

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



Agency: Human Services

Closing Date/Time: Fri. 09/07/18 4:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

\$37,392.00 - \$117,180.00 annually

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: BBR

Bid ID#: 10-82/107178

Under direction of the Hospital Administrator, serves as Quality Strategies Manager. Assesses, improves and manage quality and continuity of care standards to reduce risk at Madden Mental Health Center. Collaborates with the facility Medical Director, Central Office Administrator and community agency directors to verify that the services meet professional/accreditation standards; identifies and develops action plans designed to verify that problems are resolved and that actions are taken to improve quality and continuity of care by a staff of professional engaged in Quality Assurance, Human Resource Development.Training, Abuse/Neglect Monitoring, Health Information Administration(Medical Records) and Consumer /Patient Advocacy.

Valarie Laird/ Human Resources Madden Mental Health Center 1200 S. First Ave Hines, IL. 60104

Fax# 708-338-7078



Job Title: PSC- Hospital Administrator

Agency: Human Services

Closing Date/Time: Thu. 09/06/18 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: PSC 19-049

Requires knowledge, skill and mental development equivalent to completion of four years college in a human services field. Requires four years progressively responsible administrative experience in a health or human services organization.

Sam Silva, BES/Division of Mental Health 100 South Grand Ave. East- 3rd Floor Springfield, IL 62762

Fax: (217) 524-3385



Job Title: Lottery Sales Representative

Agency: Illinois Lottery

Closing Date/Time: Thu. 09/06/18 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: LOT 18859

Under direction, promotes and markets Lottery activities and acquires new Lottery retailers within Territory 105 which encompasses the North Side of Chicago area; delivers promotional material to sales retailers; processes instant ticket returns and maintains Lottery retailers' instant game inventory; assists Private Manager in festivals, fairs and mall promotional events; maintains a variety of records and compiles and prepares reports; coordinates new equipment installations with on-line vendor staff; attends and participates in sales meetings.

Agency Contact: Illinois Lottery 101 West Jefferson St., WIB Mail Code 3-970 Springfield, IL 62702 217-524-5382 217-785-7839 Fax



Job Title: Security Officer (Upward Mobility Target Title)

Agency: Human Services

Closing Date/Time: Thu. 09/06/18 5:00 PM Central Time

Salary: \$3,492.00 - \$4,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: 10/79-107181

Requires a valid Illinois driver's license. Requires knowledge skill and mental development equivalent to the completion of high school. Requires working knowledge of facility security requirements and regulations, restraint procedures and techniques to control combative individuals. Requires ability to climb stairs, chase runaways and physically restrain and control individuals.

### CONTACT INFORMATION:

Summer Doxie Human Resource Office Chicago Read Mental Health Center 4200 N. Oak Park Avenue Chicago, IL 60634 fax 773-794-5583



Job Title: Internal Security Investigator I

Agency: State Police

Closing Date/Time: Thu. 09/06/18 4:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC062

Bid ID#: 21-50-ISP18-152

Requires knowledge, skill, and mental development equivalent to two years of college with coursework in law, government, liberal arts, history or business administration, plus three years experience in law enforcement investigatory work or a related field. Requires working knowledge of modern law enforcement investigatory techniques and concepts, and Illinois State Statutes. Requires possession of an appropriate valid driver's license.

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



Job Title: Private Secretary II

Agency: Illinois Gaming Board

Closing Date/Time: Wed. 09/05/18 5:00 PM Central Time

Salary: \$3,136.00 - \$6,412.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IGB 18858

Requires knowledge, skill and mental development equivalent to the completion of two years of secretarial or business college and four years of secretarial experience; or the completion of high school and six years of secretarial experience. Requires working knowledge of agency programs, rules and regulations. Requires extensive knowledge of manual and automated office equipment. Requires thorough knowledge of principles of office management. Requires thorough knowledge of composition, grammar, spelling and punctuation. Requires skill in keyboarding accurately. Requires ability to establish and develop written instructions and procedures. Requires ability to communicate clearly and effectively both orally and in writing. Requires ability to apply human relations skills to interaction with management, officials of government and private industry and the public.

### Agency Contact:

Illinois Gaming Board, Human Resources 801 South 7th Street, Suite 400 South Springfield, IL 62703 217-557-2821 Phone

217-524-1932 Fax OR Scan To: tammy.fink@igb.illinois.gov



Agency: Employment Security

Closing Date/Time: Tue. 09/04/18 11:59 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB063

Bid ID#: RA 02156

Under administrative direction, performs highly responsible legal work and research for IDES in the area of Illinois and federal laws with emphasis on Claimant Benefits and Employer UI Liabilities. As a technical legal advisor, researches and develops advisory legal opinions on federal and state unemployment legislation; assists in development of attorney Continuing Legal Education and training; analyzes pending legislation for federal conformity, reviewing IDES procedures, correspondence, bulletins and policies for legal sufficiency and providing advice to the Illinois Attorney General; represents the agency in presenting cases in the court of law.

