



12/18/2018

Job Title: **Stationary Engineer**  
Agency: Central Management Services  
Closing Date/Time: Thu. 01/03/19 5:00 PM Central Time  
Salary: \$7,998.78 - \$8,318.94 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **PR000**  
Bid ID#: **CMS 19498**

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Chicago. Requires possession of, or has the ability to obtain, a valid certificate as a Universal Technician under U.S. E.P.A. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment.

**Agency Contact:**

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



12/18/2018

Job Title: **Administrative Assistant II - Opt N1**  
Agency: Healthcare & Family Services  
Closing Date/Time: Wed. 01/02/19 11:59 PM Central Time  
Salary: \$4,612.00 - \$6,990.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **GC0076**

Under administrative direction, serves as staff assistant to the Fair Hearings Section Chief; responds to sensitive and controversial legal inquiries concerning hearings and decisions; serves as point person and liaison with Managed Care staff for all Managed Care appeals; serves as bureau training coordinator for on-going staff training; represents the section chief in office meetings and in public/private sector program/policy advisory committee meetings; serves as office manager for the section and back-up timekeeper for the Office of the General Counsel; travels to conduct appeals training; collaborates with the Agency Labor Relations Manager.

Agency Contact:

Judy Beverly

Bureau of Personnel and Administrative Services

2946 Old Rochester Road

Springfield, Illinois 62703

217-557-5244 Office

217-782-8889 Fax

[judy.beverly@illinois.gov](mailto:judy.beverly@illinois.gov)



12/18/2018

Job Title: Office Assistant - Opt SS1  
Agency: Healthcare & Family Services  
Closing Date/Time: Wed. 01/02/19 11:59 PM Central Time  
Salary: \$2,782.00 - \$3,781.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: GC0075

Requires knowledge, skill, and mental development equivalent to completion of high school and one year of related office experience; requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to speak and write Spanish at a colloquial skill level.

Agency Contact:  
Judy Beverly  
Bureau of Personnel and Administrative Services  
2946 Old Rochester Road  
Springfield, Illinois 62703

217-557-5244 Office  
217-782-8889 Fax

[judy.beverly@illinois.gov](mailto:judy.beverly@illinois.gov)



12/18/2018

Job Title: **Office Associate - Opt 2**  
Agency: Healthcare & Family Services  
Closing Date/Time: Wed. 01/02/19 11:59 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **BC0395**

Under direction, performs a variety of complex, specialized clerical functions pertaining to the filing of liens and estate claims involving clients of the Department; prepares property liens for filing with Recorder of Deeds Office; selects applicable claim forms for probated estate cases and inserts information; prepares Small Estate Affidavits for non-probated estate cases; responds to inquiries from the Technical Recovery Unit staff; accesses various tracking systems and documents recoveries received by the Office.

Agency Contact:  
Chris Lemme  
Bureau of Collections  
201 South Grand Avenue East  
Springfield, Illinois 62704

217-782-1348 Office  
217-557-4302 Fax



12/18/2018

Job Title: **Employment Security Program Representative - Opt SS (Upward Mobility Target Title)**

Agency: Employment Security

Closing Date/Time: Wed. 01/02/19 11:59 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **2**

Plan/BU: **RC062**

Bid ID#: **RCRA 12159**

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. Requires working knowledge of those provisions of the UI Act impacting on areas of responsibility; job knowledge of employers and their UI and employment service needs. Requires the ability to effectively communicate with employers and/or clients; determine an effective work search plan for clients and identification of inappropriate work search efforts

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

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

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

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



12/18/2018

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

Agency: Human Services

Closing Date/Time: Wed. 01/02/19 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **10-91-109022**

Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects customer data and determines eligibility. Discusses the customer's goals and participation levels. Assesses the customer's skills and evaluates their ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to verify customer receives available benefits. Completes case documentation, responds to electronic correspondence and makes entries into automated computer systems. Performs functions outlined below or a portion thereof (e.g. Intake) as part of an assigned caseload or on a rotational basis. Communicates in Hindi to those individuals who do not read or speak English.

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



12/18/2018

Job Title: **Dietitian (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Thu. 12/27/18 5:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
\$45,504.00 - \$67,212.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-72-108561**

Under general supervision, interprets diet prescriptions in the planning and preparation of menus and diets for individuals at Ludeman Developmental Center; plans and directs the preparation of diets; participates in the habilitation planning process; trains professional and paraprofessional staff with regard to proper nutrition and dietary requirements. Verifies compliance with Joint Commission and Public Health Standards, as well as, the Center's and Department of Human Services (DHS's) policies and procedures regarding nutrition and dietary needs.

