



12/30/2018

Job Title: **Office Coordinator - Opt 2**
Agency: Children & Family Services
Closing Date/Time: Wed. 01/09/19 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **1802001-025539**

Under direction, performs technical, administrative secretarial and office support functions; gathers, analyzes, and interprets data from various sources; conducts special projects and studies utilizing various data; makes independent decisions, utilizing knowledge of rules and interpretations of management policies concerning various programs; abstracts information and supportive data; prepares and keyboards confidential correspondence; organizes and maintains filing systems; schedules appointments for the Deputy Director and administrative staff; receives and assists visitors and telephone callers; receives, sorts, reviews, and distributes incoming mail.

Contact: James Sneed
Address: 2020 W. Roosevelt Road Chicago, IL 60608
Phone: 312-814-1222 Fax: 312-814-1224
Email: James.sneed@illinois.gov

Work Location: 100 W. Randolph Chicago, IL 60601
Work Hours: M-F 8:30 AM- 5:00 PM



12/30/2018

Job Title: **Public Service Administrator - Opt 6I**
Agency: Human Services
Closing Date/Time: Wed. 01/09/19 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-56-109105**

Requires possession of a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education or closely related field. Requires three years progressively responsible administrative experience in rehabilitation counseling related field. Requires casework management skills; requires extensive knowledge of Federal and State regulations and procedures in provision of services to persons with disabilities. Requires the ability to establish, maintain and nurture effective working relationships in communities served. Requires the ability to travel.

Sam Silva
BES/MH
100 South Grand Ave East
Springfield, IL 62762

Fax: 217-524-3826



12/30/2018

Job Title: **Revenue Tax Specialist I**
Agency: Revenue
Closing Date/Time: Wed. 01/09/19 5:00 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **DOR 19398**

Requires working knowledge of tax accounting theory, principles and practices. Requires working knowledge of computer systems as related to the processing of various tax information. Requires working knowledge of manual and automated office equipment. Requires working knowledge of public relations principles and practices. Requires ability to gain and maintain satisfactory working relationships with the public and other employees. Requires ability to compose correspondence to taxpayers, their representatives and others. Requires the completion of the Collections Revenue Tax Specialist Trainee Program. Requires physical ability to perform tasks and duties enumerated above and able to lift and carry up to 25 pounds.

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-524-3954 Phone
217-782-9925 Fax



12/30/2018

Job Title: Revenue Tax Specialist Trainee (Upward Mobility Target Title)
Agency: Revenue
Closing Date/Time: Wed. 01/09/19 5:00 PM Central Time
Salary: \$3,124.00 - \$4,402.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: DOR 19399

Requires ability to add, subtract, divide, and multiple quickly and accurately either with or without a calculator. Requires ability to learn utilization of computer software and equipment. Requires ability to obtain and/or convey necessary information in a tactful and diplomatic manner under difficult conditions. Requires maturity and stability to make personal adjustments as necessitated by work assignments, job pressures and demands. Requires ability to converse and communicate clearly with taxpayers and their representatives. Requires good motor skills with extensive use of hands due to computer and telephone usage. Requires the ability to lift and carry up to 25 pounds.

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-524-3954 Phone
217-782-9925 Fax



12/30/2018

Job Title: **Corrections Maintenance Worker**
Agency: Juvenile Justice
Closing Date/Time: Fri. 01/11/19 4:00 PM Central Time
Salary: \$3,817.00 - \$5,654.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDJJ-27-15-18-0247**

Requires knowledge, skill and mental development equivalent to completion of four years of high school; requires one year of experience in the maintenance and repair of building and grounds; requires completion of an approved course in guard training within six (6) months of employment; requires extensive knowledge of institution rules, regulations and requirements for the control of residents; requires working knowledge of the machinery and equipment used in building and grounds maintenance; requires ability to enforce disciplinary, safety, security, and custodial measures for the control of youth; requires ability to follow oral and written instructions.

Agency Contact:

Kimberly Aure
Public Safety Shared Services Center
Hiring Unit
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4410



12/30/2018

Job Title: **Public Service Administrator - Opt 6**
Agency: Children & Family Services
Closing Date/Time: Fri. 01/11/19 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1849092-496185**

Under administrative direction of the Area Administrator, serves as Permanency Team Supervisor; plans, supervises, reviews, and coordinates the activities of a team of professional caseworkers engaged in providing child welfare services to children and families; provides technical direction and guidance on caseloads; explains, monitors, and enforces compliance with the provisions of all applicable state or federal laws and Department rules and procedures; serves as working supervisor; refers instances requiring potential disciplinary action to Area Administrator; establishes and maintains effective linkages with appropriate community and contracted service providers to ensure the provision of services; establishes and implements a team-based program of staff development and training.

Work Hours: Monday - Friday 8:30 AM-5:00 PM
Location: 6201 S Emerald, Chicago IL 60621

Agency Contact: Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
2020 W Roosevelt 2nd Fl
Chicago, IL 60608

Phone: 312-814-3775 Fax: 312-814-1224 Email: Tracey.Hardrick@illinois.gov



12/30/2018

Job Title: **Registered Nurse I (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Tue. 01/22/19 5:00 PM Central Time
Salary: \$4,710.00 - \$6,389.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: **4**
Plan/BU: **RC023**
Bid ID#: **10-75-109126 through 109129**

Under general supervision of the Director of Nursing and day-to-day guidance of the assigned nursing supervisor and in conformance with established standards, procedures and policies, provides a full range of professional nursing services in the care and treatment of intellectually disabled individuals; serves as a member of a multi-disciplinary team. **Travels to provide nursing services to other Division of Developmental Disability centers statewide.**

[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).



12/30/2018

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



12/30/2018

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).



12/30/2018

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).



12/30/2018

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



12/30/2018

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).



12/30/2018

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



12/30/2018

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



12/30/2018

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



12/30/2018

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



12/30/2018

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



12/30/2018

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



12/30/2018

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



12/30/2018

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](#)

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).



12/30/2018

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