



09/11/2020

Job Title: **Child Protection Specialist - Opt SS**  
Agency: Department of Children & Family Services  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: 2 Counties, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **Continuous**

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

**This posting is for recruitment purposes and is intended for those currently not employed with DCFS**

Interested applicants should submit a [CMS 100 Employment Application](#) (version dated 07/2019), and preferably a legible copy of your Official college transcripts to [DCFS.Work4DCFS@illinois.gov](mailto:DCFS.Work4DCFS@illinois.gov)

Applicants should indicate 2 work county choices on their [CMS 100 Employment Application](#)

**Additional Documentation for Child Protection Specialist SS:**

[Class Specification](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

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).



09/11/2020

Job Title: **Automotive Mechanic - Opt 2 - INFORMATIONAL POSTING**  
Agency: Department of Transportation  
Closing Date/Time: Continuous  
Salary: \$4,239.00 - \$5,652.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **000**  
Plan/BU: **RC451**  
Bid ID#: **00000**

Under direct supervision of an Operations Supervisor, maintains and performs repairs a fleet of vehicles at a field headquarters. Ensures compliance with departmental safety rules. Performs mechanical repairs on gasoline diesel vehicles assigned to field headquarters and also conducts repairs at the site of a disabled vehicle. These repairs include: Oil Changes, electrical repair and troubleshooting, radiator repair or replacement, brake inspection or replacement, tire repair or replacement, tune-ups, alternator replacement, water pump installation and any other repairs that may be required. If necessary, may recommend to the immediate supervisor, that other work be done by an outside garage.

**At the time the position is posted, interested applicants** must submit a CMS100 to the agency contact listed on the posting and take an automated test to obtain an open competitive grade for this title at the CMS Testing Facility by the closing date of the posting. CMS Testing requires applicants to provide the posting bid number that is listed at the top of the posting or a copy of the posting. If deemed qualified from the automated test, your name will be placed on the appropriate Open Competitive list for this title. Please contact the CMS Testing Facility at 217/557-6885 for testing information.

Additional information may also be obtained from 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).

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09/11/2020

Job Title: **Building/Grounds Laborer**  
Agency: Department of Military Affairs  
Closing Date/Time: Thu. 09/24/20 11:59 PM Central Time  
Salary: \$3,409.00 - \$4,759.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC042**  
Bid ID#: **21-019**

REQUIREMENTS: Requires knowledge, skill and mental development equivalent to the completion of high school. Elementary knowledge of use and care of janitorial cleaning equipment (e. g. buffing machine, mop, broom). Requires elementary knowledge of grounds maintenance equipment, use and maintenance. Elementary knowledge of grounds/building maintenance and building cleaning methods. Ability to understand and communicate in English, both orally and in writing. Ability to follow simple oral and written instructions. May require possession of an appropriate valid driver's license. Requires ability to lift and carry 80 pounds, i. e., heavy boxes, supplies, etc.; ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and climb ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors; ability to withstand extreme temperature changes to shovel snow and mow lawns; requires exposure to a variety of chemical cleaning agents Must acquire and maintain a Common Access Card issues by Department of Defense for computer access.

**[Click Here for Applicant Information and Grading Procedures](#)**

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).

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09/11/2020

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**

Under immediate supervision, for a period of up to twelve months, participates in on-the-job training programs designed to develop the necessary understanding and skills to develop, implement, monitor, analyze and evaluate performance of grantee programs; trainee will be trained and mentored to implement the review, examination, approval, execution and monitoring of interagency agreements and contracts relating to grant programs. The person in this position participates in reviewing proposals and budgets; reviews and analyzes quarterly and close-out program and fiscal reports, and communicates with grantees regarding needed justifications, corrections, or revisions; reviews allocation requests and works with Grants Team members to determine approvability of requests; conducts reviews of a sample number of quarterly subcontract programs and fiscal reports submitted by grantees; assists in development, review and revision of budget, fiscal report, site visits, and compliance review procedures and forms; conducts site reviews of fiscal records to ensure compliance; prepares and distributes drafts and reports of site review findings; assists in tracking grantee program performance; performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Acceptable versions of the CMS-100 and bid forms are available on the Forms page of the CMS website: <https://www.illinois.gov/sites/work/Pages/Download.aspx>.

