



12/03/2019

Job Title: **Stationary Engineer**
Agency: Central Management Services
Closing Date/Time: Thu. 12/12/19 5:00 PM Central Time
Salary: \$8,381.58 - \$8,717.40 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **PR000**
Bid ID#: **CMS 20412**

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school. Requires four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Chicago. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions. Requires the ability to perform various tasks such as lifting and moving equipment/machinery up to 50 pounds (up to 100 pounds with assistance). Requires the ability to operate hand and power tools. Requires ability to perform repairs and maintain equipment and machinery. Requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate, valid driver's license and/or an ability to travel. Requires the ability to utilize agency supplied equipment (i.e., cell-phone, blackberry, pager, etc.).

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street, Room 414
Springfield, IL
217-558-3089
217-558-5943 Fax

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



12/03/2019

Job Title: **Automotive Mechanic - Opt 2**
Agency: Transportation
Closing Date/Time: Thu. 12/12/19 4:30 PM Central Time
Salary: \$4,239.00 - \$5,652.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Plan/BU: **RC451**
Bid ID#: **IPR#44034**

TRANSFERS:

Certified Automotive Mechanics working at IDOT, District 1, Cook County, must submit RC451 Transfer Request (PM13C) to agency contact by 4:30 P.M. on the closing date of this posting.

Interested applicants must submit a CMS100 (rev 7/2019) to the agency contact and take an automated test to obtain an open competitive grade for this title at the CMS Testing Facility by 4:30 P.M. on the closing date of this posting. CMS Testing requires applicants to provide the posting bid number that is listed at the top of this posting or a copy of this posting. If deemed qualified from the automated test, your name will be placed on the appropriate Open Competitive list for this title. Please contact the CMS Testing Facility at 217/557-6885 for testing information.

AGENCY CONTACT:

Denise Hamilton, Bureau of Personnel Management, Room 113, 2300 S. Dirksen Pkwy, Springfield, IL 62764, FAX: 217/557-3134, OR EMAILED TO DOT.CO.BPM.EmploymentApplications@illinois.gov,

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12/03/2019

Job Title: Office Assistant - Opt 5
Agency: Central Management Services
Closing Date/Time: Mon. 12/09/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: CMS 20411

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices, procedures and programs. Requires a valid, appropriate driver's license and the ability to travel. Requires the ability to lift packages weighing up to 75 pounds. Requires working knowledge of alphanumeric sequencing. Requires ability to follow oral and written instructions.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street, Room 414
Springfield, IL 62706
217-558-3089
217-558-5943 Fax

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12/03/2019

Job Title: Office Associate - Opt SS2
Agency: Financial & Professional Regulation
Closing Date/Time: Mon. 12/09/19 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 2
Plan/BU: RC014
Bid ID#: 21274

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs; composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions; operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 45 WPM. Requires ability to speak and write Spanish at a colloquial skill level.

Agency Contact: Human Resources
320 W Washington St, 2nd floor
Springfield, IL 62786

Scan all applications or questions to FPR.Employment@illinois.gov
217-557-3022 Fax

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12/03/2019

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.

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

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12/03/2019

Job Title: **Information Systems Technical Consultant**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$42,175.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **299**

EXPERIENCE AND EDUCATION: A Bachelor of Science degree in Information Technology or a related field or equivalent combination of education and experience is required. The successful candidate must possess strong oral and written communication skills and excellent project and time management skills, be detail-oriented and self-motivated with the ability to prioritize daily tasks, have the ability to accurately record assets and licensing information, and consistently follow procedures and ensure tasks are completed in a timely manner. The ability to work alone, with colleagues, and with third-party service providers is required.

Administrative Office of the Illinois Courts
222 North LaSalle Street, 13th Floor
Chicago, IL 60601

Agency Contact: Barbara Black
Phone: (217) 524-6429

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12/03/2019

Job Title: **Child Welfare Specialist (Upward Mobility Target Title)**
Agency: Children & Family Services
Closing Date/Time: Wed. 12/11/19 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: **RC063**
Bid ID#: **1959008-596822**

Preferably requires a master's degree in social work; or a master's degree in a related human service field, supplemented by one year of directly related professional casework/case management experience; or requires a bachelor's degree in social work and one year of directly related professional casework/case management experience; or requires a bachelor's degree in a related human service field and two years of directly related professional casework/case management experience; requires physical, visual and auditory ability to carry out assigned duties.

