



02/28/2020

Job Title: **PSC - Optometry Coordinator**
Agency: Financial & Professional Regulation
Closing Date/Time: Wed. 03/11/20 11:59 PM Central Time
Salary: See Position Description
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 21753**

Education: Must possess a Doctorate of Optometry degree (O.D.) from a Department approved optometry program.

Experience: Should hold a current Illinois Optometric license in good standing. Should be experienced in all aspects of optometry as defined in the Illinois Optometric Practice Act of 1987.

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

Scan all applications or questions to 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 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).



02/28/2020

Job Title: **PSC - Accounting Coordinator**
Agency: Financial & Professional Regulation
Closing Date/Time: Wed. 03/11/20 11:59 PM Central Time
Salary: See Position Description
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 21754**

The Illinois Department of Financial and Professional Regulation wants to acquire a part-time, contractual Accounting Coordinator for the Division of Professional Regulation. The Accounting Coordinator serves as an expert professional to promote the dependability of information, guidance, and performance of competent accounting and financial practices in the State of Illinois. The Accounting Coordinator advises the Department regarding the standards of accounting investigations and prosecutions and gives professional accounting opinions on cases when requested. The Accounting Coordinator advises the Department on public policy as it relates to the practices of accounting principles and to the accounting community.

Education: Bachelor's or Master's Degree in Finance or Accounting; and Valid CPA license or CPA registration.

Experience: Minimum of five (5) years' experience practicing accounting principles.

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02/28/2020

Job Title: **Activity Therapist (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Wed. 03/11/20 5:00 PM Central Time
Salary: \$3,874.00 - \$5,685.00 monthly
\$46,488.00 - \$68,220.00 annually
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-72-116159**

R requires a bachelor'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, including successful completion of an approved internship, fieldwork or practicum. This class is included as an Upward Mobility Program credential title. Requires working knowledge of the attitudes, problems and behaviors of individuals and groups. Requires ability to utilize the principles and practices of recreational therapy, music therapy, art therapy, dance therapy and drama therapy. Requires ability to teach therapeutic activities with approval from superiors. Requires ability to lead and direct other workers in carrying out specific projects. Requires ability to verbally communicate. Requires a valid Illinois driver's license. Must be able to escort individuals to and from activities.

- 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; 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; 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; this must be done within the posting period and contain the bid/posting ID number on all forms. Please visit www.work.illinois.gov to obtain a CMS100 application.

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02/28/2020

Job Title: **Storage Tank Safety Specialist**
Agency: State Fire Marshal
Closing Date/Time: Wed. 03/11/20 4:30 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **50-50-SFM20-003**

Requires knowledge, skill, and mental development equivalent to the completion of four years of college with course work in engineering, physical, or life sciences. Technical experience in petroleum handling and safety, pollution abatement, or a related field may be substituted on a year-for-year basis. Requires two years experience in emergency and safety procedures for the mitigation of and stabilization of hazardous situations, or incidents involving fire, explosion, or environmental release. Requires valid driver's license and ability to travel.

Agency Contact:

Kathy Fairfield
Office of the State Fire Marshal
1035 Stevenson Drive
Springfield, IL 62703
Kathy.Fairfield@illinois.gov
Fax: 217/558-1424

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02/28/2020

Job Title: **Underage Compliance Assistant**
Agency: Liquor Control Commission
Salary: \$12.00 / Hour
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: **100**
Bid ID#: **ILCC CP1001**

Must have a high school diploma or actively enrolled in high school. Must be 18-19 years of age. Must be available to work a variety of hours, including nights and possible weekends. Must have a valid driver's license to be able to provide proof of age.

Illinois Liquor Control Commission– Human Resources
300 West Jefferson St., Suite 300
Springfield, IL 62702
217-782-6562 Phone
217-524-1911 Fax

All Interested Applicants: Submit a CMS 100 - Employment Application to the Agency Contact. **FAILURE TO COMPLETE AND SUBMIT THE NEW CMS100 VERSION DATED 7/2019 OR AFTER WILL RESULT IN YOUR APPLICATION BEING REJECTED.**

Instructions:

Go to <http://www.work.illinois.gov/>

Click on Forms

Click on CMS100

Complete the application in full (1. Position Title is: Underage Compliance Assistant – ILCC CP1001)

Sign the application (bottom of first page)

Fax the application to: 217-524-1911 OR mail it to the Agency Contact address: Illinois Liquor Control Commission– Human Resources

300 West Jefferson St., Suite 300

Springfield, IL 62702.

You will be contacted if chosen for an interview.

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02/28/2020

Job Title: **Telecommunicator Trainee**
Agency: State Police
Salary: \$3,196.00 - \$4,468.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-40-ISP20-017**

Requires knowledge, skill, and mental development equivalent to completion of four years of high school. 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 class. Requires elementary knowledge of the Operation and care of a keyboard and related equipment. Requires elementary knowledge of office practices and procedures, business English, spelling, and commercial arithmetic.

