



**State Representative La Shawn K. Ford**

# DAILY JOB LISTINGS



**Springfield Office**  
**239-E Stratton Office Building**  
**Springfield, IL 62706**  
**TEL: 217-782-5962**  
**FAX: 217-557-4502**

Chicago Austin \* Oak Park \* Riverside \*  
North Riverside \* Brookfield \* Berwyn \*  
Proviso Township \* Forest Park \* La  
Grange \* LaGrange Park \* Western Springs

09/07/2018



Job Title: **Public Service Administrator - Opt 6**  
Agency: Human Services  
Closing Date/Time: Fri. 09/07/18 4:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
\$37,392.00 - \$117,180.00 annually  
Job Type: Full-Time  
Location: Cook County Zone 4, Illinois  
Number of Vacancies: **1**  
Plan/BU: **BBR**  
Bid ID#: **10-82/107178**

Under direction of the Hospital Administrator, serves as Quality Strategies Manager. Assesses, improves and manage quality and continuity of care standards to reduce risk at Madden Mental Health Center. Collaborates with the facility Medical Director, Central Office Administrator and community agency directors to verify that the services meet professional/accreditation standards; identifies and develops action plans designed to verify that problems are resolved and that actions are taken to improve quality and continuity of care by a staff of professional engaged in Quality Assurance, Human Resource Development.Training, Abuse/Neglect Monitoring, Health Information Administration(Medical Records) and Consumer /Patient Advocacy.

Valarie Laird/ Human Resources  
Madden Mental Health Center  
1200 S. First Ave  
Hines, IL. 60104

Fax# 708-338-7078

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219  
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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

09/07/2018



Job Title: **PSC- Hospital Administrator**  
Agency: Human Services  
Closing Date/Time: Thu. 09/06/18 5:00 PM Central Time  
Salary: \$4,295.00 - \$12,128.00 monthly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PSC 19-049**

Requires knowledge, skill and mental development equivalent to completion of four years college in a human services field. Requires four years progressively responsible administrative experience in a health or human services organization.

Sam Silva, BES/Division of Mental Health  
100 South Grand Ave. East- 3rd Floor  
Springfield, IL 62762  
Fax: (217) 524-3385

09/07/2018



Job Title: **Lottery Sales Representative**  
Agency: Illinois Lottery  
Closing Date/Time: Thu. 09/06/18 5:00 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **LOT 18859**

Under direction, promotes and markets Lottery activities and acquires new Lottery retailers within Territory 105 which encompasses the North Side of Chicago area; delivers promotional material to sales retailers; processes instant ticket returns and maintains Lottery retailers' instant game inventory; assists Private Manager in festivals, fairs and mall promotional events; maintains a variety of records and compiles and prepares reports; coordinates new equipment installations with on-line vendor staff; attends and participates in sales meetings.

Agency Contact:  
Illinois Lottery  
101 West Jefferson St., WIB Mail Code 3-970  
Springfield, IL 62702  
217-524-5382  
217-785-7839 Fax

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

09/07/2018



Job Title: Security Officer (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Thu. 09/06/18 5:00 PM Central Time  
Salary: \$3,492.00 - \$4,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC029  
Bid ID#: 10/79-107181

Requires a valid Illinois driver's license. Requires knowledge skill and mental development equivalent to the completion of high school. Requires working knowledge of facility security requirements and regulations, restraint procedures and techniques to control combative individuals. Requires ability to climb stairs, chase runaways and physically restrain and control individuals.

**CONTACT INFORMATION:**

Summer Doxie  
Human Resource Office  
Chicago Read Mental Health Center  
4200 N. Oak Park Avenue Chicago, IL 60634  
fax 773-794-5583



09/07/2018



Job Title: **Internal Security Investigator I**  
Agency: State Police  
Closing Date/Time: Thu. 09/06/18 4:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **21-50-ISP18-152**

Requires knowledge, skill, and mental development equivalent to two years of college with coursework in law, government, liberal arts, history or business administration, plus three years experience in law enforcement investigatory work or a related field. Requires working knowledge of modern law enforcement investigatory techniques and concepts, and Illinois State Statutes. Requires possession of an appropriate valid driver's license.

Agency Contact:  
Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217

09/07/2018



Job Title: **Private Secretary II**  
Agency: Illinois Gaming Board  
Closing Date/Time: Wed. 09/05/18 5:00 PM Central Time  
Salary: \$3,136.00 - \$6,412.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IGB 18858**

Requires knowledge, skill and mental development equivalent to the completion of two years of secretarial or business college and four years of secretarial experience; or the completion of high school and six years of secretarial experience. Requires working knowledge of agency programs, rules and regulations. Requires extensive knowledge of manual and automated office equipment. Requires thorough knowledge of principles of office management. Requires thorough knowledge of composition, grammar, spelling and punctuation. Requires skill in keyboarding accurately. Requires ability to establish and develop written instructions and procedures. Requires ability to communicate clearly and effectively both orally and in writing. Requires ability to apply human relations skills to interaction with management, officials of government and private industry and the public.

