



09/1/2020

Job Title: **Learning and Development Manager**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Closing Date/Time: Mon. 09/21/20 5:00 PM Central Time
Salary: \$82,457.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **327**

EDUCATION AND EXPERIENCE REQUIREMENTS: A minimum of five years of experience in a post with emphasis in curriculum and development, teaching and learning, learning and development, instructional design, or the administration of education programs, preferred. A minimum of two years experience as a manager or supervisor, preferred. Masters degree in curriculum and instruction, teaching and learning, instructional design, or equivalent area highly preferred; applicants with a J.D., Ed.D. or Ph.D., and related experience, are welcome to apply; Bachelor's degree in a related field and five years of related work experience, or an equivalent combination of education and experience, will be considered. Experience with live/face-to-face and online learning experiences as an instructor, presenter or planner; higher education teaching experience at the Community College or University/College/Law School level, a plus; working knowledge of blended learning and eLearning course designs, strongly preferred.

8:30 a.m. - 5:00 p.m.

Administrative Office of the Illinois Courts
Judicial College Division
222 North LaSalle Street, 13th Floor
Chicago, IL 60601

Barbara Black
(217) 524 - 6429

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).



09/1/2020

Job Title: **Instructional Technology and Technology Services Manager**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Closing Date/Time: Mon. 09/21/20 5:00 PM Central Time
Salary: \$82,457.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **328**

EDUCATION AND EXPERIENCE REQUIREMENTS: A minimum of five years of experience in a post with emphasis on technology services, instructional technology, or instructional design, preferred. Bachelor's Degree in Instructional Design, Instructional Systems Design, or a related field, strongly preferred. Experience with Learning Management Systems, instructional software and media and other technologies supportive of live/face-to-face and online learning experiences.

8:30 a.m. - 5:00 p.m.

Administrative Office of the Illinois Courts
Judicial College Division
222 North LaSalle Street, 13th Floor
Chicago, IL 60601

Barbara Black
(217) 524 - 6429

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).



09/1/2020

Job Title: **TM IV-Investigator (Northern)**
Agency: Department of Transportation
Closing Date/Time: Thu. 09/10/20 4:30 PM Central Time
Salary: \$5,120.00 - \$9,155.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#43849**

This position is accountable for conducting confidential investigations of wrongdoing and providing investigatory assistance to law enforcement as directed in an assigned geographical region.

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.

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09/1/2020

Job Title: Public Service Administrator - Opt 6
Agency: Department of Children & Family Services
Closing Date/Time: Thu. 09/10/20 5:00 PM Central Time
Salary: \$6,414.00 - \$9,816.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: 2050006-509612

Under administrative direction of the Associate Deputy Director, serves as Statewide Foster Care Service Manager; provides oversight of statewide foster care services, establishing priorities for the expansion, development, and implementation of new and existing services; provides statewide guidance regarding foster care services, including specialized care, adolescent care, and other home based alternatives; develops, implements, and monitors policies and programs related to specialized foster care; develops and implements statewide training initiatives regarding specialized foster care services for staff, families, and children; provides input into statewide program planning for policy and practice on permanency; provides oversight and coordination of the quarterly matching meetings; develops protocols governing consistent step-down, transfer, extension, discharge criteria, and transition management plans

Anticipated Starting Salary: \$6,414/mo.

Name: Frances Cunningham

Phone: (312) 814-5987 **Fax:** (312) 814-5986

E-mail: Frances.Cunningham@illinois.gov (preferred)

Mailing Address: 100 W. Randolph, Chicago, IL 60601

Work Location: 100 W. Randolph, Chicago, IL 60601

Working Hours: M-F 08:30 AM - 05:00 PM

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).



09/1/2020

Job Title: **Strategic Project Administrator - Non-Code Position**
Agency: Criminal Justice Information Authority
Closing Date/Time: Thu. 09/10/20 5:00 PM Central Time
Salary: \$70,000.00 - \$80,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA 95058-17-2020**

Bachelor's Degree in Social Work, Human Services, Criminal Justice, Public Administration or a related field or equivalent training and experience; 5 years of experience in violence-prevention or related field; 3 years of management and supervisory experience including fiscal experience; expertise with grant-writing and/or grant making; excellent verbal, written, problem-solving and organizational skills; strong computer skills including Microsoft Word, Excel and Access and ability to learn new programs; ability to work on multiple tasks with attention to detail; willingness and ability to travel in state, including valid Illinois Driver's License.

Please apply by emailing a CMS100 application, cover letter and resume to:

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: Strategic Project Administrator/John Doe

Be Sure to list your contact number on your resume.

