



12/25/2018

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



12/25/2018

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.

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Amy Cook
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217-557-0347
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12/25/2018

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**



12/25/2018

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**



12/25/2018

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)



12/25/2018

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



12/25/2018

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



12/25/2018

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



12/25/2018

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

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



12/25/2018

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



12/25/2018

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



12/25/2018

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



12/25/2018

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



12/25/2018

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



12/25/2018

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



12/25/2018

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



12/25/2018

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



12/25/2018

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



12/25/2018

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.

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12/25/2018

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