



06/18/2020

Job Title: **Accountant (Upward Mobility Target Title)**  
Agency: Children & Family Services  
Closing Date/Time: Thu. 06/18/20 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#: **2020018-203675**

Requires a bachelor's degree in accounting or an allied field; qualified state employees in the Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirement for this classification; requires possession of a valid driver's license and ability to travel.

Work Location:  
Children & Family Services  
15115 S Dixie Hwy  
Harvey, IL

Contact:  
Cherrelle Brinker  
406 E. Monroe, Station 440  
Springfield, IL 62701  
217-524-4391  
Fax: 217-785-1765  
Email: [cherrelle.brinker@illinois.gov](mailto:cherrelle.brinker@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).



06/18/2020

Job Title: Environmental Protection Engineer I (Upward Mobility Target Title)  
Agency: Environmental Protection Agency  
Closing Date/Time: Thu. 06/18/20 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#: 46-13-79

**Education and Experience:** Requires knowledge, skill and mental development equivalent to completion of four years of college with a bachelor's degree in an engineering science. Typically, the subject matter would involve the type of coursework associated with environmental (sanitary, hydraulic, hydrology, and air pollution specialties), civil (sanitary, hydraulic, and hydrology specialties), general, industrial, mechanical, chemical, public health, electronic, acoustical or aeronautical engineering or engineering mechanics or a closely related engineering specialty.

**Work Location:**

9511 West Harrison Street  
Des Plaines, IL

**Where to Apply (Agency Contact):**

Kathy Taylor  
1021 North Grand Avenue East MC#37  
PO Box 19276  
Springfield, IL 62794-9276  
(217)785-1745  
Fax (217)524-6907  
[Kathy.Taylor@illinois.gov](mailto:Kathy.Taylor@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).



06/18/2020

Job Title: **Human Resources Representative**  
Agency: Human Services  
Closing Date/Time: Thu. 06/18/20 5:00 PM Central Time  
Salary: \$4,247.00 - \$6,311.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-79-22734**

Under direction, serves as FMLA (Family Medical Leave Act) Coordinator for the Chicago Read Mental Health Center; performs professional human resources duties for the evaluation, interpretation and execution of specialized human resource activities; reviews and processes employee requests for FMLA; serves as a facility Coordinator for all Leaves of Absence; provides advice and counsel to staff regarding interpretation and application of Personnel Rules, departmental rules, regulations, policies and Pay Plan, etc. Maintains updated Leave Report in an electronic spreadsheet. Assists in a variety of human resource activities. Maintains files and documentation of all employees Leaves of absence.

**Anticipated Starting Salary Range – \$50,964- \$75,732**

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

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

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

**If this position requires an automated/skills test, candidates must take this test by the close of the posting period in order to receive a grade. For more information, please [click here](#).**

Agency Contact:  
Bureau of Employee Services  
Andrew Reagan  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762

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).



06/18/2020

Job Title: **Activity Therapist (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Thu. 06/18/20 5:00 PM Central Time  
Salary: \$3,874.00 - \$5,685.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **10-82-22736-37**

Under general supervision, develops, coordinates, implements, evaluates and conducts a comprehensive diversified activity therapy program in the Central Psycho-Social Rehabilitation Program and on residential units. Makes detailed analysis and evaluation of patients' needs and their responses to treatment. Prepares records and reports for patient's medical record. Maintains ongoing evaluation of effectiveness of the Activity Therapy Programs. Attends weekly Psycho-Social Rehabilitation meetings

**Work Hours:**

TBD-Schedule determine upon hire

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

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

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

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

**If this position requires an automated/skills test, candidates must take this test by the close of the posting period in order to receive a grade. For more information, please [click here](#).**

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06/18/2020

Job Title: **Paralegal Assistant**  
Agency: Children & Family Services  
Closing Date/Time: Thu. 06/18/20 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#: **2003014-030837**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in such areas as legal, pre-legal, English, statistics or directly related coursework; requires travel.

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).





06/18/2020

Job Title: **Clinical Psychologist**  
Agency: Human Services  
Closing Date/Time: Thu. 06/18/20 11:59 PM Central Time  
Salary: \$5,882.00 - \$9,006.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-79-22800**

Requires a doctoral degree in psychology from a recognized college or university supplemented by two years of supervised experience in health services of which at least one year is post doctoral and one year is in an organized health service program; or a master's degree in psychology from a recognized college or university supplemented by at least six years of experience as a psychologist with at least two years of supervised experience in health services. Requires licensure as a Clinical Psychologist by the Illinois Department of Financial and Professional Regulation. Requires ability to meet criteria as a Qualified Intellectual Disability Professional (QIDP). Requires ability to meet the performance standards of the Psychology Department requirements as a Clinical Psychologist.

