



09/23/2019

Job Title: Office Coordinator - Opt 2  
Agency: Children & Family Services  
Closing Date/Time: Wed. 09/25/19 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1965010-655539

Under direction, performs technical, administrative secretarial and office support functions; gathers, analyzes, and interprets data from various sources; conducts special projects and studies utilizing various data; makes independent decisions, utilizing knowledge of rules and interpretations of management policies concerning various programs; abstracts information and supportive data; prepares and keyboards confidential correspondence; organizes and maintains filing systems; schedules appointments for the Deputy Director and administrative staff; receives and assists visitors and telephone callers; receives, sorts, reviews, and distributes incoming mail.

**SUBMIT BIDS TO:**

Samantha Haynes  
406 E. Monroe, Sta. 373  
Springfield, IL 62701  
217-558-7775  
Fax: 217-524-3970  
[samantha.j.haynes@illinois.gov](mailto:samantha.j.haynes@illinois.gov)

\*Bids are accepted via mail, fax, and email.

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).



09/23/2019

Job Title: **Case Coordinator**  
Agency: Human Services  
Closing Date/Time: Wed. 09/25/19 5:00 PM Central Time  
Salary: \$2,892.00 - \$5,797.00 monthly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Bid ID#: **PSC 18-040 and PSC 18-042**

Under direction, processes and assists in eliminating the backlog of Long Term Care Admissions in a timely manner. Reviews documentation of Long Term Care customers to determine eligibility for Admission into Long Term Care and/or supported living facilities; applies rules in determining assistance levels and providing services. Verifies data from the customer and determines initial and ongoing eligibility for public assistance. Assesses changes for impact on services available and makes adjustments in services. Serves as part of a public assistance delivery network to verify applicants are receiving the appropriate services and supports.

**Work Location**

Medical Field Operation North  
1112 South Wabash  
Chicago, IL 60605

**Applications should be emailed to:**  
[Sharon.Canty@illinois.gov](mailto:Sharon.Canty@illinois.gov)

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09/23/2019

Job Title: **Mental Health Technician Trainee/MHT I/MHT II**  
Agency: Human Services  
Closing Date/Time: Wed. 09/25/19 5:00 PM Central Time  
Salary: \$2,602.00 - \$3,454.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: **40**  
Plan/BU: **RC009**  
Bid ID#: **10-72-113285-113324**

Requires knowledge, skill and mental development equivalent to completion of high school. Require the ability to participate in and successfully complete a comprehensive training program. Requires the ability to implement training programs and procedures for individuals with developmental disabilities.

**AGENCY CONTACT:**

Alice M. Chambers  
Human Resources Representative  
114 N. Orchard Drive  
Park Forest, IL 60466  
Phone: 708-283-3014  
Fax: 708-283-3017

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09/23/2019

Job Title: **DCI - ISP Cannabis Control Officer Contractual Investigator, Personal Service Contract**  
Agency: State Police  
Closing Date/Time: Thu. 10/03/19 4:00 PM Central Time  
Salary: \$35.00 / Hour  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **21-PSC-ISP19-002**

Contractual investigators will be required to have an Associate's Degree or equivalent and a minimum of ten consecutive years of service as a peace officer as defined by the Illinois Compiled Statutes, with a State, County, or municipal law enforcement agency within Illinois. They must be familiar with computer programs such as Word and Excel, as well as databases such as LEADS 2000, VITAL, Westlaw, and other related databases. They must possess a background in demonstrated police knowledge of criminal investigations and be familiar with Illinois State Police report writing; they must be able to communicate with a wide range of individuals; possess a valid Illinois Driver's license and willing to travel (some overnights); must successfully complete all annual training required for sworn ISP officers (as standards promulgated through the ILCS State Police Act); and must successfully pass a pre-employment background check and drug screening.

**Work Hours:** Mon-Fri 8:30 AM to 5:00 PM

**Work Location:** Illinois State Police - Zone 1, Elgin and Des Plaines, IL

**Agency Contact:**

Illinois State Police/Medical Marijuana Unit  
ATTN: Sergeant John Yard  
801 South 7th Street, 100 Annex  
Springfield, IL 62703  
217-558-7052

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09/23/2019

Job Title: **Lottery Regional Coordinator**  
Agency: Illinois Lottery  
Closing Date/Time: Wed. 10/02/19 5:00 PM Central Time  
Salary: \$4,637.00 - \$6,990.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **LOT 20981**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in marketing, public relations or business administration; requires three years progressively responsible professional experience in marketing, sales or a promotional field. Requires working knowledge of the State Lottery law, rules, regulations, agency policies and procedures. Requires a valid, appropriate driver's license and the ability and willingness to travel; requires automobile liability insurance coverage.