You can find the CMS100s on work.illinois.gov under the "Forms" tab

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09/1/2020

Job Title: **Industrial Services Consultant I**
Agency: Department of Labor
Closing Date/Time: Thu. 09/10/20 11:59 PM Central Time
Salary: \$3,830.00 - \$5,536.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **DOL 2021-20-200-07**

Requires knowledge, skill and mental development equivalent to completion of two years college with coursework in engineering, physical sciences (physics, chemistry, biology, etc.), or safety/health management. Requires the successful completion of an approved training program, or requires one year of experience with industrial or construction firms engaged in industrial, mechanical or construction processes such as: insurance loss control representative, fire safety inspector, safety engineer or any equivalent combination of training and experience. Requires working knowledge and understanding of Federal and State OSHA standards. Requires ability to establish and maintain satisfactory working relationships with industrial management, government officials, union representatives and personnel; to effectively communicate orally and in writing. Requires the possession of a valid IL driver's license, automobile liability insurance and the ability to travel. Requires physical ability to pass a medical evaluation to wear a negative pressure respirator; walk for extended periods of time while carrying equipment weighing 15 to 30 pounds..

Work Location:

Michael A. Bilandic Building
160 N. LaSalle St., C-1300
Chicago, IL 60601

Contact:

Illinois Department of Labor
900 South Spring Street
Springfield, IL 62704
DOL.104@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



09/1/2020

Job Title: **Industrial Services Consultant Trainee**
Agency: Department of Labor
Closing Date/Time: Thu. 09/10/20 11:59 PM Central Time
Salary: \$3,409.00 - \$4,759.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **DOL 2021-20-200-06**

Requires knowledge, skill and mental development equivalent to completion of two years of college, with coursework in engineering, physical sciences (physics, chemistry, biology, etc.), or two years of experience in industrial or construction firms engaged in industrial, mechanical or construction processes or any equivalent combination of training and experience. Requires elementary knowledge and understanding of Federal and State OSHA standards. Requires the ability to establish and maintain satisfactory working relationships with management, supervisors, union representatives and personnel. Requires the ability to effectively communicate orally and in writing. Requires the possession of a valid Illinois driver's license, automobile liability insurance and the ability to travel throughout Illinois. Requires the ability to pass a medical evaluation, wear a negative pressure respirator and walk for extended periods of time while carrying equipment weighing 15 to 30 pounds.

Work Location:

Michael A. Bilandic Building
160 N. LaSalle St., C-1300
Chicago, IL 60601

Contact:

Illinois Department of Labor
900 South Spring Street
Springfield, IL 62704
DOL.104@illinois.gov

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09/1/2020

Job Title: **Child Support Specialist I**
Agency: Department of Healthcare & Family Services
Closing Date/Time: Thu. 09/10/20 11:59 PM Central Time
Salary: \$4,164.00 - \$6,128.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CS4531**

Under direction, calculates financial obligations and support balances related to child support accounts; interprets and reviews support orders, both judicial and administrative, for case review and entry into the system; resolves customer service issues in a Call Center environment through direct customer contact or with other state agencies, legal partners, etc., by phone, written correspondence, and e-mail; gathers data via face-to-face interviews and other sources and/or reviews and prepares petitions, including those from other IV-D agencies/jurisdictions for Custodial Parents (CPs); manages the establishment, modification, and enforcement of court orders.

WHERE TO APPLY

Division of Child Support Personnel

509 S 6th Street

Springfield, IL 62701

Phone: 217-557-3900

Fax: 217-524-3960

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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).



09/1/2020

Job Title: **Child Support Specialist Trainee**
Agency: Department of Healthcare & Family Services
Closing Date/Time: Thu. 09/10/20 11:59 PM Central Time
Salary: \$3,544.00 - \$5,001.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CS4532**

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance, or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area. This position requires the ability to pass a national background check prior to employment due to accessing confidential tax information.

WHERE TO APPLY

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

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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).



09/1/2020

Job Title: **Public Service Administrator - Opt 6**
Agency: Department of Children & Family Services
Closing Date/Time: Fri. 09/11/20 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **2013061-132647**

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare or investigations experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare or investigations experience; requires possession of a valid driver's license and ability to travel.

Contact:
Karen Wagner
1911 S Indiana Ave
9th Floor
Chicago, IL 60616
Phone: 312-328-2461
Email: DCFS.LicensingPersonnel@illinois.gov (Preferred)

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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).



09/1/2020

Job Title: **Criminal Justice Specialist Trainee**
Agency: Criminal Justice Information Authority
Closing Date/Time: Mon. 09/14/20 5:00 PM Central Time
Salary: \$3,676.00 - \$5,247.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CJIA 10236-19-2020**

Requires a minimum of a four years of college in one of the following: law, criminal justice, government, public administration, violence prevention, sociology, accounting or political science or related field. Two to five years of previous professional work experience preferred. Must be able to demonstrate a working knowledge of the use of Microsoft Office software: Word/ Excel. Must be able to demonstrate basic accounting ability to review basic budget documents and track expenditures against grant funds. Must be proficient in analytical skills and oral communications. Position requires occasional overnight travel and a valid driver's license.

