



12/11/2018

Job Title: **Registered Nurse I (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Wed. 12/26/18 4:00 PM Central Time  
Salary: \$4,471.00 - \$6,065.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 4, Illinois  
Number of Vacancies: **7**  
Plan/BU: **RC023**  
Bid ID#: **10-82/108967-73**

Requires licensure as a Registered Nurse in Illinois. Ability to provide direct nursing care to patients in a psychiatric setting. Requires moderate to heavy effort in the lifting of patients. Requires the ability to interact with patients, families, physicians, peers, medical staff and general public.

\*Submit copies of your Illinois license and transcripts.

Valarie Laird/Human Resources  
Madden Mental Health Center  
1200 S. First Avenue  
Hines, IL. 60141

Fax# 708-338-7078



12/11/2018

Job Title: **Staff Development Specialist I - Opt MC**  
Agency: Human Services  
Closing Date/Time: Mon. 12/24/18 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
\$52,524.00 - \$78,972.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-56-108362**

Under general supervision, participates in the development, implementation and provides training to staff, customers and family members on a wide range of topics related to deafness and DeafBlind; provides training on sign language and communication with individuals who are DeafBlind; coordinates and consults with program staff and supervisors on training needs; uses sign language to communicate with customers and families on a daily basis. Develops training schedules; evaluates and drafts reports on skill levels. Develops informational presentations. Travels in performance of job duties.

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



12/11/2018

Job Title: **Staff Development Specialist I - Opt MC**  
Agency: Human Services  
Closing Date/Time: Mon. 12/24/18 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
\$52,524.00 - \$78,972.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-56-108362**

Under general supervision, participates in the development, implementation and provides training to staff, customers and family members on a wide range of topics related to deafness and DeafBlind; provides training on sign language and communication with individuals who are DeafBlind; coordinates and consults with program staff and supervisors on training needs; uses sign language to communicate with customers and families on a daily basis. Develops training schedules; evaluates and drafts reports on skill levels. Develops informational presentations. Travels in performance of job duties.

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



12/11/2018

Job Title: **Industrial Services Consultant Trainee**  
Agency: Department of Labor  
Closing Date/Time: Fri. 12/21/18 11:59 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **DOL 2018-20-200-12**

Requires knowledge, skill and mental development equivalent to completion of two years of college or two years of experience in a related field, or any equivalent combination of training and experience. Requires ability to establish and maintain satisfactory working relationships with management, supervisors, union representatives, and personnel at various types of occupational establishments. Requires the ability to communicate effectively orally and in writing.

Contact:  
Illinois Department of Labor  
900 South Spring Street  
Springfield, IL 62704  
Fax (217) 782-0596



12/11/2018

Job Title: **Industrial Services Consultant II**  
Agency: Department of Labor  
Closing Date/Time: Fri. 12/21/18 11:59 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **DOL 2018-20-200-11**

Requires knowledge, skills and mental development equivalent to four years of college and one year of experience in a combination of the following: safety and health management, hazard identification, OSHA standards, fire protection, ergonomics, worker's compensation, hazardous materials, machinery and machine guarding and electrical safety

Contact:  
Illinois Department of Labor  
900 South Spring Street  
Springfield, IL 62704  
Fax (217) 782-0596



12/11/2018

Job Title: **Industrial Services Consultant I**  
Agency: Department of Labor  
Closing Date/Time: Fri. 12/21/18 11:59 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **DOL 2018-20-200-10**

Under the general supervision of the Consultation Manager, conducts on-site consultative visits as directed by the supervisor. Will conduct consultation of business establishments. Must be able to recognize various safety hazards in the workplace in which the consultation is conducted. Provides on the job training for OSHA trainees.

Contact:  
Illinois Department of Labor  
900 South Spring Street  
Springfield, IL 62704  
Fax (217) 782-0596



12/11/2018

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#: **263**

**EXPERIENCE AND EDUCATION:** A minimum of two years office experience performing secretarial and/or administrative assistant services to a manager with strong attention to detail or an Associate's degree in secretarial science or other related area. Knowledge and understanding of Illinois judicial branch structure and functions is desirable, 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



12/11/2018

Job Title: **Public Service Administrator - Opt 6**  
Agency: Children & Family Services  
Closing Date/Time: Mon. 12/24/18 5:00 PM Central Time  
Salary: \$6,141.00 - \$9,472.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **1815030 - 159327**

Requires an MSW and three years administrative child welfare experience or an MA in an acceptable human services field and four years administrative child welfare experience; certification as a Licensed Clinical Social Worker (LCSW), Licensed Clinical Professional Counselor (LCPC), or licensure through the Association of American Marriage and Family Therapists is preferred; requires possession of a valid driver's license and ability to travel.

