

Job Title: Library Associate
Agency: Juvenile Justice

Closing Date/Time: Tue. 01/14/20 4:00 PM Central Time

Salary: Depends on Qualifications

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDJJ27-10-19-0960

Under the general direction of the Public Service Administrator, the Library Associate performs professional library duties in the institutional library. Plans, directs, and supervises the educational library at the Center. Researches available materials and recommends acquisition of appropriate books, magazines and other library supplies. Maintains security of the library area. Conducts periodic inventory and replaces obsolete and missing material. Assists users with research projects and reference work.

Kathy Borkowski, Human Resources Representative 3825 Campton Hills Road St. Charles, IL 60175

PHONE: 630-584-0506 ext 1519

FAX: 630-584-1014

EMAIL: Kathy.Borkowski@illinois.gov



Job Title: Activity Therapist Coordinator

Agency: Human Services

Closing Date/Time: Wed. 01/15/20 5:00 PM Central Time

Salary: \$4,184.00 - \$6,218.00 monthly

\$50,208.00 - \$74,616.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-72-115396

Activity Therapist OR Requires a master's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy; and one year of professional experience as an Activity Therapist. Requires ability to carry out physical restraint of individuals.

Current Bargaining Unit Employees – Collective Bargaining Agreement language

applies

Where to Apply: DHS.HiringUnit@illinois.gov.

Include posting ID # and bidders names in subject line when applying



Job Title: Residential Care Worker Trainee / Residential Care

Worker

Agency: Human Services

Closing Date/Time: Thu. 01/16/20 5:00 PM Central Time

Salary: \$2,960.00 - \$4,621.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-56-114258

Residential Care Worker Trainee:

Requires knowledge, skills and mental development equivalent to an AA degree in child care, sociology or human services or requires two years of experience in the care and supervision of children as could be gained in a day care facility or a Head Start Program. Prefers knowledge and understanding of working with customers who are blind, visually impaired or DeafBlind. Requires a valid Illinois driver's license and the ability to travel.

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.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



Job Title: Human Services Caseworker (Upward Mobility Target

Title)

Agency: Human Services

Closing Date/Time: Thu. 01/16/20 5:00 PM Central Time

Salary: \$3,994.00 - \$5,913.00 monthly

\$47,928.00 - \$70,956.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-91-115409

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.

Where to Apply:

Please email applications and bid forms to:

DHS.HiringUnit@illinois.gov

Include posting ID # and bidders names in subject line when applying



Job Title: Public Aid Quality Control Supervisor

Agency: Human Services

Closing Date/Time: Fri. 01/17/20 5:00 PM Central Time

Salary: \$4,637.00 - \$6,990.00 monthly

\$55,644.00 - \$83,880.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-97-115403

analyzes and reports on review of findings; evaluates and reports on special initiatives and special projects and assists in the development and revision of Unit procedures and work tools. Travels in the performance of duties.

Agency Contact:

Bureau of Employee Services Greer McNeil 100 South Grand Ave East, 3rd floor Springfield, IL 62762

FAX: 217-524-2116



Job Title: Library Associate
Agency: Juvenile Justice

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Salary: Depends on Qualifications

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDJJ27-10-19-0960

Under the general direction of the Public Service Administrator, the Library Associate performs professional library duties in the institutional library. Plans, directs, and supervises the educational library at the Center. Researches available materials and recommends acquisition of appropriate books, magazines and other library supplies. Maintains security of the library area. Conducts periodic inventory and replaces obsolete and missing material. Assists users with research projects and reference work.

IL Department of Juvenile Justice Illinois Youth Center - St. Charles Kathy Borkowski, Human Resources Representative 3825 Campton Hills Road St. Charles, IL 60175

PHONE: 630-584-0506 ext 1519

FAX: 630-584-1014

EMAIL: Kathy.Borkowski@illinois.gov



Job Title: Activity Therapist Coordinator

Agency: Human Services

Closing Date/Time: Wed. 01/15/20 5:00 PM Central Time

Salary: \$4,184.00 - \$6,218.00 monthly

\$50,208.00 - \$74,616.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-72-115396

Under direction, coordinates the facility's Activity Therapy program and provides direct therapy to individuals. Serves as lead worker to lower level staff and provides guidance and training to direct care staff assigned to various phases of the activity therapy program; participates as a member of the Interdisciplinary (ID) Team.

