



02/23/2020

Job Title: **Social Services Career Trainee**  
Agency: Human Services  
Closing Date/Time: Thu. 12/31/99 5:00 PM Central Time  
Salary: \$3,347.00 - \$4,898.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **20**  
Plan/BU: **RC062**  
Bid ID#: **CONTINUOUS POSTING**

Requires Bachelor's degree in anthropology, psychology, sociology, social welfare or equivalent educational attainment in a related field of the social sciences. Requires ability to understand and follow oral and written instructions. Requires the ability to communicate effectively in verbal and written form.

**[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).

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02/23/2020

Job Title: Office Associate - Opt 2  
Agency: Public Health  
Closing Date/Time: Tue. 03/03/20 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#: IDPH 44-19-0038

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions. Prefers a working knowledge of legal, social and medical terminology. Requires the ability to type accurately at 45 words per minutes.

**Agency Contact:**

Office of Human Resources  
535 W. Jefferson St. 4th fl  
Springfield, IL 62761  
Phone: 217-785-2031  
Fax: 217-785-2038  
Email: [DPH.HRApplications@illinois.gov](mailto:DPH.HRApplications@illinois.gov)

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02/23/2020

Job Title: **Public Aid Investigator**  
Agency: Healthcare & Family Services  
Closing Date/Time: Mon. 03/02/20 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **3**  
Plan/BU: **RC062**  
Bid ID#: **IG0800**

Requires a bachelor's degree with major casework in law enforcement, criminal justice or related fields, or requires an associate's degree with major casework in law enforcement, criminal justice, or related field, and four years of experience in investigative work such as detective, administrative, civil or criminal investigations, licensing/certification investigations, worker's compensation investigations, etc. Requires the successful completion of an approved Public Aid Investigator Trainee program. Requires ability to travel to various counties to conduct investigations and prefers ability to work flexible work schedule. Requires possession of a valid driver's license. Must not have been convicted of a felony or Class A misdemeanor.

**WHERE TO APPLY:**

Kimberly Herrington, Agency Contact  
Office of Inspector General/Personnel  
2200 Churchill Rd, Bldg A1  
Springfield, IL 62702  
(217) 524-5104  
(217) 782-7969 FAX

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



02/23/2020

Job Title: **Conservation Education Representative**  
Agency: Natural Resources  
Closing Date/Time: Fri. 02/28/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **12-45-5995**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in journalism, English and public speaking; prefer two years professional experience in a public education and information program in a public or private agency; requires extensive knowledge of methods and techniques of disseminating information to the public. Requires possession of a valid Illinois Class D driver's license.

**WHERE TO APPLY**

Department of Natural Resources  
Attn: Mike McClelland, Fisheries Chief  
One Natural Resources Way  
Springfield, IL 62702  
217-524-4111

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02/23/2020

Job Title: Conservation Education Representative - Clinic Supervisor  
Agency: Natural Resources  
Closing Date/Time: Fri. 02/28/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 12-45-5993

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in journalism, English and public speaking; prefer two years professional experience in a public education and information program in a public or private agency; requires extensive knowledge of methods and techniques of disseminating information to the public. Requires possession of a valid Illinois Class D driver's license.

**WHERE TO APPLY**

Department of Natural Resources  
Attn: Mike McClelland, Fisheries Chief  
One Natural Resources Way  
Springfield, IL 62702  
217-524-4111

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02/23/2020

Job Title: **Security Officer (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Fri. 02/28/20 5:00 AM Central Time  
Salary: \$3,570.00 - \$4,987.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **3**  
Plan/BU: **RC029**  
Bid ID#: **10-82-116040-2**

Requires knowledge, skill and mental development equivalent to the completion of high school. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of specified proficiency tests and training programs. Requires working knowledge of facility security requirements and regulations. Requires working knowledge of physical restraint techniques to control combative individuals. Requires the ability to climb stairs, chase runaways and physically restrain and control individuals. Requires a valid Illinois driver's license.