**Contact:** Frances Cunningham **Phone:** (312) 814-5987 **Fax:** (312) 814-5986

**E-mail:** [Frances.cunningham@illinois.gov](mailto:Frances.cunningham@illinois.gov)

**Mailing Address:** 100 W Randolph Chicago, ILL. 60601

**Work Site:** 6201 S emerald Chicago, ILL

**Work Hours:** 8:30 am - 5:00 pm M – F





12/11/2018

Job Title: **Public Service Administrator - Opt 7**  
Agency: Corrections  
Closing Date/Time: Mon. 12/24/18 4:00 PM Central Time  
Salary: \$6,501.00 - \$9,994.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **CU500**  
Bid ID#: **IDOC29-05-18-7065**

Under administrative direction of the Northern Deputy Chief (SPSA), plans, organizes and evaluates the operation of the Parole Office during the PM SHIFT; performs routine and covert monitoring of inmates in the community and the apprehension and transportation of program violators; functions as a Manager of all activities assigned to the Parole Office; supervises staff; implements policies and procedures.

**WORK HOURS:** PM Shift (Fri/Sat off)

**AGENCY/LOCATION:**

West Grand South Parole  
1110 S. Oakley  
Chicago, IL 60612

**CONTACT INFO:**

Parole Personnel  
Attn: Laurel Carlson, HR Assoc.  
1115 N. North Street, Suite B  
Peoria, IL 61606

[laurel.carlson@illinois.gov](mailto:laurel.carlson@illinois.gov)



12/11/2018

Job Title: **Public Service Administrator - Opt 7**  
Agency: Corrections  
Closing Date/Time: Mon. 12/24/18 4:00 PM Central Time  
Salary: \$6,501.00 - \$9,994.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **CU500**  
Bid ID#: **IDOC29-05-18-9001**

Under administrative direction of the Northern Deputy Chief (SPSA), plans, organizes and evaluates the operation of the Parole Office during the AM SHIFT; performs routine and covert monitoring of inmates in the community and the apprehension and transportation of program violators; functions as a Manager of all activities assigned to the Parole Office; supervises staff; implements policies and procedures.

**WORK HOURS:** AM Shift (Fri/Sat off)

**AGENCY/LOCATION:**

Northwestern East Parole  
1110 S. Oakley  
Chicago, IL 60612

**CONTACT INFO:**

Parole Personnel  
Attn: Laurel Carlson, HR Assoc.  
1115 N. North Street, Suite B  
Peoria, IL 61606

[laurel.carlson@illinois.gov](mailto:laurel.carlson@illinois.gov)



12/11/2018

Job Title: **Physician**  
Agency: Human Services  
Closing Date/Time: Fri. 12/21/18 8:00 AM Central Time  
Salary: \$54.32 - \$76.90 hourly  
\$9,452.00 - \$13,381.00 monthly  
\$113,424.00 - \$160,572.00 annually  
Job Type: Full-Time  
Location: Livingston County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-67-106880R**

Requires an Illinois license to practice medicine. Requires working knowledge of the basic principles and practices of general medicine, including the diagnosis and treatment of diseases and injuries. Requires working knowledge of recent developments in the field of general medicine. Requires ability to medically treat illness and injury and perform routine medical diagnoses. Require the ability to evaluate the quality of medical care and treatment, and coordinate medical services with other professional disciplines and supportive personnel. Requires the ability to establish rapport with the patients. Requires ability to prepare detailed and accurate medical records and reports.

#### HOURS OF WORK

8:00 a.m. – 4:00 p.m. Monday - Friday

Other days/shifts as assigned or required including weekend/holiday shifts and on-call rotation

#### LOCATION

Wm. W. Fox Center  
134 W. Main Street  
Dwight, IL 60420  
815-584-3347 phone  
815-584-3723 fax



12/11/2018

Job Title: **Fire Certification Specialist II**  
Agency: State Fire Marshal  
Closing Date/Time: Thu. 12/20/18 4:00 PM Central Time  
Salary: \$3,136.00 - \$6,412.00 monthly  
Job Type: Intermittent  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **50-50-SFM18-039**