Work hours:

8:30 a.m. to 5:00 p.m.
Monday - Friday

Work Location:

300 W. Adams St., Suite 200
Chicago, Illinois 60606

Submit CMS100/CMS100B and Bid form to cja.hrdepartment@illinois.gov

(Bid Form is required only if you are a current or former State employee. CMS100B is required only if you are a current state employee and the position will be a promotion)

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

For example: Criminal Justice Specialist Trainee/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 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).



09/1/2020

Job Title: **Criminal Justice Specialist I – Opt 1**
Agency: Criminal Justice Information Authority
Closing Date/Time: Mon. 09/14/20 5:00 PM Central Time
Salary: \$4,164.00 - \$6,128.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CJIA 10231-20-2020**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in law, criminal justice, violence prevention, government, public administration, sociology, accounting or political science or related field. Master's degree preferred. Requires completion of an agency approved training program or one year of professional experience in planning, development, implementation, or assessment of programs in criminal justice, violence prevention, government, public administration, sociology, accounting, political science, or equivalent advanced academic work. Professional experience in grant preparation and grant/contract monitoring; budget preparation; and tracking of expenditure and objectives and outcomes preferred. Requires working knowledge of the criminal justice system. Must be proficient in analytical skills and oral communications. Requires ability to utilize word processing software and office equipment. Position requires occasional overnight travel and a valid driver's license.

Work hours:

8:30 a.m. to 5:00 p.m.
Monday - Friday

Work Location:

300 W. Adams St., Suite 200
Chicago, Illinois 60606

Submit CMS100/CMS100B and Bid form to cja.hrdepartment@illinois.gov

(Bid Form is required only if you are a current or former State employee. CMS100B is required only if you are a current state employee and the position will be a promotion)

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

For example: Criminal Justice Specialist Trainee/John Doe

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09/1/2020

Job Title: **Educator - Opt C**
Agency: Department of Human Services
Closing Date/Time: Mon. 09/14/20 5:00 PM Central Time
Salary: \$4,453.00 - \$8,141.00 monthly
\$53,436.00 - \$97,692.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-72-24834**

Requires possession of a current and valid ISBE-issued Professional Educator License with endorsement in special education. Requires elementary knowledge of behavior modification principals.

Work Location:
Ludeman DD Center
114 N. Orchard
Park forest, IL 60466

HOURS: Monday - Friday 8:00 am - 4:30 pm.

Anticipated Started Salary Range – \$53,436 - \$97,692

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies.

Where to Apply: DHS.DDHiringUnit@illinois.gov.

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09/1/2020

Job Title: **Technical Advisor V Assistant Chief Counsel**
Agency: Department of Transportation
Closing Date/Time: Tue. 09/08/20 4:30 PM Central Time
Salary: \$5,745.00 - \$9,840.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Bid ID#: **IPR#44555**

8:00 am - 4:30 pm Monday-Friday

Chief Counsel / Legal Services - Chicago / 69 West Washington, Chicago, IL

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

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

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09/1/2020

Job Title: **TM IV-Investigator (Northern)**
Agency: Department of Transportation
Closing Date/Time: Thu. 09/10/20 4:30 PM Central Time
Salary: \$5,120.00 - \$9,155.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#43849**

This position is accountable for conducting confidential investigations of wrongdoing and providing investigatory assistance to law enforcement as directed in an assigned geographical region.

8:00 am - 4:30 pm / Monday - Friday

Office of Finance and Administration/Bureau of Investigations and Compliance/201 West Center Court, Schaumburg, IL

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

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09/1/2020

Job Title: **Chief Internal Auditor**
Agency: Department of Employment Security
Closing Date/Time: Fri. 09/11/20 11:59 PM Central Time
Salary: \$110,000.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **RA 09215**

Requires a bachelor's degree with coursework in auditing, business management, public administration, economics, computer science, financial accounting and auditing, or related subjects. Requires certification as a Certified Public Accountant or Certified Internal Auditor with at least four years of progressively responsible professional auditing experience; or as an Auditor with at least five years of progressively responsible professional auditing experience. Requires working knowledge of management principles and techniques, including organization, management, program accountability, governmental operations and system analysis. Requires thorough knowledge regulations, statutes, and rules relating to State and Federal audit requirements; requires extensive knowledge of Departmental policies and procedures. Requires ability to use a personal computer with related software programs; requires ability to travel. Requires ability to comply with the revolving door provisions of the State Officials and Employee Ethics Act during employment and for a one-year period following termination of employment.

