



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

10/03/2018



Job Title: **Medical Administrator II Option D - Opt 18**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$10,441.00 - \$20,722.00 monthly
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **1**
Bid ID#: **10-77-300-93771-4279**

Under administrative direction of the Hospital Administrator, serves as the Medical Director for the Alton Mental Health Center responsible for administering, planning, and managing all medical care, psychiatric treatment, nursing care, social services, forensic court services, rehabilitation services and psychological treatment for all residents of the Alton Mental Health Center for both forensic (90%) and civil (10%) patients. Supervises professional staff in the day-to-day administration of all program services; establishes goals and objectives for program areas.

Alton Mental Health Center
4500 College Ave.
Alton, IL 62002

Elton Arrindell
FAX: 618-474-5538

10/03/2018



Job Title: **Social Worker II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Thu. 10/04/18 4:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-82/107074**

Under general supervision of the Associate Director of Social Work, performs highly responsible and complex professional social work services on the day shift. Performs initial assessment of persons requesting mental health services either by phone or in person, provides consultation to community agencies, other professionals and families concerning mental health services for persons in crisis and makes referral to appropriate community services when admission is not indicated.

Valarie Laird /Human Resources
Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141

Fax# 708-338-7078

10/03/2018



Job Title: **Medical Administrator II Option D - Opt 18**
Agency: Human Services
Closing Date/Time: Thu. 10/04/18 4:00 PM Central Time
Salary: \$10,441.00 - \$20,722.00 monthly
\$125,292.00 - \$248,664.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **10-82/106401**

Under administrative direction of the Hospital Administrator, serves as the Medical Director with total responsibility for the planning, staff and administration, evaluation of medical care rehabilitation and medical treatment programs and services for the facility; plans, coordinates and directs all Clinical Services.

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Avenue
Hines, IL. 60141

Fax# 708-338-7078

10/03/2018



Job Title: **Human Services Caseworker - Opt SS (Upward Mobility Target Title)**

Agency: **Human Services**

Closing Date/Time: **Mon. 10/15/18 5:00 PM Central Time**

Salary: **\$3,969.00 - \$5,913.00 monthly**
\$47,628.00 - \$70,956.00 annually

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **10-91-107791**

Requires Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely-related field. Requires one year professional case work or crisis intervention experience in a social service agency or successful completion of an agency-sponsored training program. 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

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

10/03/2018



Job Title: Human Services Caseworker (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Mon. 10/15/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
\$47,628.00 - \$70,956.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-91-107788

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the state requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

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Bureau of Employee Services
Amy Cook
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
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10/03/2018



Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Mon. 10/15/18 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: **12**
Plan/BU: **RC028**
Bid ID#: **10-91-107671-82**

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.

*Bureau of Employee Services
Brandon Bax
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>

10/03/2018



Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Mon. 10/15/18 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: **12**
Plan/BU: **RC028**
Bid ID#: **10-91-107671-82**

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.

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

10/03/2018



Job Title: **Vehicle Emission Compliance Supervisor**
Agency: Environmental Protection Agency
Closing Date/Time: Fri. 10/12/18 5:00 PM Central Time
Salary: \$3,258.00 - \$6,355.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **13-0115**

Education & Experience: Requires knowledge, skill and mental development equivalent to high school with one year experience involving motor vehicle sales representative, auto emission tester, motor vehicle repair, quality assurance inspector or inspectors in the motor vehicle industry. Requires two years work experience such as a Vehicle Emission Compliance Inspector, or two years of general supervisory experience.

Contact: Kathy Taylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield IL 62794-9276
217/785-1745
Fax: 271/524-6907

10/03/2018



Job Title: **Public Service Administrator - Opt 1**
Agency: Revenue
Closing Date/Time: Fri. 10/12/18 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **DOR 19018**

Requires ability to supervise, assign, coordinate, instruct and reviews investigative activities of lower level staff. Requires ability to interpret and enforce the applicable provisions of the Illinois Liquor Control Act. Requires willingness to work irregular hours and travel frequently. Requires a valid, appropriate driver's license.