Agency Contact:  
Illinois Gaming Board, Human Resources  
801 South 7th Street, Suite 400 South  
Springfield, IL 62703  
217-557-2821 Phone  
217-524-1932 Fax OR Scan To: [tammy.fink@igb.illinois.gov](mailto:tammy.fink@igb.illinois.gov)

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09/07/2018



Job Title: **Social Services Career Trainee - Opt SS**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10 41 SSCT SS**

Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives information on DHS as a total agency & the comprehensive services provided as well as community services and supports available to persons w/disabilities.

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).



09/07/2018



Job Title: **Human Services Caseworker**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,891.00 - \$5,797.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Bid ID#: **I-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

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).

09/07/2018



Job Title: **Juvenile Justice Specialist Intern - Upward Mobility**  
Agency: Juvenile Justice  
Salary: \$3,994.00 - \$5,867.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **00**  
Bid ID#: **DJJ27-09 Continuous**

Requires physical agility and strength to stand and walk for up to three hours at a time, to run for short distances , and to provide physical intervention and control as necessary in order to protect and/ or restrain individuals. Requires possession of an appropriate valid driver's license.

[Click for a list of statewide facilities and addresses](#) or visit our website at [www.IDJJ.state.il.us](http://www.IDJJ.state.il.us)

Illinois Department of Juvenile Justice  
217-557-1030 x3008

09/07/2018



Job Title: **Child Protection Specialist - Opt SS**  
Agency: Children & Family Services  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **0**  
Plan/BU: **RC062**  
Bid ID#: **Cook Inv. 2017 (Bilingual)**

The college or university issuing a bachelor's or master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

Tracey Hardrick  
Bureau of Operations  
2020 W. Roosevelt, 2th Floor  
Chicago, Illinois 60608  
Phone: 312-814-3775  
Fax: 312-814-1224  
Email: [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)

09/07/2018



Job Title: **Storekeeper I**  
Agency: Human Services  
Closing Date/Time: Tue. 09/18/18 5:00 PM Central Time  
Salary: \$3,217.00 - \$4,529.00 monthly  
\$38,604.00 - \$54,348.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **10-10-106245**

Requires knowledge, skill and mental development equivalent to completion of four years high school; requires one year experience in the keeping of stores and stores records. Requires the ability to lift over 50 lbs.

Bureau of Employee Services  
Kelly Kindred  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

09/07/2018



Job Title: **Maintenance Worker**  
Agency: Human Services  
Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time  
Salary: \$4,440.00 - \$5,920.00 monthly  
\$53,280.00 - \$71,040.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **HR001**  
Bid ID#: **10-72-107353**

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

Contact Info:  
Bureau of Employee Services  
Andrew Reagan  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116



09/07/2018



Job Title: Residential Services Supervisor (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
\$45,504.00 - \$67,212.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 10-72-107343

Requires knowledge, skill and mental development equivalent to an Associate of Arts Degree, with course work in the health and human services fields, plus two years direct care experience in a mental health/rehabilitation residential care setting, or requires two years resident care supervisory experience in a mental health/rehabilitation residential care setting. Requires thorough knowledge of recipient treatment and care policies and procedures. Requires working knowledge of the causes, nature and treatment of mental illness, developmental disabilities and the methods and techniques employed in recipient care; development and rehabilitation.

Contact Info:  
Bureau of Employee Services  
Andrew Reagan  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219  
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09/07/2018



Job Title: **Budgeting for Results Program Analyst**  
Agency: Office of Management and Budget  
Closing Date/Time: Sat. 09/15/18 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Exempt  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **407-2**

Master's degree candidate in program evaluation, public administration, economics, or equivalent field, plus 1-2 years in practical experience is preferred. Undergraduate degree holders with sufficient practical experience may be considered.

**Attention Personnel:**

603 Stratton Building  
Springfield, IL 62706

**Fax:** 217-524-4876

09/07/2018



Job Title: **Project Manager**  
Agency: Illinois Power Agency  
Closing Date/Time: Fri. 09/14/18 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Exempt  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Bid ID#: **19-01**

A successful Program Manager will ensure seamless operations of the program, including managing the relationship between the Agency and the applicable Program Administrator, and will serve as the Agency's subject matter expert on the program.

Anthony Star  
Director  
Illinois Power Agency  
160 North LaSalle Street, Suite C-504  
Chicago, Illinois 60601  
[IPA.Contactus@Illinois.gov](mailto:IPA.Contactus@Illinois.gov)

09/07/2018



Job Title: **EPIC Trainer**  
Agency: Human Services  
Closing Date/Time: Fri. 09/14/18 5:00 PM Central Time  
Salary: \$30.00 / Hour  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PSC 19-033**

Education: Bachelors' or higher degree in a major such as Social Science, Public Administration or related

Experience: Preferred 3 - 4 years of related experience.

Must have ability to be detail oriented when following study procedures, excellent communication skills, ability to prioritize workload and carry out assignments with minimum supervision, ability and willingness to travel extensively and must have intermediate computer skills and be knowledgeable of Microsoft Word and Excel and PowerPoint.