Agency Contact:  
Illinois Lottery  
101 West Jefferson St., MC 3-970  
Springfield, IL 62702  
217-524-5382  
217-785-7893 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).



09/23/2019

Job Title: **Administrative Assistant 2**  
Agency: Illinois Courts/Administrative Office of the Illinois Courts  
Salary: \$32,086.00 / Year  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **297**

A minimum of two years office experience performing administrative assistant support duties and an Associate's degree or an equivalent combination of education and experience is required. Knowledge of and understanding of Illinois judicial branch structure and functions is desired, but not required.

8:30 a.m. - 5:00 p.m.  
Administrative Office of the Illinois Courts  
222 North LaSalle Street, 13th Floor  
Chicago, Illinois 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](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).





09/23/2019

**Job Title:** Executive Secretary III - Opt 2  
**Agency:** Children & Family Services  
**Closing Date/Time:** Thu. 09/26/19 5:00 PM Central Time  
**Salary:** \$3,994.00 - \$5,913.00 monthly  
**Job Type:** Full-Time  
**Location:** Cook County, Illinois  
**Number of Vacancies:** 1  
**Plan/BU:** RC014  
**Bid ID#:** 1949072-491127

Requires knowledge, skill and mental development equivalent to completion of two years of secretarial or business college and three years of secretarial experience; or completion of high school and five years of secretarial experience; requires working knowledge of agency programs, rules and regulations; requires the ability to keyboard accurately at 55 wpm.

**Contact:**

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

**Phone:** 312/814-3775

**Fax:** 312/814-1224

**Email:** [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)

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09/23/2019

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.

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09/23/2019

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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09/23/2019

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

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09/23/2019

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).



09/23/2019

Job Title: **Civil Engineer Trainee**  
Agency: Transportation  
Closing Date/Time: Mon. 12/02/19 4:30 PM Central Time  
Salary: \$4,275.00 - \$5,085.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **23**  
Bid ID#: **IPR#43718**

**Position Requirements:**

- Completion of a master's or bachelor's degree in engineering from an ABET accredited college prior to date of employment OR must be a licensed Engineer Intern in the state of Illinois (includes those expecting to graduate in fall of 2019 and spring of 2020) (Note: Those applying with only a degree must have a minimum of 2.5 cumulative GPA in engineering related courses. If 2.0-2.5 GPA, applicants must have passed the Fundamentals of Engineering exam.)

Technical Applications PM1080 (rev 8/23/19) 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.

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09/23/2019

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**

**EXPERIENCE AND EDUCATION:** A Bachelor of Science degree in Information Technology or a related field or equivalent combination of education and experience is required. The successful candidate must possess strong oral and written communication skills and excellent project and time management skills, be detail-oriented and self-motivated with the ability to prioritize daily tasks

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).



09/23/2019

Job Title: Educator - Opt C  
Agency: Juvenile Justice  
Closing Date/Time: Thu. 10/03/19 4:00 PM Central Time  
Salary: \$4,311.00 - \$7,969.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC063  
Bid ID#: IDJJ27-10-19-0007

Requires a bachelor's degree and a valid Initial, Standard, or Master Illinois teaching certificate in the area of special education with endorsement in BD, LD, and/or SEDS (K-12); requires secondary elementary knowledge of behavior modification principles; requires ability to communicate and instruct students with physical and mental impairments and disabilities

**Agency Contact:**

Kathy Borkowski, HR  
3825 Campton Hills Road  
St. Charles, IL 60175  
630 584-0506 ext. 1519

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09/23/2019

**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](mailto:jobs.omb@illinois.gov)

**Attention Personnel:**

603 Stratton Building  
Springfield, IL 62706

**Fax:** 217-524-4876

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09/23/2019

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).



09/23/2019

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)

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09/23/2019

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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09/23/2019

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)

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).



09/23/2019

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).





09/23/2019

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).



09/23/2019

## **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).