Agency Contact:

Illinois Department of Revenue – Human Resources
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
(217) 782-6239 Phone
(217) 782-9925 Fax

10/03/2018



Job Title: **Child Welfare Administrative Case Reviewer - Opt SS**
Agency: Children & Family Services
Closing Date/Time: Fri. 10/12/18 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: **RC063**
Bid ID#: **1860133-608652**

requires skill and ability to analyze social service systems, identify problems or dysfunctions, and prepare recommendations for solution; requires possession of a valid driver's license and ability to travel; requires ability to speak and write Spanish at a colloquial skill level.

Phone: (217) 557-7430
Fax (217) 785-0395
Paige.Baker@illinois.gov

10/03/2018



Job Title: **Data Scientist**
Agency: Office of Management and Budget
Closing Date/Time: Mon. 10/15/18 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **HHSi2001**

The Data Scientist is accountable for using data to make decisions, which includes building predictive models and help in developing new machine learning techniques that enable SOI and its agencies to make better decisions to achieve its goals. The Data Scientist should demonstrate Analytic Agility, the ability to quickly learn new modeling/machine learning techniques, programming languages, and see how these ideas can integrate to optimize the business. This role will also manage projects of small to medium complexity.

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

FAX: 217-524-2116

Email: DHS.HiringUnit@illinois.gov

10/03/2018



Job Title: **Vehicle Emission Compliance Supervisor**
Agency: Environmental Protection Agency
Closing Date/Time: Fri. 10/12/18 5:00 PM Central Time
Salary: \$3,258.00 - \$6,355.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **13-0115**

Under direction of the Field Services Section Manager, supervises Vehicle Emissions Compliance Inspectors who conduct overt and covert oversight at assigned vehicle emissions testing stations. Collects, organizes, and reviews audit findings for the evaluation of methods and procedures utilized in the auditing of the Vehicle Emissions Test Program. Prepares statistical reports for Agency review and for possible submission to various state and federal government agencies. Evaluates and renders decisions on grievances filed by motorists pursuant to statutes, and responds to other written and verbal inquiries from motorists as needed. Organizes, plans, manages and evaluates operations of the Unit.

Contact: Kathy Taylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield IL 62794-9276
217/785-1745
Fax: 271/524-6907

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

10/03/2018



Job Title: **Dietitian (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Fri. 10/12/18 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#: **10-72-107704**

Under general supervision, interprets diet prescriptions in the planning and preparation of menus and diets for individuals at Ludeman Developmental Center; plans and directs the preparation of diets; participates in the habilitation planning process; trains professional and paraprofessional staff with regard to proper nutrition and dietary requirements. Verifies compliance with Joint Commission and Public Health Standards, as well as, the Center's and Department of Human Services (DHS's) policies and procedures regarding nutrition and dietary needs.

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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10/03/2018



Job Title: Licensed Practical Nurse II (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Fri. 10/12/18 5:00 PM Central Time
Salary: \$3,319.00 - \$4,720.00 monthly
\$39,828.00 - \$56,640.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 10-72-107740

Under general supervision, performs skilled practical nursing care services for individuals of the Ludeman Developmental Center; administers prescribed medications, takes temperatures, blood pressures, pulses and respirations; records the administration of medication and treatments in accordance with the facilities policy and procedures; develops monthly LPN (Licensed Practical Nurse) notes for assigned individuals; completes medical reports in accordance with guidelines and policy. Participates in facility nursing meetings and unit meetings. On a rotational basis, assists in providing nursing care services to other units within the facility.

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>

10/03/2018



Job Title: **Habilitation Program Coordinator (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Fri. 10/12/18 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly
\$49,908.00 - \$74,616.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **3**

Plan/BU: **RC062**

Bid ID#: **10-72-107697-99**

Under general administrative direction. serves as a Qualified Intellectual Disabilities Professional (QIDP)/ Team Leader of Inter-disciplinary (ID) Team meetings with caseloads; integrates, coordinates and monitors Individual Program Plans: counts data to determine clinical needs and uses data to support clinical changes; provides guidance and direction to teams; provides program compliance assessments and other habilitation services. Travels in the performance of duties.

