



12/24/2018

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)



12/24/2018

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**

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience; requires the ability to type accurately at 45 words per minutes.

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

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



12/24/2018

Job Title: Office Associate - Opt 2  
Agency: Human Rights Department  
Closing Date/Time: Wed. 01/02/19 5:00 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#: 18-101

Requires the ability to multi-task, to work independently and efficiently. Requires the ability to communicate effectively both orally and in writing with a diverse population, Requires the ability to maintain cooperative working relationships. Requires proficient use of computer software for email, word processing and spreadsheets.

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

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



12/24/2018

Job Title: **Public Service Administrator - Opt 1**  
Agency: Human Rights Department  
Closing Date/Time: Wed. 01/02/19 5:00 PM Central Time  
Salary: \$6,141.00 - \$9,472.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **18-100**

Requires completion of four years of college with degree in business, public administration, contract procurement and administration, or statistics or equivalent experience. Requires prior experience equivalent to three years of progressively exercise judgment and discretion in implementing and interpreting departmental policies and procedures. Requires ability to clearly communicate ideas both verbally and written.

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

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



12/24/2018

Job Title: **Child Protection Specialist - Opt SS**  
Agency: Children & Family Services  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **1849090-497924**

Preferably requires a master's degree in social work; or requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; or requires a bachelor's degree in social work and one year of directly related professional experience; or requires a bachelor's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and two years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to serve on 24 hour "on call" duty; requires ability to speak and write Spanish at a colloquial skill level.

**SUBMIT BIDS TO:**

Tracey Hardrick, Personnel Liaison  
Bureau of Operations - Cook  
2020 W Roosevelt, 2nd Fl  
Chicago, Illinois 60608  
**Phone:** 312-814-3775  
**Fax:** 312-814-1224  
**Email:** [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)



12/24/2018

Job Title: **Public Service Administrator - Opt 1**  
Agency: Human Rights Department  
Closing Date/Time: Wed. 01/02/19 5:00 PM Central Time  
Salary: \$6,141.00 - \$9,472.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **18-100**

Requires completion of four years of college with degree in business, public administration, contract procurement and administration, or statistics or equivalent experience. Requires prior experience equivalent to three years of progressively exercise judgment and discretion in implementing and interpreting departmental policies and procedures. Requires ability to clearly communicate ideas both verbally and written.

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

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



12/24/2018

Job Title: Office Assistant - Opt SS2  
Agency: Human Services  
Closing Date/Time: Mon. 01/07/19 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: 2  
Plan/BU: RC014  
Bid ID#: 10-91-109123-109124

Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records. Performs functions requiring interaction with recipients/clients which regularly involve translating for Spanish speaking individuals.

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



12/24/2018

Job Title: **Executive I - Opt H7**  
Agency: Human Services  
Closing Date/Time: Thu. 01/03/19 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
\$52,524.00 - \$78,972.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-91-109099**

Under direction of the Local Office Administrator, manages a local program for expediting and maximizing all components of the "Collections Program" at the local level; establishes and monitors local priorities and assures cost effectiveness in accordance with established program procedure, productivity standards and program policies related to Financial Recovery Coordination. Monitors, initiates and submits overpayments to Office of Fiscal Services/Bureau of Collections. Serves as a liaison with the Department of Healthcare and Family Services, Bureau of Child Support Enforcement, Bureau of Investigations and the Bureau of Collections. Serves as a FCRC Appeals Coordinator.

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





12/24/2018

Job Title: Executive Secretary I - Opt 2 (Upward Mobility Target Title)  
Agency: Transportation  
Closing Date/Time: Fri. 01/04/19 4:30 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: IPR#43315

Option 2 requires the ability to type accurately at 55 wpm. Requires knowledge, skill, and mental development equivalent to the completion of two years secretarial/business college and one year secretarial experience, or completion of high school and three years secretarial experience. Ensures compliance with departmental safety rules.

**CONTACT PERSON: Bureau of Personnel Management, 217/782-5594**

**\*CURRENT STATE EMPLOYEES: SUBMIT BID FORM AND CMS 100 APPLICATION 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](mailto:DOT.CO.BPM.EmploymentApplications@illinois.gov)**



12/24/2018

Job Title: **Executive Secretary I - Opt 2 (Upward Mobility Target Title)**  
Agency: Transportation  
Closing Date/Time: Fri. 01/04/19 4:30 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **IPR#43316**

Option 2 requires the ability to keyboard accurately at 55 wpm. Requires knowledge, skill, and mental development equivalent to the completion of two years secretarial/business college and one year secretarial experience, or completion of high school and three years secretarial experience. Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this classification. Ensures compliance with departmental safety rules.

**CONTACT PERSON: Bureau of Personnel Management, 217/782-5594**

**\*CURRENT STATE EMPLOYEES: SUBMIT BID FORM AND CMS 100 APPLICATION 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](mailto:DOT.CO.BPM.EmploymentApplications@illinois.gov)**



12/24/2018

Job Title: **Employment Security Service Representative - Opt SS**  
Agency: Employment Security  
Closing Date/Time: Fri. 01/04/19 11:59 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **RCRA 12222**

Under general direction, for an assigned area, performs the selected more complex employment service, job placement functions, unemployment insurance benefit entitlement under provision of the Unemployment Insurance, Wagner-Peyser and Workforce Investment legislation in compliance with Federal and State statutory provisions, rules, regulations and requirements; determines client Unemployment Insurance or Wagner Peyser related needs and provides counseling to address issues; loads and extracts data from automated systems; maintains activity records and prepares reports; makes service efficiency assessments and recommendations. As needed, travels to worksites in the service delivery area to perform assigned duties. Provides interpretative services for Spanish speaking clients.

Certified IDES employees must follow the instructions on the internal IDES posting (not NEOGOV instructions).

Other certified State employees can send their CMS-100 Employment Application and Notice of Interest in Vacancy Form to:

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)



12/24/2018

Job Title: **Staff Development Specialist I**  
Agency: Human Services  
Closing Date/Time: Mon. 01/07/19 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
\$52,524.00 - \$78,972.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **3**  
Plan/BU: **RC062**  
Bid ID#: **10-91-109152-109154**

Under general supervision, serves as a program trainer in a local office of Family and Community Services. Develops and implements training plans which assist local office professional and clerical staff in implementing current, new and revised welfare programs. Organizes the goals and objectives of the local office training program; conducts management and research studies of procedures and local office performance in relation to goal achievement and payment accuracy. Consults with local office supervisors in identification of training needs for the office as a whole as well as individual employees; implements training portions of employee corrective action plans. Serves as a liaison with trainers at the regional, division and agency level in integration of training goals. Requires travel in performance of duties.

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



12/24/2018

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)



12/24/2018

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



12/24/2018

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)



12/24/2018

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





12/24/2018

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



12/24/2018

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



12/24/2018

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



12/24/2018

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



12/24/2018

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