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(Chief Administrative Law Judge) PUBLIC SERVICE ADMINISTRATOR, Opt 8L

We continually strive for a workforce that reflects the growing diversity within the State of Illinois. A variety of employee backgrounds, perspectives, ideas and experiences are crucial to our ability to most effectively serve the public. Bilingual skills welcome

Reasonable Accommodation Statement

The State of Illinois is committed to working with and providing reasonable accommodations to people with disabilities. Further, federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job, interview for a job, or for any other activity related to the hiring process. Examples of reasonable accommodation include, but are not limited to, making a change to the application process (if possible), providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

To be provided a Reasonable Accommodation during the hiring process, you will need to provide a certification of disability from a physician, psychiatrist, school official or an Illinois Department of Human Services (DHS) Division of Rehabilitation Services (DRS) Vocational Rehabilitation (VR) Counselor. Supporting documentation should be uploaded under **My Documents** → **Additional Documents** section for each application.

Any questions on Reasonable Accommodations can be directed to Central Management Services Disability Resource Center at CMS.DisabilityResCen@illinois.gov or call (217) 524-7514 for further information and to request or discuss an accommodation.

Sponsorship for Employment

The State of Illinois does not provide sponsorship for employment visa status (e.g. H-1B visa status). To be considered for permanent employment with the State of Illinois, applicants must be currently authorized to work in the United States on a full-time basis.

Disclosure of Salary Information

In compliance with the Illinois Equal Pay Act, 820 ILCS 112/1 et seq., the State does not seek, request, or require a job applicant's wage or salary history. Employment decisions are not made based on an applicant's wage or salary history. To that end, please **do not include wage or salary information in your resume or other profile or application materials.**

Date: Jan 12, 2023

Location: Chicago, IL, US, 60601

Job Requisition ID: 22811

Agency : Department of Labor

Closing Date/Time: 01/30/2023

Salary: \$6,956.00-\$10,607.00

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: RC010

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors employee career portal.**

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Posting Identification Number 22811

The Illinois Department of Labor (IDOL) is one of Illinois' most important and dynamic Agencies. With an annual budget over \$17 million, and an authorized staff of more than 100 full-time employees, IDOL has the capacity and capability to provide administration and enforcement of over 25 labor and safety Laws. At IDOL, we take pride in our Agency's mission: to promote and protect the rights, wages, welfare, working conditions, safety, and health of Illinois workers through, regardless of race, religion, ethnicity, color or sexual orientation, through enforcement of state labor laws, and to safeguard the public through regulation of amusement rides and to ensure compliance with all other labor standards.

The Illinois Department of Labor is seeking a Chief Administrative Law Judge. The Chief Administrative Law Judge receives all initial "requests for review" appeals of hearing decisions and payment demands issued by Hearings Referees and reviews of Minimum Wage and Child Labor cases, among other duties. The position requires a licensed attorney admitted to the Illinois bar. The ideal candidate has experience with State and Federal Labor laws, conducting hearings or negotiating settlements. If you possess the skills and experience listed above, we encourage you to apply for the Chief Administrative Law Judge.

Job Responsibilities

1. Conducts hearings as required under statutes administered by the Illinois Department of Labor
2. Plans, directs, and administers the operations of the Hearings Section
3. Receives all initial "requests for review" appeals of hearing decisions and payment demands issued by Hearings Referees and reviews of Minimum Wage and Child Labor cases
4. Serves as working supervisor
5. Performs legal research to keep abreast of current court decisions to be knowledgeable of precedent-setting cases that impact labor law issues
6. Performs other related duties as required or assigned which are reasonably within the scope of the duties enumerated above

Minimum Qualifications

1. Requires graduation from a recognized law school
2. Requires possession of a valid license to practice law in Illinois
3. Requires three years of professional experience in the practice of law

Preferred Qualifications (In Order of Significance)

1. 3 years' Litigation experience
2. 2 years of experience exercising judgment and discretion in developing, implementing, and interpreting departmental policies and procedures
3. 3 years' experience working with State and Federal Labor Laws and Statutes
4. 2 years of working with common law and the provisions of state and federal laws relating to administrative and regulatory functions

CONDITIONS OF EMPLOYMENT

1. Ability to travel statewide
2. Ability to work outside of normal business hours
3. Requires the use of an agency supplied cell phone and laptop

Work Hours: 8:30am-5:00pm Monday - Friday

Work Location: 160 N LaSalle Street, Suite S-1200 Chicago IL 60601

Agency Contact:

Tammy Riggins

Email: tammy.riggins@illinois.gov

Phone #:217-557-3110

Job Family: Administration/Management

This position [DOES NOT] contain "Specialized Skills" (as that term is used in CBAs).