Please submit Bid Forms and CMS100 (revised 04/2018) applications to contact address below, faxed to 217-524-2116, or scanned/emailed to DHS.HiringUnit@illinois.gov

10/03/2018



Job Title: **Public Service Administrator - Opt 1**
Agency: Revenue
Closing Date/Time: Fri. 10/12/18 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **DOR 19018**

Under general direction, manages, plans and reviews the Liquor Compliance program in the Chicago Metro Area; conducts investigations and enforces provisions of the Illinois Liquor Control Act within an assigned geographical area; serves as a working supervisor; provides guidance and assistance to subordinates in resolving questionable or complex issues; conducts studies and recommends new and/or revised procedures be implemented; develops and directs training programs for subordinates; interacts operations with other areas of the Agency; appears before various public and business groups in order to explain and disseminate information regarding the Liquor Control Act and the rules and regulations of the Agency; complies and prepares reports.

Agency Contact:

Illinois Department of Revenue – Human Resources
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
(217) 782-6239 Phone
(217) 782-9925 Fax

10/03/2018



Job Title: **Technical Advisor Advanced Program Specialist - Intermittent**

Agency: Revenue

Closing Date/Time: Fri. 10/12/18 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Intermittent

Location: Cook County, Illinois

Number of Vacancies: **4**

Plan/BU: **RC010**

Bid ID#: **DOR 19019**

Requires graduation from a recognized law school. Requires possession of a license to practice law in Illinois. Requires three years professional experience in the practice of tax law. Requires thorough knowledge of common law and the State and Federal laws, particularly relating to administrative and regulatory functions. Requires extensive knowledge of judicial and quasi-judicial procedures and rules of evidence, hearing and trial procedures. Requires extensive knowledge in the field of tax law.

Agency Contact:

Illinois Department of Revenue – Human Resources
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
(217) 782-6239 Phone
(217) 782-9925 Fax

10/03/2018



Job Title: **Veterans Service Officer**
Agency: Veterans Affairs
Closing Date/Time: Fri. 10/12/18 3:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **34-115-19-09**

Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies.

Current State Employees send Bid Form and CMS100 Applications to:

IDVA

Renee Dougherty

Human Resources

833 South Spring Street

Springfield, IL 62704

Phone: (217) 785-1788

Fax: (217) 557-7235

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>

10/03/2018



Job Title: **Administrative Assistant I - Opt SS**
Agency: Central Management Services
Closing Date/Time: Thu. 10/04/18 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **CMS 19008**

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 an appropriate, valid driver's license and the ability to travel. Requires the ability to read, speak and write Spanish at a colloquial level.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street, Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

10/03/2018



Job Title: **Social Service Program Planner III**
Agency: Human Services
Closing Date/Time: Fri. 10/05/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-40-107613**

Requires knowledge, skill and mental development equivalent to completion of four years college supplemented by a Master's degree plus one year progressively responsible professional experience in licensure/certification activities of substance abuse treatment delivery within SUPR agencies. Requires knowledge of DHS/SUPR programs. Requires ability to travel.

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

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10/03/2018



Job Title: **Medical Administrator II Option D - Opt 05**
Agency: Human Services
Closing Date/Time: Fri. 10/05/18 5:00 PM Central Time
Salary: \$10,441.00 - \$18,498.00 monthly
Job Type: Part-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **TA000**
Bid ID#: **10-72-107564**

Requires an Illinois license to practice medicine and American Specialty Board Certification, or its equivalent, in family practice. Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation. Requires ability to supervise and coordinate staff and activities of other professional disciplines. Requires ability to develop and maintain effective working relationships with various professional disciplines

AGENCY CONTACT:
Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
Phone: 708-283-3014
Fax: 708-283-3017
email: alice.chambers@illinois.gov

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10/03/2018



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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