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



12/18/2018

Job Title: **Clinical Laboratory Phlebotomist**  
Agency: Human Services  
Closing Date/Time: Thu. 12/27/18 5:00 PM Central Time  
Salary: \$2,782.00 - \$3,781.00 monthly  
\$33,384.00 - \$45,372.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC009**  
Bid ID#: **10-72-108853**

Requires education and experience equivalent to completion of high school, supplemented by one year's experience in the practice of phlebotomy. Requires the ability to obtain blood samples in a calm, comforting manner from a patient who often is in an agitated, fearful state. Requires the ability to maintain equipment in a sterile environment. Requires the ability to package specimens in such a manner as to verify the safe transportation of the same.

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





12/18/2018

Job Title: **Human Resources Representative**  
Agency: Human Services  
Closing Date/Time: Thu. 12/27/18 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-11-108941**

Requires knowledge, skill and mental development equivalent to completion of four years of college and one year of professional experience, preferably in human resources, or satisfactory completion of an approved training program. Prefers one year in the State structure interview and selection process. Requires extensive overnight travel. Requires a valid Illinois Driver's License. Requires the ability to lift equipment in excess of 70 lbs with assistance (dolly, cart, etc).

**WHERE TO APPLY:**

Michelle Julian  
Bureau of Employee Services  
100 S. Grand Avenue East, 3rd Floor  
Springfield, IL 62762  
FAX: 217-524-2116



12/18/2018

Job Title: **Guardianship Representative (West Sub Office)**  
Agency: Guardianship & Advocacy Commission  
Closing Date/Time: Mon. 12/31/18 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **17710-50-70-125-10-03**

Requires a Bachelor's degree plus two years of professional experience in a social service area. May require working after hours and on weekends. Requires ability to travel. Requires possession of a valid drivers license. Requires working knowledge of guardianship practices and case management skills.

Shelly Boatman, HR Representative  
Illinois Guardianship & Advocacy Commission  
401 S. Spring  
Rm 521 Stratton Bldg.  
Springfield, IL 62706  
FAX # 217-524-0088



12/18/2018

Job Title: **Rehabilitation Case Coordinator I (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Fri. 12/28/18 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **2**

Plan/BU: **RC014**

Bid ID#: **10-48-108592-93**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires one year clerical related experience, which must include typing. Requires working knowledge of business English, arithmetic, and modern office practices and procedures. Requires ability to type accurately at a working rate of speed and operate various office machines, including dictating equipment. Requires ability to maintain client case files and statistical record and prepares reports as requested.

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



12/18/2018

Job Title: **Rehabilitation Services Advisor I**  
Agency: Human Services  
Closing Date/Time: Fri. 12/28/18 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
\$58,476.00 - \$88,704.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-41-108636**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in social welfare administration, rehabilitation counseling, social work, vocational guidance or a closely related field. Requires a minimum of two years experience in a social or rehabilitation agency. Requires working knowledge of federal and state rules, policies and procedures for provision of services within the vocational rehabilitation program. Requires the ability to travel.

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



12/18/2018

Job Title: **Rehabilitation Counselor Trainee - Opt H (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Fri. 12/28/18 5:00 PM Central Time

Salary: \$3,792.00 - \$5,601.00 monthly  
\$45,504.00 - \$67,212.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **10-48-108573**

Requires possession of a Master's Degree from a college or university program accredited by the Council On Rehabilitation Education (CORE); or, a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, social work, sociology, gerontology, nursing, or a closely related field. Requires ability to travel to individual's home to interview applicants to determine eligibility for DRS Home Services Program; physically enters and visually assesses the home environment for suitability and planning of services.

Bureau of Employee Services  
Brandon Bax  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
PHONE: 217-557-0347  
FAX: 217-524-2116



12/18/2018

Job Title: **Administrative Assistant II - Opt H7**  
Agency: Human Services  
Closing Date/Time: Fri. 12/28/18 5:00 PM Central Time  
Salary: \$4,612.00 - \$6,990.00 monthly  
\$55,344.00 - \$83,880.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-56-108364**

Under administrative direction, serves as confidential assistant performing duties of a highly responsible administrative and sensitive in nature relative to the overall operations of the Illinois Center for Rehabilitation and Education-Wood (ICRE-W). Assists in the periodic review of office and facility policies and methods of operations of ICRE-W. Assists the Superintendent in the development of plans, handling inquiries and complaints. Manages the Superintendent's schedule. Travels in performance of job duties.

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



12/18/2018

Job Title: **Administrative Assistant II - Opt H7**  
Agency: Human Services  
Closing Date/Time: Fri. 12/28/18 5:00 PM Central Time  
Salary: \$4,612.00 - \$6,990.00 monthly  
\$55,344.00 - \$83,880.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-56-108364**

Under administrative direction, serves as confidential assistant performing duties of a highly responsible administrative and sensitive in nature relative to the overall operations of the Illinois Center for Rehabilitation and Education-Wood (ICRE-W). Assists in the periodic review of office and facility policies and methods of operations of ICRE-W. Assists the Superintendent in the development of plans, handling inquiries and complaints. Manages the Superintendent's schedule. Travels in performance of job duties.

