



12/14/2019

Job Title: **Executive I - Opt H7**  
Agency: Human Services  
Closing Date/Time: Wed. 12/18/19 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#: **10-55-114256**

Requires knowledge, skills and mental development equivalent to completion of four years of college, preferably with coursework in business, public administration, marketing, hospitality or the food service industry. Requires one year of responsible administrative experience in a public or business organization or completion of an agency approved professional management training program. Requires the ability to travel with occasional overnight stays.

**Where to Apply:** [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov).

Include posting ID # and bidders names in subject line when applying

Agency Contact:  
Bureau of Employee Services  
Andrew Reagan  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762

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).



12/14/2019

Job Title: Office Assistant - Opt 2  
Agency: Human Services  
Closing Date/Time: Wed. 12/18/19 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#: 10-56-114259

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Prefers knowledge and understanding of working with individuals with disabilities; prefers the ability to apply human relations skills in the interaction with the general public, customers and employers; prefers general knowledge of computer programs. Requires the ability to type at 35 wpm.

**Anticipated Starting Salary Range – \$33684 - \$45372**

**Current Bargaining Unit Employees – Collective Bargaining Agreement language applies**

**Where to Apply: [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov).**

Include posting ID # and bidders names in subject line when applying

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12/14/2019

Job Title: **Public Service Administrator - Opt 6**  
Agency: Children & Family Services  
Closing Date/Time: Wed. 12/18/19 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB063**  
Bid ID#: **1913088-131310**

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare or investigations experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare or investigations experience; requires possession of a valid driver's license and ability to travel.

**Agency Contact:**

**Karen Wagner**

**E-Mail: [DCFS.LicensingPersonnel@illinois.gov](mailto: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](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).



12/14/2019

Job Title: Office Associate - Opt SS2  
Agency: Children & Family Services  
Closing Date/Time: Wed. 12/18/19 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#: 1960028 - 601676

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to keyboard accurately at 45 wpm; requires ability to speak and write Spanish at a colloquial skill level; requires a working knowledge of legal, social, and medical terminology; requires Illinois licensure as a notary public.

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).

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12/14/2019

Job Title: **Human Services Grants Coordinator III - Opt A**  
Agency: Commerce & Economic Opportunity  
Closing Date/Time: Thu. 12/19/19 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#: **DCE042-05-112.20**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in social sciences, public administration, energy conservation, or a related field. Requires three years of professional experience in a social service, grant administration or related field.

**Agency Contact:**

Human Resources Office  
500 East Monroe Street, 1st Floor  
Springfield, IL 62701-1643

**Phone #:** 217-785-1577

**Fax #:** 217-524-0189

**NO EMAILS ACCEPTED**

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).



12/14/2019

**Job Title:** Statistical Research Specialist I  
**Agency:** Employment Security  
**Closing Date/Time:** Tue. 12/17/19 11:59 PM Central Time  
**Salary:** \$3,396.00 / Month  
**Job Type:** Full-Time  
**Location:** Cook County, Illinois  
**Number of Vacancies:** 1  
**Plan/BU:** RC062  
**Bid ID#:** RCRA 81015

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in Statistics, Computer Science, Mathematics, Economics and related fields; requires working knowledge of data collection procedures, simple logs and inventory document. Requires elementary knowledge of the development and application of research design techniques and their application to social and economic data; interpretation of results and statistical applications; uses of data processing equipment for statistical analysis and report generation. Requires ability to apply research design techniques; apply standard statistical techniques to social and economic data; interpret the results of statistical analysis; perform data collection duties; develop and maintain simple logs and inventory documents; develop and maintain effective working relationships and communication skills with agency personnel. Requires ability to use a PC and related software programs ,such as word processing, spreadsheets, and database software.

IL. Dept. of Employment Security  
Recruitment & Selection  
33 S. State Street, 8th floor  
Chicago, IL 60603

Please note: FAXED OR E-MAILED APPLICATIONS & BIDS ARE NOT ACCEPTED

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

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).





12/14/2019

Job Title: **Accountant Advanced**  
Agency: Employment Security  
Closing Date/Time: Fri. 12/13/19 11:59 PM Central Time  
Salary: \$3,994.00 / Month  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **RCRA 81007**

Requires knowledge, skill and mental development equivalent to completion of four years 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 procedures; laws, rules and regulations relating to state or non-state accounting or auditing procedures. Requires working knowledge of office methods, procedures, standard office accounting machines and equipment.