**Work Location:**

**Chicago Read Mental Health Center  
4200 North Oak Park Avenue  
Chicago, IL**

**8:30 am – 5:00 pm (M-F)**

**Anticipated Starting Salary Range – \$5,882 to \$9,006 per month or \$70,584 to \$108,072 per year**

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

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

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

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06/18/2020

Job Title: **Rehabilitation Counselor Trainee - Opt H (Upward Mobility Target Title)**  
Agency: Human Services  
Salary: \$3,874.00 - \$5,685.00 monthly  
\$46,488.00 - \$68,220.00 annually  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **20**  
Plan/BU: **RC062**  
Bid ID#: **Continuous - Informational**

Requires possession of a Master's Degree from a college or university program accredited by the Council On Rehabilitation Education (CORE); or, a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, social work, sociology, gerontology, nursing, or a closely related field. Requires ability to travel .

Sherrie Bridges  
Division of Rehabilitation Services  
100 S. Grand Avenue East  
Springfield, IL 62764  
217-524-7550  
[Sherrie.Bridges@illinois.gov](mailto:Sherrie.Bridges@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).



06/18/2020

Job Title: **Rehabilitation Counselor Trainee - Opt V (Upward Mobility Target Title)**  
Agency: Human Services  
Salary: \$3,874.00 - \$5,685.00 monthly  
\$46,488.00 - \$68,220.00 annually  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **20**  
Plan/BU: **RC062**  
Bid ID#: **Continuous - Informational**

Requires possession of a Master's Degree from a college or university program accredited by the Council On Rehabilitation Education (CORE); or, a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, or a closely related field. Requires ability to travel.

**Agency Contact:**

Sherrie Bridges  
Division of Rehabilitation Services  
100 S. Grand Avenue East  
Springfield, IL 62764  
217-524-7550  
[Sherrie.Bridges@illinois.gov](mailto:Sherrie.Bridges@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).





06/18/2020

Job Title: **Forensic Science Administrator II**  
Agency: State Police  
Closing Date/Time: Mon. 06/29/20 4:00 PM Central Time  
Salary: \$6,933.00 - \$10,311.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **VR704**  
Bid ID#: **21-31-ISP20-066**

Requires a bachelor's degree in a natural or forensic science, preferably supplemented by a master's degree in one of the biological, natural, physical, or forensic sciences, or related discipline. Requires three years of professional forensic science work experience such as would be gained at the advanced caseworker level.

Agency Contact

**Submit completed, signed CMS100 or CMS100B 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)

[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).



06/18/2020

Job Title: **Research Analyst**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Fri. 06/26/20 11:59 PM Central Time  
Salary: \$58,000.00 - \$62,500.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **CJIA 74213-10-2020**

Requires knowledge, skill equivalent to completion of four years of college with coursework in law, criminal justice, government, public administration, sociology, or political science. Master's degree preferred. Requires two years of experience conducting criminal justice research; experience in multivariate statistical analyses using SPSS. Experience using a statistical programming language such as R preferred. Requires one year of experience creating, updating, or maintaining a large dataset or database. Requires willingness and ability to travel in-state. Basic familiarity with any computer programming or markup language, and/or website development platform, is a plus.

Please apply by emailing a cover letter and resume to:

[cja.hrdepartment@illinois.gov](mailto:cja.hrdepartment@illinois.gov)

Please type the title of the position in the e-mail subject line and your first and last name.

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06/18/2020

Job Title: **Corrections Treatment Officer**  
Agency: Corrections  
Salary: \$4,422.00 - \$6,593.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC006**  
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

WORK HOURS: To be determined

LOCATION/AGENCY:

Joliet Treatment Center  
2848 W. McDonough St.  
Joliet, IL 60436

OR

Elgin Treatment Center  
780 S. State St.  
Elgin, IL 60123

**[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](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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06/18/2020

Job Title: **Public Aid Eligibility Assistant - Opt SS**  
Agency: Human Services  
Closing Date/Time: Tue. 06/23/20 11:59 PM Central Time  
Salary: \$3,004.00 - \$4,126.00 monthly  
\$36,048.00 - \$49,512.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC028**  
Bid ID#: **10-91-22761-62**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience. Requires ability to speak, read and write Spanish at a colloquial skill level.

**Anticipated Started Salary Range – \$36,048 - \$49,512**

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

**Where to Apply:**

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

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

**Agency Contact:**

Bureau of Employee Services

Greer McNeil

100 South Grand Ave East, 3rd floor

Springfield, IL 62762

FAX: 217-524-2116

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06/18/2020

Job Title: **Student Worker**  
Agency: Workers Compensation Commission  
Closing Date/Time: Tue. 06/23/20 11:59 PM Central Time  
Salary: \$1,346.00 - \$2,990.00 monthly  
Job Type: Part-Time  
Location: Cook County, Illinois  
Number of Vacancies: **10**  
Plan/BU: **BBR**  
Bid ID#: **IWCC-50-37-20-0051**

Requires enrollment at an accredited college.

