



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



Springfield Office
239-E Stratton Office Building
Springfield, IL 62706
TEL: 217-782-5962
FAX: 217-557-4502

Chicago Austin * Oak Park * Riverside *
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Grange * LaGrange Park * Western Springs

07/16/2018



Job Title: **Public Service Administrator - Information Technology**
Agency: **Comptroller ***
Closing Date/Time: **Fri. 08/31/18 11:59 PM Central Time**
Salary: **\$50,000.00 - \$89,779.00 annually**
Job Type: **Full-Time**
Location: **Statewide, Illinois**
Number of Vacancies: **2**
Plan/BU: **MC-05**
Bid ID#: **18-014**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with a B.A. in Computer Science, or a related field, with courses in Computer Science or Information Systems and three (3) years of progressively responsible administrative experience in a public or business organization; or any equivalent combination of the above requirements may be acceptable.

Applications can be found on the Comptroller's website, <http://illinoiscomptroller.gov/employment/> or by visiting the Office of the Comptroller, 325 West Adams, Springfield, IL 62704.

Applicants must submit the **Comptroller's application** by the closing date of this posting in order to be considered for this position. No other applications, including the CMS100, will be accepted.

07/16/2018



Job Title: **Executive I - Opt H7**
Agency: Human Services
Closing Date/Time: Fri. 07/27/18 4:00 PM Central Time
Salary: \$4,476.00 - \$6,124.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-82/106581**

Requires knowledge, skill and mental development equivalent to completion of four years college preferably with course work in Business or Public Administration. Requires one year of responsible administrative experience in a public or business organization or completion of an agency approved professional management training program.

Valarie Laird/Personnel
Madden Mental Health Center
1200 S. First Avenue
Hines, IL. 60141

Fax # 708-338-7078

07/16/2018



Job Title: Office Associate - Opt 2
Agency: Human Services
Closing Date/Time: Thu. 07/26/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-17-106758

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires ability to type accurately at 35 wpm. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and computer software such as Microsoft Word, Excel, Microsoft Outlook, and on-line databases with scanning functions. May require licensure as a notary republic.

Bureau of Employee Services
Kelly Kindred
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

07/16/2018



Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Closing Date/Time: Thu. 07/26/18 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **1849047-497805**

Preferably requires a master's degree in social work; or requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; or requires a bachelor's degree in social work and one year of directly related professional experience; or requires a bachelor's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and two years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to serve on 24 hour "on call" duty.

Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
2020 W Roosevelt, 2nd Fl
Chicago, Illinois 60608
Phone: 312-814-3775
Fax: 312-814-1224
Email: Tracey.Hardrick@illinois.gov

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07/16/2018



Job Title: **Research Assistant - Contract Position**
Agency: Criminal Justice Information Authority
Closing Date/Time: Thu. 07/26/18 5:00 PM Central Time
Salary: \$18.00 - \$18.00 hourly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA PSC-07-2018**

Bachelor's degree in criminal justice, psychology, political science, or similar social science field and at least 3 months experience in a social science research position (includes assistantships and internships). Knowledge, skill, and experience equivalent to graduate/PhD level standing; coursework in criminal justice, criminology, law, research methods, journalism, statistical analysis, program evaluation, public policy, or related areas; strong oral and written communication skills; knowledge of the criminal justice system; working knowledge of American Psychological Association (APA) citation and format style; technical report writing experience; experience using Microsoft Office; SPSS, R, NVivo software experience a plus; Human Subjects Protection Course Certification required.

Please submit by email a cover letter and resume to:

Dawn English, Human Resources Professional
dawn.english@illinois.gov

07/16/2018



Job Title: **Social Service Program Planner Iv**
Agency: Children & Family Services
Closing Date/Time: Thu. 07/26/18 5:00 PM Central Time
Salary: \$5,441.00 - \$8,318.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **1864012-644610**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, supplemented by related master's degree; requires two years of progressively responsible professional experience in community organization, social service work, or in program planning and development; requires thorough knowledge of the program objectives of agencies developing social policy and the structure, organization, and methods of social welfare institutions; requires technical ability to analyze and evaluate contracts, programs, and procedures; requires ability to use computer and software on a daily basis; requires possession of a valid driver's license and ability to travel.

Contact:
Shirley Treseler
406 E. Monroe, Station 440
Springfield, Illinois 62701
217-524-4391
Email: Shirley.Treseler@illinois.gov
Fax: 217-785-1765

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07/16/2018



Job Title: **Environmental Protection Engineer I (Upward Mobility Target Title)**

Agency: Environmental Protection Agency

Closing Date/Time: Thu. 07/26/18 5:00 PM Central Time

Salary: \$4,898.00 - \$5,601.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC063**

Bid ID#: **14-0095**

Education & 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 course work associated with environmental (sanitary, hydraulic, hydrology and air pollution specialties), civil (sanitary, hydraulic and hydrology 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. Prefers a bachelor's degree in agricultural or civil engineering. Requires no previous experience.

