



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

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: **Lottery Regional Coordinator**
Agency: Illinois Lottery
Closing Date/Time: Tue. 12/24/19 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#: **LOT 21349**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in marketing, public relations or business administration; requires three years progressively responsible professional experience in marketing, sales or a promotional field. Requires working knowledge of the State Lottery law, rules, regulations, agency policies and procedures. Requires a valid, appropriate driver's license and the ability and willingness to travel; requires automobile liability insurance coverage.

Agency Contact:
Illinois Lottery
101 West Jefferson St., MC 3-970
Springfield, IL 62702
217-524-5382
217-785-7839 Fax

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



12/17/2019

Job Title: **Reimbursement Officer I**
Agency: Human Services
Closing Date/Time: Thu. 12/26/19 5:00 PM Central Time
Salary: \$3,672.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-82-115050**

Requires knowledge, skill and mental development equivalent to completion of four years of college, with courses in accounting, economics or business administration, preferably including courses in insurance, estate and probate law. Requires one year of work experience in the reimbursement field. Requires working knowledge of the principles of hospitalization and life insurance; requires working knowledge of the Federal Health Care Law as it pertains to patients at State Facilities.

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 by the closing date of the posting, late applications will be considered ineligible.

CANDIDATES MUST SUBMIT A SEPARATE BID FORM AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.

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12/17/2019

Job Title: **Public Service Administrator - Opt 8L - Assistant Chief Counsel**
Agency: **Transportation**
Closing Date/Time: **Fri. 12/27/19 4:30 PM Central Time**
Salary: **\$5,600.00 - \$7,700.00 monthly**
Job Type: **Full-Time**
Location: **Cook County, Illinois**
Number of Vacancies: **3**
Plan/BU: **BBR**
Bid ID#: **IPR#44052**

Requires knowledge, skill and mental development equivalent to completion of four years of college; requires graduation from a recognized law school; requires a license to practice law in the state of Illinois; requires prior experience equivalent to three years of progressively responsible administrative experience in the general practice of law.

HOW TO APPLY: Interested applicants must submit CMS 100 Application (version 7/2019) and a copy of license to practice law in the state of Illinois to: Illinois Department of Transportation, Bureau of Personnel Management, Room 113, 2300 S. Dirksen Pkwy, Springfield, IL 62764, Fax: 217/557-3134, Email: DOT.CO.BPM.EmploymentApplications@illinois.gov, by 4:30 P.M. on the closing date of this posting.

AGENCYCONTACT: Bureau of Personnel Management, 217/782-5594

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: **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.

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 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

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: 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 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).



12/17/2019

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 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: **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.

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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12/17/2019

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 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: **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](#)

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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

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 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: **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

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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.HRApplications@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: **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

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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

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: 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: **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
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 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: 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 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).

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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 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: **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

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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.

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