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

Revolving Door:

Certain provisions of the revolving door restrictions contained in 5 ILCS 430/5-45 apply to this position. As a result, the employee should be aware that if offered non-State employment during State employment or within one year immediately after ending State employment, the employee shall, prior to accepting any such non-State employment offer, notify the Office of the Executive Inspector General for the Agencies of the Illinois Governor ("OEIG") or may be subject to a fine.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com

Nearest Major Market: Chicago

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Administrative Law Judge Supervisor (PSA Opt 8L)

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Reasonable Accommodation Statement

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Sponsorship for Employment

The State of Illinois does not provide sponsorship for employment visa status (e.g. H-1B visa status). To be considered for permanent employment with the State of Illinois, applicants must be currently authorized to work in the United States on a full-time basis.

Disclosure of Salary Information

In compliance with the Illinois Equal Pay Act, 820 ILCS 112/1 et seq., the State does not seek, request, or require a job applicant's wage or salary history. Employment decisions are not made based on an applicant's wage or salary history. To that end, please **do not include wage or salary information in your resume or other profile or application materials.**

Date: Jan 23, 2023

Location: Chicago, IL, US, 60602-3134

Job Requisition ID: 21654

Agency: Department of Human Services

Posting ID: 10-17-21654

Opening Date: 01/24/23

Closing Date/Time: 02/06/2023

Salary: Anticipated Salary: \$6,956 - \$7,186 per month

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: Gubernatorial Exclusion 000

******A RESUME IS REQUIRED FOR THIS JOB POSTING******

Please attach a **DETAILED Resume/Curriculum Vitae (CV)**, a copy of your transcripts or diploma for all degrees earned, and a copy of any applicable professional licensures to the **MY DOCUMENTS** section of your application. Please note that the Department of Human Services must verify proof of higher education for any degree earned (if applicable) before any offer can be extended. You **WILL NOT** be considered for the position if you attach a CMS100, CMS100b or any other document in lieu of a Resume or CV.

Position Overview

The Office of General Counsel is seeking to hire a dynamic, organized, detail-oriented licensed attorney in Illinois to serve as a Supervising Administrative Law Judge for the Department. The Administrative Law Judge Supervisor will review subordinates' draft Final Administrative Decisions for completeness, accuracy, and consistency with applicable Federal and State regulations, administrative code, and case law as well as Department policy and Bureau guidance and practice. This individual will be responsible for conducting fair and impartial administrative hearings involving appeals filed by

clients of Department of Human Services (IDHS) in connection with a variety of State and Federal programs as well as conferring and advising management on policy, legal or administrative problems related to the appeals process. The Supervising Administrative Law Judge will be responsible for the regular evaluations of subordinate Administrative Law Judges, including providing guidance and training, as well as administering counseling and discipline in accordance with applicable Collective Bargaining Agreements.

Job Responsibilities

1. Serves as Administrative Law Judge Supervisor.
2. Serves as full-line supervisor.
3. Conducts fair and impartial administrative hearings involving appeals filed by clients of Department of Human Services (DHS) in connection with a variety of State and Federal programs.
4. Confers and advises management on policy, legal or administrative problems related to the appeals process.
5. Reviews draft decisions transmitted by other supervisors for consistency with applicable Federal and State regulations, administrative code, and case law as well as Department policy and Bureau guidance and practice.
6. Investigates and drafts responses to correspondence about hearings and decisions.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

1. Requires graduation from a recognized law school.
2. Requires the possession of a license to practice law in the State of Illinois.
3. Requires three (3) years progressively responsible administrative legal experience for a public or private organization.

Preferred Qualifications (in priority order)

1. Three (3) years of professional experience in administrative law, including but not limited to analyzing and researching legal documents and instruments in order to prepare and conduct formal or informal administrative hearings, from initial pleadings and responses, through discovery, hearing, and post-hearing filings.
2. Three (3) years of professional experience working with statutes and administrative rules, case law, and other legal literature.
3. Three (3) years of professional experience with electronic case management software and the Microsoft Office Suite.
4. Two (2) years of professional supervisory experience assigning work and providing guidance to subordinates, recommending counseling and/or discipline following collective bargaining agreements, evaluating staff, training staff, and approving time off.
5. Two (2) years of professional supervisory experience reviewing and editing the written legal work product of subordinate staff.
6. Two (2) years of professional experience in advising management or clients on policy, legal, or administrative problems related to policies and operating procedures.