- PROMOTIONAL OPPORTUNITY (applying for a grade OR currently hold a grade):** Effective November 1, 2019 CMS Examining will no longer accept CMS100B applications. Current employees interested in this position must submit a bid form and completed Promotional Application (CMS100B, Rev. 07/2019 or newer) to the [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov) ; this must be done within the bid/posting period and contain the posting ID number on the all forms.
- ALL OTHER INTERESTED CANDIDATES (Voluntary Reduction, Job Assignments & Transfer):** Applicants must submit a bid form, transfer request form (if applicable), and a completed employment application (CMS100, Rev. 07/2019 or newer) to the [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov) ; this must be done within the posting period and contain the bid/posting ID number on all forms.
- NON-STATE APPLICANTS/GENERAL PUBLIC:** If a written examination is needed for this position, the examination must be completed by submitting a CMS100 Application to the testing site during the posting period. If no written test is required, a CMS100 application must be submitted to the [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov) ; this must be done within the posting period and contain the bid/posting ID number on all forms. Please visit [www.work.illinois.gov](http://www.work.illinois.gov) to obtain a CMS100 application.

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02/23/2020

Job Title: **Investigator**  
Agency: Executive Inspector General \*  
Closing Date/Time: Thu. 03/05/20 4:00 PM Central Time  
Salary: \$3,333.50 - \$5,833.50 monthly  
Job Type: Exempt  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **200**

- bachelor's degree in criminal justice, law enforcement, public or business administration, or a related area of study or demonstrated knowledge, skill, mental development, and experience equivalent to four years of college; or four years of professional investigative experience in law enforcement or a related field;
- knowledge of investigative techniques, practices, and concepts;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to handle and resolve ambiguous situations and issues;

(The OEIG is a non-code state agency)

Applicants should select the employment tab on our website at [www.inspectorgeneral.illinois.gov](http://www.inspectorgeneral.illinois.gov) and click the "apply for open position" link and follow the instructions for applying.

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02/23/2020

Job Title: **Educator - Opt B (Math Teacher)**  
Agency: Juvenile Justice  
Closing Date/Time: Thu. 02/27/20 4:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **IDJJ27-10-20-0003**

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Middle Grade or Secondary Education endorsement in **Mathematics**. Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments.

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](mailto:Kathy.Borkowski@illinois.gov)

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).





02/23/2020

Job Title: Office Associate - Opt 2  
Agency: Children & Family Services  
Closing Date/Time: Wed. 02/26/20 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#: 2013020-131998

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

Contact:

Karen Wagner

1911 S. Indiana

Chicago, IL 60616

Phone: 312-328-2461

E-mail: [DCFS.LicensingPersonnel@illinois.gov](mailto:DCFS.LicensingPersonnel@illinois.gov) (Preferred)

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02/23/2020

Job Title: **Leasing Agent**  
Agency: Central Management Services  
Closing Date/Time: Tue. 02/25/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **CMS 20449**

Education: Knowledge and skill equivalent to four years of college; preferably with a concentration in Business Administration, Real Estate Management, or a directly related field.

Experience: Graduation from an accredited college or university with a concentration in Business Administration, Real Estate Management, or a directly related field, plus two years of experience in real estate management or contract preparation; or an equivalent combination of education, training and experience.

**Agency Contact:**

CMS Internal Personnel/HR/Hiring  
401 S. Spring Street, Room 414  
Springfield, IL 62706  
217-558-3089  
217-558-5943 Fax

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



02/23/2020

Job Title: **Social Worker III**  
Agency: Human Services  
Closing Date/Time: Thu. 02/27/20 5:00 PM Central Time  
Salary: \$4,971.00 - \$7,503.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-82-115933**

Requires a master's degree in social work from a recognized college or university supplemented by two years of professional social work experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled, or other disabled persons. Required licensure as a Clinical Social Worker by the Department of Financial and Professional Regulation.