IL. Dept. of Employment Security  
Recruitment & Selection  
33 S. State Street, 8th floor  
Chicago, IL 60603

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CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

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12/14/2019

Job Title: **Employment Security Program Representative - Opt SS (Upward Mobility Target Title)**  
Agency: Employment Security  
Closing Date/Time: Tue. 12/17/19 11:59 PM Central Time  
Salary: \$3,672.00 / Month  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **RCRA 81014**

Requires knowledge, skills and mental development equivalent to four years college with academic background in social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member; or qualifying state employees, in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency. Requires working knowledge of those provisions of the Unemployment Insurance (UI) Act impacting on areas of responsibility

IL. Dept. of Employment Security  
Recruitment & Selection  
33 S. State Street, 8th floor  
Chicago, IL 60603

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

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12/14/2019

Job Title: **Switchboard Operator I - Opt CH (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Tue. 12/17/19 5:00 PM Central Time  
Salary: \$2,730.00 - \$3,655.00 monthly  
\$32,760.00 - \$43,860.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **10-91-114904**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires working knowledge of switchboard operations and telephone etiquette. Requires elementary knowledge of public relations. Requires ability to communicate effectively in Chinese at the colloquial level.

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

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12/14/2019

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

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

**AGENCY/LOCATION/CONTACT:**

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

Illinois Department of Juvenile Justice/Illinois Youth Center - St. Charles  
Kathy Borkowski, HR  
3825 Campton Hills Road  
St. Charles, IL 60175  
630 584-0506 ext. 1519  
[Kathy.Borkowski@illinois.gov](mailto:Kathy.Borkowski@illinois.gov)

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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).



12/14/2019

**Job Title:** Office Associate - Opt 2  
**Agency:** Children & Family Services  
**Closing Date/Time:** Wed. 12/18/19 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#:** 1924017-244030

Under direction of the Consent Supervisor, prepares and keyboards a variety of complex, technical reports, including statistical data, Department forms, and correspondence; checks for accuracy of typing, spelling, grammar, and punctuation, utilizing a command of legal, medical, and social work terminology; reviews incoming mail, faxes, and documents; faxes or scans appropriate requests to medical consultant group and faxes or scans stat meds to caseworkers; answers incoming calls and greets visitors; establishes and maintains files of current and closed guardianship consent matters, including consent documents and correspondence; establishes and maintains a current registry of authorized agents of the Guardian.

**Contact:** Dahra Parenteau , Office of the Guardian, 17 N. State Street, 7th FL  
Chicago, IL 60602

**E-mail:** [Dahra.Parenteau@illinois.gov](mailto:Dahra.Parenteau@illinois.gov) (Preferred)

**Phone:** 312-793-1430; **Fax:** 312-793-3546

**Location:** 17 N. State Street, 7th FL, Chicago, IL 60602

**Work Hours:** Monday - Friday 8:30 a.m. - 5:00 p.m.

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).



12/14/2019

Job Title: **Executive I - Opt H7**  
Agency: Human Services  
Closing Date/Time: Wed. 12/18/19 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#: **10-55-114256**

Requires knowledge, skills and mental development equivalent to completion of four years of college, preferably with coursework in business, public administration, marketing, hospitality or the food service industry. Requires one year of responsible administrative experience in a public or business organization or completion of an agency approved professional management training program. Requires the ability to travel with occasional overnight stays.

**Anticipated Starting Salary Range – \$52824 - \$78972**

**Current Bargaining Unit Employees – Collective Bargaining Agreement language applies**

**Where to Apply: [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov).**

Include posting ID # and bidders names in subject line when applying

Agency Contact:  
Bureau of Employee Services  
Andrew Reagan  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762

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12/14/2019

Job Title: **Grant Training Coordinator - Temporary - Contractual**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Thu. 12/19/19 11:59 PM Central Time  
Salary: \$50,000.00 - \$56,000.00 annually  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **CJIA-PSC-53-2019**

Bachelor's Degree required, Master's degree preferred. A minimum of two years of experience as a trainer, corporate training specialist, or related position presenting trainings and working with adult learners. Proficient in conference, meeting or training session planning and coordination particularly with external stakeholders and public audiences. Familiarity with grants administration, requirements, and the Illinois Grant Accountability and Transparency Act (GATA). Strong verbal and written communication skills and adaptability to work with various audiences.

Please submit by email a cover letter and resume to:

Zina Smith, Human Resources  
Illinois Criminal Justice Information Authority  
cja.hrdepartment@illinois.gov

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



12/14/2019

Job Title: **Unemployment Insurance Revenue Analyst II**  
Agency: Employment Security  
Closing Date/Time: Tue. 12/17/19 11:59 PM Central Time  
Salary: \$4,184.00 / Month  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **RCRA 81016**

Requires knowledge, skills and mental development equivalent to four years of college with major coursework in accounting, business, mathematics or a related field, plus three years of professional experience in account maintenance, investigation and analysis. Requires extensive knowledge of the Illinois Unemployment Insurance Act; employer's rights and obligations related to unemployment insurance contributions; databases and hardcopy information sources used within the agency. Requires working knowledge of mathematical concepts. Requires ability to communicate effectively, both orally and in writing; to gain and maintain effective working relationships with agency employees, employers and the public. Requires ability to use a PC and related software packages such as word processing and spreadsheets, database management, e-mail and the internet; prefers skill in keyboarding. Requires ability to travel occasionally.

