



11/10/2019

Job Title: Educator - Opt C
Agency: Juvenile Justice
Closing Date/Time: Thu. 12/05/19 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 2
Plan/BU: RC063
Bid ID#: IDJJ-27-10-19-1959/0042

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Learning Behavior Specialist I (LBS I) endorsement in the appropriate content area in which the individual is approved to work. Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments. Requires patience and tolerance of a wide range of behavior. 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/LOCATION/CONTACT:

Apply via Email (include BID ID in Subject line), USPS or Facility drop off:

Illinois Department of Juvenile Justice/Illinois Youth Center - St. Charles
NAME/TITLE: Kathy Borkowski, HR
ADDRESS: 3825 Campton Hills Road
CIT/STATE/ZIP: St. Charles, IL 60175
PHONE: 630 584-0506 ext. 1519

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).



11/10/2019

Job Title: Office Associate - Opt 2
Agency: Human Services
Closing Date/Time: Fri. 11/22/19 5:00 PM Central Time
Salary: \$2,960.00 - \$4,065.00 monthly
\$35,520.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-114476

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience. Requires extensive knowledge of grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and performs routine maintenance. Requires ability to understand medical, technical and legal terminology. Requires the ability to keyboard accurately at 45 wpm.

Agency Contact:

Bureau of Employee Services
Greer McNeil
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).



11/10/2019

Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Fri. 11/22/19 5:00 PM Central Time
Salary: \$2,960.00 - \$4,065.00 monthly
\$35,520.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-91-114488**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

TO OBTAIN A PROMOTIONAL GRADE FOR THIS TITLE, EMPLOYEES ARE REQUIRED TO TAKE THE TEST AT CMS BY THE POSTING CLOSING DATE. EMPLOYEES MUST SUBMIT A CMS100B TO THE CONTACT AGENCY AND ARE REQUIRED TO BRING AN APPLICATION WITH THE POSTING NUMBER TO TAKE THE TEST AT CMS BY THE POSTING CLOSING DATE.

Agency Contact:

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

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11/10/2019

Job Title: **Criminal Justice Specialist Trainee**
Agency: Criminal Justice Information Authority
Closing Date/Time: Thu. 11/21/19 5:00 PM Central Time
Salary: \$3,523.00 - \$5,063.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **8**
Plan/BU: **RC062**
Bid ID#: **CJIA 10236-49-2019**

Requires a minimum of a four years of college in one of the following: law, criminal justice, government, public administration, violence prevention, sociology, accounting or political science or related field. Two to five years of previous professional work experience preferred. Must be able to demonstrate a working knowledge of the use of Microsoft Office software: Word/ Excel. Must be able to demonstrate basic accounting ability to review basic budget documents and track expenditures against grant funds. Must be proficient in analytical skills and oral communications. Position requires occasional overnight travel and a valid driver's license.

Zina Smith
Office of Human Resources
300 W. Adams St, Ste 200
Chicago, IL 60606
cja.hrdepartment@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).



11/10/2019

Job Title: **Telecommunicator Specialist**
Agency: State Police
Salary: \$3,792.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-13-ISP19-091**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires successful completion of the Telecommunicator Trainee Program. Requires possession of a valid LEADS operator certificate. Requires successful completion of agency provided call taker program. Requires successful completion of specialized training in operation of a sophisticated multi-channel trunked radio communications system.

Agency Contact:

Illinois State Police
Terri Barnosky, Chief of Human Resources
801 S. 7th Street, Suite 701-A
Springfield, IL 62703
Terri.Barnosky@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).



11/10/2019

Job Title: **System Administrator**
Agency: Executive Inspector General *
Salary: \$5,000.00 - \$6,667.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **01**

JOB STATUS: Full-time, FLSA exempt. This position is exempt from the provisions of the State of Illinois Personnel Code.

9:00 a.m. - 5:00 p.m.
Office of Executive Inspector General
69 W. Washington Street, Suite 3400
Chicago, IL 60602
Division of Human Resources
312-814-1789

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).



11/10/2019

Job Title: **Human Rights Investigator Trainee - Continuous**
Agency: Human Rights Department
Closing Date/Time: Continuous
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Bid ID#: **IDHR49- Continuous**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with coursework in business, public, or personnel administration or social science. Requires no previous experience. Requires elementary knowledge of human rights issues, the ability to communicate effectively both orally and in writing, the ability to analyze information and make recommended decisions, and the ability to acquire investigative skill.