SUBMIT BIDS TO:
Brandi Lake
Office of Employee Services
2020 W. Roosevelt Road 2nd Floor
Chicago, IL 60608
Email: Brandi.Lake@illinois.gov (**preferred**)
Phone: 312-814-5989
Fax: 312-814-1224

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12/03/2019

Job Title: Office Associate - Opt 2
Agency: Human Rights Department
Closing Date/Time: Tue. 12/10/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 2
Plan/BU: RC014
Bid ID#: 19-172

1.) Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. 2.) Requires Opt. 2 /45 WPM Typing, and must have skills and knowledge of Microsoft Word, Excel, Outlook and related programs. 3.) Requires the ability to operate standard office equipment, including computer, fax machine, scanner, and copier.

Agency Contact:

Adam Coe
Department of Human Rights
100 West Randolph Street, Suite 10-100
Chicago, Illinois, 60601
312-814-6219 Telephone
312-793-2121 Fax

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



12/03/2019

Job Title: Office Associate - Opt SS2
Agency: Financial & Professional Regulation
Closing Date/Time: Mon. 12/09/19 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 2
Plan/BU: RC014
Bid ID#: 21274

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs; composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions; operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 45 WPM. Requires ability to speak and write Spanish at a colloquial skill level.

Agency Contact: Human Resources
320 W Washington St, 2nd floor
Springfield, IL 62786

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217-557-3022 Fax

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12/03/2019

Job Title: **Medicaid Management Intern**
Agency: Healthcare & Family Services
Closing Date/Time: Tue. 12/10/19 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Bid ID#: **MP2536**

Requires a bachelor's degree in healthcare administration, health and human services, social welfare, sociology, business or public administration with course work in healthcare organization, health care systems finance, healthcare economics, predictive modeling, health policy, healthcare operations assessment and improvement, quality control and strategy formulation and implementation of healthcare policies.

WHERE TO APPLY

Robert Fehrholz
201 S. Grand Ave. E., 3rd Floor
Springfield, IL 62763
(217) 557-2565 - Fax
(217) 524-7326 - Office

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12/03/2019

Job Title: **Medicaid Management Analyst**
Agency: Healthcare & Family Services
Closing Date/Time: Tue. 12/10/19 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Bid ID#: **MP2535**

Requires a bachelor's degree in healthcare administration, health and human services, social welfare, sociology, business or public administration with course work in healthcare organization, health care systems finance, healthcare economics, predictive modeling, health policy, healthcare operations assessment and improvement, quality control and strategy formulation and implementation of healthcare policies.

WHERE TO APPLY

Robert Fehrholz
Division of Medical Programs
201 S. Grand Ave. E., 3rd Floor
Springfield, IL 62763
(217) 557-2565 - Fax
(217) 524- 7326 – Office

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12/03/2019

Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Tue. 12/10/19 5:00 PM Central Time
Salary: \$2,807.00 - \$3,781.00 monthly
\$33,684.00 - \$45,372.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-114822

Requires knowledge, skill and mental development equivalent to completion of high school and one year of office related experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office procedures, practices, and ability to operate commonly used office equipment. Requires ability to type at 35 wpm.

Agency Contact:

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

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12/03/2019

Job Title: **Revenue Computer Audit Specialist**
Agency: Revenue
Closing Date/Time: Mon. 12/09/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **DOR 21269**

Requires knowledge, skill and mental development equivalent to a bachelor's degree with coursework in business administration, accounting, computer science and statistics. Requires four years of professional experience in the tax auditing of books, records and documents of corporations, partnerships and persons in the Audit Bureau, including one year as a Revenue Auditor III, plus completion of an Agency approved computer audit specialist trainee program.