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

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).



02/28/2020

Job Title: **Storekeeper I**
Agency: Transportation
Closing Date/Time: Mon. 03/09/20 4:30 PM Central Time
Salary: \$4,049.00 - \$5,398.00 monthly
Job Type: Full-Time
Location: Cook County Zone 5, Illinois
Number of Vacancies: **1**
Plan/BU: **RC451**
Bid ID#: **IPR#44040**

6:30 A.M. – 3:00 P.M. (1/2 hour unpaid lunch)
NORTHBROOK MAINTENANCE FACILITY/COOK ZONE 5
1916 Techny Rd, Northbrook, IL 60062
District 1

Interested applicants must submit a CMS100 (rev 7/2019) to the agency contact and take an automated test to obtain an open competitive grade for this title at the CMS Testing Facility by 4:30 P.M. on the closing date of this posting. CMS Testing requires applicants to provide the posting bid number that is listed at the top of this posting or a copy of this posting. If deemed qualified from the automated test, your name will be placed on the appropriate Open Competitive list for this title. Please contact the CMS Testing Facility at 217/557-6885 for testing information.

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02/28/2020

Job Title: **Seasonal Engineering Intern - District 1**
Agency: Transportation
Closing Date/Time: Fri. 04/03/20 4:30 PM Central Time
Salary: \$17.00 / Hour
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **50**
Bid ID#: **IPR#44272**

Position Requirements:

- Completion of high school
- Current enrollment in a college engineering program
- Valid driver's license
- Proof of automobile liability insurance required at the time of offer
- Frequent travel within the district
- ANSI Class 75, 6" or higher, steel toe safety shoes
- College transcripts

7:00 am – 3:30 pm Monday – Friday (30 min lunch)

Office of Highways Project Implementation / Bureau of Construction / Region 1 / District 1 / 201 W Center Ct., Schaumburg, IL

Agency Contact: Bureau of Personnel Management, 217/782-5594

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).



02/28/2020

Job Title: **Child Welfare Specialist (Upward Mobility Target Title)**
Agency: Children & Family Services
Closing Date/Time: Thu. 03/05/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **2018032-181837**

Preferably requires a master's degree in social work; or a master's degree in a related human service field, supplemented by one year of directly related professional casework/case management experience; or requires a bachelor's degree in social work and one year of directly related professional casework/case management experience; or requires a bachelor's degree in a related human service field and two years of directly related professional casework/case management experience; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to work mandatory overtime.

Ryan Henke
406 E. Monroe, Sta. 30
Springfield, IL 62701
217-557-7430
Fax: 217-785-0395
ryan.henke@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 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).



02/28/2020

Job Title: **Health Facilities Surveillance Nurse**
Agency: Public Health
Closing Date/Time: Thu. 03/05/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **IDPH 49-20-0165**

Requires graduation from an approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience or a Bachelor's Degree in Nursing and two years of professional nursing experience or, a Masters Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires excellent computer skills and work experience in Microsoft Word and spreadsheet applications (i.e., Microsoft Word, Microsoft Outlook, Excel, Powerpoint). Requires ability to travel and a valid IL driver's license.

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.HRApplcations@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 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).



02/28/2020

Job Title: **Seasonal Engineering Intern - District 1**
Agency: Transportation
Closing Date/Time: Fri. 04/03/20 4:30 PM Central Time
Salary: \$17.00 / Hour
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **50**
Bid ID#: **IPR#44272**

Position Desirables:

- Understanding of design plans/blueprint reading and the ability to perform necessary technical computations in plan preparation
- Education in math to the level of trigonometry
- Strong computer skills
- Knowledge of materials testing and laboratory testing equipment
- Ability to communicate effectively and follow oral and written instructions

7:00 am – 3:30 pm Monday – Friday (30 min lunch)

Office of Highways Project Implementation / Bureau of Construction / Region 1 / District 1 / 201 W Center Ct., Schaumburg, IL

Agency Contact: Bureau of Personnel Management, 217/782-5594

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).



02/28/2020

Job Title: **ASSISTANT ADMINSTRATOR FEP (NONCODE)**
Agency: Capital Development Board
Closing Date/Time: Fri. 03/06/20 4:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **CDB000180**

Knowledge, skill, and mental development equivalent to completion of four years of college with coursework in business, public or personnel administration or social sciences, or a related field. Requires one year experience in the area of human rights issues and administration.

Requires a thorough knowledge of composition, grammar, spelling, and punctuation, and arithmetic computations.

Requires ability to: manage a major statewide program, maintain accurate records, communicate effectively both orally and in writing; and to interpret and apply the Human Rights Act in discrimination cases.

Agency Contact:

Wanda Trumbo
Human Resources Specialist
Capital Development Board
Third Floor, Wm. G. Stratton Building
401 S. Spring St., Springfield, IL 62706
217-524-7510
Email: wanda.trumbo@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 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).



