



09/14/2020

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.**

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).



09/14/2020

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).



09/14/2020

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).



09/14/2020

Job Title: Office Assistant - Opt 2  
Agency: Department of Human Services  
Closing Date/Time: Wed. 09/23/20 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#: 10-72-25777

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires the ability to keyboard accurately at 35wpm. Requires ability to follow oral and/or written instructions.

**Anticipated Started Salary Range – \$35,208 - \$47,028**

**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](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).



09/14/2020

Job Title: **Public Service Administrator - Opt 8L**  
Agency: Human Rights Commission  
Closing Date/Time: Wed. 09/23/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **BBR**  
Bid ID#: **TIRC-PSA10-02**

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

**PREFERRED QUALIFICATIONS:**

Criminal law experience, particularly post-conviction proceedings, is preferred. Familiarity with Administrative Law, Illinois Code of Criminal Procedure, Illinois Code of Civil Procedure, Illinois Supreme Court Rules, Illinois Rules of Evidence, Illinois Freedom of Information Act, Illinois Open Meetings Act are a plus.

**AGENCY CONTACT:**

Dr. Ewa Ewa  
IHRC Personnel Officer  
100 W Randolph Street, Suite 5-100  
Chicago IL 60601  
312-814-6269  
Email: [Ewa.ewa@illinois.gov](mailto:Ewa.ewa@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).



09/14/2020

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**

**POSITION SUMMARY:** Subject to management approval and under the direction of the Deputy Inspector General - Executive Projects, serves as the External Training and Compliance Manager. This position involves designing, implementing, and overseeing State Officials and Employees Ethics Act (Ethics Act) trainings and compliance work at multiple State agencies and universities. This position requires an individual to develop an expertise in sexual harassment, harassment, and discrimination laws and the Ethics Act, in order to provide guidance and direction to outside entities. As needed, this position may include developing additional compliance and training initiatives for outside entities. This position requires a team-player with a proactive, creative mindset, who is self-motivated and can work autonomously as well as with the management team to further the Office goals. This position may involve working with information of an extremely sensitive and confidential nature.

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).



09/14/2020

Job Title: **Technical Advisor II**  
Agency: Guardianship & Advocacy Commission  
Closing Date/Time: Wed. 09/30/20 5:00 PM Central Time  
Salary: \$5,075.00 - \$7,661.00 monthly  
Job Type: Full-Time  
Location: Peoria County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC010**  
Bid ID#: **45252-50-70-222-10-09**

Requires a license to practice law in the State of Illinois and in Illinois Federal Court; requires graduation from a recognized law school; previous special education litigation experience required; requires knowledge of relevant administrative, statutory and case law references to provide effective assistance to eligible clients at administrative, trial and appellate levels. Four years of Special Education litigation and representation experience preferred. Requires ability to be flexible in the application of strategy and tactics to administrative and judicial proceedings and to effectively communicate orally and in writing. Requires the ability to interact forcefully yet cordially with other professionals, judicial officers and eligible clients. Requires ability to interpret rules and regulations and propose solutions to administrative questions.

Illinois Guardianship & Advocacy Commission  
Attn: Shelly Boatman, HR Representative  
830 S. Spring Street  
Springfield, IL 62704

Fax# 217-785-0877

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).



09/14/2020

Job Title: **Administrative Assistant I - Opt H7**  
Agency: Department of Human Services  
Closing Date/Time: Tue. 09/22/20 5:00 PM Central Time  
Salary: \$4,361.00 - \$6,444.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-48-25603**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Requires elementary knowledge of Division's objectives, policies, and procedures; and of Division's rehabilitation service delivery for persons with disabilities and regional structure; requires ability to communicate clearly and effectively both orally and in writing; requires elementary knowledge of computer program applications including excel spreadsheets, word documents, presentations; prefers elementary knowledge of state and federal requirements related to rehabilitation programming; prefers the ability to apply human relations skills in interaction with the general public, customers and employers. Requires 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.DRSHiringUnit@illinois.gov](mailto:DHS.DRSHiringUnit@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).





09/14/2020

Job Title: **Economic Analyst III**  
Agency: Illinois Commerce Commission  
Closing Date/Time: Tue. 09/22/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **31-0902-20**

This position is a non-code (non-CMS) position and is non-exempt from Rutan. This position reports directly to the Assistant Director – Federal Policy Program which is a non-code (non-CMS) position and is exempt from Rutan. Requires a master’s degree in economics, finance, public policy, or other closely related field. Significant additional experience may substitute for the advanced degree requirement. Superior oral and written English communication skills; and extensive knowledge of the personal computer and its related software programs and applications.

527 E. Capitol Ave.  
Springfield, IL 62701

Colette Smith  
217-557-4206  
colette.smith@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).



09/14/2020

Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**  
Agency: Department of Children & Family Services  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: 2 Counties, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **Continuous**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance.

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

This position requires an automated test. Interested applicants should take a copy of this posting and a [CMS 100 Employment Application](#) (version dated 07/2019), preferably with a legible copy of your Official college transcripts to a CMS testing center.

Questions regarding completion of your application for this title can be directed to [work4dcfs@illinois.gov](mailto:work4dcfs@illinois.gov).

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

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).



09/14/2020

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).



09/14/2020

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

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09/14/2020

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](#).

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09/14/2020

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).



09/14/2020

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).



09/14/2020

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).





09/14/2020

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).



09/14/2020

Job Title: **Executive I - Opt H7**  
Agency: Department of Human Services  
Closing Date/Time: Thu. 09/24/20 5:00 PM Central Time  
Salary: \$4,587.00 - \$6,820.00 monthly  
\$55,044.00 - \$81,840.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-91-25707**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in public or business administration. Requires one year responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of governmental accounting, program budgeting, personnel, statistics, and procurement.

**Agency Contact:**

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

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).



09/14/2020

Job Title: **CONTRACT ATTORNEY**  
Agency: Human Rights Commission  
Closing Date/Time: Wed. 09/23/20 5:00 PM Central Time  
Salary: \$35.00 / Hour  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **5**  
Bid ID#: **TIRC-PSCONTRACT**

Carefully reviews Claim Forms and Claimants' criminal conviction records, investigates claims as needed, assesses evidence, and makes determination recommendation to Commissioners relative to whether or not sufficient evidence of torture meriting judicial review exists. Prepares, reviews and edits proposed determination orders. Conducts legal research as needed to provide advice and counsel to draft legally sufficient orders. Makes oral presentations or recommendations to commissioners. Performs paralegal duties as needed when Commission paralegal is otherwise engaged. In extraordinary circumstances, may travel to Courthouse to assist in scanning, copying or retrieving of files in order to ensure a steady supply of case files are on hand to assure a sufficient supply of files are available for staff and pro bono partners.

**AGENCY CONTACT:**

Dr. Ewa Ewa  
IHRC Personnel Officer  
100 W Randolph Street, Suite 5-100  
Chicago IL 60601  
312-814-6269  
Email: [Ewa.ewa@illinois.gov](mailto:Ewa.ewa@illinois.gov)

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**

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).



09/14/2020

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](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).



09/14/2020

### 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).