



09/19/2020

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 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.

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

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09/19/2020

Job Title: **Problem-Solving Courts Manager**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Closing Date/Time: Wed. 10/07/20 5:00 PM Central Time
Salary: \$74,990.00 / Year
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **1**
Bid ID#: **329**

EDUCATION AND EXPERIENCE: A minimum of three years professional experience in community corrections or justice system environment and a bachelor's degree in social sciences, public administration, criminal justice, or a related field is required.

Candidates must have the ability to plan, organize, implement, and maintain a variety of functions and projects simultaneously and meet required deadlines and schedules; be knowledgeable about applicable statutes, program operations, and best practices in problem-solving courts; have working knowledge and experience with personal computer applications (i.e. Word, Access, PowerPoint, and Excel); have the ability to use initiative and work independently to complete assignments; have the ability to work in a team environment and establish/maintain positive relationships with others; have demonstrated leadership skills including planning and priority setting, sound decision-making, problem-solving, and analytic and interpretive skills; be able to respond to change productively; have strong written and oral communication skills as well as strong organizational and interpersonal skills.

PHYSICAL REQUIREMENTS: This position requires the ability to sit for extended periods of time. This is a professional office working environment requiring telephone usage and the ability to process written and electronic documents. Applicant must have the ability to travel and possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

Administrative Office of the Illinois Courts
(Chicago or Springfield location)

Barbara Black
(217) 524-6429

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09/19/2020

Job Title: **Web Developer - Contractual**
Agency: Criminal Justice Information Authority
Closing Date/Time: Tue. 09/29/20 5:00 PM Central Time
Salary: \$40.00 / Hour
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA PSC-23-2020**

ICJIA is seeking a contractual web developer to complete a project to develop a modern web service-based Application Programming Interface (API) and User Interface (UI). The UI will allow users to pull state arrest data from a website and a landing page for the project and offer an interactive dashboard/graphic interface to the API data. The data will be provided in machine-friendly formats, such as comma separated values (CSV) and JavaScript object notation (JSON), to facilitate both data analysis using modern statistical and visualization tools and development of additional application software by external users.

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

cja.hrdepartment@illinois.gov

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

Be Sure to list your contact number on your resume.
You can find the CMS100s on work.illinois.gov under the "Forms" tab

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09/19/2020

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

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

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

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

Barbara Black
(217) 524 - 6429

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09/19/2020

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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09/19/2020

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

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).



09/19/2020

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 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).



09/19/2020

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.

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).



09/19/2020

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

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).



09/19/2020

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

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09/19/2020

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 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).



09/19/2020

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

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

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09/19/2020

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

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09/19/2020

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.

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

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09/19/2020

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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09/19/2020

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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09/19/2020

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

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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09/19/2020

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Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **328**

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

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

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

Barbara Black
(217) 524 - 6429

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



09/19/2020

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

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09/19/2020

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

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09/19/2020

Career Counseling Services

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

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

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

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

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

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

From its Chicago office, CMS also offers the [Diversity Enrichment Program](#) (DEP) headquartered in the James R. Thompson Center (JRTC). The Program is responsible for the recruitment of well-qualified candidates for employment in underutilized categories for State employment through targeted outreach events and applicant counseling and is a resource for all State agencies, boards and commissions to supplement their recruiting efforts and develop strategies for diversification.

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