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).



11/10/2019

Job Title: **Mental Health Administrator I**
Agency: Human Services
Closing Date/Time: Thu. 11/14/19 5:00 PM Central Time
Salary: \$4,402.00 - \$6,581.00 monthly
\$52,824.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-72-114219**

Requires knowledge, skill and mental development equivalent to (1) a master's degree in administration, education or the behavioral sciences and successful completion of a comprehensive training program at the Mental Health Administrator Trainee level, or (2) three years of progressively responsible professional experience in or applicable to the provision of therapeutic individual services for individuals with intellectual disabilities, or (3) three years of progressively responsible supervisory experience in, or applicable to the care, treatment and development of individuals with intellectual disabilities. Requires ability to communicate oral and written instructions to subordinate staff. Requires the ability to participate in application of restraint procedures and must be able to make rounds, attend off site training and meetings. Requires the ability to travel.

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

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11/10/2019

Job Title: **Human Services Caseworker (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Wed. 11/13/19 5:00 PM Central Time
Salary: \$3,994.00 - \$5,913.00 monthly
\$47,928.00 - \$70,956.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-114068**

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

Agency Contact:
Bureau of Employee Services
Greer McNeil
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).



11/10/2019

Job Title: **Environmental Protection Specialist I**
Agency: Environmental Protection Agency
Closing Date/Time: Wed. 11/13/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **15-0152**

Education and Experience: Requires knowledge, skill and mental development equivalent to the completion of four years of college with course work in physical, life, or environmental science. Requires one year of professional experience in pollution abatement or a related field.

Knowledge, Skills, and Abilities: Requires working knowledge of modern inspectional and investigative techniques and procedures; requires working knowledge of modern environmental control systems, facilities, techniques, and procedures; requires working knowledge of state laws, rules, and regulations as pertaining to environmental protection or pollution abatement. Requires ability to prepare comprehensive, technical, and scientific reports of field investigations and/or inspections

Kathy Taylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield, IL 62794-9276

(217)785-1745
Fax(217)524-6907
Kathy.Taylor@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).



11/10/2019

Job Title: Life Sciences Career Trainee - Opt E (Upward Mobility Target Title)
Agency: Environmental Protection Agency
Closing Date/Time: Wed. 11/13/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 15-0153

Knowledge, Skills, and Abilities: Requires ability to prepare comprehensive written and oral reports; requires ability to understand and follow oral and written instructions; requires ability to profit from training received in the designated area of state government; requires ability to establish and maintain harmonious working relationships with other employees and agency representatives.

Specific Job Requirements: Requires ability to participate in the medical monitoring program and to pass a physical examination, which is intended to determine whether a person can wear respiratory protection and function in high heat stress situations while wearing chemical protective clothing

Kathy Taylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield, IL 62794-9276

(217)785-1745
Fax(217)524-6907
Kathy.Taylor@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).



11/10/2019

Job Title: Staff Development Specialist I
Agency: Human Services
Closing Date/Time: Tue. 11/19/19 5:00 PM Central Time
Salary: \$4,402.00 - \$6,581.00 monthly
\$52,824.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 2
Plan/BU: RC062
Bid ID#: 10-91-114451-114452

Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

Agency Contact:

Bureau of Employee Services
Greer McNeil
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).



11/10/2019

Job Title: **Educator Career & Technical**
Agency: Juvenile Justice
Closing Date/Time: Wed. 12/18/19 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Bid ID#: **IDJJ27-10-19-0018**

Requires possession of a current, valid Educator License with stipulations issued by ISBE appropriately endorsed for Career and Technical Educator and each grade level, content area and instructional area approved and assigned to work. Requires extensive knowledge of the practices, methods, tools and materials of one of the trades commonly taught in career and technical education. Requires working knowledge of classroom procedures and methods and techniques of instructing students. Requires elementary knowledge of and ability to operate a computer.

AGENCY/LOCATION/CONTACT:

Apply via Email (include BID ID in Subject line), USPS or Facility drop off:

Illinois Department of Juvenile Justice/Illinois Youth Center - St. Charles

Kathy Borkowski, HR

3825 Campton Hills Road

St. Charles, IL 60175

630 584-0506 ext. 1519

Kathy.Borkowski@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).