Agency Contact:

Bureau of Employee Services

Ashley Moore

100 South Grand Ave East, 3rd floor

Springfield, IL 62762



Job Title: Activity Therapist (Upward Mobility Target Title)

Agency: Human Services

Closing Date/Time: Wed. 01/15/20 5:00 PM Central Time

Salary: \$3,817.00 - \$5,601.00 monthly

\$45,804.00 - \$67,212.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-72-115402

Under general supervision, provides therapeutic activity programs for and conducts direct therapy for assigned individuals served at Ludeman Developmental Center; completes activity therapy assessments and evaluative data for the development of habilitation plans; evaluates the individual's complex behaviors and reactions of during activities and leisure time; establishes and coordinates types and schedules of activity programs.

Agency Contact:
Bureau of Employee Services **Ashley Moore**100 South Grand Ave East, 3rd floor
Springfield, IL 62762



Job Title: DEPUTY MEDICAL COORDINATOR
Agency: Financial & Professional Regulation
Closing Date/Time: Tue. 01/21/20 11:59 PM Central Time

Salary: See Position Description

Job Type: Part-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Bid ID#: PSC 21376

To ensure that professional standards within the regulated medical professions are maintained, the Deputy Medical Coordinators will perform a variety of highly technical and complex services, be involved in advising and establishing professional advice and policies, along with handling confidential information, and interacting with citizens and constituents impacted by these regulated professions.

Agency Contact: Human Resources 320 W Washington St, 2nd floor

Springfield, IL 62786

 $\underline{\textbf{Scan all applications or questions to}} \textbf{FPR.Employment@illinois.gov}$

217-557-3022 Fax



Job Title: Reproduction Service Technician I

Agency: Transportation

Closing Date/Time: Mon. 01/06/20 4:30 PM Central Time

Salary: Depends on Qualifications

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC014

Bid ID#: IPR#43857

Requires knowledge, skill and mental development equivalent to completion of high school; ability to operate manual and automated machinery; and ability to bend and lift up to 50 lbs repeatedly.

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).



Job Title: Executive II - Opt C1
Agency: Employment Security

Closing Date/Time: Tue. 01/07/20 11:59 PM Central Time

Salary: \$4,898.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: Reposting RCRA 81011

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration; requires two years of responsible administrative experience in a public or business organization, preferably including professional experience using state accounting and e-procurement systems, including SAP/ERP and BidBuy.

The Equal Employment Opportunity Officer is responsible for ensuring compliance with these laws. Any issues or concerns should be addressed to the EO Office at 33 S. State, 10th Floor, Chicago, Illinois 60603 or by calling (312) 793-9290.



Job Title: Office Associate - Opt SS2
Agency: Children & Family Services

Closing Date/Time: Tue. 01/07/20 5:00 PM Central Time

Salary: Depends on Qualifications

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1910009-102417

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to keyboard accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology; requires ability to speak and write Spanish at a colloquial skill level.

Samantha Haynes 406 E. Monroe, Sta. 373 Springfield, IL 62701 217-558-7775

Fax: 217-524-3970

samantha.j.haynes@illinois.gov



Job Title: DEPUTY MEDICAL COORDINATOR
Agency: Financial & Professional Regulation
Closing Date/Time: Tue. 01/21/20 11:59 PM Central Time

Salary: See Position Description

Job Type: Part-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Bid ID#: PSC 21376

To ensure that professional standards within the regulated medical professions are maintained, the Deputy Medical Coordinators will perform a variety of highly technical and complex services, be involved in advising and establishing professional advice and policies, along with handling confidential information, and interacting with citizens and constituents impacted by these regulated professions.

How to Apply: Visit www.work.illinois.gov website, go to forms and complete the CMS-100 applications. Scan all applications to FPR.Employment@illinois.gov and subject line should read Deputy Medical Coordinator FY20 PSC.

Fax: 217-557-3022



Job Title: Unemployment Insurance Revenue Analyst II - Opt

SS

Agency: Employment Security

Closing Date/Time: Tue. 01/07/20 11:59 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#: Reposting RCRA 12314

Requires knowledge, skill and mental development equivalent to completion of four years college with major courses in Accounting, Business, Mathematics or related field and three years professional experience in account maintenance, investigation and analysis. Requires extensive knowledge of the Illinois U I Act, employer rights/obligations related UI contributions, math concepts, data bases and hard copy information sources within IDES.

<u>Please note:</u> Applicants must submit a **current** version (dated 7/2019 or after) of the CMS100 Employment Application or CMS100B Promotional Application to the agency contact above. Older versions of the application will not be graded or returned. Failure to complete application accurately will result in rejection of application. Central Management Services (CMS) will notify applicants of graded applications.

FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

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



Job Title: Reproduction Service Technician I

Agency: Transportation

Closing Date/Time: Mon. 01/06/20 4:30 PM Central Time

Salary: Depends on Qualifications

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC014

Bid ID#: IPR#43857

Requires knowledge, skill and mental development equivalent to completion of high school; ability to operate manual and automated machinery; and ability to bend and lift up to 50 lbs repeatedly.

