



12/12/2018

Job Title: **Automotive Mechanic - Opt 2 - INFORMATIONAL POSTING**

Agency: Transportation

Closing Date/Time: Continuous

Salary: \$4,239.00 - \$5,652.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **000**

Plan/BU: **RC451**

Bid ID#: **00000**

Under direct supervision of an Operations Supervisor, maintains and performs repairs a fleet of vehicles at a field headquarters. Ensures compliance with departmental safety rules. Performs mechanical repairs on gasoline diesel vehicles assigned to field headquarters and also conducts repairs at the site of a disabled vehicle. These repairs include: Oil Changes, electrical repair and troubleshooting, radiator repair or replacement, brake inspection or replacement, tire repair or replacement, tune-ups, alternator replacement, water pump installation and any other repairs that may be required. If necessary, may recommend to the immediate supervisor, that other work be done by an outside garage.

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

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



12/12/2018

Job Title: **Medical Administrator II Option D - Opt 18**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$10,441.00 - \$20,722.00 monthly
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **1**
Bid ID#: **10-77-300-93771-4279**

Under administrative direction of the Hospital Administrator, serves as the Medical Director for the Alton Mental Health Center responsible for administering, planning, and managing all medical care, psychiatric treatment, nursing care, social services, forensic court services, rehabilitation services and psychological treatment for all residents of the Alton Mental Health Center for both forensic (90%) and civil (10%) patients. Supervises professional staff in the day-to-day administration of all program services; establishes goals and objectives for program areas.

Alton Mental Health Center
4500 College Ave.
Alton, IL 62002

Elton Arrindell
FAX: 618-474-5538



12/12/2018

Job Title: Revenue Tax Specialist Trainee (Upward Mobility Target Title)
Agency: Revenue
Closing Date/Time: Wed. 12/26/18 5:00 PM Central Time
Salary: \$3,124.00 - \$4,402.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: DOR 18436

Under immediate supervision, for a period of six (6) to twelve (12) months, receives structured classroom and on-the-job training involving various facets of the Customer Services Bureau programs and activities; as part of the training program receives and completes assignments of a routine nature in specific phases of the Revenue Tax Specialist functions performed; receives a combination of classroom and on-the-job training of the laws administered by the Agency, rules and regulations, tax forms, research methods and procedures, communication skills and computer usage/concepts; after successful completion of the on-the-job and classroom instruction, during which periodic evaluation will be made, will qualify through promotion to fill targeted vacancies as a Revenue Tax Specialist I.

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

Work Area and Location:

Illinois Department of Revenue
Taxpayers Services/Customer Service Bureau/Taxpayer Assistance Division
Main North Regional Building, 9511 Harrison Street, Des Plaines, IL
Cook County

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



12/12/2018

Job Title: **Revenue Tax Specialist I**
Agency: Revenue
Closing Date/Time: Wed. 12/26/18 5:00 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **DOR 18435**

Requires a bachelor's degree and completion of the Revenue Tax Specialist Trainee program, or requires nine years supportive tax related experience, including completion of the Revenue Tax Specialist Trainee program; requires working knowledge of current Illinois and federal tax laws, rules and regulations and out of state filing requirements; requires working knowledge of tax terminology, forms and documents utilized in the processing of tax returns and supporting documents; requires working knowledge of manual and automated files, procedural manuals and other related materials utilized in the research and analysis of tax returns and supporting documents for compliance with applicable tax regulations; requires working knowledge of tax accounting theory; requires working knowledge of computer systems as related to the processing of tax information. Physical requirements are walking, standing, bending, reaching above shoulder level and lifting and carrying up to 25 pounds. Travel will be required on a limited basis.

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



12/12/2018

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



12/12/2018

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



12/12/2018

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



12/12/2018

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



12/12/2018

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



12/12/2018

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



12/12/2018

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

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



12/12/2018

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



12/12/2018

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



12/12/2018

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



12/12/2018

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



12/12/2018

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
217-557-3022 Fax



12/12/2018

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



12/12/2018

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



12/12/2018

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

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



12/12/2018

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



12/12/2018

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



12/12/2018

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/inserters, 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 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).