- PROMOTIONAL OPPORTUNITY (applying for a grade OR currently hold a grade):** Effective November 1, 2019 CMS Examining will no longer accept CMS100B applications. Current employees interested in this position must submit a bid form and completed Promotional Application (CMS100B, Rev. 07/2019 or newer) to the [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov) ; this must be done within the bid/posting period and contain the posting ID number on the all forms.
- ALL OTHER INTERESTED CANDIDATES (Voluntary Reduction, Job Assignments & Transfer):** Applicants must submit a bid form, transfer request form (if applicable), and a completed employment application (CMS100, Rev. 07/2019 or newer) to the [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov) ; this must be done within the posting period and contain the bid/posting ID number on all forms.
- NON-STATE APPLICANTS/GENERAL PUBLIC:** If a written examination is needed for this position, the examination must be completed by submitting a CMS100 Application to the testing site during the posting period. If no written test is required, a CMS100 application must be submitted to the [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov) ; this must be done within the posting period and contain the bid/posting ID number on all forms. Please visit [www.work.illinois.gov](http://www.work.illinois.gov) to obtain a CMS100 application.

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02/23/2020

Job Title: **Corrections Nurse Trainee**  
Agency: Corrections  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: **6**  
Plan/BU: **RC023**  
Bid ID#: **IDOC29-82-17-1108**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a registered nurse in the State of Illinois. Requires current cardiopulmonary resuscitation certification. Requires elementary knowledge of diversified professional nursing principles, concepts and practices. Requires elementary knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to provide professional nursing care based on orders of the physician and specific needs of the patient. Requires ability to maintain security of the work and comply with all facility rules, regulations, policies and directives. Requires ability to successfully clear an in-depth background investigation. Requires ability to adhere to detailed rules of conduct with regard to appropriate interaction with inmates or students.

**WORK LOCATION/AGENCY CONTACT:**

Cathy Beckway, HR Rep  
IDOC Stateville Correctional Center  
16830 S. Route 53  
Crest Hill, IL 60403  
Phone: (815) 727-3607 Ext. 6693  
Fax: (815) 727-0838  
Email: [Cathy.Beckway@illinois.gov](mailto:Cathy.Beckway@illinois.gov)

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



02/23/2020

Job Title: **Juvenile Justice Specialist - Continuous**  
Agency: Juvenile Justice  
Salary: \$4,422.00 - \$6,593.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **00**  
Bid ID#: **DJJ27-19 Continuous**

Under general supervision, performs professional duties in a juvenile justice facility; conducts security checks and inspection to ensure safety and well being of youth and staff; facilitates group sessions to establish rapport with youth; Provides input into the development of individualized service plans. Transports youth to and from facility. Facilitates training to facility staff in regards to departmental and facility procedures. Attends workshops and in service trainings.

WORK HOURS; 24/Hr. Supervision - 3 Designated Shifts by Work Location. DAYS OFF - Vary.

LOCATION/AGENCY: Illinois Department of Juvenile Justice.

Click here for a listing of our facilities: <https://www2.illinois.gov/idjj/Pages/Facilities.aspx> or visit our website at [www.IDJJ.state.il.us](http://www.IDJJ.state.il.us)

Illinois Department of Juvenile Justice  
217-557-1030

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



02/23/2020

Job Title: **Student Law Clerk**  
Agency: Financial & Professional Regulation  
Closing Date/Time: Fri. 02/28/20 11:59 PM Central Time  
Salary: See Position Description  
Job Type: Part-Time  
Location: Cook County, Illinois  
Number of Vacancies: **24**  
Bid ID#: **PSC FY 21-22**

Currently attending law school, not a licensed attorney in the State of Illinois, Illinois residence.

Agency Contact: Human Resources  
320 W Washington St, 2nd floor  
Springfield, IL 62786

**Scan all applications or questions to [FPR.Employment@illinois.gov](mailto:FPR.Employment@illinois.gov)**  
217-557-3022 Fax

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



02/23/2020

Job Title: **Technical Advisor III**  
Agency: Human Rights Department  
Closing Date/Time: Tue. 02/25/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC010**  
Bid ID#: **20-01**

Requires graduation from a recognized law school. Requires possession of a valid license to practice law in Illinois. Requires two years' professional experience in the practice of law. Requires possession of a valid appropriate driver's license and/or an ability to travel.