11/10/2019

Job Title: **Activity Therapist (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Tue. 11/19/19 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#: **10-79-114472**

Requires a Bachelor's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, movement therapy, leisure studies and education or recreation with a specialization in recreational therapy, including successful completion of an approved internship, fieldwork or practicum. This class is included as an Upward Mobility Program credential title. Requires working knowledge of the attitudes, problems and behaviors of individuals and groups. Requires ability to utilize the principles and practices of recreational therapy, music therapy, art therapy, dance therapy and drama therapy. Requires ability to teach therapeutic activities with approval from superiors. Requires ability to lead and direct other workers in carrying out specific projects. Requires ability to verbally communicate. Requires ability to escort individuals to and from activities.

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

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11/10/2019

Job Title: **Technical Manager II Materials Support Manager**
Agency: Transportation
Closing Date/Time: Tue. 11/19/19 4:30 PM Central Time
Salary: \$4,105.00 - \$5,710.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#43701**

This position is accountable for providing a wide range of support services for the Bureau of Materials. The incumbent develops and implements systems to fulfill the bureau's administrative responsibilities, manages the bureau's budget, procures necessary commodities and equipment, administers all support services, manages a comprehensive personnel reference system, maintains the bureau's automotive and repairs records, and manages the fiscal relationships between the bureau and the providers of consulting services critical to bureau operation.

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. Applicants will be notified in writing to schedule interviews.

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).



11/10/2019

Job Title: **Public Service Administrator - Opt 1**
Agency: Human Services
Closing Date/Time: Fri. 11/15/19 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
\$37,392.00 - \$117,180.00 annually
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 20-052**

Education: Masters in a social services field.

Experience: Five years experience in DMH Provider Relations/Contract Management.

Specialized Skills: Very solid provide relations/communications skills. Knowledge of the DMH provider network. Knowledge/experience with the DMH grant array and the people managing these grant lines. Demonstrated ability to manage complex spreadsheets and to navigate the CSA and CSFA systems.

Edima Essien
BES/Division of Mental Health/Substance Use Prevention and Recovery
100 S. Grand Ave. E. 3rd FL
Springfield, IL 62762
FAX: 217-524-3826

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).



11/10/2019

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#43736**

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.)
- 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).



11/10/2019

Job Title: **Educator - Personal Services Contract**

Agency: Juvenile Justice

Salary: \$5,000.00 / Month

Job Type: Temporary

Location: Kane County, Illinois

Number of Vacancies: **1**

Bid ID#: **IDJJ27-PSC-2019**

Requires possession of a Bachelor's Degree and a minimum of one year experience in a public or private school. **Requires the ability to pass an Illinois Department of Corrections background check.**

Agency Contact:

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

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).



11/10/2019

Job Title: **Public Aid Quality Control Reviewer**
Agency: Human Services
Closing Date/Time: Thu. 11/14/19 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: **RC062**
Bid ID#: **10-97-114264**

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in one of the behavioral sciences. Requires two years of professional experience in casework or related area. Prefers experience administering the Supplemental Nutrition Assistance Program. Requires extensive knowledge of public assistance policies and programs including SNAP. Requires extensive knowledge of agency policies, rules and procedures. Requires extensive knowledge of interviewing techniques.

Work Location:

8:30 am – 5:00 pm (M-F)
Bureau of SNAP Integrity
112 South Wabash Avenue, 5th floor
Chicago, IL 60605

Full Bargaining Unit Range – \$ 50,208.00- \$ 74,616.00
Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply:

DHS.HiringUnit@illinois.gov.

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11/10/2019

Job Title: PSC - Office Coordinator, Opt. 2
Agency: Human Services
Closing Date/Time: Thu. 11/14/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: BBR
Bid ID#: PSC 20-045

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college. Requires at least two years office support work experience in mid to large size organizations. Required advanced skills in Microsoft Office Suite (i.e. Word, Excel, Outlook, PowerPoint) and Adobe Acrobat Pro X. Requires ability to type accurately at 45 wpm. Requires good knowledge of composition, grammar, spelling. Requires ability to work collaboratively and professionally with internal and external stakeholders.

AGENCY CONTACT:

IL Department of Human Services
401 S. Clinton
Chicago

Attn: Diana Guerrero
fax: 312-793-2060
e-mail: Diana.Guerrero@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).



11/10/2019

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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