Work Hours: Mon - Fri, 8:30am - 5:00pm

Work Location: 69 W Washington St Chicago, IL 60602-3134

Office of General Counsel

Division of Administrative Hearings and Rules

Bureau of Hearings

Agency Contact: DHS.HiringUnit@Illinois.gov

Job Family: Administration/Management; Legal and Compliance

About the Agency

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

As a State of Illinois Employee, you will receive a robust benefit package that includes the following:

- A Pension Program
- Competitive Group Insurance Benefits including Health, Life, Dental and Vision Insurance
- 3 Paid Personal Business Days annually
- 12 Paid Sick Days annually (Sick days carry over from year to year)
- 13 Paid Holidays annually, 14 on even numbered years
- Flexible Work Schedules (when available dependent upon position)
- 10-25 Days of Paid Vacation time annually - (10 days in year one of employment)
- 10 Weeks Paid Maternity/Paternity Leave
- Deferred Compensation Program - A supplemental retirement plan
- Optional Pre-Tax Programs such as Medical Care Assistance Plan (MCAP), Dependent Care Assistance Plan (DCAP)
- Tuition Reimbursement Program and Federal Public Service Loan Forgiveness Program eligibility
- 5% Salary Differential for Bilingual Positions
- Commuter Savings Program (Chicago only)

For more information about our benefits please follow this link:

<https://www2.illinois.gov/cms/benefits/Pages/default.aspx>

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

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Administrative Law Judge (Technical Advisor II)

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Reasonable Accommodation Statement

The State of Illinois is committed to working with and providing reasonable accommodations to people with disabilities. Further, federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job, interview for a job, or for any other activity related to the hiring process. Examples of reasonable accommodation include, but are not limited to, making a change to the application process (if possible), providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

To be provided a Reasonable Accommodation during the hiring process, you will need to provide a certification of disability from a physician, psychiatrist, school official or an Illinois Department of Human Services (DHS) Division of Rehabilitation Services (DRS) Vocational Rehabilitation (VR) Counselor. Supporting documentation should be uploaded under **My Documents** → **Additional Documents** section for each application.

Any questions on Reasonable Accommodations can be directed to Central Management Services Disability Resource Center at CMS.DisabilityResGen@illinois.gov or call (217) 524-7514 for further information and to request or discuss an accommodation.

Sponsorship for Employment

The State of Illinois does not provide sponsorship for employment visa status (e.g. H-1B visa status). To be considered for permanent employment with the State of Illinois, applicants must be currently authorized to work in the United States on a full-time basis.

Disclosure of Salary Information

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Date: Jan 25, 2023

Location: Chicago, IL, US, 60602-3134

Job Requisition ID: 20734

Agency : Department of Human Services

Opening Date: January 26, 2023

Closing Date/Time: 02/08/2023

Salary: Anticipated Salary: \$5,536 - \$8,279 per month

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 4

Plan/BU: RC010

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors employee career portal.**

While not required, a Resume/Curriculum Vitae (CV) is recommended. When applicable, titles that require specific coursework, professional license or certification will include a notation requesting the appropriate document(s) be uploaded in the Additional Documents section of your application. Failure to upload requested transcripts, license and/or proof of certification when specified may result in eligibility. Please note that the Department of Human Services must verify proof of higher education for any degree earned (if applicable) regardless of vacancy title before any offer can be extended.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Posting Identification Number 10-17-20734

Position Overview

The Office of General Counsel is seeking to hire an Administrative Law Judge (ALJ) for the Department. In such capacity, performs legal research, conducts administrative hearings, and composes recommended decisions in connection with State and Federal programs. Each ALJ is responsible for maintaining the electronic hearing database containing the appeal record, including the status information, electronic audio recordings, and electronic documents. Confers and advises management on policy, legal, or administrative problems related to the appeals process.

Job Responsibilities

1. Reviews and processes evidence from the electronic case management system in the form of correspondence, complex financial records, medical records, and other relevant documents.
2. Conducts fair and impartial administrative hearings involving appeals filed by clients of Department of Human Services (DHS) in connection with a variety of State and Federal programs, convening and recording such hearings remotely via electronic means.
3. Maintains case status information on an electronic hearings database in a timely and accurate manner.
4. Confers and advises management on policy, legal, or administrative problems related to the appeal process.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

1. Requires graduation from a recognized law school.
2. Requires possession of a valid license to practice law in Illinois.

Preferred Qualifications

1. Three (3) years of professional experience operating in a paperless environment (all electronic records) for a public or private organization.
2. Two (2) years of professional experience working with judicial and quasi-judicial procedures and rules

of evidence.

3. Three (3) years of professional experience working with web-based software and electronic record keeping.
4. Two (2) years of professional experience in effective, collaborative communication (orally and written) to internal and external entities.
5. Two (2) years of professional experience analyzing, appraising, and organizing facts, evidence and precedents and in presenting such material.
6. Three (3) years of professional experience in web-based legal research.