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



12/18/2018

Job Title: **Educator - Opt B (PE Teacher)**  
Agency: Juvenile Justice  
Closing Date/Time: Fri. 12/28/18 4:00 PM Central Time  
Salary: \$4,311.00 - \$7,969.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **IDJJ27-10-18-0029**

Under general supervision of the Principal (PSA), instructs students in the assigned curriculum area using developmental teaching methods and techniques consistent with current teaching methodology; prepares and executes diagnostic tests instruments geared to each student's abilities and needs; administers evaluative testing on a follow-up basis to gage the rate and scope of progress in maximizing the students potential and meeting the educational and behavioral goals; goal setting with the student, fellow teachers, administrators, and counselors as the result of evaluation and continuing interaction shall be a basis for directing the educational approach and formalizing the individual student's plan; provides developmental, corrective and supportive supervision.

Kathy Mrowca, HR  
3825 Campton Hills Road  
St. Charles, IL 60175  
630 584-0506 ext. 1519





12/18/2018

Job Title: **Educator - Opt B (Music Teacher)**  
Agency: Juvenile Justice  
Closing Date/Time: Fri. 12/28/18 4:00 PM Central Time  
Salary: \$4,311.00 - \$7,969.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **IDJJ27-10-18-0016**

Under general supervision of the Principal (PSA), instructs students in the assigned curriculum area using developmental teaching methods and techniques consistent with current teaching methodology; prepares and executes diagnostic tests instruments geared to each student's abilities and needs; administers evaluative testing on a follow-up basis to gage the rate and scope of progress in maximizing the students potential and meeting the educational and behavioral goals; goal setting with the student, fellow teachers, administrators, and counselors as the result of evaluation and continuing interaction shall be a basis for directing the educational approach and formalizing the individual student's plan; provides developmental, corrective and supportive supervision.

Agency Contact:  
Kathy Mrowca, HR  
3825 Campton Hills Road  
St. Charles, IL 60175  
630 584-0506 ext 1519



12/18/2018

Job Title: **Educator - Opt B (Math Teacher)**  
Agency: Juvenile Justice  
Closing Date/Time: Fri. 12/28/18 4:00 PM Central Time  
Salary: \$4,311.00 - \$7,969.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC063**  
Bid ID#: **IDJJ27-10-18-0003**

Under general supervision of the Principal (PSA), instructs students in the assigned curriculum area using developmental teaching methods and techniques consistent with current teaching methodology; prepares and executes diagnostic tests instruments geared to each student's abilities and needs; administers evaluative testing on a follow-up basis to gage the rate and scope of progress in maximizing the students potential and meeting the educational and behavioral goals; goal setting with the student, fellow teachers, administrators, and counselors as the result of evaluation and continuing interaction shall be a basis for directing the educational approach and formalizing the individual student's plan; provides developmental, corrective and supportive supervision.

Agency Contact:  
Kathy Mrowca, HR  
3825 Campton Hills Road  
St. Charles, IL 60175  
630-584-0506 ext 1519



12/18/2018

Job Title: **Educator - Opt C**  
Agency: Juvenile Justice  
Closing Date/Time: Fri. 12/28/18 4:00 PM Central Time  
Salary: \$4,311.00 - \$7,969.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC063**  
Bid ID#: **IDJJ-27-10-18-0031**

Under general supervision of the Educational Facility Administrator (PSA), instructs a targeted group of students identified as Special Education eligible; provides individual and group instruction to youth classified "Learning Disabled" and "Behaviorally Disordered;" prepares curriculum and participates in institutional committees.

Kathy Mrowca, HR  
3825 Campton Hills Road  
St. Charles, IL 60175  
630 584-0506 ext. 1519



12/18/2018

Job Title: **Social Services Career Trainee - Opt SS**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10 41 SSCT SS**

Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives information on DHS as a total agency & the comprehensive services provided as well as community services and supports available to persons w/disabilities. Becomes aware of different disabilities and the medical and functional limitations imposed while completing academic coursework necessary to obtain a Master's degree in rehabilitation or a closely related field. Assists on caseloads of persons whose primary language is Spanish.

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).



12/18/2018

Job Title: **Social Services Career Trainee**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,305.00 - \$4,731.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Bid ID#: **K-HCD Continuous**

Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

**Work hours:** 8:30 am – 5:00 pm  
DHS, HCD, Family Community Resource Centers Statewide  
For a list of local office addresses  
[DHS, HCD, Family Community Resource Centers](#)

**Contact:**  
Employee Services, HCD  
100 South Grand Avenue East, 3rd floor  
Springfield, IL 62762



12/18/2018

Job Title: **Human Services Caseworker**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,891.00 - \$5,797.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Bid ID#: **I-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

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).