Under general supervision, audits practical (skill) objectives of certification programs for accuracy and appropriateness; conducts Course and Examination Equivalency Reviews of Office of the Illinois State Fire Marshal (OSFM) non-approved teaching entities; reviews examination site requests for approval and safety aspects of participating agencies; audits local fire jurisdictions' training records and reimbursement claims for compliance with OSFM rules and regulations; conducts visits to local fire departments to provide instruction and guidance in training records compliance and audit preparation; promotes the skills development and certification program offered by the Office of the State Fire Marshal to local governments and fire protection jurisdictions by explaining program purpose, benefits, administrative rules, policies and procedures; provides information on new program standards and revisions to existing ones; proctors state written examinations in accordance with OSFM protocol; responds to inquiries regarding the certification program; travels as necessary in the performance of duties; may provide guidance and training to lower level Fire Certification Specialists.

**WORK LOCATION:**

Office of the Illinois State Fire Marshal  
Cook County (Home Based)

**AGENCY CONTACT:**

Robyn Gazdziak  
Public Safety Shared Services Center  
1301 Concordia Court, PO Box 19277  
Springfield, IL 62794

PHONE: 217-557-6010 x4409



12/11/2018

Job Title: Office Associate - Opt 2  
Agency: Financial & Professional Regulation  
Closing Date/Time: Wed. 12/19/18 11:59 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 19325

Requires knowledge, skill and mental development equivalent to completion of high school and two years office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of 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; to operate commonly used manual and automated office equipment and perform routine maintenance. Requires skill in typing accurately.

Work Hours: 8:30am - 5:00pm

Work Location: DFPR/Financial Institutions/Consumer Credit

JRTC, 100 W. Randolph, Chicago

Cook County

Agency Contact: Human Resources

320 W Washington St 2nd floor

Springfield, IL 62786

**Scan all applications or questions to [FPR.Employment@illinois.gov](mailto:FPR.Employment@illinois.gov)**

217-557-3022 Fax



12/11/2018

Job Title: **Health Information Administrator**  
Agency: Human Services  
Closing Date/Time: Wed. 12/19/18 5:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
\$45,504.00 - \$67,212.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-72-108933**

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.

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



12/11/2018

Job Title: **Executive I - Opt H7**  
Agency: Human Services  
Closing Date/Time: Wed. 12/19/18 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
\$52,524.00 - \$78,972.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-91-108886**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in public or business administration. Requires one year responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of governmental accounting, program budgeting, personnel, statistics and procurement.

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



12/11/2018

Job Title: **Public Aid Eligibility Assistant - Opt SS**  
Agency: Human Services  
Closing Date/Time: Wed. 12/19/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-91-108865**

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. Requires ability to speak, read and write Spanish at a colloquial skill level.

8:30 a.m.-5:00 p.m.  
Lower North FCRC  
2650 W. Fulton Street  
Chicago, IL 60612

**Please submit Bid Forms and CMS100 (revised 04/2018) applications to contact address below, faxed to 217-524-2116, or scanned/emailed to [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov)**

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





12/11/2018

Job Title: **Human Services Caseworker (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Wed. 12/19/18 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly  
\$47,628.00 - \$70,956.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **8**

Plan/BU: **RC062**

Bid ID#: **10-91-108857-108864**

Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects customer data and determines eligibility. Discusses the customer's goals and participation levels. Assesses the customer's skills and evaluates their ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to verify customer receives available benefits. Completes case documentation, responds to electronic correspondence and makes entries into automated computer systems. Performs functions outlined below or a portion thereof (e.g. Intake) as part of an assigned caseload or on a rotational basis. Communicates with customers and other DHS staff in both verbal and written form.

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



12/11/2018

Job Title: Security Officer (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Wed. 12/19/18 4:00 PM Central Time  
Salary: \$21.41 - \$30.12 hourly  
\$1,611.69 - \$2,267.54 biweekly  
\$3,492.00 - \$4,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC029  
Bid ID#: 10-82/106902

Require's a valid Illinois drivers license. Requires knowledge, skill and mental development equivalent to the completion of high school.Requires working knowledge of facility security requirements and regulations, restraint procedures and techniques to control combative individuals. Requires ability to climb stairs, chase runaways and physically restrain and control individuals. Must attend and pass all mandatory training.

Valarie Laird/Human Resources  
Madden Mental Health Center  
1200 S. First Ave  
Hines, IL. 60141

Fax# 708-338-7078



12/11/2018

Job Title: **Stores Clerk**  
Agency: Workers Compensation Commission  
Closing Date/Time: Tue. 12/18/18 11:59 PM Central Time  
Salary: \$2,700.00 - \$3,641.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **IWCC-50-18-0019**

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires extensive knowledge of store keeping, warehousing methods and procedures in the receipt, storage, and shipment of a variety of goods.