Conditions of Employment

1. Requires the ability to travel throughout the State.
2. Requires basic proficiency in Microsoft Office Suite.

Work Hours: Monday - Friday, 8:30am - 5:00pm

Work Location: 69 W Washington St Chicago, IL 60602-3134

Office of General Counsel

Division of Administrative Hearings and Rules

Bureau of Hearings

Agency Contact: DHS.HiringUnit@Illinois.gov

Job Family: Legal and Compliance; Social Services

About the Agency: The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

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- 10-25 Days of Paid Vacation time annually - (10 days in year one of employment)
- * Personal, Sick, & Vacation rates modified for 12-hour Work Schedules (as applicable)
- 13 Paid Holidays annually, 14 on even numbered years
- Flexible Work Schedules (when available dependent upon position)
- 10 Weeks Paid Maternity/Paternity Leave
- Deferred Compensation Program - A supplemental retirement plan
- Optional Pre-Tax Programs such as Medical Care Assistance Plan (MCAP), Dependent Care Assistance Plan (DCAP)
- Tuition Reimbursement Program and Federal Public Service Loan Forgiveness Program eligibility
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- systems@SIL-P1.ns2cloud.com

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Administrative Law Judge - PUBLIC SERVICE ADMINISTRATOR 8L

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Sponsorship for Employment

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Disclosure of Salary Information

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Date: Jan 19, 2023

Location: Chicago, IL, US, 60661

Job Requisition ID: 23090

Agency: Department of Financial and Professional Regulation Office of Legal Affairs/Formal Hearings/Committee Boards/ Technical Staff

HR Tracking#: 34385

Closing Date/Time: 02/02/2023

Salary: \$3,116 - \$11,079 (Anticipated Salary: \$7,000 - \$9,200)

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU:

*******A RESUME IS REQUIRED FOR THIS JOB POSTING*******

Please attach a **DETAILED** Resume/Curriculum Vitae (CV) to the **MY DOCUMENTS** section of your application. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

Position Overview

Attorney needed! Under direction, serves as an Administrative Law Judge, performing a variety of legal tasks for the unit. Examines legal and administrative documents at hearings, reviews evidence and briefs submitted, examines statutes and court decisions prior to writing decisions. Holds prehearing conferences. Conducts and presides over application, restoration, and disciplinary hearings as established by statute. Prepares for formal hearings involving professional license holders, applicants for licensure, and those seeking restoration for disciplinary status. Conducts research and studies. Confers with and advises Department staff on legal problems/issues. Drafts proposed bills and statutory amendments, develops procedures, and amends rules and regulations.

Job Responsibilities

- Examines legal and administrative documents at hearings, reviews evidence and briefs submitted, examines statutes and court decisions prior to writing decisions
- Holds prehearing conferences for simplification and limitation of issues, negotiation of admissions or stipulations, limitation of evidence including number of witnesses, exchange of exhibits, assistance with negotiation of agreed dispositions, and other actions reasonably associated with preparing litigants for a formal hearing
- Conducts and presides over application, restoration, and disciplinary hearings as established by statute
- Prepares for formal hearings involving professional license holders, applicants for licensure, and those seeking restoration for disciplinary status
- Conducts research and studies of current decision, rulings and amendments, and does complex and extensive research into legal problems pertaining to the professions governed by the Department
- Confers with and advises Department staff on legal problems/issues incident to the administration of Agency policies/procedures pertaining to the various professional Acts and Rules
- Drafts proposed bills and statutory amendments, develops procedures, and amends rules and regulations for the enforcement of professional Acts and Rules
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

Minimum Qualifications

- Requires law degree and possession of a license to practice law in Illinois
- Requires three years progressively responsible administrative experience in law

Preferred Qualifications

- Prefers experience in at least the last ten consecutive years in drafting complaints, motions, briefs, and other pleadings of at least five pages in length for presentation in judicial or quasi-judicial proceedings
- Prefers at least eight years of progressive experience in conducting trials as a licensed attorney
- Prefers at least six years of experience working as a licensed attorney in a judicial, or quasi-judicial setting, interacting regularly with the court, staff, other attorneys, and the general public

Employment Conditions

- Requires the ability to travel

Education Degree

- Requires law degree and possession of a license to practice law in Illinois
- Requires three years progressively responsible administrative experience in law

About The Agency

IDFPR is a regulatory licensing and enforcement agency that protects the residents of Illinois, ensures the safety and soundness of financial institutions, ensures that competent professionals are licensed to provide services to the public, and enhances commerce in the state for the benefit of all its residents.

Work Hours: 8:30am - 5:00pm M-F
Work Location: 555 West Monroe Street, Chicago IL 60661
Agency Contact: FPR.Employment@Illinois.Gov
Job Family: Administration/Management

Revolving Door:

Certain provisions of the revolving door restrictions contained in 5 ILCS 430/5-45 apply to this position. As a result, the employee should be aware that if offered non-State employment during State employment or within one year immediately after ending State employment, the employee shall, prior to accepting any such non-State employment offer, notify the Office of the Executive Inspector General for the Agencies of the Illinois Governor ("OEIG") or may be subject to a fine.

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Nearest Major Market: Chicago

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