



12/28/2018

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)



12/28/2018

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



12/28/2018

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).



12/28/2018

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](#)**

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12/28/2018

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)



12/28/2018

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](#)**

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12/28/2018

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



12/28/2018

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





12/28/2018

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



12/28/2018

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



12/28/2018

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



12/28/2018

Job Title: **Public Aid Eligibility Assistant – Opt CH**  
Agency: Human Services  
Closing Date/Time: Mon. 01/07/19 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: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-91-109009**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience. Requires ability to speak, read and write Chinese at a colloquial skill level.

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



12/28/2018

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**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

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



12/28/2018

b Title: **Human Rights Mediator - Opt SS**  
Agency: Human Rights Department  
Closing Date/Time: Mon. 01/07/19 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **1**  
Bid ID#: **18-106**

Under the direction of a Public Service Administrator/Charge Processing Mediation Division, of the Department of Human Rights, Mediates charges of discrimination filed with the department through the Mediation Program. Communications effectively in Spanish in order to execute the responsibilities of the position to meet the demands for services to the monolingual community.

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

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12/28/2018

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

Agency: Human Services

Closing Date/Time: Tue. 01/08/19 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#: **10-91-109246**

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the state requirements of this classification waived by successful completion of a qualifying examination. Requires the ability to speak, read and write Spanish at a colloquial skill level. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

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



12/28/2018

Job Title: **Lottery Sales Representative**  
Agency: Illinois Lottery  
Closing Date/Time: Mon. 01/07/19 5:00 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **LOT 19532**

Under direction, promotes and markets Lottery activities and acquires new Lottery retailers within Territory 209 which encompasses the Round Lake, Antioch, Gurnee, Island Lake, Fox Lake and Grayslake areas; delivers promotional material to sales retailers; processes instant ticket returns and maintains Lottery retailers' instant game inventory; assists Private Manager in festivals, fairs and mall promotional events; maintains a variety of records and compiles and prepares reports; coordinates new equipment installations with on-line vendor staff; attends and participates in sales meetings.

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





12/28/2018

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



12/28/2018

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)**



12/28/2018

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)**



12/28/2018

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)



12/28/2018

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