



09/3/2020

Job Title: **Support Service Coordinator I**  
Agency: Department of Human Services  
Closing Date/Time: Thu. 09/03/20 5:00 PM Central Time  
Salary: \$3,266.00 - \$4,502.00 monthly  
\$39,192.00 - \$54,024.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC009**  
Bid ID#: **10-72-25356**

Under direction, serves as shift coordinator and lead worker to lower level dietary staff on assigned shift; coordinates Dietary activities such as food preparation, cleaning, receiving and storing of food items. Completes daily time sheets, schedules work assignments and prepares weekly delivery schedules of perishable supplies. Cooks and prepares food and serves meals to individuals served.

**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 – \$39,192 - \$54,024**

**Current Bargaining Unit Employees – Collective Bargaining Agreement language applies.**  
**Where to Apply: [DHS.DDHiringUnit@illinois.gov](mailto: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).



09/3/2020

Job Title: Office Assistant - Opt 2  
Agency: Department of Human Services  
Closing Date/Time: Thu. 09/03/20 5:00 PM Central Time  
Salary: \$2,934.00 - \$3,919.00 monthly  
\$35,208.00 - \$47,028.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-25348

Requires knowledge, skill and mental development equivalent to completion of high school and one year of office related experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office procedures, practices, and ability to operate commonly used office equipment. Requires ability to type at 35 wpm.

**Where to Apply:**

**Please email applications and bid forms to:**

**DHS.HiringUnit@illinois.gov**

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

**Agency Contact:**

Bureau of Employee Services  
Greer McNeil  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
FAX: 217-524-2116

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09/3/2020

Job Title: **Health Information Administrator**  
Agency: Department of Human Services  
Closing Date/Time: Thu. 09/03/20 5:00 PM Central Time  
Salary: \$3,980.00 - \$5,804.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-82-25355**

Under the general supervision of the Quality Strategies Director, provides professional direction to the overall Health Information Services program for 24/7 residential Madden Mental Health Center. Monitors compliance with applicable statues, rules, regulations and standards of regulatory agencies and accrediting bodies. Supervises the Health Information Unit of the Hospital and Placement Resources. Responds to correspondence and inquires regarding current and former recipients. Serves as the Hospital's Health Insurance Portability and Accountability Act (HIPPA) coordinator and Privacy Officer. Serves on Hospital and State-wide committees. Coordinates the Health Infonnation aspect of all court activities.

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09/3/2020

Job Title: **Medical Administrator I Option D - Opt 18**  
Agency: Department of Human Services  
Closing Date/Time: Fri. 09/04/20 4:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **10-81-26401**

Requires an 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

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

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09/3/2020

Job Title: **Public Service Administrator - Opt 7**  
Agency: Department of Juvenile Justice  
Closing Date/Time: Fri. 09/04/20 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **MC-01**  
Bid ID#: **IDJJ27-00-20-0065**

Requires knowledge, skill and mental development equivalent to the completion of four years of college. Requires three years of progressively responsible professional experience in staff development or related fields. Requires extensive knowledge of labor relations and employee development training theories. Requires thorough knowledge of the IDJJ mission and ability to advocate on its behalf. Requires working knowledge of supervisory methods. Requires extensive knowledge of the means utilized in effective presentations of written, visual and articulated subject matter. Requires extensive knowledge of sources of information pertaining to staff development. Requires working knowledge of State government. Requires valid, appropriate driver's license and the ability to travel.

**CONTACT:**

**Apply via Email (include BID ID in Subject line), USPS or Facility drop off:**

IDOC – Hiring Unit  
Koley Scott – HR Rep  
1301 Concordia Court  
Springfield, IL 62702  
[Koley.scott@Illinois.gov](mailto:Koley.scott@Illinois.gov)

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09/3/2020

Job Title: Office Associate - Opt 2  
Agency: Department of Human Rights  
Closing Date/Time: Tue. 09/08/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: 3  
Plan/BU: RC014  
Bid ID#: 20-37

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires ability to utilize Microsoft Word, Excel, Outlook and related programs. Requires the ability to operate office equipment, including computer, fax machine, scanner and copier. Requires ability to learn and use AS400 and associated programs and screens. Requires the ability to keyboard at 45 wpm.