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).

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09/11/2020

Job Title: **Military Maintenance Engineer**  
Agency: Department of Military Affairs  
Closing Date/Time: Tue. 09/22/20 11:59 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: **RC042**  
Bid ID#: **21-017**

REQUIREMENTS: Requires active or retired (minimum 20 years) membership in the Illinois National Guard or retired (minimum 20 years) US Armed Forces, if last active duty assignment was with the Illinois National Guard. Requires active or retired (20 yrs) membership in the Illinois National Guard. Requires knowledge, skill and mental development equivalent to the completion of 4 years high school. Requires one year experience in performing a variety of semi-skilled manual tasks in the maintenance of building and grounds. Requires one year experience in the repair and operation of electronic systems. Knowledge of construction and maintenance materials. Working knowledge of one or more of the mechanical and building trades. Requires skill in the use of tools and the ability to perform semi-skilled manual work. Requires knowledge and minimum of one year experience in the operation of heavy equipment to include but not limited to: road grader, bulldozer, tractors, scoop loader, forklift, back hoe and snowplow. Ability to follow oral and written instructions. Requires ability to lift and carry 50 pounds, i. e., heavy boxes, supplies, etc.; ability to move heavy furniture and equipment; requires being on feet for long period of time; ability to bend and stoop. Requires a valid driver's license in the appropriate classification as required by law. Must acquire and maintain a Common Access Card issued by Department of Defense for computer access.

**Current State Employee:** Must submit a Notice of Interest in Vacancy/Bid Form, AFSCME Transfer Form these forms can be found on the [www.work.illinois.gov](http://www.work.illinois.gov) and select "Forms" and the DMA FM115 Application may be obtained by visiting the website <http://www.il.ngb.army.mil/> select "Employment Opportunities: then select "DMA FM-115". Mail forms to Department of Military Affairs, State Personnel Office, 1301 N. MacArthur Boulevard, Spfld, IL 62702-2399, fax them to 217/761-3418 or email to [ng.il.ilarng.mbx.state-personnel@mail.mil](mailto:ng.il.ilarng.mbx.state-personnel@mail.mil).

**Note: Applications submitted on forms issued prior to the 7/2015 revision will NOT be accepted.**

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09/11/2020

Job Title: **Registered Nurse I (Upward Mobility Target Title)**  
Agency: Department of Human Services  
Closing Date/Time: Wed. 09/23/20 8:00 AM Central Time  
Salary: \$4,881.00 - \$6,621.00 monthly  
Job Type: Full-Time  
Location: Livingston County, Illinois  
Number of Vacancies: **4**  
Plan/BU: **RC023**  
Bid ID#: **10-67-25640 to 25643**

Requires graduation from an approved nursing education program resulting an Associate or Diploma Degree in Nursing or a Bachelor's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. This class is included as an Upward Mobility Program credential title. Requires working knowledge of set up, application and use and care of specialized medical equipment. Requires working knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to acquire and maintain Cardiopulmonary Resuscitation (CPR) certificate. Requires working knowledge of diversified professional nursing principles, concepts and practices. Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the patient. Requires ability to evaluate patient condition and behavior and prepare accurate detailed records of such observations. Requires ability to apply emergency medical techniques such Cardiopulmonary Resuscitation, control of bleeding, airway maintenance. Requires ability to instruct non-nursing personnel in the proper practices and procedures of individual care. Requires ability to maintain security of the work area and comply with all facility rules, regulations, policies and directives.

