



03/23/2020

Job Title: **Mental Health Specialist I - Opt MC / Trainee**  
Agency: Human Services  
Closing Date/Time: Thu. 04/16/20 5:00 PM Central Time  
Salary: \$3,314.00 - \$4,898.00 monthly  
\$39,768.00 - \$58,776.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-72-116393**

Requires knowledge, skill and mental development equivalent to ( 1) a bachelor's degree in one of the behavioral sciences and successful completion of a comprehensive training program at the Mental Health Specialist Trainee level or (2) two years paraprofessional experience in, or applicable to the care, treatment and development of individuals with mental illness or intellectual disabilities and successful completion of an approved training program.

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).

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).



03/23/2020

Job Title: **Dietitian (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Thu. 04/16/20 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, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-72-116509**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in dietetics. Requires possession of a current Food Service Sanitation Certificate issued by the Illinois Department of Public Health, or requires possession of a Certified Food Protection Manager (CFPM) certification from a program accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP). Requires licensure as a dietitian nutritionist by the Ocp.irtmncnt of Financial and Professional Regulation. • This class is included as an Upward Mobility Program credential title.

**Anticipated Started Salary Range – \$46,488 - \$68,220**

**Current Bargaining Unit Employees – Collective Bargaining Agreement language applies**

**Where to Apply:** [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov).

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03/23/2020

Job Title: **Appellate Court Research Attorney**  
Agency: Illinois Courts/Administrative Office of the Illinois Courts  
Closing Date/Time: Fri. 04/17/20 4:30 PM Central Time  
Salary: \$62,244.00 / Year  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **314**

**EDUCATION AND EXPERIENCE:** Graduation from a law school accredited by the American Bar Association is required. Applicant should possess excellent research, case analysis and writing skills.

**PHYSICAL REQUIREMENTS:** This position requires the ability to sit for extended periods of time. This is a professional office working environment requiring telephone usage and the ability to process written documents.

**Interested individuals should submit a cover letter, resume including grade point average, writing sample and law school transcript via regular mail to:**

**Kathleen Warnick  
Legal Research Director  
First District Appellate Court  
160 North LaSalle Street, Room N1400  
Chicago, IL 60601**

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03/23/2020

**Job Title:** Student Intern  
**Agency:** Capital Development Board  
**Closing Date/Time:** Fri. 04/17/20 4:59 PM Central Time  
**Salary:** \$0.00 - \$1,500.00 monthly  
**Job Type:** Temporary  
**Location:** Cook County, Illinois  
**Number of Vacancies:** 2  
**Bid ID#:** CDB000184

This is an excellent opportunity for someone who is pursuing a career in Project or Construction Management. We are looking for an individual who is currently in process of obtaining their Bachelor's degree (in one of the following fields: Construction Management, Project Management, Construction or other related fields).

**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](mailto: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](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).



03/23/2020

Job Title: **CAPITAL PLANNING LIAISON (NONCODE)**  
Agency: Capital Development Board  
Closing Date/Time: Fri. 04/17/20 4:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **CDB000188**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with a degree in public or business administration. Requires prior experience equivalent to four years of progressively responsible administrative experience, preferably in capital planning, project management or government procurement. Understanding of State of Illinois Procurement Code is desired.

**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](mailto: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).



03/23/2020

Job Title: **Senior Public Service Administrator - Opt 1**  
Agency: Human Services  
Closing Date/Time: Wed. 04/22/20 5:00 PM Central Time  
Salary: \$4,295.00 - \$12,734.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **TG000**  
Bid ID#: **10-05-116294**

**Required Qualifications:**

- Must have four years of college with coursework in public administration or business administration, master's degree preferred
- Must have prior experience equivalent to four years of progressively responsible administration experience in a public or business organization.

DHS, ADMIN & COMMUNITY SUPP/OCAPS PERSONNEL

ATTN: AMY COOK

100 S. GRAND AVE. EAST, 3RD FL.

SPRINGFIELD, IL 62762

FAX: (217) 524-3385

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).



03/23/2020

Job Title: **Revenue Auditor I**  
Agency: Revenue  
Closing Date/Time: Fri. 04/10/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **4**  
Plan/BU: **RC062**  
Bid ID#: **DOR 21878**

**Requires a bachelor's degree in accounting, business administration, or finance, with a minimum of 21 semester hours of progressive coursework in accounting, and additional coursework in management and business administration, business law, computer science, economics and statistics.**

**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

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).



03/23/2020

Job Title: Educator - Opt C  
Agency: Juvenile Justice  
Closing Date/Time: Thu. 04/30/20 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#: IDJJ27-10-20-0072

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Learning Behavior Specialist I (LBSI) endorsement in the appropriate content area in which the individual is approved to work. Requires elementary knowledge of behavior modification principles.

**AGENCY CONTACT:**

**Apply via Email (include BID ID in Subject line), USPS or Facility drop off:**

Melissa Stewart, 2715 W. Monroe/Springfield, IL 62704

(217) 557-4021 desk (217) 557-1107 fax [melissa.k.stewart@illinois.gov](mailto:melissa.k.stewart@illinois.gov) – preferred

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).





03/23/2020

Job Title: Educator - Opt B (Math Teacher)  
Agency: Juvenile Justice  
Closing Date/Time: Thu. 04/30/20 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.