**Agency Contact:**

Adam Coe  
Department of Human Rights  
100 West Randolph Street, Suite 10-100  
Chicago, Illinois, 60601  
312-814-6219 Telephone  
312-793-2121 Fax

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





09/3/2020

Job Title: **Mental Health Administrator I / Mental Health Administrator Trainee**  
Agency: Department of Human Services  
Closing Date/Time: Wed. 09/09/20 5:00 PM Central Time  
Salary: \$4,164.00 - \$6,820.00 monthly  
\$49,968.00 - \$81,840.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-72-25390**

Requires knowledge, skill and mental development equivalent to ( 1 ) a master's degree in administration, education or the behavioral sciences and successful completion of a comprehensive training program at the Mental Health Administrator Trainee level, or (2) three years of progressively responsible professional experience in or applicable to the provision of therapeutic individual services for individuals with intellectual disabilities, or (3) three years of progressively responsible supervisory experience in, or applicable to the care, treatment and development of individuals with intellectual disabilities. Requires ability to communicate oral and written instructions to subordinate staff. Requires the ability to participate in application of restraint procedures and must be able to make rounds, attend off site training and meetings. Requires the ability to travel.

**Work Location:**  
**Ludeman DD Center**  
**114 N Orchard**  
**Park Forest, IL 60466**

**HOURS: Monday - Friday**

**Anticipated Started Salary Range – \$49,968 - \$ 81,840**  
**Current Bargaining Unit Employees – Collective Bargaining Agreement language applies.**

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



09/3/2020

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](mailto: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).





09/3/2020

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

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09/3/2020

Job Title: **Executive II - Opt N1**  
Agency: Department of Healthcare & Family Services  
Closing Date/Time: Thu. 09/10/20 11:59 PM Central Time  
Salary: \$5,100.00 - \$7,661.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **CS4523**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires two years of responsible administrative experience in a public or business organization. Requires ability to travel.

#### **WORK LOCATION**

Healthcare & Family Services/DCSS  
Cook County Judicial Operations (54)  
36 S. Wabash Ave  
Chicago, IL 60603 (Cook)

#### **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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



09/3/2020

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

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



09/3/2020

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](mailto:DES.JOBS@illinois.gov)

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09/3/2020

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](mailto:DOL.104@illinois.gov)

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09/3/2020

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

Please type the title of the position in the e-mail subject line and your first and last name.  
For example: Strategic Project Administrator/John Doe

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09/3/2020

Job Title: **Revenue Tax Specialist III**  
Agency: Department of Revenue  
Closing Date/Time: Wed. 09/09/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **DOR 24871**

**Requires a Bachelor's degree and seven years tax related experience, including completion of the Revenue Tax Specialist Trainee Program, and three years as a Revenue Tax Specialist II; or requires fifteen years of tax related experience, including completion of the Revenue Tax Specialist Trainee Program, and three years as a Revenue Tax Specialist II. Requires extensive knowledge of current Illinois and federal tax laws, rules and regulations. Requires thorough knowledge of files, procedural manuals and other materials utilized in the research and examination of tax returns. Requires extensive knowledge of tax accounting theory, computer systems, manual and automated office equipment and public relations concepts. Requires ability to detect noncompliance with Illinois State tax laws, computational, legal and/or technical errors. Requires ability to travel by car or the ability to utilize public transportation. Requires physical ability to perform duties enumerated above. Requires ability to lift and carry up to 25 pounds.**

**Agency Contact:**

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

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



09/3/2020

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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



09/3/2020

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.

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).



09/3/2020

**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](mailto: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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



09/3/2020

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

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

For example: Strategic Project Administrator/John Doe

Be Sure to list your contact number on your resume.

You can find the CMS100s on [work.illinois.gov](http://work.illinois.gov) under the "Forms" tab

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





09/3/2020

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](mailto: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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).





09/3/2020

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](mailto: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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



09/3/2020

## Career Counseling Services

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

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

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

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

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

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

From its Chicago office, CMS also offers the [Diversity Enrichment Program](#) (DEP) headquartered in the James R. Thompson Center (JRTC). The Program is responsible for the recruitment of well-qualified candidates for employment in underutilized categories for State employment through targeted outreach events and applicant counseling and is a resource for all State agencies, 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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).