



11/19/2019

Job Title: **Internal Security Investigator II - Opt A**
Agency: Human Services
Closing Date/Time: Tue. 11/26/19 5:00 PM Central Time
Salary: \$5,171.00 - \$7,849.00 monthly
\$62,052.00 - \$94,188.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-14-114116**

Requires knowledge, skill and mental development equivalent to completion of two years of college, with coursework in law, government, liberal arts, history or business or public administration, plus four years professional experience in law enforcement investigatory work or related field; OR requires knowledge, skill and mental development equivalent to completion of four years college

Agency Contact:

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).



11/19/2019

Job Title: **Health Facilities Surveillance Nurse**
Agency: Public Health
Closing Date/Time: Tue. 11/26/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **4**
Plan/BU: **RC023**
Bid ID#: **IDPH 44-20-0114 - 0117**

Requires (a) graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, (b) a bachelor's degree in nursing and two years of professional nursing experience or, (c) a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois.

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRAApplications@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).



11/19/2019

Job Title: **Technical Support & Transition Development Specialist**
Agency: Human Services
Closing Date/Time: Mon. 11/25/19 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 20-034**

Minimum of 7-10 years of experience in human services. Must possess a demonstrated knowledge and understanding of the issues involved with housing transition and of all human services facilities and programs available to individuals as it relates to Aging and persons with disabilities.

Submit CMS 100 (revised 7/2019) and Bid Form to:

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

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11/19/2019

Job Title: **Veterans Service Officer**
Agency: Veterans Affairs
Closing Date/Time: Thu. 11/21/19 3:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **34-115-20-06**

Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans.

Apply To:
IDVA
Renee Dougherty
Human Resources
833 South Spring Street
Springfield, IL 62704
Phone: (217) 785-1788
Fax: (217) 557-7235

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11/19/2019

Job Title: **Public Service Administrator - Opt 8N (ADON)**
Agency: Human Services
Closing Date/Time: Thu. 11/21/19 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **MG063**
Bid ID#: **10-82/113938**

Requires a valid State of Illinois license as a registered nurse. Requires a bachelor's degree in nursing and three years progressively responsible professional nursing experience, or requires an associate's degree in nursing and four years progressively responsible professional nursing experience, or a master's degree in nursing and one year professional nursing experience.

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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11/19/2019

Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**
Agency: Children & Family Services
Closing Date/Time: Mon. 12/02/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1913085-132558**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education

Agency Contact:
Karen Wagner
E-Mail: DCFS.LicensingPersonnel@illinois.gov
1911 S. Indiana, 9th FL
Chicago, IL 60616
312-328-2461

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).



11/19/2019

Job Title: **Public Service Administrator - Opt SS6**
Agency: Children & Family Services
Closing Date/Time: Mon. 12/02/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1967021-674488**

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires ability to speak and write Spanish at a colloquial skill level; requires a valid driver's license.

SUBMIT BIDS TO:

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

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).



11/19/2019

Job Title: **Social Service Program Planner Iv**
Agency: Children & Family Services
Closing Date/Time: Mon. 12/02/19 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#: **1967022-675182**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, supplemented by a related master's degree; requires two years of progressively responsible professional experience in community organization, social service work, or in program planning and development; requires possession of a valid driver's license and ability to travel, including evening and weekend travel.

SUBMIT BIDS TO:

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

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).



11/19/2019

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.

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
CITY/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).



11/19/2019

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.

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).



11/19/2019

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**

Position Requirements:

- Education/Experience:
 - o Completion of a bachelor's degree majoring in business administration, public administration, accounting, economics or finance OR
 - o Completion of two years of college plus one year of experience in accounting, public finance, procurement or contract administration

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.

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).



11/19/2019

Job Title: **Manager of Minority Recruitment & Relations**
Agency: Human Services
Closing Date/Time: Tue. 11/19/19 11:59 PM Central Time
Salary: \$85,000.00 - \$102,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TG000**
Bid ID#: **40070-10-11-250-00-29**

- Requires four years of progressively responsible administrative experience in a public or private organization.
- Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in business or public administration.
 - ******* IMPORTANT INFORMATION ABOUT THIS POSITION *******
- This position is an "**ONLINE APPLICATION ONLY**". Apply to this position using the "**Apply**" link above. Please see the illustration below:
 -

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).



11/19/2019

Job Title: **Social Services Career Trainee - Opt MC**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10 41 SSCT MC**

Requires a Bachelor's degree, ability to communicate effectively in Sign Language and ability to complete coursework to obtain a Master's degree in specified time.

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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11/19/2019

Job Title: **Social Service Program Planner Iv - Opt SS**
Agency: Human Services
Closing Date/Time: Wed. 11/20/19 5:00 PM Central Time
Salary: \$5,466.00 - \$8,318.00 monthly
\$65,592.00 - \$99,816.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-90-114447**

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a related master's degree. Requires two years of progressively responsible professional experience in community organization, social service work or in program planning and development. Requires ability to travel. Requires ability to speak, read, and write Spanish at a colloquial skill level.