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](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).



03/23/2020

Job Title: **Internal Security Investigator II**  
Agency: Human Services  
Closing Date/Time: Wed. 04/08/20 5:00 PM Central Time  
Salary: \$5,249.00 - \$7,967.00 monthly  
\$62,988.00 - \$95,604.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-17-116065**

Requires knowledge, skill and mental development equivalent to completion of two years of college, with coursework in law, government, liberal arts, history or business or public administration, plus four years professional experience in law enforcement investigatory work or a related field; OR Requires knowledge, skill and mental development equivalent to completion of four years of college.

**Agency Contact:**

Bureau of Employee Services  
Kelly Kindred  
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).



03/23/2020

Job Title: **Social Service Program Planner III**  
Agency: Human Services  
Closing Date/Time: Wed. 04/08/20 5:00 PM Central Time  
Salary: \$4,971.00 - \$7,503.00 monthly  
\$59,652.00 - \$90,036.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-99-116283**

Requires knowledge, skill and mental development equivalent to four years of college, supplemented by a related master's degree. Requires one year of progressively responsible professional experience in community organization, social service work, or in program planning and development.

Agency Contact:  
Bureau of Employee Services  
Krissie Buss  
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).



03/23/2020

Job Title: **Stores Clerk**  
Agency: Workers Compensation Commission  
Closing Date/Time: Fri. 03/27/20 11:59 PM Central Time  
Salary: \$2,766.00 - \$3,696.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **IWCC-50-20-0036**

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires extensive knowledge of store keeping, warehousing methods and procedures in the receipt, storage, and shipment of a variety of goods.

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).

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).



03/23/2020

Job Title: Office Coordinator - Opt 2  
Agency: Children & Family Services  
Closing Date/Time: Thu. 03/26/20 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#: 2008003-088680

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

Contact:  
Heather Poe  
406 E. Monroe, Station 373  
Springfield, IL 62701  
217-524-0266  
Fax: 217-524-3970  
Email: [heather.poe@illinois.gov](mailto:heather.poe@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).



03/23/2020

Job Title: Office Coordinator - Opt 2  
Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 03/26/20 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#: CS4430

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 ability to type accurately at 30 words per minute.

**WHERE TO APPLY**

Div. of Child Support Personnel  
509 S. 6th Street  
Springfield, IL 62701  
Phone: 217-557-3900  
Fax: 217-524-3960

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).



03/23/2020

Job Title: **Executive II - Opt N1**  
Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 03/26/20 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **CS4433**

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. Requires ability to travel.

**WHERE TO APPLY**

Div. of Child Support Personnel  
509 S. 6th Street  
Springfield, IL 62701  
Phone: 217-557-3900  
Fax: 217-524-3960

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03/23/2020

Job Title: **CAPITAL PLANNING LIAISON (NONCODE)**  
Agency: Capital Development Board  
Closing Date/Time: Tue. 03/24/20 4:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **CDB000188**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with a degree in public or business administration. Requires prior experience equivalent to four years of progressively responsible administrative experience, preferably in capital planning, project management or government procurement. Understanding of State of Illinois Procurement Code is desired.

**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](mailto: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](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).





03/23/2020

Job Title: **Telecommunicator Specialist**  
Agency: State Police  
Closing Date/Time: Continuous  
Salary: \$3,874.00 - \$5,685.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **21-40-ISP20-018**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires successful completion of the Telecommunicator Trainee Program. Requires possession of a valid LEADS operator certificate. Requires successful completion of agency provided call taker program. Requires successful completion of specialized training in operation of a sophisticated multi-channel trunked radio communications system.

**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](mailto:ISP.JobPostings@illinois.gov)**

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03/23/2020

Job Title: **Registered Nurse II**  
Agency: Human Services  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: **05**  
Plan/BU: **RC023**  
Bid ID#: **10-72-115546-115550**

Requires (a) graduation from an approved nursing education program resulting in an Associate or diploma degree in nursing and two years of progressively responsible professional nursing experience, or (b) a bachelor's degree in nursing and one year of professional nursing experience, or (c) a Master's degree in nursing. Requires licensure as a Registered Nurse in the state of Illinois.

**AGENCY CONTACT:**

Ludeman Center  
Human Resources Office  
114 N. Orchard Drive  
Park Forest, IL 60466  
Fax: 708-283-3017  
Email: [alice.chambers@illinois.gov](mailto:alice.chambers@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).



03/23/2020

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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03/23/2020

Job Title: **Medical Administrator II Option D - Opt 05**  
Agency: Human Services  
Salary: \$10,441.00 - \$18,498.00 monthly  
Job Type: Part-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: **01**  
Plan/BU: **TA000**  
Bid ID#: **10-72-26403**

Requires an Illinois license to practice medicine and American Specialty Board Certification, or its equivalent, in family practice. Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation. Requires ability to supervise and coordinate staff and activities of other professional disciplines. Requires ability to develop and maintain effective working relationships with various professional disciplines

**AGENCY CONTACT:**

Alice M. Chambers  
Human Resources Representative  
Elisabeth Ludeman Center  
Phone: 708-283-3014  
Fax: 708-283-3017  
email: [alice.chambers@illinois.gov](mailto:alice.chambers@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).



03/23/2020

## **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).