Requires the ability to follow oral and written instructions and to carry out routine operations, once established, without further instruction.

Applications (CMS 100) are available on the Forms page of the [work.illinois.gov](http://work.illinois.gov) website or at any of the CMS Assessment Centers. Please contact the CMS Assessment Center nearest to you for more information or call 217-782-7100.

Applicants will **not** be considered without an application.

Send applications to:

Illinois Workers' Compensation Commission  
Human Resources Department  
100 W. Randolph St., 8th Floor  
Chicago, IL 60601

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06/18/2020

Job Title: **DCI - ISP Cannabis Control Officer Contractual Investigator**  
Agency: State Police  
Closing Date/Time: Tue. 06/30/20 4:00 PM Central Time  
Salary: \$35.00 / Hour  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Bid ID#: **21-PSC-ISP20-068**

Contractual investigators will be required to have an Associate's Degree or equivalent and a minimum of ten consecutive years of service as a peace officer as defined by the Illinois Compiled Statutes, with a State, County, or municipal law enforcement agency within Illinois. They must be familiar with computer programs such as Word and Excel, as well as databases such as LEADS 2000, VITAL, Westlaw, and other related databases. They must possess a background in demonstrated police knowledge of criminal investigations and be familiar with Illinois State Police report writing; they must be able to communicate with a wide range of individuals; possess a valid Illinois Driver's license and willing to travel (some overnights); and must successfully pass a pre-employment background check and drug screening.

**Work Hours:** Mon-Fri 8:30 AM to 5:00 PM

**Work Location:** Illinois State Police - Zone 1, Chicago, IL

**Agency Contact:**

Illinois State Police/Medical Marijuana Unit

ATTN: Master Sergeant John Yard

801 South 7th Street, 100 Annex

Springfield, IL 62703

Email: [John.Yard@illinois.gov](mailto:John.Yard@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).



06/18/2020

Job Title: **Technical Manager II Labor Relations Analyst**  
Agency: Transportation  
Closing Date/Time: Fri. 06/26/20 4:30 PM Central Time  
Salary: \$4,190.00 - \$7,315.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#44380**

**Position Requirements:**

Education/Experience:

- Completion of a bachelor's degree majoring in business administration, public administration, sociology, psychology, human resources, human relations, or labor relations OR
- Completion of two years of college plus one year of experience in business administration, public administration, labor relations, and/or governmental operations OR
- Five years of experience in business administration, public administration, labor relations, and/or governmental operations
- Valid driver's license
- Occasional districtwide travel and overtime

**Position Desirables:**

- Working knowledge of the Department of Central Management Services (DCMS).rules, departmental personnel policies, and union contracts
- Working knowledge of the labor relations disciplinary process
- Training and experience utilizing computer software programs such as Microsoft (MS) Excel, MS Word, MS Access, MS PowerPoint, MS Outlook, and discipline tracking software
- Strong oral and written communication skills

Technical Applications PM1080 (rev 8/23/19) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time.

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

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06/18/2020

Job Title: **Public Safety Inspector**  
Agency: Department of Labor  
Closing Date/Time: Wed. 06/24/20 11:59 PM Central Time  
Salary: \$4,054.00 - \$6,002.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **DOL 2020-20-200-21**

Requires the completion of TR program or 1 year of experience. Requires knowledge, skill and mental development equivalent to completion of two years of college with courses in engineering, physical sciences or related fields. Requires working knowledge of federal OSHA standards, applicable State statutes. Requires working knowledge of the effective methods of inspection and enforcement, the ability to conduct highly technical inspections and make determinations regarding compliance with health and safety standards and laws. Requires the ability to prepare clear and concise reports of inspections. Requires extensive walking and the ability to climb ladders and use personal protective equipment such as hard hats, safety shoes, safety glasses and protective clothing. Requires the possession of a valid Illinois driver's license and the ability to travel to worksites using State-owned and/or personal vehicle.

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

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06/18/2020

Job Title: **Public Safety Inspector Trainee**  
Agency: Department of Labor  
Closing Date/Time: Wed. 06/24/20 11:59 PM Central Time  
Salary: \$3,196.00 - \$4,468.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **3**  
Plan/BU: **RC062**  
Bid ID#: **DOL 2020-20-200-22**

Requires knowledge, skill and mental development equivalent to completion of two years of college with courses in engineering, biological sciences or physical sciences, or related fields; related work experience in work safety inspection and consultation may be substituted on a year for year basis. Requires aptitude to gain an elementary knowledge and understanding of the federal and state Occupational Safety and Health Act (OSHA) laws, standards and regulations. Requires elementary knowledge of effective methods of inspection and enforcement and the fundamental principals of sound safety practices and methods. Requires ability to learn to interpret the provisions of the state and federal occupational safety and health laws, effectively advise and assist public employers and labor concerning safety and health compliance to laws, to ascertain facts by observation and conference and to establish and maintain satisfactory working relationships with firm leaders and labor organizations. Requires the ability to prepare clear and concise reports of inspections.