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).



Job Title: Educator - Opt C

Agency: Human Services

Closing Date/Time: Tue. 09/04/18 5:00 PM Central Time

Salary: \$4,248.00 - \$7,856.00 monthly

\$50,976.00 - \$94,272.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-72-106696

Under general supervision of the Ludeman Educational, Vocational, Recreational, and Activity Services (LEVRAS) Director. Performs highly specialized teaching duties in a program of special instruction for the developmentally/intellectually disabled. Completes vocational assessments and evaluative data for the development of habilitation plans; evaluates progress and behaviors relative to individuals served and establishes work assignments and tasks to coordinate and promote the development, maximum growth and independence of the individuals served.

Contact Info: Bureau of Employee Services Andrew Reagan 100 South Grand Ave East, 3rd floor Springfield, IL 62762 217-557-0347



Job Title: Social Services Career Trainee - Opt SS

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 SS

Requires a Bachelor's degree. Requires ability to complete necessary coursework to obtain a Master's degree in specified time period. In addition to English, requires ability to communicate effectively in 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).



Job Title: Social Services Career Trainee

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#: K-HCD Continuous

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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).



Job Title: Office Administrator Iv - Opt 1 - Polish Speaking

Agency: Healthcare & Family Services

Closing Date/Time: Mon. 09/10/18 11:59 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: GC0072

Requires knowledge, skill, and mental development equivalent to completion of two years study at a secretarial/business college and two years office experience; or, completion of high school and four years Office Assistant experience; or, four years independent business experience. Requires the ability to speak and write Polish at a colloquial skill level.

Judy Beverly
Bureau of Personnel and Administrative Services
2946 Old Rochester Road
Springfield, Illinois 62703

217-557-5244 Office 217-782-8889 Fax



Agency: Healthcare & Family Services

Closing Date/Time: Mon. 09/10/18 11:59 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB010

Bid ID#: GC0071

Requires knowledge, skill and mental development equivalent to completion of four years of college; requires prior experience equivalent to three years of progressively responsible administrative law experience in a public or business organization. Requires the possession of a license to practice law in Illinois. Requires ability to travel

Judy Beverly
Bureau of Personnel and Administrative Services
2946 Old Rochester Road
Springfield, Illinois 62703

217-557-5244 Office 217-782-8889 Fax



Agency: Healthcare & Family Services

Closing Date/Time: Mon. 09/10/18 11:59 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB010

Bid ID#: GC0071

Requires knowledge, skill and mental development equivalent to completion of four years of college; requires prior experience equivalent to three years of progressively responsible administrative law experience in a public or business organization. Requires the possession of a license to practice law in Illinois. Requires ability to travel

Judy Beverly
Bureau of Personnel and Administrative Services
2946 Old Rochester Road
Springfield, Illinois 62703

217-557-5244 Office 217-782-8889 Fax



Agency: Healthcare & Family Services

Closing Date/Time: Mon. 09/10/18 11:59 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB010

Bid ID#: GC0070

Requires knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in law or legal studies; requires prior experience equivalent to three years of progressively responsible administrative law experience in a public or business organization. Requires possession of a valid license to practice law in the State of Illinois

Judy Beverly Bureau of Personnel and Administrative Services 2946 Old Rochester Road Springfield, Illinois 62703

217-557-5244 Office 217-782-8889 Fax



Job Title: Child Welfare Specialist (Upward Mobility Target

Title)

Agency: Children & Family Services

Closing Date/Time: Mon. 09/10/18 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: RC063

Bid ID#: 1849056-490829

Preferably requires a master's degree in social work; or a master's degree in a related human service field, supplemented by one year of directly related professional casework/case management experience; or requires a bachelor's degree in social work and one year of directly related professional casework/case management experience

Tracey Hardrick, Personnel Liaison 2020 W Roosevelt, 2nd Fl. Chicago, IL 60608

**Email:** Tracey.Hardrick@Illinois.gov

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



Job Title: Paralegal Assistant

Agency: Children & Family Services

Closing Date/Time: Mon. 09/10/18 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1803033-035862

Under direct supervision of a licensed attorney, reviews documents and pre-screening packets; conducts legal screenings, and interviews child welfare workers, supervisors, and other appropriate personnel; provides follow-up with caseworkers and supervisors regarding quality control issues; performs special projects and prepares reports; prepares pleadings and motions; travels in the performance of duties.