Requires two years of supervisory experience.

Requires the ability to operate commonly used manual and automated office equipment.

Prefers experience working in a mail room, knowledge of USPS rules and regulations and mail room systems including folder/inserter, certified mail, postage and mail machines.

Requires ability to use a Personal Computer.

Requires ability to manipulate and move up to 25 pounds.

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



12/11/2018

Job Title: **Accountant Advanced**  
Agency: Employment Security  
Closing Date/Time: Tue. 12/18/18 11:59 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **RCRA 12209**

Requires knowledge, skill and mental development equivalent to completion of four years of college, with courses in business administration and accounting; requires two years of professional experience in accounting, external auditing, budgetary planning and control, or public accounting. Requires extensive knowledge of accounting and auditing theory, principles, methods and procedure; knowledge of laws, rules and regulations relating to state or non-state accounting or auditing procedures. Requires ability to prepare comprehensive accounting reports; determine violations and noncompliance with the law and to detect and explain significant irregularities; evaluate more difficult accounting problems and to analyze and interpret more complex accounting records; to establish and maintain satisfactory working relationships. Requires ability to use a PC with related software packages (database management, spreadsheets, word processing, electronic mail, etc).

All other applicants must follow the instructions below. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

Testing & Grading questions can be directed to:  
CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)



12/11/2018

Job Title: **Administrative Assistant I - Opt SS**  
Agency: Employment Security  
Closing Date/Time: Tue. 12/18/18 11:59 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: **RC028**  
Bid ID#: **RCRA 12210**

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 prepare written and oral reports; to establish and maintain effective working relationships with agency personnel. Requires the ability to use a PC and related software packages such as word processing and spreadsheets, database management, e-mail and the internet. Requires ability to speak and write Spanish at a colloquial skill level in carrying out position duties in conjunction with Spanish speaking individuals.

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



12/11/2018

Job Title: **Public Service Administrator - Option 6**  
Agency: Human Services  
Closing Date/Time: Tue. 12/18/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
\$37,392.00 - \$117,180.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB063**  
Bid ID#: **10-91-108887**

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in a social or human services related field. Requires three years progressively responsible administrative experience in a health or human services organization.

**Bidding Contact**

DHS, Bureau of Employee Services  
Attn: Katlyn Halstead  
100 S Grand Ave E, 3rd Floor  
Springfield, IL 62762  
Fax: (217) 524-3385



12/11/2018

Job Title: **Human Resources Associate - Opt 2**  
Agency: Central Management Services  
Closing Date/Time: Tue. 12/18/18 5:00 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **CMS 19422**

Requires knowledge skill and mental development equivalent to completion of two years of college, or satisfactory completion of an approved training program. Requires working knowledge of human resource programs, rules and regulations. Requires the ability to establish and develop written instructions and procedures. Requires the ability to type accurately at 30 words per minute. Effective customer service skills, the ability to work with the public as well as other state personnel, and the ability to manage difficult situations involving the public is preferred.

**Agency Contact:**

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



12/11/2018

Job Title: **Fire Certification Specialist II**  
Agency: State Fire Marshal  
Closing Date/Time: Tue. 12/18/18 4:00 PM Central Time  
Salary: \$3,136.00 - \$6,412.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **50-50-SFM18-035**

Under general supervision, audits practical (skill) objectives of certification programs for accuracy and appropriateness; conducts Course and Examination Equivalency Reviews of Office of the Illinois State Fire Marshall (OSFM) non-approved teaching entities; reviews examination site requests for approval and safety aspects of participating agencies; audits local fire jurisdictions' training records and reimbursement claims for compliance with OSFM rules and regulations; conducts visits to local fire departments to provide instruction and guidance in training records compliance and audit preparation; promotes the skills development and certification program offered by the Office of the State Fire Marshal to local governments and fire protection jurisdictions by explaining program purpose, benefits, administrative rules, policies and procedures; provides information on new program standards and revisions to existing ones; proctors state written examinations in accordance with OSFM protocol; responds to inquiries regarding the certification program; travels as necessary in the performance of duties; may provide guidance and training to lower level Fire Certification Specialists.

AGENCY CONTACT:  
Robyn Gazdziak  
Public Safety Shared Services Center  
1301 Concordia Court, PO Box 19277  
Springfield, IL 62794

PHONE: 217-557-6010 x4409