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.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



Job Title: Industrial Services Hygienist

Agency: Department of Labor

Closing Date/Time: Thu. 01/09/20 11:59 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: DOL 2020-20-200-15

Requires a bachelor's degree with coursework in industrial hygiene, environmental or public health, occupational safety and health. Requires three years of professional experience in the industrial hygiene or environmental/public health field. Requires extensive knowledge of federal and state OSHA laws, standards and regulations and extensive knowledge of industrial hygiene concepts, common industrial occupational diseases, health hazards and toxic sources

Contact:

Illinois Department of Labor Attention: Ann Pufundt 900 South Spring Street Springfield, IL 62704 Fax (217) 782-0596

email to DOL.104@illinois.gov with DOL 2020-20-15 in the subject line.



Job Title: Building/Grounds Maintenance Worker

Agency: State Police

Closing Date/Time: Fri. 01/10/20 4:00 PM Central Time

Salary: \$3,396.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042

Bid ID#: 21-31-ISP19-225

Requires knowledge, skill and mental development equivalent to completion of high school plus one year of maintenance work experience, preferably associated with the building construction and mechanical trades. Requires working knowledge of construction and maintenance tools, equipment and materials. Requires the knowledge and ability to use hand and power tools, operate equipment and perform semi-skilled manual work in a safe manner. Requires ability to perform all physical and technical tasks associated with the duties and responsibilities of this position. Requires valid driver's license.

Agency Contact

Apply via Email (include BID ID in Subject line) or USPS: Illinois State Police/Human Resources 801 S. 7th St., Ste. 700 Annex Springfield, IL 62703
ISP.JobPostings@illinois.gov



Job Title: Office Coordinator - Opt 2

Agency: Healthcare & Family Services

Closing Date/Time: Mon. 01/06/20 11:59 PM Central Time

Salary: Depends on Qualifications

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: CS4370

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college; or, completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures, and programs; requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires the ability to type accurately at 30 words per minute. Requires the ability to travel.

WHERE TO APPLY

Division of Child Support Personnel 509 South 6th Street Springfield, IL 62701 (217) 557-3900 (217) 524-3960 FAX



Job Title: Social Service Program Planner I

Agency: Aging

Closing Date/Time: Thu. 01/09/20 11:59 PM Central Time

Salary: Depends on Qualifications

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC062

Bid ID#: AGE-20-18-20

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with degree in social services, gerontology, public administration, or health services administration. Requires one year of professional experience in community organization, social service work, or in program planning and development, preferably with experience working with federal and/or state programs that provide services to older adults or adults with disabilities

Agency Contact:

Illinois Department on Aging Attn: Office of Human Resources One Natural Resources Way, Suite 100

Springfield, IL 62702 FAX: 217/557-4918

EMAIL: Aging.Hr.Assist@illinois.gov



Job Title: DEPUTY MEDICAL COORDINATOR
Agency: Financial & Professional Regulation
Closing Date/Time: Tue. 01/21/20 11:59 PM Central Time

Salary: See Position Description

Job Type: Part-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Bid ID#: PSC 21376

To ensure that professional standards within the regulated medical professions are maintained, the Deputy Medical Coordinators will perform a variety of highly technical and complex services, be involved in advising and establishing professional advice and policies, along with handling confidential information, and interacting with citizens and constituents impacted by these regulated professions.

How to Apply: Visit www.work.illinois.gov website, go to forms and complete the CMS-100 applications. Scan all applications to FPR.Employment@illinois.gov and subject line should read Deputy Medical Coordinator FY20 PSC.

Fax: 217-557-3022



Second Chance Program

CTA's Second Chance program is a nationally recognized program that provides valuable job skills and career opportunities to Chicago residents who often face challenges re-entering the workforce.

The Second Chance program takes a holistic approach to preparing individuals to be self-sufficient. It not only provides jobs to nonviolent ex-offenders, victims of abuse and others who face barriers to employment, but also offers a wide range of training, education, mentoring and networking.

Since 2011, the program has doubled in size to become one of the largest re-entry programs in the country. So far, more than 870 Chicagoans have participated—gaining experience they might not have received elsewhere. More than 260 Second Chance participants have been hired permanently by CTA, with dozens of others moving on to private-sector jobs.

The program has helped hundreds of people turn their lives around, and provide for their families.

How to apply

Job seekers need to actively participate in one of the 19 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus, rail car and facility servicer Second Chance positions.

https://www.transitchicago.com/secondchance/

Who can you call if you have questions?

If you still have questions about this program, you can contact the CTA Second Chance Hotline - 312-681-2293.

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).