**Applications should be emailed to:**

Jataun J Rollins  
Bureau Chief of Employment & Training  
[Jataun.J.Rollins@illinois.gov](mailto:Jataun.J.Rollins@illinois.gov)

09/07/2018



Job Title: **Public Service Administrator - Opt 6I**  
Agency: Human Services  
Closing Date/Time: Fri. 09/14/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB063**  
Bid ID#: **1048-107216**

Requires possession of a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education or closely related field. Requires three years progressively responsible administrative experience in rehabilitation counseling related field.

Bureau of Employee Services  
Jacky Holler  
100 S. Grand Ave. East  
3rd Fl.  
Springfield, IL 62762  
(217) 785-6341  
FAX: (217) 524-3385  
Email: [jacky.holler@illinois.gov](mailto:jacky.holler@illinois.gov)



09/07/2018



Job Title: **PSC- Hospital Administrator**  
Agency: Human Services  
Closing Date/Time: Thu. 09/06/18 5:00 PM Central Time  
Salary: \$4,295.00 - \$12,128.00 monthly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PSC 19-049**

Requires knowledge, skill and mental development equivalent to completion of four years college in a human services field. Requires four years progressively responsible administrative experience in a health or human services organization.

Sam Silva, BES/Division of Mental Health  
100 South Grand Ave. East- 3rd Floor  
Springfield, IL 62762  
Fax: (217) 524-3385

09/07/2018



Job Title: **Lottery Sales Representative**  
Agency: Illinois Lottery  
Closing Date/Time: Thu. 09/06/18 5:00 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **LOT 18859**

Under direction, promotes and markets Lottery activities and acquires new Lottery retailers within Territory 105 which encompasses the North Side of Chicago area; delivers promotional material to sales retailers; processes instant ticket returns and maintains Lottery retailers' instant game inventory; assists Private Manager in festivals, fairs and mall promotional events; maintains a variety of records and compiles and prepares reports; coordinates new equipment installations with on-line vendor staff; attends and participates in sales meetings.

Agency Contact:  
Illinois Lottery  
101 West Jefferson St., WIB Mail Code 3-970  
Springfield, IL 62702  
217-524-5382  
217-785-7839 Fax

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
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09/07/2018



Job Title: **Security Officer (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Thu. 09/06/18 5:00 PM Central Time  
Salary: \$3,492.00 - \$4,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC029**  
Bid ID#: **10/79-107181**

Requires a valid Illinois driver's license. Requires knowledge skill and mental development equivalent to the completion of high school. Requires working knowledge of facility security requirements and regulations, restraint procedures and techniques to control combative individuals. Requires ability to climb stairs, chase runaways and physically restrain and control individuals.

**CONTACT INFORMATION:**

Summer Doxie  
Human Resource Office  
Chicago Read Mental Health Center  
4200 N. Oak Park Avenue Chicago, IL 60634  
fax 773-794-5583

09/07/2018



Job Title: **Internal Security Investigator I**  
Agency: State Police  
Closing Date/Time: Thu. 09/06/18 4:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **21-50-ISP18-152**

Requires knowledge, skill, and mental development equivalent to two years of college with coursework in law, government, liberal arts, history or business administration, plus three years experience in law enforcement investigatory work or a related field. Requires working knowledge of modern law enforcement investigatory techniques and concepts, and Illinois State Statutes. Requires possession of an appropriate valid driver's license.

Agency Contact:  
Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217

09/07/2018



Job Title: **Private Secretary II**  
Agency: Illinois Gaming Board  
Closing Date/Time: Wed. 09/05/18 5:00 PM Central Time  
Salary: \$3,136.00 - \$6,412.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IGB 18858**

Requires knowledge, skill and mental development equivalent to the completion of two years of secretarial or business college and four years of secretarial experience; or the completion of high school and six years of secretarial experience. Requires working knowledge of agency programs, rules and regulations. Requires extensive knowledge of manual and automated office equipment. Requires thorough knowledge of principles of office management. Requires thorough knowledge of composition, grammar, spelling and punctuation. Requires skill in keyboarding accurately. Requires ability to establish and develop written instructions and procedures. Requires ability to communicate clearly and effectively both orally and in writing. Requires ability to apply human relations skills to interaction with management, officials of government and private industry and the public.

Agency Contact:  
Illinois Gaming Board, Human Resources  
801 South 7th Street, Suite 400 South  
Springfield, IL 62703  
217-557-2821 Phone  
217-524-1932 Fax OR Scan To: [tammy.fink@igb.illinois.gov](mailto:tammy.fink@igb.illinois.gov)

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09/07/2018



## CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:

James R. Thompson Center

100 W. Randolph, Suite 3-300

Chicago, IL 60601-3220

(312) 793-3565 (voice)

Illinois Relay Center 800) 526-0844

MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible  
Schedule Testing Check in time for tests - clerical and non-clerical is anytime  
between 8:00 a.m. - 1:30 p.m.

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219

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