Agency Contact:

Illinois Department of Revenue – Human Resources
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
(217) 524-3954 Phone
(217) 782-9925 Fax

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12/03/2019

Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Tue. 12/10/19 5:00 PM Central Time
Salary: \$2,807.00 - \$3,781.00 monthly
\$33,684.00 - \$45,372.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-114822

Requires knowledge, skill and mental development equivalent to completion of high school and one year of office related experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office procedures, practices, and ability to operate commonly used office equipment. Requires ability to type at 35 wpm.

Agency Contact:

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

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12/03/2019

Job Title: **Revenue Computer Audit Specialist**
Agency: Revenue
Closing Date/Time: Mon. 12/09/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **DOR 21269**

Requires knowledge, skill and mental development equivalent to a bachelor's degree with coursework in business administration, accounting, computer science and statistics. Requires four years of professional experience in the tax auditing of books, records and documents of corporations, partnerships and persons in the Audit Bureau, including one year as a Revenue Auditor III, plus completion of an Agency approved computer audit specialist trainee program.

Agency Contact:

Illinois Department of Revenue – Human Resources
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
(217) 524-3954 Phone
(217) 782-9925 Fax

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12/03/2019

Job Title: **Communications Equipment Technician I**
Agency: State Police
Closing Date/Time: Thu. 12/05/19 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-40-ISP19-205**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school supplemented by two years of technical school with course work in electricity, electronics, and communications systems.

Illinois State Police
Terri Barnosky, Chief Human Resources
801 S. 7th Street, Suite 700-A
Springfield, IL 62703
ISP.JobPostings@illinois.gov

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12/03/2019

Job Title: Office Associate - Opt SS2
Agency: Financial & Professional Regulation
Closing Date/Time: Mon. 12/09/19 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 2
Plan/BU: RC014
Bid ID#: 21274

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs; composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions; operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 45 WPM. Requires ability to speak and write Spanish at a colloquial skill level.

Agency Contact: Human Resources
320 W Washington St, 2nd floor
Springfield, IL 62786

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217-557-3022 Fax

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12/03/2019

Job Title: **Social Service Program Planner III**
Agency: Human Services
Closing Date/Time: Mon. 12/09/19 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#: **10-99-114736**

Requires working knowledge of the principles of government accounting, program budgeting, fiscal monitoring, reporting and program planning and evaluation. Requires the ability to exercise judgment and discretion in developing, interpreting, and implementing, departmental policies, procedures, and program specific requirements. Requires excellent oral and written communication skills. Requires a valid driver-s license. Requires ability to travel, including overnight

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

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12/03/2019

Job Title: **Administrative Assistant I - Opt H7**
Agency: Human Services
Closing Date/Time: Fri. 12/06/19 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#: **10-72-114781**

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. Requires ability to read and write English proficiently. Requires ability to analyze information and provide concise, coherent reports. Requires extensive knowledge of accrediting and certification standards.

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

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12/03/2019

Job Title: **Forensic Science Administrator I**
Agency: State Police
Closing Date/Time: Thu. 12/05/19 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **VR704**
Bid ID#: **21-31-ISP19-35**

Requires education and experience equivalent to a Master's degree, preferably with coursework in one of the biological, natural, physical, or forensic sciences, or related disciplines. Requires two years of professional forensic science work experience such as would be gained at the advanced caseworker level.

AGENCY CONTACT:

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

Illinois State Police
Terri Barnosky, Chief Human Resources
801 S. 7th Street, Suite 700-A
Springfield, IL 62703
ISP.JobPostings@illinois.gov

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12/03/2019

Job Title: License Clerk- Harness
Agency: Illinois Racing Board
Closing Date/Time: Wed. 12/04/19 11:59 PM Central Time
Salary:
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IRB 21146

Requires knowledge, skill and mental development equivalent to the completion of high school, college degree preferred. Requires strong writing and speaking skills. The duties of this position can be performed at any racetrack under the jurisdiction of the IRB and requires the ability to travel to and from any track as assigned. Requires familiarity with the administrative rules and statute. Requires proficiency in Microsoft Office Software and related internet programs. Requires ability to stand and walk for long periods of time and the ability to bend, reach above shoulder level, lift and carry up to 25 pounds.

Agency Contact:

Illinois Racing Board
Director of Operations
Jackie Clisham
Jackie.Clisham@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).



12/03/2019

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.

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