Location:  
Illinois Department of Labor  
Michael A. Bilandic Building  
160 N LaSalle St., C-1300  
Chicago, IL 60601

Contact:  
Department of Labor  
900 S Spring  
Springfield, IL 62704

fax 217-782-0596

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).



06/18/2020

Job Title: **IL - HEALS Project Assistant**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Wed. 06/24/20 5:00 PM Central Time  
Salary: \$45,000.00 - \$55,000.00 annually  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **CJIA PSC-07-2020**

Education: Requires Bachelors of Social Work or similar degree. At least two years' experience in social services.

Experience : At least two years experience in social services

Requires specialized knowledge and skills with the following:  
strong writing, organization and communication skills including proficiency with Microsoft Office Suite, on-line meeting platforms. Ability to quickly learn additional on-line software programs such as Canva and Qualtrics. Knowledge of the victimization, trauma, social service and community based programs.

Please apply by emailing a cover letter and resume to:

[cja.hrdepartment@illinois.gov](mailto:cja.hrdepartment@illinois.gov)

**Please type the title of the position in the e-mail subject line and your first and last name.**

**For example: HEALS Project Asst./John Doe**

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).





06/18/2020

Job Title: **IL - HEALS Research Assistant**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Wed. 06/24/20 5:00 PM Central Time  
Salary: \$50,000.00 - \$55,000.00 annually  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **CJIA PSC-08-2020**

Education: Master's Degree in criminology, criminal justice, sociology, psychology, political science, or other related field

Experience : At least three years of experience assisting with or conducting research projects that involve critically summarizing academic literature, developing and administering interview and/or focus group protocols, analyzing qualitative or quantitative data, and writing major findings. Prior experience conducting research related to victims, victim services, or related fields of victimology is preferred. Prior experience conducting or assisting with program evaluation research is preferred.

Please apply by emailing a cover letter and resume to:

[cja.hrdepartment@illinois.gov](mailto:cja.hrdepartment@illinois.gov)

**Please type the title of the position in the e-mail subject line and your first and last name.**

**For example: HEALS Research Asst../John Doe**

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).



06/18/2020

### Career Counseling Services

State government career counseling services are provided by CMS Assessment Centers either by mail, email or through individual, in-person counseling sessions. Note that in-person counseling sessions are available at all CMS Assessment Centers by appointment only on a limited, first come-first serve basis and available sessions fill up quickly so applicants are strongly encouraged to take advantage of career counseling services offered via mail or email.

**Counseling by Mail:** If you want to take advantage of counseling by mail, complete a CMS-100 application, indicate that you want counseling by mail and your geographic employment preferences and salary requirements, and mail your application and request to the Chicago or Springfield assessment center. To ensure prompt service, mark the envelope "Request for Counseling by Mail." Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and will send back a list of potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

**Counseling by Email:** If you prefer, you can request counseling by email. Complete and attach to the email your CMS-100 application, indicate that you want counseling by email along with your geographic employment preferences and salary requirements, and email your request and application to: [CMS.CounselingByEmail@Illinois.gov](mailto:CMS.CounselingByEmail@Illinois.gov)

Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and respond via email with potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

**Career Counseling Session:** If you schedule an appointment for a career counseling session at a CMS Assessment Center, you must complete and bring your CMS-100 application with you to the assessment center. A career counseling session lasts approximately 30 minutes. The career counselor will review your education and experience as reported on your CMS-100 application and discuss state government employment opportunities with you that match your credentials and employment preferences with position titles for which you may be qualified and answer any questions you may have regarding examination procedures and eligibility requirements. If you are unable to make your appointment, please contact the assessment center in advance to cancel your appointment.

Career Services also provides special assistance to Illinois veterans through the [Veterans Outreach Program](#). Please direct all Veteran Outreach issues directly to [VeteransOutreachByEmail@illinois.gov](mailto:VeteransOutreachByEmail@illinois.gov).

From its Chicago office, CMS also offers the [Diversity Enrichment Program](#) (DEP) headquartered in the James R. Thompson Center (JRTC). The Program is responsible for the recruitment of well-qualified candidates for employment in underutilized categories for State employment through targeted outreach events and applicant counseling and is a resource for all State agencies,

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06/18/2020

boards and commissions to supplement their recruiting efforts and develop strategies for diversification.

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