



12/17/2019

Job Title: **Problem-Solving Courts Coordinator**  
Agency: Illinois Courts/Administrative Office of the Illinois Courts  
Closing Date/Time: Fri. 01/03/20 5:00 PM Central Time  
Salary: \$54,563.00 / Year  
Job Type: Full-Time  
Location: 2 Counties, Illinois  
Number of Vacancies: **1**  
Bid ID#: **310**

**EDUCATION AND EXPERIENCE:** Graduation from an accredited college or university with a bachelor's degree in criminal justice or related field and a minimum of two years experience in developing and coordinating training in a court or correctional environment, preferably related to problem-solving courts or an equivalent combination of education and experience. The ideal candidate will have competencies and experience in grant administration, project management and have working knowledge of problem-solving courts.

8:30 a.m. - 5:00 p.m.

Administrative Office of the Illinois Courts

Barbara Black  
(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).



12/17/2019

Job Title: **Personal Service Contract**  
Agency: Public Health  
Closing Date/Time: Fri. 12/27/19 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Temporary  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PS-20-0002**

Four-year college degree, preferably with an advanced degree in public health, nursing, medicine or social work. At least one year of experience in medical record abstraction. Ability to read and synthesize complex medical records from multiple sources and produce a high-quality case narrative. Strong writing and presentation skills.

**Agency Contact:**

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

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



12/17/2019

Job Title: Security Officer (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Thu. 12/26/19 5:00 PM Central Time  
Salary: \$3,492.00 - \$4,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC029  
Bid ID#: 10-79-115151

Requires knowledge, skill and mental development equivalent to the completion of high school. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of specific proficiency tests and training programs. 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. Requires a valid Illinois driver's license.

Agency Contact:  
Bureau of Employee Services  
Andrew Reagan  
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](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).



12/17/2019

Job Title: **Student Intern**  
Agency: Employment Security  
Closing Date/Time: Thu. 12/26/19 11:59 PM Central Time  
Salary: \$2,848.00 / Month  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **RA 09201**

Requires knowledge, skill and mental development equivalent to the completion of high school and active enrollment at a college; prefers active enrollment in a master's or PhD program and coursework in economics, statistics or finance. Requires no previous work experience. Requires ability to follow written and oral instructions; establish and maintain working relationship with Agency staff and general public. Prefers ability to utilize MS Office products such as Word and Excel.

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

**Notice Statement of Equal Opportunity Employer and Nondiscrimination:**

IDES is an Equal Opportunity employer and does not discriminate in admission to its facilities, treatment of or employment of persons in its programs or activities in compliance with the Illinois Human Rights Act, the Illinois Constitution, the U.S. Civil Rights Act, Section 504 of the Rehabilitation Act, as amended, the Americans with Disabilities Act, and the U.S. Constitution. Auxiliary aids and services are available upon request to individuals with disabilities. The Equal Employment Opportunity Officer is responsible for ensuring compliance with these laws. Any issues or concerns should be addressed to the EO Office at 33 S. State, 10th Floor, Chicago, Illinois 60603 or by calling (312) 793-9290.

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).



12/17/2019

Job Title: **Management Operations Analyst II**  
Agency: Human Services  
Closing Date/Time: Thu. 12/26/19 5:00 PM Central Time  
Salary: \$4,898.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-76-115178**

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a master's degree in business or public administration, with course work in areas such as economic theory, accounting and finance, organizational theory and operations research. Requires three years progressively responsible professional experience in management operations analysis.

**Anticipated Starting Salary Range – \$58,776-\$88,704**

**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

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).





12/17/2019

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**

- Commercial Drivers License-Class "A" with appropriate endorsement.
- Experience necessary to qualify as a skilled mechanic.
- Extensive knowledge of mechanical hand tools and testing equipment.
- Requires knowledge, skill and mental development equivalent to the completion of four years of High School or coursework in Auto Mechanics or completion of an approved training course.
- Option 2 (Truck and Welding)

**At the time the position is posted, interested applicants** must submit a CMS100 to the agency contact listed on the posting and take an automated test to obtain an open competitive grade for this title at the CMS Testing Facility by the closing date of the posting. CMS Testing requires applicants to provide the posting bid number that is listed at the top of the posting or a copy of the 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.

Additional information may also be obtained from 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).

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).



12/17/2019

Job Title: **Corrections Treatment Officer**  
Agency: Corrections  
Salary: \$4,422.00 - \$6,593.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC006**  
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

**[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).

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).