Specialized skill(s):

Of the two years of progressively responsible professional experience, requires two years' experience in providing technical assistance, contractual monitoring and quality assurance program reviews for a Child Care Program. Requires thorough knowledge of Early Childhood Program deliverables, administrative rules, program policies and procedures.

Agency Contact:

Bureau of Employee Services

Krissie Buss

100 South Grand Ave East, 3rd floor

Springfield, IL 62762

217-557-0347

FAX: 217-524-2116

****PLEASE SEE NEW CMS GRADING PROCESS BELOW****

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11/19/2019

Job Title: **Technical Advisor II, Legal Advocacy Service**
Agency: Guardianship & Advocacy Commission
Closing Date/Time: Wed. 11/20/19 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **45252-50-70-211-10-10**

Requires a license to practice law in the State of Illinois; requires knowledge of relevant administrative, statutory and case law references to provide effective assistance to eligible clients at administrative, trial and appellate levels. Four years of litigation experience preferred. Requires ability to be flexible in the application of strategy and tactics to administrative and judicial proceedings and to effectively communicate orally and in writing. Requires the ability to interact forcefully yet cordially with other professionals, judicial officers and eligible clients. Requires ability to interpret rules and regulations and propose solutions to administrative questions.

8:30am to 5:00pm
Guardianship & Advocacy Commission
North Suburban Regional Office
9511 Harrison Street, Room 335
Des Plaines, IL 60016

Send Bids and Applications via **Fax** or **Mail ONLY** to:
Shelly Boatman, HR Representative
Guardianship & Advocacy Commission
401 S. Spring Street
521 Stratton Office Bldg
Springfield, IL 62706

Fax# 217-524-0088

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).



11/19/2019

Job Title: **Human Services Caseworker (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Wed. 11/20/19 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: **12**
Plan/BU: **RC062**
Bid ID#: **10-91-114431-42**

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 a 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
Craig Meredith
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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11/19/2019

Job Title: **Social Service Program Planner III**
Agency: Human Services
Closing Date/Time: Wed. 11/20/19 5:00 PM Central Time
Salary: \$4,898.00 - \$7,392.00 monthly
\$58,776.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-90-114463**

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a Master's degree in a related field. Requires one year of responsible administrative experience in a public or business organization. Requires knowledge of Early Childhood policies and procedures. Requires ability to travel.

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

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11/19/2019

Job Title: Office Associate - Opt 2
Agency: Children & Family Services
Closing Date/Time: Thu. 11/21/19 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#: 1950003-500811

Under direction, performs complex clerical services for the Associate Deputy Director and professional staff; prepares a variety of complex materials; exercises independent judgment and a command of legal, medical, and social terminology to review documents; travels to other agency offices in Chicago to perform office support functions, as assigned; answers incoming phone calls and greets visitors; receives and distributes incoming mail; establishes and maintains case files; performs data entry of placement referrals and dispositions in the Central Matching Team Placement database; maintains the Residential Discharge inbox, e-filing of documents, and email streams related to placement referrals.

Agency Contact:

Name: Laverne Crayton

Phone: (312) 814-1222

Fax: (312) 814-1224

E-mail: Laverne.Crayton@illinois.gov (**preferred**)

Mailing Address: 2020 W. Roosevelt Rd, Chicago, IL 60608

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).



11/19/2019

Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Closing Date/Time: Thu. 11/21/19 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#: **1989015-895597**

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).



11/19/2019

Job Title: **Veterans Service Officer**
Agency: Veterans Affairs
Closing Date/Time: Thu. 11/21/19 3:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **34-115-20-06**

In accordance with Illinois compiled statutes, Chapter 20, Paragraph 2805/4. This position requires an honorable discharge from service in the Armed Forces of the United States. Veteran must have served during a time of hostilities with a foreign country, and must meet one or more of the following conditions:

- (i) The veteran must have served a total of at least 6 months
- (ii) The veteran served for the duration of hostilities regardless of the length of engagement.
 - i. The veteran was discharged on the basis of hardship.
 - ii. The veteran was released from active duty because of a service-connected disability and was discharged under honorable conditions.

* Dates of Hostilities specified in classification specs on file with the Department of Central Management Services.

Apply To:
IDVA
Renee Dougherty
Human Resources
833 South Spring Street
Springfield, IL 62704
Phone: (217) 785-1788
Fax: (217) 557-7235

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11/19/2019

Job Title: Office Assistant - Opt 1
Agency: Children & Family Services
Closing Date/Time: Thu. 11/21/19 5:00 PM Central Time
Salary: \$2,807.00 - \$3,781.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1991069-910394

Requires knowledge, skill, and mental development equivalent to completion of high school and one year of related office experience.

Contact Person:

Tracey Hardrick
2020 W.Roosevelt Rd.
Chicago, IL 60608

Email: Tracey.Hardrick@illinois.gov

Phone: 312/814-3775

Fax: 312/814-1224

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).



11/19/2019

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).



11/19/2019

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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