Contact: Kathy Taylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield IL 62794-9276
217/785-1745
Fax: 217/524-6907

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07/16/2018



Job Title: **Public Service Administrator - Opt 2**
Agency: Human Services
Closing Date/Time: Wed. 07/25/18 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
\$73,692.00 - \$113,664.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-00-106674**

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in fiscal and accounting. Requires three years progressively responsible administrative experience in auditing, business management, public administration, economics, accounting or closely related field. Requires the ability to travel.

Bureau of Employee Services
Kelly Kindred
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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07/16/2018



Job Title: **Technical Advisor II**
Agency: Commerce Commission
Closing Date/Time: Wed. 07/25/18 5:00 PM Central Time
Salary: \$4,983.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **2018-15**

Requires a law degree and a license to practice law in the State of Illinois; extensive knowledge of the personal computer and its related software programs and applications; and superior oral and written English communication skills.

To apply, submit a cover letter, resume, CMS-100, copies of college and law school transcripts, and proof of any Veteran status to: Human Resources Department, Illinois Commerce Commission, 527 East Capitol Avenue, Springfield, Illinois 62701, or by email to jennifer.mcanarney@illinois.gov. Questions may be referred to Jennifer McAnarney at 217-557-3912 or jennifer.mcanarney@illinois.gov.

07/16/2018



Job Title: **Environmental Protection Engineer I (Upward Mobility Target Title)**

Agency: Environmental Protection Agency

Closing Date/Time: Wed. 07/25/18 5:00 PM Central Time

Salary: \$4,898.00 - \$5,601.00 monthly

Job Type: Full-Time

Location: Peoria County, Illinois

Number of Vacancies: **2**

Plan/BU: **RC063**

Bid ID#: **14-0096**

Under direct supervision of the Peoria Regional Manager, Peoria Regional Office in the Field Operations Section, Division of Water Pollution Control, Bureau of Water, conducts livestock feeding facility surveys, stream pollution surveys of problems related to livestock waste discharges or agricultural chemical. Investigates citizen complaints of odors or pollution from livestock or agricultural chemical operations; prepares engineering reports of field inspections.

Contact: Kathy Taylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield IL 62794-9276
217/785-1745

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07/16/2018



Job Title: **Dietitian (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Thu. 07/26/18 4:30 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Union County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-80-18-67 / 106553**

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 Department of Financial and Professional Regulation.* This class is included as an Upward Mobility Program credential title.

Location: Dietary Department
Hours: 8:00 AM - 4:30 PM
Days Out: Saturday & Sunday

Contact Person: Donna Patterson / Stacey Busby / Teresa Gibbs
PH: (618) 833-5161, ext. 2486 or 2222

07/16/2018



Job Title: **Educator - Opt B (Music Teacher)**
Agency: Juvenile Justice
Closing Date/Time: Wed. 07/25/18 4:00 PM Central Time
Salary: \$4,311.00 - \$7,969.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-18-0016**

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 Music. Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments.

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217
217-782-8916 - Fax

07/16/2018



Job Title: **Public Aid Eligibility Assistant - Opt SS**
Agency: Human Services
Closing Date/Time: Tue. 07/24/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-92-106687**

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.

Contact Info:
Bureau of Employee Services
Ashley Moore
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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07/16/2018



Job Title: **Human Services Casework Manager - Opt PO**
Agency: Human Services
Closing Date/Time: Tue. 07/24/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-106710**

Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois. Requires ability to speak, read and write Polish at a colloquial skill level.

Contact Info:
Bureau of Employee Services
Amy Cook
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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07/16/2018



Job Title: **Executive Secretary I - Opt 2 (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Tue. 07/24/18 5:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly
\$38,880.00 - \$55,104.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC014**

Bid ID#: **10-91-106681**

Requires knowledge, skill and mental development equivalent to completion of two years secretarial or business college and one year secretarial experience or completion of high school and three years secretarial experience. 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 classification. Requires the ability to type accurately at 55 wpm.

Contact Info:
Bureau of Employee Services
Amy Cook
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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07/16/2018



Job Title: **Juvenile Justice Youth and Family Specialist - Opt 1**
Agency: Juvenile Justice
Closing Date/Time: Thu. 07/19/18 5:00 PM Central Time
Salary: \$4,571.00 - \$6,878.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDJJ-2700-18-0013**

Under general supervision of the Juvenile Justice Youth & Family Specialist Supervisor, coordinates and manages an assigned caseload; counsels youth and family and provides support and guidance; communicates with institutional staff regarding youth needs and progress; monitors service provider's services to ensure compliance with contracts and agency requirements. Reviews documentation to determine family and youth eligibility for federal funding participation (FF); assists in reintegration planning for and direction/supervision of youth; enrolls youth in services, monitors progress, initiates interventions and makes recommendation for action including parole, revocations and discharge and authorizes custodial responses by providers for compliance with agency requirements.