IL. Dept. of Employment Security  
Recruitment & Selection  
33 S. State Street, 8th floor  
Chicago, IL 60603

Please note: FAXED OR E-MAILED APPLICATIONS & BIDS ARE NOT ACCEPTED

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

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12/14/2019

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

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).



12/14/2019

Job Title: **Grant Training Coordinator - Temporary - Contractual**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Thu. 12/19/19 11:59 PM Central Time  
Salary: \$50,000.00 - \$56,000.00 monthly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **CJIA-PSC-53-2019**

Bachelor's Degree required, Master's degree preferred. A minimum of two years of experience as a trainer, corporate training specialist, or related position presenting trainings and working with adult learners.

Proficient in conference, meeting or training session planning and coordination particularly with external stakeholders and public audiences.

Familiarity with grants administration, requirements, and the Illinois Grant Accountability and Transparency Act (GATA).

Strong verbal and written communication skills and adaptability to work with various audiences.

MS Office proficiency and e-learning including audio visual equipment, internet/website navigation (web delivery tools).

Good interpersonal skills and communication with all levels of management.

Please submit by email a cover letter and resume to:

Zina Smith, Human Resources  
Illinois Criminal Justice Information Authority  
[cja.hrdepartment@illinois.gov](mailto:cja.hrdepartment@illinois.gov)

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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).



12/14/2019

Job Title: **Grant Training Specialist - Part-time - Contractual**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Thu. 12/19/19 11:59 PM Central Time  
Salary: \$25.00 - \$30.00 hourly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Bid ID#: **CJIA PSC 51-2019**

This position is located at the Illinois Criminal Justice Information Authority at 300 West Adams, Suite 200, Chicago, Illinois 60606.

Work Hours: This position is part-time. Hours will vary between 15 - 20 hours a week depending on work load and schedule.

This position is TEMPORARY and does NOT include state benefits. This position is subject to the terms and conditions of a personal services contract. The terms and conditions of the contract are not subject to modification.

Please submit by email a cover letter and resume to:

Zina Smith, Human Resources  
Illinois Criminal Justice Information Authority  
[cja.hrdepartment@illinois.gov](mailto:cja.hrdepartment@illinois.gov)

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12/14/2019

Job Title: **Property & Supply Clerk II**  
Agency: Human Services  
Closing Date/Time: Wed. 12/18/19 5:00 PM Central Time  
Salary: \$2,793.00 - \$3,747.00 monthly  
\$33,516.00 - \$44,964.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **10-72-115042**

Requires one year of bookkeeping or clerical experience; thorough knowledge of the rules and regulations of the State Property Control Act. Requires the ability to use a personal computer; ability to operate the use of copier machines. Requires ability to lift and/or push, up to 251bs., with the aid of a dolly, hand cart, and/or truck. Requires the ability to maneuver throughout the facility. Requires a valid driver's license.

**Current Bargaining Unit Employees – Collective Bargaining Agreement language applies**

**Where to Apply:** [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov).

Include posting ID # and bidders names in subject line when applying

Agency Contact:  
Bureau of Employee Services  
**Ashley Moore**  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762

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

**Bids/applications must be received at the [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov) by the closing date of the posting, late applications will be considered ineligible.**

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).



12/14/2019

Job Title: **Forensic Science Administrator I**  
Agency: State Police  
Closing Date/Time: Wed. 12/18/19 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-ISP19-36**

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](mailto:ISP.JobPostings@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](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).



12/14/2019

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

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).





12/14/2019

Job Title: **Grant Training Coordinator - Temporary - Contractual**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Thu. 12/19/19 11:59 PM Central Time  
Salary: \$50,000.00 - \$56,000.00 monthly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **CJIA-PSC-53-2019**

Bachelor's Degree required, Master's degree preferred. A minimum of two years of experience as a trainer, corporate training specialist, or related position presenting trainings and working with adult learners.

Proficient in conference, meeting or training session planning and coordination particularly with external stakeholders and public audiences.

Familiarity with grants administration, requirements, and the Illinois Grant Accountability and Transparency Act (GATA).

Strong verbal and written communication skills and adaptability to work with various audiences.

MS Office proficiency and e-learning including audio visual equipment, internet/website navigation (web delivery tools).

Good interpersonal skills and communication with all levels of management.

Please submit by email a cover letter and resume to:

Zina Smith, Human Resources  
Illinois Criminal Justice Information Authority  
[cja.hrdepartment@illinois.gov](mailto:cja.hrdepartment@illinois.gov)

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



12/14/2019

## **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.

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).