



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 *
North Riverside * Brookfield * Berwyn *
Proviso Township * Forest Park * La
Grange * LaGrange Park * Western Springs

07/26/2018



Job Title: **Public Administration Intern**
Agency: Employment Security
Closing Date/Time: Tue. 07/31/18 11:59 PM Central Time
Salary: \$2,611.00 - \$5,454.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Bid ID#: **RA02149**

Under general supervision, functions in an administrative capacity reporting to the Manager of Economic Information & Analysis Division, for a period of not less than 12 months to a maximum of 24 months; receives assignments designed to develop knowledge, understanding and practical skills in public administration; receives assignments related to economic analysis of labor market information.

All other applicants must follow the instructions below. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

Testing & Grading questions can be directed to:
CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

07/26/2018



Job Title: **Human Services Caseworker - Opt SS (Upward Mobility Target Title)**

Agency: **Human Services**

Closing Date/Time: **Tue. 07/31/18 5:00 PM Central Time**

Salary: **\$3,969.00 - \$5,913.00 monthly**
\$47,628.00 - \$70,956.00 annually

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **10-91-106783**

Requires a bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social welfare agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires ability to speak, read and write Spanish at the 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

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORDCOM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORDCOM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

07/26/2018



Job Title: **Human Services Caseworker (Upward Mobility Target Title)**

Agency: **Human Services**

Closing Date/Time: **Tue. 07/31/18 5:00 PM Central Time**

Salary: **\$3,969.00 - \$5,913.00 monthly**
\$47,628.00 - \$70,956.00 annually

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **10-91-106781**

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the state requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

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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07/26/2018



Job Title: Office Associate - Opt 2
Agency: Human Services
Closing Date/Time: Tue. 07/31/18 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#: 10-91-106779

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires working knowledge of composition, grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at a rate of 45 wpm. Requires knowledge and understanding of medical, technical and legal terminology.

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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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

07/26/2018



Job Title: **Technical Advisor Advanced Program Specialist**
Agency: Revenue
Closing Date/Time: Tue. 07/31/18 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **DOR 18508**

Requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois; requires three years professional experience in the practice of law in the area of regulation of the alcoholic beverage industry. Requires thorough knowledge of common law and of state and federal laws, particularly relating to administrative and regulatory functions.

Agency Contact:

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

07/26/2018



Job Title: **Social Service Program Planner III**
Agency: Human Services
Closing Date/Time: Tue. 07/31/18 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#: **10-89-106764**

Under general direction, performs the more complex tasks designing, analyzing and implementing the survey review process for the purpose of licensure and certification of community based developmental disabilities and mental health agencies for an assigned area. Investigates complaints regarding community agencies; assists on field surveys, prepares written reports of findings, recommends action and provides technical assistance to community agencies. Travels in the performance of duties.

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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07/26/2018



Job Title: **Senior Public Service Administrator - Opt 8L**
Agency: Central Management Services
Closing Date/Time: Tue. 07/31/18 5:00 PM Central Time
Salary: \$4,295.00 - \$12,128.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **EP000**
Bid ID#: **CMS 18581**

Requires a law degree. Requires a license to practice law in the State of Illinois. Requires three years of progressively responsible experience in real estate law and transactions and administrative law practice. Requires knowledge of state and governmental law; requires experience in state policies, rules and regulations.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street, Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

07/26/2018



Job Title: **Internal Security Investigator II - Opt A**
Agency: Human Services
Closing Date/Time: Tue. 07/31/18 5:00 PM Central Time
Salary: \$5,146.00 - \$7,849.00 monthly
\$61,752.00 - \$94,188.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-14-106762**

Under direction of the Investigations Team Leader, performs highly responsible, sensitive and confidential investigative duties. Gathers and analyzes relevant facts and data concerning abuse, neglect, financial exploitation

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

07/26/2018



Job Title: Office Clerk - Opt CH1
Agency: Human Services
Closing Date/Time: Tue. 07/31/18 5:00 PM Central Time
Salary: \$2,636.00 - \$3,557.00 monthly
\$31,632.00 - \$42,684.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-106782

Requires knowledge, skill and mental development equivalent to completion of high school. Requires elementary knowledge of grammar, spelling and punctuation. Requires ability to follow oral and written instructions. Requires ability to speak, read and write Chinese 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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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

07/26/2018



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**

Under administrative direction, works with Information Technology and other IOC personnel to analyze and resolve application problems and design software enhancements; responds to software problems and takes corrective actions; codes and tests software problem fixes and enhancements to meet IOC user requirements

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.

