

Jobs In The Public Sector

Who Are The Employers ?

- ▣ Government

- ▣ Non Profits

Government

- ▣ Federal
- ▣ State
- ▣ Local

Two Types of Placement

- ▣ Appointment
- ▣ Civil Service
(or “Coded”)

Appointments

Tend to be very high level positions that require either a special expertise in a given area or a special relationship with the elected official, especially regarding sensitive matters of public policy.

Examples

- ▣ Cabinet-Level Positions
 - Secretary (federal)
 - Director (state and local)
- ▣ Senior Management in Departments
 - Under or Assistant Secretary (federal)
 - Deputy or Assistant Director of Departments
- ▣ Personal Staff of Elected Officials or Department Heads
- ▣ Typically go to campaign supporters, little or no job protection

Civil Service

Typically “merit” positions that are applied for through a competitive process that often includes applications and testing.

The process can be subverted and, unfortunately, often is, especially when it comes to Chicago and Illinois government.

Federal Government

- ▣ Executive
- ▣ Judicial
- ▣ Legislative

Federal - Executive

- ▣ Researching the Market
 - www.usajobs.gov
(official government site)
 - federaljobsearch.com
(free, but need to register)

Making Application

- ▣ Resume – Mail or E-Mail
- ▣ OPM Form Optional
- ▣ Knowledge, Skills, Abilities
- ▣ Location and Pay
- ▣ Benefits

Federal - Judicial

- ▣ U.S. Court System
 - Supreme
 - Court of Appeals
 - District Courts
 - Bankruptcy Courts
- ▣ Application process same as executive
- ▣ Pay and benefits similar
- ▣ Jobs – www.uscourts.gov

Federal - Legislative

- ▣ Jobs in the US House
 - www.house.gov
- ▣ Jobs in the US Senate
 - www.senate.gov/visitors
- ▣ Library of Congress
 - loc.gov

State Government

- ▣ Executive
- ▣ Judicial
- ▣ Legislative

State Executive

- ▣ Governor/Lt. Governor
- ▣ Secretary of State
- ▣ Attorney General
- ▣ Treasurer
- ▣ Comptroller

Most jobs in these offices are by political appointment, including 3,000 under the Secretary of State.

State Administration

- ▣ State Departments and Agencies
 - www.illinois.gov/jobs
- ▣ Boards and Commissions
 - www.illinois.gov

Making Application

- ▣ Complete CMS 100 Form
- ▣ Take Exam
- ▣ Name is placed on eligibility list
- ▣ Wait for call or check list for openings

No Information available on employment opportunities in the Illinois General Assembly or the Illinois Judiciary. Illinois history is that most tend to be political appointments.

Local Government

- ▣ County
- ▣ Township
- ▣ Municipality

County Government

Traditionally, counties performed state-mandated duties, which included assessment of property, record keeping (e.g., property and vital statistics), maintenance of rural roads, administration of election and judicial functions, and poor relief. Today, counties are moving into other areas, undertaking programs relating to child welfare, consumer protection, economic development, employment/training, planning and zoning, and water quality, to name a few.

To fulfill their service responsibilities, county governments employ more than 2 million professional, technical, and clerical personnel.

Employment by county government increased by nearly 73 percent between 1967 and 1997 rising from 1,582,000 full time-equivalent (FTE) personnel to 2,181,000 in 1997.

Township Government

In Illinois townships are charged with three basic functions: 1) general assistance for the indigent; 2) the assessment of real property for the basis of local taxation; and 3) maintenance of all roads and bridges outside federal, state, and other local jurisdiction.

Beyond those, township government may also provide senior citizens programs, youth programs, assistance to the disabled, parks and recreational facilities, health services and cemetery maintenance.

Municipal Government

Municipal government is closest to home.

Can be a city, town, village, or borough.

Services vary widely depending on population and the county and township they are located in.

Typically municipalities are responsible for urban planning and zoning, public works (snow removal, street cleaning and signs), parks and recreation, police, fire, emergency services, tourism, transportation, and municipal courts.

