



10/01/2019

Job Title: **Business Manager**
Agency: Juvenile Justice
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDJJ27-15-19-0511**

Requires knowledge, skill, and mental development equivalent to completion of four years of college with a major in Business Administration or a related field. Requires two years professional business experience such as might be obtained as a Business Administrative Specialist; or successful completion of a training course approved by the agency. Requires extensive knowledge of the fundamental principles of modern business administration. Requires extensive knowledge of the functions of state government and the employing agency. Requires ability to plan and direct fiscal and business services.

Agency Contact:
Kathy Borkowski, HR
3825 Campton Hills Road
St. Charles, IL 60177
630 584-1014- 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).



10/01/2019

Job Title: **Juvenile Justice Chief of Security**
Agency: Juvenile Justice
Closing Date/Time: Tue. 10/15/19 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **VR704**
Bid ID#: **IDJJJ-27-15-19-0085A**

Requires a bachelor's degree from an accredited college or university and requires successful completion of three years' professional staff experience involving the care of youth in a State of Illinois Juvenile Justice facility, and providing for the safety, security and well-being of youth and staff. Candidates must be over the age of 21. Requires thorough knowledge of juvenile behavior problems, and the treatment and interventions required to develop successful and appropriate behaviors; requires thorough knowledge of rules and regulations, post assignments, and specific procedures for carrying out work assignments; requires extensive knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns; requires extensive knowledge of basic first aid and emergency response protocols in order to deal with emergency situations; requires ability to prepare reports of unusual happenings, accidents or violations of rules by employees and youth; requires ability to remain current on all institution rules and regulations.

Agency Contact:

Kathy Borkowski, HR
3825 Campton Hills Road
St. Charles, IL 60177
(630) 584-1014 Fax

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10/01/2019

Job Title: Office Associate - Opt 2
Agency: Children & Family Services
Closing Date/Time: Fri. 10/11/19 5:00 PM Central Time
Salary: \$2,960.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1915016-156651

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to keyboard accurately at 45 wpm; requires working knowledge of legal, social, and medical terminology.

Agency Contact: Frances Cunningham
Phone: (312) 814-5987 Fax: (312) 814-5986
Email: Frances.Cunningham@illinois.gov
Address: DCFS-Clinical - 100 W. Randolph, Chicago. IL 60601

Work Location: 1701 S. 1st Ave. Maywood, IL 60153
Work Hours: M-F 8:30 AM - 5:00 PM

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).



10/01/2019

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#: **1991002-915507**

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

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).



10/01/2019

Job Title: **Mental Health Technician I or II- Opt SS or Mental Health Tech Trainee - Opt SS**
Agency: Human Services
Closing Date/Time: Thu. 10/10/19 4:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC009**
Bid ID#: **10/79-113695.113696**

Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habitation of persons with mental illness or developmental disabilities. Requires working knowledge of the causes, nature and treatment of mental illness or developmental illness or developmental disabilities and the proper methods and techniques employed in the personal and nursing care, development and habitation of persons with mental illness or developmental disabilities. Requires the ability to speak, read and write Spanish at a colloquial skill level.

3pm-11pm and 11pm-7am Rotating Days of

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 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).



10/01/2019

Job Title: **Human Resources Specialist**
Agency: Children & Family Services
Closing Date/Time: Wed. 10/09/19 5:00 PM Central Time
Salary: \$4,898.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **1907013-071657**

Requires knowledge, skill, and mental development equivalent to completion of four years of college and two years of professional human resources experience, preferably in the field of transactions; requires possession of a valid driver's license and ability to travel.

Specialized Skills: Of the previously noted years of experience, requires that the experience include the processing of salary increase/decrease actions, promotions, transfers, demotions, and disciplinary actions, to ensure the ability to provide guidance and leadership to lower level staff; requires previous training experience.

Agency Contact:

Laverne Crayton
DCFS
2020 W. Roosevelt Rd, 2nd Floor
Chicago, Illinois 60608
Phone: 312-814-1222
Fax: 312-814-1224
Email: Laverne.Crayton@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).



10/01/2019

Job Title: **Human Resources Representative**
Agency: Workers Compensation Commission
Closing Date/Time: Thu. 10/10/19 4:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IWCC-50-19-0019**

Requires knowledge, skill and mental development equivalent to completion of four years of college and one year of professional experience, preferably in human resources, or satisfactory completion of an approved training program.

Requires working knowledge of Illinois state government. Requires working knowledge of the Personnel Code, Rules, Position Classification, Transactions, Collective Bargaining Contracts, departmental policies and procedures.

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).

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).



10/01/2019

Job Title: **Pharmacy Manager**
Agency: Human Services
Closing Date/Time: Wed. 10/09/19 5:00 PM Central Time
Salary: \$7,481.00 - \$11,576.00 monthly
\$89,772.00 - \$138,912.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-89-113655**

Requires sufficient combination of classroom instruction and supervised clinical practicum to graduate from a first professional degree program in pharmacy at a college or university accredited by the Accreditation Council for Pharmacy Education (ACPE). Requires current license as a registered pharmacist in the State of Illinois. Requires two years of supervisory experience as a registered practicing pharmacist of a pharmacy operation or a closely related practice. Requires the ability to lift, push and carry up to 25 lbs.

Bureau of Employee Services
Kelly Kindred
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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



10/01/2019

Job Title: **Juvenile Justice Supervisor (Upward Mobility Target Title)**
Agency: Juvenile Justice
Closing Date/Time: Wed. 10/09/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **CU500**
Bid ID#: **IDJJ27-17-19-1523**

Requires a bachelor's degree from an accredited college or university and requires successful completion of two years' professional staff experience involving the care of youth in a State of Illinois Juvenile Justice facility, and providing for the safety, security and well-being of youth and staff. Candidates must be over the age of 21. Requires extensive knowledge of juvenile behavior problems, and the treatment and interventions required to develop successful and appropriate behaviors. Requires working knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns. Requires extensive knowledge of rules and regulations, post assignments, and specific procedures for carrying out work assignments. Requires possession of an appropriate valid driver's license. Requires physical agility and strength to stand and walk for up to three hours at a time, to run for short distances, and to provide physical intervention and control, as necessary, in order to protect and/or restrain individuals.

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

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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).



10/01/2019

Job Title: **Administrative Assistant I - Opt H7**
Agency: Human Services
Closing Date/Time: Wed. 10/09/19 5:00 PM Central Time
Salary: \$4,184.00 - \$6,218.00 monthly
\$50,208.00 - \$74,616.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-40-113675**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Prefers working knowledge of word processing and spreadsheet software packages.

Bureau of Employee Services
Kelly Kindred
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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



10/01/2019

Job Title: **Storekeeper I**
Agency: Human Services
Closing Date/Time: Tue. 10/08/19 5:00 PM Central Time
Salary: \$3,242.00 - \$4,529.00 monthly
\$38,904.00 - \$54,348.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-10-113646**

Requires knowledge, skill and mental development equivalent to completion of four years high school; requires one year experience in the keeping of stores and stores records. Requires ability to lift over 50 lbs.

Bureau of Employee Services
Amy Cook
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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



10/01/2019

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

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).



10/01/2019

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 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).



10/01/2019

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 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).



10/01/2019

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

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).



10/01/2019

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).



10/01/2019

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

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).



10/01/2019

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

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).



10/01/2019

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 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).



10/01/2019

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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10/01/2019

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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10/01/2019

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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