**
Plan/BU: **MS-09**
Bid ID#: **19-135**

Requires ability to read, write and speak Spanish. Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with coursework in business, public, or personnel administration or social science. Requires no previous experience. Requires elementary knowledge of human rights issues, the ability to communicate effectively both orally and in writing, the ability to analyze information and make recommended decisions, and the ability to acquire investigative skill.

Agency Contact:

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09/10/2019

Job Title: **Information Systems Technical Consultant**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$42,175.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **299**

PHYSICAL REQUIREMENTS: Work is generally performed in a professional office working environment. This position requires the ability to lift and move servers, storage systems, computers, monitors, and computer accessories. Applicant must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record. Applicant must have the ability to work additional hours and travel, including overnight stays, as required.

Work Hours: 8:30 a.m. - 5:00 p.m.

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

Agency Contact: Barbara Black
Phone: (217) 524-6429

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09/10/2019

Job Title: **Licensing Investigator II**
Agency: Financial & Professional Regulation
Closing Date/Time: Thu. 09/19/19 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **20815**

Under direction, travels to various sites to conduct investigations of a proactive and a reactive nature relative to alleged or suspected violations of the Cemetery Oversight Act, the Funeral Director and Embalmer Licensing Act and other related professional licensing acts, rules and regulations, administered by the Division of Professional Regulation. Produces comprehensive reports of all investigations. Places complaints in priority for follow-up and further action. Initiates and pursues investigations. Works closely with other state and federal law enforcement and regulatory agencies.

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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09/10/2019

Job Title: Office Coordinator - Opt 4
Agency: Children & Family Services
Closing Date/Time: Wed. 09/18/19 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1915012-155970

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience.

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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09/10/2019

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).



09/10/2019

Job Title: **Guard II**
Agency: State Police
Closing Date/Time: Tue. 09/17/19 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **21-61-ISP19-173**

Under general supervision, on an assigned shift, patrols and controls access to state buildings and grounds; conducts regular inspections of buildings to detect breaches in security or unsafe conditions; confers with supervisor and other security personnel regularly to evaluate security measures and restore facility security.

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

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

Anticipated Starting Salary- \$3025 mo/\$36,300 yr
Current bargaining unit employees – Contractual language applies
Full bargaining unit range- \$36,300 yr - \$49,644 yr

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09/10/2019

Job Title: **Arts Council Program Representative**
Agency: Arts Council
Closing Date/Time: Mon. 09/16/19 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Part-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **#11**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in the fine arts, liberal arts, performing arts, humanities, or closely related field. Requires two years of professional promotion of the arts. Experience with and/or working knowledge of professional development and artistic resources for individual artists.

[Click Here for Applicant Information and Grading Procedures](#)

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09/10/2019

Job Title: **Paralegal Assistant**
Agency: Healthcare & Family Services
Closing Date/Time: Thu. 09/12/19 11:59 PM Central Time
Salary: \$3,672.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **GC0084**

Under direct supervision of a licensed attorney, performs specialized paralegal support services with the Office of the General Counsel, Administrative Hearings for a wide range of Department of Healthcare and Family Services (HFS) programs; performs general docketing function; reviews transcripts, exhibits and Final Administrative Decisions; performs generalized research, writing, scheduling and organizational services for the Bureau of Administrative Hearings; reviews and makes recommendations on various legal issues.

Agency Contact:

Judy Beverly

Bureau of Personnel and Administrative Services

2946 Old Rochester Road

Springfield, Illinois 62703

217-557-5244 Office

217-782-8889 Fax

judy.beverly@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).



09/10/2019

Job Title: **Technical Advisor Advanced Program Specialist - Opt SS**
Agency: Liquor Control Commission
Closing Date/Time: Thu. 09/12/19 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: **RC010**
Bid ID#: **ILCC 20723**

Requires graduation from a recognized law school; requires the possession of a license to practice law in the State of Illinois; requires three years professional experience in the practice of law having thorough knowledge of state and federal laws particularly as they relate to the regulation of the alcoholic beverage industry. Requires the ability to communicate effectively on a colloquial level utilizing the Spanish language both in written and spoken form.

Agency Contact:

Illinois Department of Revenue – Human Resources
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
(217) 524-3954 Phone
(217) 782-9925 Fax

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09/10/2019

Job Title: **Budgeting for Results Program Analyst**
Agency: Office of Management and Budget
Closing Date/Time: Tue. 10/01/19 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **407-2**

Master's degree candidate in program evaluation, public administration, economics, or equivalent field, plus 1-2 years in practical experience is preferred. Undergraduate degree holders with sufficient practical experience may be considered.

E-mail: jobs.omb@illinois.gov

Attention Personnel:

603 Stratton Building
Springfield, IL 62706

Fax: 217-524-4876

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).



09/10/2019

Job Title: **Budgeting for Results Program Analyst**
Agency: Office of Management and Budget
Closing Date/Time: Tue. 10/01/19 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **407-2**

Master's degree candidate in program evaluation, public administration, economics, or equivalent field, plus 1-2 years in practical experience is preferred. Undergraduate degree holders with sufficient practical experience may be considered.

E-mail: jobs.omb@illinois.gov

Attention Personnel:

603 Stratton Building
Springfield, IL 62706

Fax: 217-524-4876

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09/10/2019

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.

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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

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09/10/2019

Job Title: **Mental Health Program Administrator**
Agency: Human Services
Closing Date/Time: Tue. 09/17/19 5:00 PM Central Time
Salary: \$5,783.00 - \$20,544.00 monthly
\$69,396.00 - \$246,528.00 annually
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **10-76-113107**

Requires thorough knowledge of mental health administration and related Federal and State laws and regulations. Requires extensive knowledge of the field of forensic programming for persons with mental illness. Requires ability to develop and maintain effective relationships with staff, other disciplines, community agencies, legislative leaders, educational institutions and the general public.

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

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09/10/2019

Job Title: **Social Services Career Trainee**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **K-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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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09/10/2019

Job Title: **Training Manager**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Closing Date/Time: Mon. 09/09/19 5:00 PM Central Time
Salary: \$62,244.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **295**

The Training Manager facilitates, manages, and coordinates all phases of continuing legal education curriculum and course design, planning, content, and resource development. The Training Manager works closely with the Assistant Director of the Judicial Education Division, Division/AOIC staff, Committees/Workgroups, judges, subject matter experts and other Judicial Branch stakeholders.

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

Barbara Black
(217) 524 - 6429

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



09/10/2019

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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