AGENCY CONTACT/ Where to Apply:

IDES Recruitment & Selection
33 S. State Street - 8th Floor
Chicago, IL 60603
Attn: Sudi Garcia
eFax: (312) 793-5052
Scan: DES.JOBS@illinois.gov

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09/1/2020

Job Title: **Industrial Services Consultant I**
Agency: Department of Labor
Closing Date/Time: Thu. 09/10/20 11:59 PM Central Time
Salary: \$3,830.00 - \$5,536.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **DOL 2021-20-200-07**

Requires knowledge, skill and mental development equivalent to completion of two years college with coursework in engineering, physical sciences (physics, chemistry, biology, etc.), or safety/health management. Requires the successful completion of an approved training program, or requires one year of experience with industrial or construction firms engaged in industrial, mechanical or construction processes such as: insurance loss control representative, fire safety inspector, safety engineer or any equivalent combination of training and experience. Requires working knowledge and understanding of Federal and State OSHA standards. Requires ability to establish and maintain satisfactory working relationships with industrial management, government officials, union representatives and personnel; to effectively communicate orally and in writing. Requires the possession of a valid IL driver's license, automobile liability insurance and the ability to travel. Requires physical ability to pass a medical evaluation to wear a negative pressure respirator; walk for extended periods of time while carrying equipment weighing 15 to 30 pounds..

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Contact:

Illinois Department of Labor
900 South Spring Street
Springfield, IL 62704
DOL.104@illinois.gov

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09/1/2020

Job Title: **Strategic Project Administrator - Non-Code Position**
Agency: Criminal Justice Information Authority
Closing Date/Time: Thu. 09/10/20 5:00 PM Central Time
Salary: \$70,000.00 - \$80,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA 95058-17-2020**

Bachelor's Degree in Social Work, Human Services, Criminal Justice, Public Administration or a related field or equivalent training and experience; 5 years of experience in violence-prevention or related field; 3 years of management and supervisory experience including fiscal experience; expertise with grant-writing and/or grant making; excellent verbal, written, problem-solving and organizational skills; strong computer skills including Microsoft Word, Excel and Access and ability to learn new programs; ability to work on multiple tasks with attention to detail; willingness and ability to travel in state, including valid Illinois Driver's License.

Please apply by emailing a CMS100 application, cover letter and resume to:

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: Strategic Project Administrator/John Doe

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09/1/2020

Job Title: **Maintenance Worker**
Agency: Department of Human Services
Closing Date/Time: Wed. 09/09/20 5:00 PM Central Time
Salary: \$26.45 - \$35.26 hourly
\$4,602.30 - \$6,135.24 monthly
\$55,227.60 - \$73,622.88 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **HR001**
Bid ID#: **10-72 25391**

Requires no formal education. Requires 6 months experience performing a variety of semi skilled manual tasks in the maintenance of highways, buildings, grounds' waterways or related fields.

Work Location:

Ludeman DD Center
114 N Orchard
Park Forest, IL 60466

HOURS: Shift Assignment, depends on availability.

Anticipated Started Salary Range – \$26.45 - \$35.26 an hour

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies.

Where to Apply: DHS.DDHiringUnit@illinois.gov.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



09/1/2020

Job Title: **Physician Specialist - Option D - Opt 18**
Agency: Department of Human Services
Closing Date/Time: Wed. 11/18/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **4**
Plan/BU: **RC063**
Bid ID#: **10-81-25174-25175-25176-25177**

Under general direction as an Illinois licensed physician, practices as a medical specialist in psychiatry in providing services to mentally ill patients. Practices as a Psychiatrist utilizing psychiatry specialty 80% or more of the working day and general physician duties for the balance of the workday. Provides psychiatric diagnosis on the treatment unit; assists and/or coordinates the treatment planning for the various types of patients; serves as consultant to other non-psychiatric physicians and professional staff on the unit regarding patient progress, medical or psychometric procedures and development of overall treatment plans; assures that the clinical services are appropriate to the adult population with mental illness/developmental disability and to the mental and physical developmental stages of the individual patients. Provides court testimony.

Contact:

Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Phone: 847-742-1040 Ext 2095; Fax: 847-429-4933
Email: Sandra.Hoston@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



09/1/2020

Job Title: **Medical Administrator I Option D - Opt 18**
Agency: Department of Human Services
Closing Date/Time: Wed. 11/04/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Bid ID#: **10-81-25138**

Requires Illinois License to practice medicine and an American Board of Medical Specialties certification or its equivalent in psychiatry. Requires two years of medical practice experience in clinical/psychiatric medical program.

CONTACT INFORMATION:

Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Phone: 847-742-1040, Ext 2095; Fax: 847-429-4933
Email: Sandra.Hoston@illinois.gov - Include Bid ID# in subject line

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).



09/1/2020

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

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.

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

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).