



10/03/2019

Job Title: **Automotive Mechanic - Opt 2 - INFORMATIONAL POSTING**
Agency: Transportation
Closing Date/Time: Continuous
Salary: \$4,239.00 - \$5,652.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **000**
Plan/BU: **RC451**
Bid ID#: **00000**

- Commercial Drivers License-Class "A" with appropriate endorsement.
- Experience necessary to qualify as a skilled mechanic.
- Extensive knowledge of mechanical hand tools and testing equipment.
- Requires knowledge, skill and mental development equivalent to the completion of four years of High School or coursework in Auto Mechanics or completion of an approved training course.
- Option 2 (Truck and Welding)

[Click Here for Applicant Information and Grading 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).

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10/03/2019

Job Title: **Corrections Nurse I (Upward Mobility Target Title)**
Agency: **Corrections**
Salary: **Depends on Qualifications**
Job Type: **Full-Time**
Location: **Kane County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **IDOC29-89-18-0013**

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 completion of the Corrections Nurse Trainee program or one year of nursing experience (within the last five years) in an acute care setting; preferred experience includes emergency room care, medical/surgical nursing, and/or ambulatory care. Requires licensure as a registered nurse in the State of Illinois. Requires current cardiopulmonary resuscitation certification; Advanced Cardiac Life Support (ACLS) training and certification is preferred. Requires knowledge of diversified professional nursing principles, concepts and practices. Requires knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to evaluate patient condition and behavior and prepare accurate detailed records of such observances. Requires ability to maintain security of the work and comply with all facility rules, regulations, policies and directives. Requires ability to successfully clear an in-depth background investigation.

Agency Contact:
Julie Anderson
Joliet Treatment Center
2848 W. McDonough St.
Joliet, IL 60436
Phone: 815-730-4400 ext. 2019
Fax: 815-730-4405

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10/03/2019

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.

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

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10/03/2019

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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10/03/2019

Job Title: **Data Manager**
Agency: Corrections
Closing Date/Time: Wed. 10/16/19 4:00 PM Central Time
Salary: \$60,000.00 - \$80,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **SPAC95-19-0001**

Requires knowledge, skill, and mental development equivalent to completion of a master's degree from an accredited university with coursework in computer science, statistical analysis, and/or database management. Requires equivalent of two years of experience or formal training in basic software and scripting languages, such as, but not limited to, Microsoft Office Suite, SQL, Oracle, Java, or Python. Requires competency with data research methodologies such as machine learning, algorithm development, data mining, and information retrieval systems. Requires three or more years of experience working with and integrating large, complex, and unclean datasets from diverse sources. Requires experience applying the principles and practices of data management in a public sector environment. Some experience with criminal justice data collection and analysis is preferred. Requires the ability to communicate complex and/or technical information to lay audiences is preferred.

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

Public Safety Shared Services
Koley Scott- Human Resources Representative
1301 Concordia Ct
Springfield, IL 62702
Koley.scott@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).



10/03/2019

Job Title: Building/Grounds Maintenance Worker
Agency: Military Affairs, Department of
Closing Date/Time: Wed. 10/16/19 11:59 PM Central Time
Salary: \$3,396.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC042
Bid ID#: 20-023

requires being on feet for long periods of time; ability to climb stairs and climb ladders to change light bulbs, paint etc.; requires being on hands and knees for extended periods of time to scrub floors and perform landscaping duties; ability to withstand extreme temperature changes to shovel and/or snow plow, mow lawns, and perform external maintenance; requires exposure to a variety of chemical cleaning agents. Requires the ability to withstand temperature changes. Requires a valid driver's license in the appropriate classification as required by law.

POSITION LOCATION:

General Jones Armory
5220 Cottage Grove
Chicago, IL 60651

WORK SHIFT:

8:00 a.m. - 4:30 p.m.

BARGAINING UNIT: RC-042

For Additional Information: Contact Janice Estes at (217) 761-3786

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10/03/2019

Job Title: Educator - Opt B (History Teacher)
Agency: Juvenile Justice
Closing Date/Time: Fri. 11/08/19 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: IDJJ-27-10-19-0043

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) in Secondary Education with an endorsement in the appropriate content area in which the individual is approved to work **(HISTORY)**. 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. Requires ability to use the English language in preparing and delivering instructions. Requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student.

Agency Contact:

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

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10/03/2019

Job Title: **Administrator, Quality Assurance and Accountability (NONCODE)**
Agency: Capital Development Board
Closing Date/Time: Fri. 10/11/19 4:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **CDB000166**

Knowledge, skill, and mental development equivalent to completion of four years of college with a degree in business administration or management, public administration, or a related field; two years of developing and tracking quality metrics.

Knowledge, skill, and experience in a quality/performance measurement program as a coordinator, team leader and/or team facilitator. Should be well versed in the various quality process innovation tools and have practical experience in their successful application.

Agency Contact:

Wanda Trumbo
Human Resources Specialist
Capital Development Board
Third Floor, Wm. G. Stratton Building
401 S. Spring St., Springfield, IL 62706
217-524-7510
Email: wanda.trumbo@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).



10/03/2019

Job Title: Child Welfare Advanced Specialist
Agency: Children & Family Services
Closing Date/Time: Thu. 10/10/19 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: RC063
Bid ID#: 1924014-248692V

Requires a master's degree in social work plus two years of directly related professional experience as a Child Welfare Specialist or Child Protection Specialist in the Department of Children and Family Services; 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.

The college or university issuing a master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

Contact:

Dahra Parenteau
Office of the Guardian
17 N. State Street, 7th FL
Chicago, IL 60602

Email: Dahra.Parenteau@illinois.gov (Preferred)

Phone: 312-793-1430 **Fax:** 312-793-3546

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).



10/03/2019

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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10/03/2019

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).



10/03/2019

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).



10/03/2019

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

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10/03/2019

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.

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10/03/2019

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

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10/03/2019

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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10/03/2019

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

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10/03/2019

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

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10/03/2019

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).



10/03/2019

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).



10/03/2019

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).



10/03/2019

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).