**AGENCY CONTACT:**

Rochelle (Shelly) Jackson, Human Resources  
(815) 584-3347 extension 217  
fax: (815) 584-3723  
Email: [Rochelle.Jackson@illinois.gov](mailto:Rochelle.Jackson@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).



09/11/2020

Job Title: **Technical Manager I Regional Applications Assistant – Region 1**

Agency: Department of Transportation

Closing Date/Time: Wed. 09/23/20 4:30 PM Central Time

Salary: \$3,680.00 - \$6,400.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **2**

Plan/BU: **PM-00**

Bid ID#: **IPR#44106**

8:00 am – 4:15 pm (45 min lunch) Monday - Friday

Office of Finance & Administration / Bureau of Information Processing / 201 W. 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).



09/11/2020

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

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09/11/2020

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](mailto: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](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).



09/11/2020

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](mailto: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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09/11/2020

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](mailto: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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09/11/2020

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

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09/11/2020

Job Title: **External Training and Compliance Manager**  
Agency: Executive Inspector General \*  
Closing Date/Time: Thu. 09/24/20 4:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Exempt  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **03292016**

**PREFERRED QUALIFICATIONS:**

- master's degree in education, public administration or business administration, or a law degree or equivalent experience;
- three years supervisory experience and the ability to manage business processes through the utilization of performance metrics;
- demonstrated knowledge and understanding of ethics, sexual harassment, harassment, and discrimination laws and compliance;
- experience developing and administering training; and
- experience in the use of other computing software, including photography editing software, and data management software.

9:00 a.m. 5:00 p.m.  
Office of Executive Inspector General  
69 W. Washington  
Chicago, IL 60602

Human Resources  
312.814.1789

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).





09/11/2020

Job Title: **Security Officer Sergeant**  
Agency: Department of Human Services  
Closing Date/Time: Fri. 09/18/20 5:00 PM Central Time  
Salary: \$3,808.00 - \$5,348.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC029**  
Bid ID#: **10-79-25666**

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires one year of experience in safety and protection service or a related field. Requires extensive knowledge of facility security requirements and regulations. Requires working knowledge of physical restraint techniques to control combative individuals. Requires ability to climb stairs. chase runaways and physically restrain and control individuals. Requires a valid Illinois driver's license.

**Anticipated Starting Salary Range – \$3,808 to \$5,348 per month or \$45,696 to \$64,176 per year**

**Current Bargaining Unit Employees – Collective Bargaining Agreement language applies**

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

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

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).



09/11/2020

Job Title: **Social Service Program Planner II**  
Agency: Department of Human Services  
Closing Date/Time: Fri. 09/18/20 5:00 PM Central Time  
Salary: \$4,361.00 - \$6,444.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **3**  
Plan/BU: **RC062**  
Bid ID#: **10-76-25633-35**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Requires two years of professional experience in a community organization, social service work or in program planning and development. Prefers a master's degree in either Social work or Psychology. Requires working knowledge of Word, Access and Excel spreadsheet development, design and report writing. Requires the ability to travel.

**Anticipated Starting Salary Range – \$4,361 to \$6,444 per month or \$52,332 to \$77,328 per year**

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

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

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09/11/2020

Job Title: **Health Facilities Surveillance Nurse**  
Agency: Department of Public Health  
Closing Date/Time: Fri. 09/18/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC023**  
Bid ID#: **IDPH 44-19-0329**

Requires graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Extensive travel required.

**Agency Contact:**

Office of Human Resources  
535 W. Jefferson St. 4th fl  
Springfield, IL 62761  
Phone: 217-785-2031  
Fax: 217-785-2038  
Email: [DPH.HRAapplications@illinois.gov](mailto:DPH.HRAapplications@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).



09/11/2020

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).



09/11/2020

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](mailto: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](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).





09/11/2020

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](mailto: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](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).



09/11/2020

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 principles.

**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](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).



09/11/2020

### 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).