**Agency Contact:**

Adam Coe  
Department of Human Rights  
100 West Randolph Street, Suite 10-100  
Chicago, Illinois, 60601  
312-814-6219 Telephone  
312-793-2121 Fax

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02/23/2020

Job Title: **Budgeting for Results Program Analyst**  
Agency: Office of Management and Budget  
Closing Date/Time: Mon. 02/24/20 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Exempt  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **407-2**

Master's degree candidate in program evaluation, public administration, economics, or equivalent field, plus 1-2 years in practical experience is preferred. Undergraduate degree holders with sufficient practical experience may be considered.

Required education and experience includes:

- Ability to work discretely with sensitive and confidential data;
- Applied experience in program design, delivery, implementation or evaluation within the public sector;
- Training and professional experience in program evaluation;
- Familiarity with the federal Performance Assessment Rating Tool (PART) or Results First benefit-cost model created by the Pew Charitable Trust and MacArthur Foundation is preferred.

Submit resumes by mail, fax, or e-mail.

E-mail: [jobs.omb@illinois.gov](mailto:jobs.omb@illinois.gov)

Attention Personnel:  
603 Stratton Building  
Springfield, IL 62706

Fax: 217-524-4876

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02/23/2020

Job Title: **Human Rights Investigator Trainee - Continuous**  
Agency: Human Rights Department  
Closing Date/Time: Continuous  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IDHR49- Continuous**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with coursework in business, public, or personnel administration or social science. Requires no previous experience. Requires elementary knowledge of human rights issues, the ability to communicate effectively both orally and in writing, the ability to analyze information and make recommended decisions, and the ability to acquire investigative skill.

This position requires a current eligibility grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. Potential candidates must have a valid eligibility grade to be considered when positions are filled. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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02/23/2020

Job Title: **Grant Training Coordinator - Temporary - Contractual**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Mon. 02/24/20 11:59 PM Central Time  
Salary: \$50,000.00 - \$56,000.00 annually  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **CJIA-PSC-53-2019**

This position is located at the Illinois Criminal Justice Information Authority at 300 West Adams, Suite 200, Chicago, Illinois 60606.

Work Hours: This position is full-time (8:30 - 5:00).

This position is TEMPORARY and does NOT include state benefits. This position is subject to the terms and conditions of a personal services contract. The terms and conditions of the contract are not subject to modification.

Please submit by email a cover letter and resume to:

Zina Smith, Human Resources  
Illinois Criminal Justice Information Authority  
[cja.hrdepartment@illinois.gov](mailto:cja.hrdepartment@illinois.gov)

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



02/23/2020

Job Title: **Management Operations Analyst II**  
Agency: Children & Family Services  
Closing Date/Time: Mon. 02/24/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **2079003-791774**

Requires knowledge, skill, and mental development equivalent to completion of four years college, supplemented by a master's degree in business or public administration, with coursework in areas such as economic theory, accounting and finance, organizational theory, and operations research; requires extensive knowledge of the application and conduct of management studies

Agency Contact:  
Brenda Hart  
DCFS - 10 Collinsville Ave, #301  
East St. Louis, IL 62201

Phone: 618-583-2135  
Fax: 618-583-2059  
Email: [Brenda.Hart@illinois.com](mailto:Brenda.Hart@illinois.com)

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



02/23/2020

Job Title: Office Assistant - Opt 2  
Agency: Human Services  
Closing Date/Time: Mon. 02/24/20 5:00 PM Central Time  
Salary: \$2,849.00 - \$3,838.00 monthly  
\$34,188.00 - \$46,056.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-115825

Requires knowledge, skill and mental development equivalent to completion of high school and one year of office related experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office procedures, practices, and ability to operate commonly used office equipment. Requires ability to type at 35 wpm.

**Agency Contact:**

Bureau of Employee Services  
Greer McNeil  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
FAX: 217-524-2116

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



02/23/2020

## **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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).