**Name:** Heather Poe **Phone:** 217-524-0266 **Fax:** 217-524-3970

Mailing Address: 406 E. Monroe, Springfield, IL 62701

**E-mail:** Heather.Poe@illinois.gov



Job Title: Paralegal Assistant

Agency: Children & Family Services

Closing Date/Time: Mon. 09/10/18 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1803034-035860

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; preferably requires a paralegal certificate; requires travel.

Heather Poe

406 E. Monroe, Sta #373 Springfield, Illinois 62701

PHONE: (217) 524-0266 FAX: (217) 524-3970

Email: <a href="mailto:heather.poe@illinois.gov">heather.poe@illinois.gov</a>



Job Title: Rehabilitation Counselor Trainee - Opt V (Upward

Mobility Target Title)

Agency: Human Services

Closing Date/Time: Mon. 09/10/18 5:00 PM Central Time

Salary: \$3,792.00 - \$5,601.00 monthly

\$45,504.00 - \$67,212.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-48-107177

Under direct supervision, for a period not to exceed twelve months, receives formal and informal orientation in the principles, techniques, procedures and policies related to rehabilitating persons with disabilities in a general vocational rehabilitation, transition, STEP, or psychiatric caseload. Travels in the performance of duties.

Bureau of Employee Services Andrew Reagan 100 South Grand Ave East, 3rd floor Springfield, IL 62762 217-557-0347



Job Title: Hearing & Speech Technician II - Opt MC

Agency: Human Services

Closing Date/Time: Mon. 08/27/18 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

\$36,324.00 - \$50,676.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-72-107067

Requires completion of at least two years of college with courses in social sciences, psychology and education or related field. Requires manual communication skills at a colloquial level.

Contact Info:
Bureau of Employee Services
Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347



Job Title: Activity Therapist (Upward Mobility Target Title)

Agency: Human Services

Closing Date/Time: Mon. 08/27/18 5:00 PM Central Time

Salary: \$3,792.00 - \$5,601.00 monthly

\$45,504.00 - \$67,212.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-72-107137

Requires ability to teach therapeutic activities. Requires ability to lead and direct other workers in carrying out specific projects. Requires ability to verbally communicate. Requires a valid Illinois driver's license. Must be able to escort residents to and from activities.

Contact Info: Bureau of Employee Services Andrew Reagan 100 South Grand Ave East, 3rd floor Springfield, IL 62762 217-557-0347



Job Title: Civil Engineer VII Bureau Chief of Traffic

Agency: Transportation

Closing Date/Time: Thu. 08/30/18 4:30 PM Central Time

Salary: \$7,640.00 - \$9,650.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#43055

### Required:

- A valid driver's license
- Current Illinois Professional Engineer license
- District-wide and state-wide travel; Overtime
- 24-hours a day / 7-days a week availability

Technical Applications <u>PM1080 rev 6/1/17</u>\*\*<u>must be received</u> by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to <u>DOT.CO.BPM.EmploymentApplications@Illinois.gov</u>by **Thursday, August 30, 2018**, 4:30 p.m.



Job Title: Civil Engineer VII Bureau Chief of Traffic

Agency: Transportation

Closing Date/Time: Thu. 08/30/18 4:30 PM Central Time

Salary: \$7,640.00 - \$9,650.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#43055

initiation of projects and programs for the reduction of accidents and congestion; investigation and issuance of access permits; and monitoring the operation of Emergency Traffic Patrol (ETP), the sign shops, the Traffic Systems Center, and highway work-zone surveillance.

Technical Applications <u>PM1080 rev 6/1/17</u>\*\*<u>must be received</u> by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to <u>DOT.CO.BPM.EmploymentApplications@Illinois.gov</u>by **Thursday, August 30, 2018**, 4:30 p.m.



Job Title: Realty Specialist V Chief of Negotiations

Agency: Transportation

Closing Date/Time: Thu. 08/30/18 4:30 PM Central Time

Salary: \$6,020.00 - \$8,115.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#43057

It reviews and recommends approval of title to land by the Office of Chief Counsel and the Attorney General necessary for the construction of highway improvements and local-agency transportation facilities, to meet established letting dates and ensure the equitable treatment of affected property owners.

Technical Applications PM1080 rev 6/1/17\*\*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 Thursday, August 30, 2018, 4:30 p.m.



# **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 <u>each</u> 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.