Work Location: 1010 Dixie Highway, Suite 100, Chicago Heights, IL 60411

Agency Contact: Quierra Phillips, Human Resources Rep. – Aftercare, 2715 W. Monroe Street, Springfield, IL 62704; Quierra.C.Phillips@illinois.gov

07/16/2018



Job Title: **Mental Health Technician Trainee I**
Agency: Human Services
Closing Date/Time: Mon. 07/16/18 4:00 PM Central Time
Salary: \$2,577.00 - \$2,577.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **2**
Plan/BU: **RC009**
Bid ID#: **10-82/105886,87**

Under immediate supervision, for a period of time between 6-12 months receives training and performs beginning level duties in the care and treatment of patients who are mentally ill.

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Ave Hines, IL 60141

Fax 708-338-7078

07/16/2018



Job Title: **Mental Health Technician I or 2**
Agency: Human Services
Closing Date/Time: Mon. 07/16/18 4:00 PM Central Time
Salary: \$16.47 - \$22.98 hourly
\$2,865.00 - \$3,998.00 monthly
\$34,380.00 - \$47,976.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC009**
Bid ID#: **10-82/105886, 87**

Under direct supervision, provides personal care services and therapeutic activities for the treatment and rehabilitation of mentally ill patients. Assures that the living and service environment are maintained in a comfortable, attractive, safe and sanitary manner.

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141

Fax# 708-338-7078

07/16/2018



Job Title: Office Assistant - Opt 2
Agency: Corrections
Closing Date/Time: Wed. 07/25/18 4:00 PM Central Time
Salary: \$2,889.00 - \$4,016.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-82-18-0369

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; working knowledge of alpha-numeric sequencing; working knowledge of grammar, spelling and punctuation; working knowledge of basic mathematics; requires ability to type accurately at 35 wpm.

CONTACT: Liz Mullin, Human Resource Representative – IDOC Stateville Correctional Center.
P.O. Box 112, Joliet, IL 60434
Phone: (815) 727-3607 ext. 6693
Fax: (815) 727-0838

07/16/2018



Job Title: **Health Information Associate**
Agency: **Corrections**
Closing Date/Time: **Wed. 07/25/18 4:00 PM Central Time**
Salary: **\$3,250.00 - \$4,594.00 monthly**
Job Type: **Full-Time**
Location: **LaSalle County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **IDOC29-80-19-0301**

Under general supervision, maintains medical records, organizing and preparing medical and statistical records and reports; abstracts, analyzes and interprets medical records for summary and special reports. Participates in compiling, preparing and maintaining medical records and reports. Confirms all new offenders' admission medical records and Offender Tracking System forms are reviewed and correctly completed. Completes various medically related transactions including transfers, preparation of clinic and doctor passes

Monday through Friday 8:00 a.m. - 4:00 p.m.
Saturday / Sunday Off

Sheridan Correctional Center
Faith Ann DiRosa, Human Resources Representative
4017 E. 2603rd Road
Sheridan, IL 60551
Ph: 815-496-2181

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07/16/2018



Job Title: Environmental Protection Engineer I (Upward Mobility Target Title)

Agency: Environmental Protection Agency

Closing Date/Time: Wed. 07/25/18 5:00 PM Central Time

Salary: \$4,898.00 - \$5,601.00 monthly

Job Type: Full-Time

Location: Peoria County, Illinois

Number of Vacancies: 2

Plan/BU: RC063

Bid ID#: 14-0096

Under direct supervision of the Peoria Regional Manager, Peoria Regional Office in the Field Operations Section, Division of Water Pollution Control, Bureau of Water, conducts livestock feeding facility surveys, stream pollution surveys of problems related to livestock waste discharges or agricultural chemical. Investigates citizen complaints of odors or pollution from livestock or agricultural chemical operations; prepares engineering reports of field inspections.

Contact: Kathy Taylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield IL 62794-9276
217/785-1745

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07/16/2018



CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:

James R. Thompson Center

100 W. Randolph, Suite 3-300

Chicago, IL 60601-3220

(312) 793-3565 (voice)

Illinois Relay Center 800) 526-0844

MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible
Schedule Testing Check in time for tests - clerical and non-clerical is anytime
between 8:00 a.m. - 1:30 p.m.

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