12/17/2019

**Job Title:** Juvenile Justice Specialist - Continuous  
**Agency:** Juvenile Justice  
**Salary:** \$4,422.00 - \$6,593.00 monthly  
**Job Type:** Full-Time  
**Location:** Statewide, Illinois  
**Number of Vacancies:** 00  
**Bid ID#:** DJJ27-19 Continuous

Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Requires successful completion of an approved Department of Juvenile Justice training program. Candidate must be over the age of 21. Requires working knowledge of juvenile behavior problems, and the treatment and interventions required to develop successful and appropriate behaviors; requires working knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns; requires working knowledge of rules and regulations and specific procedures for carrying out work assignments; requires knowledge of basic first aid and emergency response protocols in order to deal with emergency situations. Requires possession of an appropriate valid driver's license. Requires physical agility and strength to stand and walk for up to three hours at a time, to run for short distances , and to provide physical intervention and control as necessary in order to protect and/or restrain individuals.

WORK HOURS; 24/Hr. Supervision - 3 Designated Shifts by Work Location. DAYS OFF - Vary.

LOCATION/AGENCY: Illinois Department of Juvenile Justice.

Click here for a listing of our facilities: <https://www2.illinois.gov/idjj/Pages/Facilities.aspx> or visit our website at [www.IDJJ.state.il.us](http://www.IDJJ.state.il.us)

Illinois Department of Juvenile Justice  
217-557-1030

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).





12/17/2019

Job Title: **Medical Administrator II Option D - Opt 05**  
Agency: Human Services  
Salary: \$10,441.00 - \$18,498.00 monthly  
Job Type: Part-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: **01**  
Plan/BU: **TA000**  
Bid ID#: **10-72-26403**

Requires an Illinois license to practice medicine and American Specialty Board Certification, or its equivalent, in family practice. Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation. Requires ability to supervise and coordinate staff and activities of other professional disciplines. Requires ability to develop and maintain effective working relationships with various professional disciplines

**AGENCY CONTACT:**

Alice M. Chambers  
Human Resources Representative  
Elisabeth Ludeman Center  
Phone: 708-283-3014  
Fax: 708-283-3017  
email: [alice.chambers@illinois.gov](mailto:alice.chambers@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).



12/17/2019

Job Title: **Personal Service Contract**  
Agency: Public Health  
Closing Date/Time: Fri. 12/27/19 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Temporary  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PS-20-0002**

Four-year college degree, preferably with an advanced degree in public health, nursing, medicine or social work. At least one year of experience in medical record abstraction. Ability to read and synthesize complex medical records from multiple sources and produce a high-quality case narrative. Strong writing and presentation skills.

**Agency Contact:**

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

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12/17/2019

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**

**PHYSICAL REQUIREMENTS:** Work is generally performed in a professional office working environment. This position requires the ability to lift and move servers, storage systems, computers, monitors, and computer accessories. Applicant must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record. Applicant must have the ability to work additional hours and travel, including overnight stays, as required.

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

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).



12/17/2019

Job Title: **Painter**  
Agency: Central Management Services  
Closing Date/Time: Tue. 12/24/19 5:00 PM Central Time  
Salary: \$8,230.20 - \$8,559.06 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **PR000**  
Bid ID#: **CMS 20416**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires successful completion of a recognized painter apprenticeship program and two years of full-time journey level painter experience; or six years of full-time journey level painter experience. Requires working knowledge of the tools, materials, methods and standard practices of the trade. Requires ability to read, interpret and work from plans, simple drawings and blueprints; ability to make simple mathematical computations in estimating area of surfaces to be painted. Requires skill in the use of the tools of the trade such as paint brushes, paint rollers, paint sprayers, power sanders, buffers, power washers; ability to blend paints and match colors. Requires ability to work from heights on ladders, scaffold and platforms, stand for long periods and to lift heavy equipment, materials, structures and furniture up to 50 pounds independently and up to 75-100 pounds with assistance. Requires a valid appropriate driver's license and the ability to travel.

**Agency Contact:**

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

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12/17/2019

**Job Title:** Senior Program Manager, Legal Technology Initiatives  
**Agency:** Illinois Courts/Administrative Office of the Illinois Courts  
**Closing Date/Time:** Wed. 01/08/20 5:00 PM Central Time  
**Salary:** \$62,244.00 / Year  
**Job Type:** Full-Time  
**Location:** Cook County, Illinois  
**Number of Vacancies:** 1  
**Bid ID#:** 309

A Juris Doctor Degree from an accredited law school approved by the American Bar Association with two to four years experience is preferred. Preference is given to experience in civil legal aid, court administration or public administration with project management, significant pro bono work, or technology project implementation experience. At a minimum, candidates must have a bachelor's degree and three years of related experience.

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

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12/17/2019

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

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).



12/17/2019

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).



12/17/2019

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).

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).



12/17/2019

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).



12/17/2019

**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).





12/17/2019

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

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).



12/17/2019

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).



12/17/2019

## **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 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).