



JOB ANNOUNCEMENT

ADMINISTRATIVE SERVICES OFFICER II

**CHICAGO DEPARTMENT OF AVIATION
CDA- HR Section**

**Number of Positions: 1
(Additional vacancies possible pending budget approval)**

Starting Annual Salary: \$82,644 per year

This position is open to current AFSCME BIDDERS AND the PUBLIC. Only current City employees covered under the City's Collective Bargaining Agreement with AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) – BARGAINING UNIT 1, 3, 4, & 5 are considered BIDDERS and are eligible to bid. Qualified BIDDERS who properly submit a bid application will receive preference over any non-bidders.

BID INSTRUCTIONS: Apply on the bid site: <https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> AND

- 1. Check the box on your profile titled "Currently employed by the City of Chicago"**
- 2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')**
- 3. Select your correct bargaining unit**

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION.

Applications for this position will be accepted until 11:59pm CDT on 9/7/26

ESSENTIAL DUTIES

- Coordinates the hiring and recruitment process for assigned job vacancies within CDA divisions by collaborating with leadership to facilitate candidate interviewing, selection, hiring, and appointment processes.
- Processes daily human resources transactions, including preparing and submitting personnel documentation necessary to fill job vacancies. Responsibilities include, but are not limited to, HMC forms, candidate assessment forms, interview and testing notifications, invitations to interview or test, conditional job offers, non-selection notifications, union notifications as required by the collective bargaining agreements, CHIPPS actions for hires/appointments, promotions and separations, medical and drug screening processes, indebtedness reviews, City of Chicago/CDA fingerprinting, and other personnel-related transactions. Maintains and updates master hiring files and personnel documentation.
- Initiates and coordinates DocuSign workflows for human resources transactions and personnel actions, ensuring documents are routed to the appropriate individuals for review, approval, and completion.
- Interprets and explains City and departmental personnel policies, procedures, and practices to CDA managers, supervisors, and employees, as appropriate.
- Provides information and responds to employee inquiries regarding benefits, compensation, personnel programs, and related human resources matters.
- Coordinates with the Department of Human Resources (DHR) on matters related to position classification, recruitment, testing, employee selection, hiring procedures, and other areas of human resources administration.
- Assists with the onboarding and offboarding processes associated with the annual mass hiring of Pool Motor Truck Drivers and, when applicable, Aviation Security Officers.
- Establishes, organizes, maintains, and updates personnel files, employee records, and hire folders for new and existing employees in accordance with the Federal, State, and City requirements.
- Requests and coordinates the transfer of personnel files from other City departments for employees transferring to CDA and facilitates the transfer of CDA personnel files when employees move to other City departments.
- Completes employment and personnel verifications for current and former employees in accordance with State and City policies and procedures.
- Maintains current knowledge of changes to City and departmental policies, procedures, and requirements related to timekeeping, budgeting, human resources, payroll, and other areas within the scope of responsibility.
- Assists with the preparation of reports concerning overtime expenditures, staffing levels, personnel activities, vacancies, and other workforce-related matters for management review.
- May oversee or assist with the administration of special programs and projects, including the Student Intern Program and other departmental workforce initiatives.
- And, other job-related duties as assigned.

Location: 8420 W. Bryn Mawr Ave 8th Fl. Chicago, IL 60631
Days: Monday-Friday
Hours: 8:30 AM to 4:30 PM

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

- Graduation from an accredited college or university with a Bachelor's degree in Human Resources Management, Business Administration, or a directly related field, plus two (2) years of professional work experience in human resources.
- Six (6) years of professional work experience in human resources
- Graduation from an accredited college with an Associate's Degree in Human Resources Management, Business Administration, or a directly related field, plus four (4) years of professional work experience in human resources
- Graduation from an accredited college or university with a Master's degree in Human Resources Management, Business Administration, or directly related field, plus one (1) year of professional work experience in human resources

NOTE: The candidate selected for hire must pass an airport background check and a Security Threat Assessment (STA).

SELECTION REQUIREMENTS

This position requires applicants to complete an interview. The interviewed Bidders who possess the qualifications best suited to fulfill the responsibilities of the position will be selected by SENIORITY order and according to the CBA rules. The interviewed NON-Bidders who possess the qualifications best suited to fulfill the responsibilities of the position will be selected.

Selected Bidders will be hired in seniority order according to the collective bargaining agreement.

Preference will be given to candidates possessing the following:

- Previous work experience performing salary administration, and processing of hiring and personnel forms.
- Previous work experience administering employee benefits programs, personnel policies, hiring procedures, and maintaining confidential records.
- Previous work experience processing various personnel transactions in Oracle, CHIPPS, or HRIS related systems.
- Previous work experience processing payrolls and related records and reports into an automated timekeeping system.
- Knowledge of MS Office Applications.

For Information on our employees benefits please visit our benefits website at:
<https://www.chicago.gov/city/en/depts/fin/benefits-office.html>

For Information on our salary and title structure visit our classifications website at:
[https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/JobClassification/2025 Classification and Pay Plan.pdf](https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/JobClassification/2025%20Classification%20and%20Pay%20Plan.pdf)

APPLICATION EVALUATION: Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates. To learn more about our hiring practices [click here](#).

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR
RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION
MATERIALS SUBMITTED FOR CITY EMPLOYMENT**

**The City of Chicago is an Equal Employment Opportunity, Military Friendly,
and Fair Chance Employer**

**City of Chicago
Brandon Johnson, Mayor**

Here is the link to the City of Chicago website:

<https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang>

Job Search - Basic Search - Taleo

FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA

1. Visit flychicago.com/jobs or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Administration Services Officer II**

Administration Services Officer II (O'Hare)

\$82,644.00

Job #420155

08/20/26 - 09/07/26

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. Job postings will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)