Local Jobs

- ▣ Making Application
- ▣ Testing
- ▣ Pay and Benefits

Local Government Resources

Nationwide

- www.lgi.org

Cook County

- www.co.cook.il.us

Illinois Counties and Townships

- www.toi.org

City of Chicago Job Resources

- ▣ City of Chicago
 - www.cityofchicago.org
- ▣ Chicago Park District
 - www.chicagoparkdistrict.com
- ▣ Chicago Housing Authority
 - www.thecha.org
- ▣ Chicago Transit Authority
 - www.transitchicago.com

Education

Types of Institutions

- ▣ Universities
- ▣ Community Colleges
- ▣ Elementary and High School

Types of Positions

- ▣ Faculty
- ▣ Administration and Support
- ▣ Research

Universities

- ▣ University of Illinois
 - uic.edu
- ▣ Northern Illinois University
 - www.niu.edu
- ▣ DePaul University
 - depaul.edu
- ▣ Northeastern Illinois University
 - neiu.edu

Community Colleges

- ▣ Chicago City Colleges
 - www.ccc.edu/HR_Joblistings

- ▣ Illinois Community College Board
 - www.iccb.org

Elementary and High Schools

- ▣ Chicago Public Schools
 - www.cps-humanresources.org
- ▣ Illinois State Board of Education
 - www.isbe.state.il.us/employment.htm

**Non Profit
or
Independent
Sector**

Types of Non-Profits

- ▣ Charitable - 501(c)3
- ▣ Social Welfare - 501(4)
- ▣ Trade Associations - 509(a)
- ▣ Foundations and a variety of others

Geographic Scope

- ▣ International
- ▣ National
- ▣ State
- ▣ Local and Community

Charitable Organizations

- ▣ Education-related
- ▣ Human Services
- ▣ Environment
- ▣ Public Safety
- ▣ Community and Economic Development (sometimes)

Service Delivery

- ▣ Direct Service
- ▣ Intermediary
- ▣ Research and Planning
- ▣ Activitism

Types of Jobs in Non-Profit Organizations

- ▣ Senior Management
 - Executive Director, Deputy or Assistant Director, Chief Financial Officer
- ▣ Administration
 - Development, Marketing, Public and Government Affairs, Human Resources, Research and Advocacy
- ▣ Program Management and Coordination
 - May involve “hands on” activity with clients, typically requires at least a Bachelor’s degree and experience
- ▣ Program Services
 - Front-line, Hands-on positions
- ▣ Support: Financial, Administrative, and Clerical

**Jobs in
Adult Education
and
Literacy in Illinois**

Adult Education

- ▣ Adult Education is, by and large, part of the community college system due to the nature of funding (instructional hours)
- ▣ Some School Districts and non-profit agencies also offer adult education programs
- ▣ Adult Education is generally defined as pre-GED, GED and ESL and is classroom-based
- ▣ Many programs in Illinois are ESL-oriented
- ▣ Most jobs in adult-education are teaching positions ... with a Master's or higher there are other job opportunities

Adult Literacy Providers Profile

- ▣ appx. 80 funded programs statewide (Illinois State Library/SoS)
- ▣ most focus, per funding, on one-to-one
- ▣ often a part of a larger agency
- ▣ about 1/4 are part of a community college
- ▣ 2/3 are in the Chicago-area
- ▣ most are open at night
- ▣ many depend on volunteers for most of their service

Adult Ed/Literacy Profile (cont.)

- ▣ Most teaching jobs are part-time
- ▣ Many jobs are a blend of program and teaching responsibilities
- ▣ Pay for the most part is not good, but varies by agency
- ▣ Benefits tend to be poor as well
- ▣ Rewards are intrinsic

Adult Literacy Organizations

Lists of adult literacy organizations
can be found at

lvillinois.org – Volunteer Directory

or

cyberdriveillinois.com

Programs - Literacy Providers

Web Resources for Non-Profit Jobs

Chicago-Area, Specific

- ▣ www.npo.net
- ▣ www.chicagojobs.org

State and National Sites

- ▣ www.socialservice.com
- ▣ www.notprofitjobs.org
- ▣ www.idealists.org
- ▣ www.job-hunt.org
- ▣ www.nationjob.com/education
- ▣ www.monstertrak.monster.com
(#1 resource for college students' first job)

Questions ?