



09/16/2019

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

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).



09/16/2019

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](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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09/16/2019

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](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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09/16/2019

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](mailto: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](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).



09/16/2019

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](mailto: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

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).



09/16/2019

Job Title: **Child Welfare Administrative Case Reviewer**  
Agency: Children & Family Services  
Closing Date/Time: Wed. 09/25/19 8:52 AM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **1908002-088656**

Requires knowledge, skill, and mental development equivalent to a master's degree from an accredited school of social work and three years professional supervisory experience in the field of child welfare; requires thorough knowledge of social work theory, principles, techniques, practices, and their application under various and difficult conditions; requires thorough knowledge of state and federal laws and agency requirements pertaining to permanency planning

Work Location: 2020 Roosevelt; Chicago, IL 60608

Supervisor: Jeffrey Walker

**SUBMIT BIDS TO:**

Michele Shoultz-Hughes  
406 E. Monroe St., Stat. 373  
Springfield, IL 62701

[Michele.Shoultz-Hughes@illinois.gov](mailto:Michele.Shoultz-Hughes@illinois.gov)

Phone: (217) 558-0502

Fax (217) 524-3970

\*Bids are accepted via fax, E-mail, and mail.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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).



09/16/2019

Job Title: **Corrections Food Service Supervisor I (Upward Mobility Target Title)**  
Agency: **Juvenile Justice**  
Closing Date/Time: **Wed. 09/25/19 4:00 PM Central Time**  
Salary: **Depends on Qualifications**  
Job Type: **Full-Time**  
Location: **Kane County, Illinois**  
Number of Vacancies: **2**  
Plan/BU: **RC006**  
Bid ID#: **IDJJ27-15-19-0006/0510**

Under direct supervision of the Corrections Food Service Supervisor III, monitors youth in the preparation and serving of food; monitors youth in clean-up and sanitation procedures; inspects food before, during and after cooking; maintains inventory records; enforces and maintains disciplinary, sanitary, security and custodial measures.

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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09/16/2019

Job Title: **Support Service Worker**  
Agency: Human Services  
Closing Date/Time: Wed. 09/25/19 4:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC009**  
Bid ID#: **10/79-113514**

Requires knowledge, skill and mental development equivalent to completion of high school and six months experience in the housekeeping area. Requires skill in the basic operation of machinery and equipment found in the assigned areas, such as vacuums, scrubbers, buffers, etc. Requires ability to instruct others in simple methods and procedures common to work area. Prefers the ability to work with fellow employees. Requires ability to follow verbal instructions. Requires the ability to perform heavy physical work such as emptying trash cans into dumpsters, snow removal, etc.

**CONTACT INFORMATION:**

Summer Doxie  
Human Resource Office  
Chicago Read Mental Health Center  
4200 N. Oak Park Avenue Chicago, IL 60634  
fax 773-794-5583

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).





09/16/2019

Job Title: **Winter Salaried HIGHWAY MAINTAINER (MONTHLY SNOWBIRD) - District 1**  
Agency: Transportation  
Closing Date/Time: Thu. 09/26/19 4:00 PM Central Time  
Salary: \$4,375.00 - \$4,375.00 monthly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **100**  
Plan/BU: **HR001**  
Bid ID#: **IPR#43637**

Applicants must possess a valid Class 'A' or 'B' Commercial Drivers' License with an 'N' or 'X' endorsement and non-restrictive air brakes.

Applicants must be able to lift 50 pounds or more, as well as perform other arduous labor intensive duties.

Applicants must be able to report to the maintenance facility as early as practicable, but never in excess of 45 minutes of being called.

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](http://www.dot.il.gov)

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](mailto: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](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).



09/16/2019

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**

Requires evidence of pre-examination certification eligibility through the National Cancer Registrars Association (NCRA). This can be obtained by requesting the NCRA's Council on Certification for a review of eligibility. Requires completion of a formal degree program accredited by the National Cancer Registrars Association (NCRA), and completion of a 160 hour

**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](mailto:DPH.HRApplications@illinois.gov)practicum in a CTR-staffed cancer registry.

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).



09/16/2019

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](mailto: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](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).



09/16/2019

Job Title: **Corrections Nurse Trainee**  
Agency: Corrections  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: **6**  
Plan/BU: **RC023**  
Bid ID#: **IDOC29-82-17-1108**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a registered nurse in the State of Illinois. Requires current cardiopulmonary resuscitation certification. Requires elementary knowledge of diversified professional nursing principles, concepts and practices.

**WORK LOCATION/AGENCY CONTACT:**

Cathy Beckway, HR Rep  
IDOC Stateville Correctional Center  
16830 S. Route 53  
Crest Hill, IL 60403  
(815) 727-3607

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09/16/2019

Job Title: **Medical Administrator II Option D - Opt 05**  
Agency: Human Services  
Salary: \$10,441.00 - \$18,498.00 monthly  
Job Type: Part-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: **01**  
Plan/BU: **TA000**  
Bid ID#: **10-72-26403**

Requires an Illinois license to practice medicine and American Specialty Board Certification, or its equivalent, in family practice. Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation. Requires ability to supervise and coordinate staff and activities of other professional disciplines. Requires ability to develop and maintain effective working relationships with various professional disciplines

**AGENCY CONTACT:**

Alice M. Chambers  
Human Resources Representative  
Elisabeth Ludeman Center  
Phone: 708-283-3014  
Fax: 708-283-3017  
email: [alice.chambers@illinois.gov](mailto:alice.chambers@illinois.gov)

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09/16/2019

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

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).