02/28/2020

Job Title: **Gaming Special Agent**
Agency: Illinois Gaming Board
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: **2**
Plan/BU: **RC062**
Bid ID#: **IGB 21018**

Requires two years of college with coursework in criminal justice, law enforcement, pre-law, business administration, or a related field, plus five consecutive years of full-time service as a police officer with the same law enforcement agency; OR
Requires a minimum of twenty years of sworn law enforcement experience in good standing with the same law enforcement agency; OR Requires successful completion of the Gaming Special Agent Trainee program.

Agency Contact:

Illinois Gaming Board, Human Resources
801 South 7th Street, Suite 400 South
Springfield, IL 62703
217-557-2821 Phone
217-524-1932 Fax OR Scan To: tammy.fink@igb.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 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).



02/28/2020

Job Title: Revenue Collection Officer I
Agency: Revenue
Closing Date/Time: Wed. 03/04/20 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: RC062
Bid ID#: DOR 21723

Requires knowledge, skill and mental development equivalent to the completion of four years of college. Requires completion of a Revenue Collection Officer Trainee program. Requires working knowledge of the various tax laws, rules, and regulations, court decisions and other legal views as applicable to the collection and compliance program. Requires a valid driver's license and the ability to travel, often keeping irregular hours in the conduct of collection activities. Prefers experience utilizing computer systems and on-line tools to conduct research.

Agency Contact:

Illinois Department of Revenue – Human Resources
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
(217) 782-6239 Phone
(217) 782-9925 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 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).



02/28/2020

Job Title: **Compliance Officer**
Agency: Department of Labor
Closing Date/Time: Wed. 03/04/20 11:59 PM Central Time
Salary: \$3,727.00 - \$5,422.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC028**
Bid ID#: **DOL2020-30-200-02**

Requires knowledge, skill and mental development equivalent to completion of two years of college; requires one years' experience in bookkeeping, accounting or related field and/or investigation/application of labor laws. Requires ability to maintain accurate records and reports and ability to investigate and explain State labor laws and their application to employers, employees and other interested parties. Requires the possession of a valid Illinois driver's license and automobile liability insurance and the ability to travel throughout the State to conduct investigations – generally in Northern and Central Illinois. Requires proficiency with Microsoft Office

Contact:

Illinois Department of Labor
Attention: Ann Pufundt
900 South Spring Street
Springfield, IL 62704

DOL.104@illinois.gov with DOL 2020-30-200-02 in the subject line

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).



02/28/2020

Job Title: **Elevator Inspector**
Agency: State Fire Marshal
Closing Date/Time: Thu. 03/05/20 4:30 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **50-50-SFM20-002**

Requires knowledge, skill and mental ability equivalent to the completion of four years of college with a degree in Electronic, Electrical, Mechanical or related engineering field and five years of professional experience working with elevators. **Requires certification as a Qualified Elevator Inspector (ASME QEI-1) from an organization accredited by the American Society of Mechanical Engineers.** Requires a valid driver's license and ability to travel.

THE SELECTED CANDIDATE WILL BE REQUIRED TO LIVE IN COOK OR DUPAGE COUNTY WITHIN SIX MONTHS OF HIRE, NO EXCEPTIONS.

Agency Contact:

Office of the State Fire Marshal
Attn.: Kathy Fairfield
1035 Stevenson Drive
Springfield, Illinois 62703
Phone: 217-785-6746
Fax: 217-558-1424
Email: kathy.fairfield@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 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).



02/28/2020

Job Title: **Account Technician I (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Wed. 03/04/20 5:00 PM Central Time
Salary: \$3,196.00 - \$4,468.00 monthly
\$38,352.00 - \$53,616.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-72-116117**

Requires knowledge, skill and mental development equivalent to completion of two years of college and completion of an approved training course or three years of related clerical bookkeeping experience. Requires working knowledge of accounting techniques. Requires working knowledge of office methods and procedures.

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

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02/28/2020

Job Title: **Revenue Collection Officer Trainee**
Agency: Revenue
Closing Date/Time: Wed. 03/04/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 2, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **DOR 21733**

Requires knowledge, skill and mental development equivalent to the completion of four years of college or four years of experience in collection work, or a related collection field. Requires a valid driver's license and/or the ability to travel, often keeping irregular hours in the conduct of collection activities. Prefers experience utilizing computer systems and on-line tools to conduct research.

Special Requirement: As a condition of employment, the employee will be required to live within Cook County – Zone 2.

Agency Contact:

Illinois Department of Revenue – Human Resources
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
(217) 782-6239 Phone
(217) 782-9925 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 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).



02/28/2020

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.HRApplcations@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 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).



02/28/2020

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 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).



02/28/2020

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 and click the "apply for open position" link and follow the instructions for applying.

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).



02/28/2020

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.

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