07/26/2018



Job Title: **Medical Administrator II Option D - Opt 05**
Agency: Human Services
Closing Date/Time: Fri. 08/17/18 4:00 PM Central Time
Salary: \$10,441.00 - \$20,722.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **10-72-106850**

Under administrative direction of the Center Director, serves as the Medical Director of the Ludeman Developmental Center; supervises medical staff; maintains the overall quality of clinical care provided to individuals of the facility, including planning, staff administration and implementation of medical treatment regimens

Agency Contact:
Kerri Bresley, HR/LR Administrator
SODC Operations
1120 Washington Ave
Dixon, IL 61021
Phone ~ (815)288-8345
Fax ~ (815)288-8321
kerri.bresley@illinois.gov

07/26/2018



Job Title: **State Purchasing Officer**
Agency: Executive Ethics Commission
Closing Date/Time: Thu. 08/09/18 4:30 PM Central Time
Salary: \$0.00 / Month
Job Type: Exempt
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **00000-301**

The **State Purchasing Officer** (SPO) is appointed to a 5-year term by the Chief Procurement Officer (CPO), after a probationary period of up to one year as Acting SPO.

The Equal Employment Opportunity / American with Disabilities Act Officer is responsible for ensuring compliance with these laws. Any issues or concerns should be addressed to the EEO/ADA Officer at 401 S. Spring St, Room 515, Springfield, Illinois, 62706, or by calling (217) 558-1393.

07/26/2018



Job Title: **Social Services Career Trainee - Opt MC**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10 41 SSCT MC**

Requires a Bachelor's degree, ability to communicate effectively in Sign Language and ability to complete coursework to obtain a Master's degree in specified time.

Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

07/26/2018



Job Title: **Social Services Career Trainee - Opt SS**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **L-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences. Requires ability to speak, read and write Spanish

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).

07/26/2018



Job Title: Licensed Practical Nurse I (Upward Mobility Target Title)
Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$3,300.00 - \$4,231.00 monthly
Job Type: Full-Time
Location: Adams County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 34-30-13-Cont. 3

Requires Illinois license as a practical nurse. Requires working knowledge of practical nursing techniques as delegated by a physician or professional nurse. Requires ability to follow written and oral instructions.

Illinois Veterans' Home
Human Resources Office
217/222-8641 ext 204

07/26/2018



Job Title: **Child Welfare Specialist - Opt SS (Upward Mobility Target Title)**

Agency: Children & Family Services

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC063**

Bid ID#: **Spfld State Central Register**

The college or university issuing a bachelor's or master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

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).

07/26/2018



Job Title: **Human Services Caseworker**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,891.00 - \$5,797.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **I-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

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).

07/26/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Children & Family Services
Closing Date/Time: Fri. 08/03/18 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1815018 - 153162**

Requires an MSW and three years administrative child welfare experience or an MA in an acceptable human services field and four years administrative child welfare experience; certification as a Licensed Clinical Social Worker (LCSW), Licensed Clinical Professional Counselor (LCPC), or licensure through the Association of American Marriage and Family Therapists is preferred; requires possession of a valid driver's license and ability to travel.??

Contact: Frances Cunningham Phone: (312) 814-5987 Fax: (312)814-5986
Email: Frances.cunningham@illinois.gov
Mailing Address: 100 W. Randolph, Chicago, IL. 60601

Work Location: 15115 S. Dixie Highway, Harvey, IL 60426
Work Hours: Monday - Friday 8:30 AM - 5:00 PM

07/26/2018



Job Title: **Office Associate - Opt 2**
Agency: Children & Family Services
Closing Date/Time: Fri. 08/03/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **1849049-499673**

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

Contact:
Tracey Hardrick
Office of Employee Support
2020 W Roosevelt Rd., 2nd Fl
Chicago, IL 60608

Phone: 312-814-3775; Fax: 312-814-1224

E-mail: Tracey.Hardrick@illinois.gov

07/26/2018



Job Title: **Registered Nurse I (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Fri. 08/03/18 5:00 PM Central Time
Salary: \$4,471.00 - \$6,389.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **02**
Plan/BU: **RC023**
Bid ID#: **10-72-106851 &106852**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. This class is included as an Upward Mobility Program credential title. Requires working knowledge of diversified professional nursing principles and practices. Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the individual.

AGENCY CONTACT:

Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
114 N. Orchard Drive
Park Forest, IL 60466
Office: (708) 283 3014
Fax: (708) 283-3017

07/26/2018



Job Title: **Statistical Research Specialist III**
Agency: Public Health
Closing Date/Time: Fri. 08/03/18 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDPH 87099**

Requires knowledge, skill, and mental development equivalent to completion of four years of college with courses in statistics, computer science, mathematics, economics and related fields. Requires two year of progressively responsible experience in the development and application of research designs and statistical methods and techniques. Requires experience in working with an electronic disease surveillance system and skill in utilizing Business Objects software for advance statistical analysis and report generation. Experience in Analysis Visualization and Reporting (AVR) for report generation and analyzing laboratory data to confirm disease diagnoses is also preferred.

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

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>

07/26/2018



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.

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219

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