09/16/2019

Job Title: **Corrections Food Service Supervisor I (Upward Mobility Target Title)**  
Agency: **Juvenile Justice**  
Closing Date/Time: **Wed. 09/25/19 4:00 PM Central Time**  
Salary: **Depends on Qualifications**  
Job Type: **Full-Time**  
Location: **Kane County, Illinois**  
Number of Vacancies: **2**  
Plan/BU: **RC006**  
Bid ID#: **IDJJ27-15-19-0006/0510**

Under direct supervision of the Corrections Food Service Supervisor III, monitors youth in the preparation and serving of food; monitors youth in clean-up and sanitation procedures; inspects food before, during and after cooking; maintains inventory records; enforces and maintains disciplinary, sanitary, security and custodial measures.

Anticipated Starting Salary- \$4019 mo/\$48,228 yr  
Current bargaining unit employees – Contractual language applies  
Full bargaining unit range- \$48,228 yr - \$70,404 yr

**Work Hours:** Friday-Tuesday 11am - 7pm; Monday-Friday 11am - 7pm

**Agency/Work Location/Contact:**

Illinois Department of Juvenile Justice, Illinois Youth Center - St. Charles, 3825 Campton Hills Road, St. Charles, IL 60175  
Attn: Kathy Borkowski  
630-584-0506 ext. 1519  
Fax-630-584-1014

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).



09/16/2019

Job Title: **Educator - Opt B Music**  
Agency: Juvenile Justice  
Closing Date/Time: Tue. 09/24/19 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **IDJJ27-10-19-0044**

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Middle Grade or Secondary Education endorsement in the appropriate content area in which the individual is approved to work. Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments. Requires patience and tolerance of a wide range of behavior.

**Work Hours:** 8:00 a.m. to 4:00 p.m. Monday - Friday, Days Off - Saturday and Sunday

**Agency Contact:**

Melissa Stewart, HR Administrator  
IL Dept. of Juvenile Justice  
2715 West Monroe  
Springfield, IL 62704  
(217) 557-4021 desk, (217) 557-1107 fax  
[melissa.k.stewart@illinois.gov](mailto:melissa.k.stewart@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).





09/16/2019

Job Title: **Public Service Administrator - CPA required**  
Agency: **Comptroller \***  
Closing Date/Time: **Fri. 09/20/19 11:59 PM Central Time**  
Salary: **Negotiable**  
Job Type: **Full-Time**  
Location: **Cook County, Illinois**  
Number of Vacancies: **1**  
Plan/BU: **BBR**  
Bid ID#: **19-020**

Under administrative direction of the Director of Local Government, serves as a Liaison to local government units including counties, municipalities, towns, villages and various local governments of the State of Illinois; assists in examining, reviewing and verifying information reported by local government entities to ensure compliance with State statutes and conformity with generally accepted accounting principles; provides budget reviews, technical assistance, regional training and other consulting services as necessary to improve local government fiscal health. Requires extensive travel.

**Submit a completed Illinois State Comptroller application to the contact name and address listed below by the posting closing date. Applications can be found on Illinois State Comptroller Susana A. Mendoza website, <http://illinoiscomptroller.gov/employment/> or by visiting the Illinois Office of Comptroller, 325 West Adams, Springfield, IL 62704. A detailed resume may also be attached. *No other applications (including the CMS100) will be accepted.***

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).



09/16/2019

Job Title: **Vocational Instructor - Opt C**  
Agency: Human Services  
Closing Date/Time: Fri. 09/20/19 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**  
Bid ID#: **10-44-112902**

Requires two years of practical journeyman experience in Employability Skills. Prefers two years of experience instructing people with a variety of disabilities. Prefers experience with assistive technology and its application on an individual basis and experience modifying teaching methods to accommodate disabilities. Requires extensive knowledge of the practices, methods, tools, equipment, software and materials of effective business planning and pre-vocational education. Requires ability to maintain discipline, safety and an effective learning environment. Requires ability to prepare reports and evaluate training progress using suitable performance measures. Prefers understanding and use of therapeutic interventions for people with learning and access challenges in the shop environment.

Monday - Friday 8:00 am - 4:00 pm

IDHS/DRS/ICRE-Roosevelt  
1950 W. Roosevelt Rd.  
Chicago, IL 60608

ATTN: Benjamin Davis

312/433-3147 - Voice  
312/433-3056 - 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](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).



09/16/2019

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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09/16/2019

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.

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Department of Human Rights  
100 West Randolph Street, Suite 10-100  
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09/16/2019

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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09/16/2019

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: **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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Department of Human Rights  
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Chicago, Illinois, 60601  
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09/16/2019

## **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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