



09/29/2019

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).



09/29/2019

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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09/29/2019

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).



09/29/2019

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

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09/29/2019

Job Title: **Health Information Administrator**  
Agency: Human Services  
Closing Date/Time: Mon. 10/07/19 5:00 PM Central Time  
Salary: \$3,817.00 - \$5,601.00 monthly  
\$45,804.00 - \$67,212.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-82-113702**

Requires knowledge, skill and mental development equivalent to four years of college and certification by the American Health Information Management Association as a Registered Health Information Administrator (RHIA). Requires one year of professional experience in a health information records facility; or requires knowledge, skill and mental development equivalent to four years of high school, completion of an approved medical records training program plus certification by the American Health Information Management Association as a Registered Health Information Technician (RHIT). Requires five years of progressively responsible experience as an RHIT in management of a medical records program. Requires a thorough knowledge of the principles and practices of medical records administration, knowledge of hospital practices; JCAHO standards, the Mental Health/DHS Code, Rules and Regulations that relate to medical records; requires extensive knowledge of medical terminology, medical jurisprudence and State laws governing the use of medical records in court cases; requires extensive knowledge of office practices and procedures.

Contact Info:  
DHS/BES-Contractual Rights Hiring Unit  
Andrew Reagan  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347

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09/29/2019

Job Title: **Engineering Technician IV Aggregate Area Supervisor**  
Agency: Transportation  
Closing Date/Time: Fri. 10/04/19 4:30 PM Central Time  
Salary: \$4,695.00 - \$6,735.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Bid ID#: **IPR#43702**

**Position Requirements:**

- Education/Experience:
  - o Two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum PLUS five years of engineering experience with at least four years working with the Aggregate Gradation Control System (AGCS) program, the Standard Specifications, and the Special Provisions OR
  - o Seven years of engineering experience with at least four years working with the Aggregate Gradation Control System (AGCS) program, the Standard Specifications, and the Special Provisions
- Successful completion of the 5-day AGCS class within 6 months of hire date
- A valid driver's license

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. Applications will not be accepted after this date and time. The previous application form revised 6/1/17, will be accepted until 4:30 pm on October 23, 2019.  
Agency Contact: Bureau of Personnel Management, 217/782-5594

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).



09/29/2019

Job Title: **Engineering Technician II CADD Operator**  
Agency: Transportation  
Closing Date/Time: Fri. 10/04/19 4:30 PM Central Time  
Salary: \$3,170.00 - \$4,430.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **4**  
Bid ID#: **IPR#43700**

**Position Requirements:**

- Education/Experience
  - o Two years of college in civil engineering technology, pre-engineering or a job related technical/science curriculum PLUS eighteen months of experience in the use of computeraided design and drafting (CADD) software applications, with special emphasis on highway design and plan preparation OR
  - o Four years of experience in the use of computer-aided design and drafting (CADD) software applications, with special emphasis on highway design and plan preparation
- Valid driver's license
- Occasional district-wide and state-wide travel
- Occasional overtime

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Agency Contact: Bureau of Personnel Management, 217/782-5594

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).



09/29/2019

Job Title: **Child Protection Specialist**  
Agency: Children & Family Services  
Closing Date/Time: Fri. 10/04/19 5:00 PM Central Time  
Salary: \$4,402.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **1989005-891121**

Preferably requires a master's degree in social work; or requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; or requires a bachelor's degree in social work and one year of directly related professional experience; or requires a bachelor's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and two years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to serve on 24 hour "on call" duty.

**SUBMIT BIDS TO:**

Tracey Hardrick, Personnel Liaison  
Bureau of Operations - Cook  
2020 West Roosevelt Rd, 2nd Floor  
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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09/29/2019

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

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09/29/2019

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.)

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09/29/2019

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

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09/29/2019

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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09/29/2019

**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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09/29/2019

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.

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09/29/2019

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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09/29/2019

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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09/29/2019

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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09/29/2019

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  
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Email: [DPH.HRApplications@illinois.gov](mailto:DPH.HRApplications@illinois.gov)

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09/29/2019

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:**

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

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).



09/29/2019

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).



09/29/2019

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).



09/29/2019

## **Second Chance Program**

CTA's Second Chance program is a nationally recognized program that provides valuable job skills and career opportunities to Chicago residents who often face challenges re-entering the workforce.

The Second Chance program takes a holistic approach to preparing individuals to be self-sufficient. It not only provides jobs to nonviolent ex-offenders, victims of abuse and others who face barriers to employment, but also offers a wide range of training, education, mentoring and networking.

Since 2011, the program has doubled in size to become one of the largest re-entry programs in the country. So far, more than 870 Chicagoans have participated—gaining experience they might not have received elsewhere. More than 260 Second Chance participants have been hired permanently by CTA, with dozens of others moving on to private-sector jobs.

The program has helped hundreds of people turn their lives around, and provide for their families.

### **How to apply**

Job seekers need to actively participate in one of the 19 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus, rail car and facility servicer Second Chance positions.

<https://www.transitchicago.com/secondchance/>

### **Who can you call if you have questions?**

If you still have questions about this program, you can contact the CTA Second Chance Hotline - 312-681-2293.

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