



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

09/08/2018



Job Title: **State Opioid Resource Director**
Agency: Human Services
Closing Date/Time: Wed. 09/19/18 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 19-050**

Requires a Master's Degree preferably with course work in public health administration, social work, or human services.

A minimum of four years progressively responsible administrative and project management experience in the field of substance use disorder (SUD) prevention and or treatment. Excellent communication skills, Extensive knowledge of the State Opioid Action Plan and the statewide sectors involved in the response to the opioid epidemic.

Sam Silva
BES/Division of Mental Health
100 South Grand Ave. East- 3rd Floor
Springfield, IL 62762

Fax: (217) 524-3385

09/08/2018



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

09/08/2018



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

09/08/2018



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

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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

09/08/2018



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

09/08/2018



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

09/08/2018



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#: **10-48-107217**

Under general direction, plans, implements, coordinates and supervises coordination of program activities for Region 1 of Division of Rehabilitation Services. Assures service needs are being met in accordance with applicable rules, policies, standards and procedures. Directs and coordinates staff planning and fiscal monitoring for assigned section of the state. Serves as supervisor to counselors and coordinators in providing direct services to individuals with disabilities served by the Division. Travels in the performance of duties.

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@illinos.gov

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09/08/2018



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

09/08/2018



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

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09/08/2018



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

09/08/2018



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

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09/08/2018



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

09/08/2018



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

09/08/2018



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

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09/08/2018



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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

09/08/2018



Job Title: **Social Services Career Trainee**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **K-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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).

09/08/2018



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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

09/08/2018



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

Illinois Department of Juvenile Justice
217-557-1030 x3008

09/08/2018



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

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09/08/2018



Job Title: **Corrections Nurse Trainee**
Agency: Corrections
Salary: \$4,617.00 - \$6,314.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **6**
Plan/BU: **RC023**
Bid ID#: **IDOC29-82-17-1108**

Requires graduation from an approved nursing education program resulting in 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. Requires current cardiopulmonary resuscitation certification. Requires elementary knowledge of diversified professional nursing principles, concepts and practices.

Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217
217-782-8916 – Fax

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09/08/2018



Job Title: **Social Service Program Planner Iv**
Agency: Human Services
Closing Date/Time: Thu. 09/13/18 5:00 PM Central Time
Salary: \$5,441.00 - \$8,318.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-90-107221**

Requires knowledge, skill and mental development equivalent to completion of four years of college supplemented by a related Master's degree. Requires two years of progressively responsible professional experience in a community organization, social service work, or on program planning and development. Requires the ability to travel.

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

09/08/2018



Job Title: **Public Aid Eligibility Assistant - Opt SS**
Agency: Human Services
Closing Date/Time: Wed. 09/12/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-91-107233**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience. Requires ability to speak, read and write Spanish at a colloquial skill level.

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

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09/08/2018



Job Title: **Building/Grounds Laborer**
Agency: Military Affairs, Department of
Closing Date/Time: Tue. 09/11/18 11:59 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC042**
Bid ID#: **19-010**

Requires knowledge, skill and mental development equivalent to the completion of high school. Elementary knowledge of use and care of janitorial cleaning equipment (e. g. buffing machine, mop, broom). Requires elementary knowledge of grounds maintenance equipment, use and maintenance. Elementary knowledge of grounds/building maintenance and building cleaning methods. Ability to understand and communicate in English, both orally and in writing.

Submit a Notice of Interest in Vacancy/Bid Form, AFSCME Transfer Form and CMS 100 or CMS 100B to the Department of Military Affairs, State Personnel, 1301 N. MacArthur Blvd., Spfld., IL 62702, by faxing to 217/761-3418 or email to ng.il.ilarng.mbx.state-personnel@mail.mil. Current state employees seeking a promotion should also submit a CMS 100B to CMS (address found in upper left hand corner of CMS 100B) to receive a promotion grade.

FOR ADDITIONAL INFORMATION: Contact Janice Estes at (217) 761-3786.

09/08/2018



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

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Schedule Testing Check in time for tests - clerical and non-clerical is anytime
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