



**Job Title: Office Assistant - Opt 2**

Agency: Central Management Services

Closing Date/Time: Thu. 10/29/15 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: CMS 11323

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Suburban North State Garage Automotive Shop Supervisor, performs a variety of Clerical work; prepares and processes repair order invoices for work performed by mechanics in the shop; posts parts prices to log; reviews documents for accuracy; maintains files of documents.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of high school and one year of related office experience; requires working knowledge of alpha-numeric sequencing, office practices, procedures and programs; requires ability to follow oral and/or written instructions; and operate commonly used manual and automated office equipment.

Work Hours & Location/Agency Contact: Work Hours: 7:30 A.M. – 4:00 P.M.

Work Location: Illinois Department of Central Management Services

Bureau of Support Services/Division of Vehicles/Suburban North State Garage

9511 Harrison St., Des Plaines, IL - Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702

217-217-782-9993 217-782-9925 Fax

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. 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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 2 - Typing**

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**Job Title: GRADUATE RESEARCH ASSISTANT**

Department: BioChem Fund Only

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-1834

**Job Description:**

Here at Rush University Medical Center in Chicago, Illinois, we are committed to advancing scientific medical knowledge through research. We are revitalizing our medical centers with an emphasis on productivity, transparency and accountability. Are you looking to be a part of the exciting, always evolving and expanding new developments in research here at Rush University Medical Center? Are you well experienced in working with a variety of group, single and industry oriented studies? If this describes you, you may be the right candidate for the Graduate Research Assistant position in the BioChem Fund department.

**General Summary:**

Organize, manage, and perform experiments to answer Specific Aims of research programs supported by the National Institutes of Health. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Knowledge, Skills and Abilities:**

The graduate research assistant is required to be accepted by Rush Graduate College with GRE scores of at least 1500.

A Master's degree in biological or biomedical science is preferred.

Skills in using scientific software, ability to perform a series of specific experimental protocols will be required.

The graduate research assistant should have a good knowledge of the literature pertaining to the basic science research laboratory where the GRA has been assigned to work.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20151016100902&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20151016100902&)

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**Job Title: Outpatient Coding Auditor -Health Information Management**

Department: Health Information Management

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Audit

Job Number: 2015-2385

**Job Description:**

At Rush University Medical Center, we offer you the unique opportunity to move into the next level of your Coding career! In this challenging role, you will have the opportunity to monitor the coding quality performed by the HIM coding staff and external departments.

**Position Qualifications Include:**

RHIA or RHIT preferred, CCS credential required

Bachelors of Science degree in a related field, Associates in Health Information Technology minimally acceptable

5 or more years of outpatient hospital coding experience required

Progressively responsible experience required in Health Information Management with no less than 3 years as a Senior or Lead Coder

Demonstrates competency in use of computer applications including abstracting and encoding software

APC and DRG grouper software, MS office and hospital information systems

Understands Outpatient Code Editor edits

Understands QIO requirements and PEPP reporting.

Ability to apply hospital local, state, and federal guidelines with attention to detail

ICD 10 Trainer experience highly desired

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

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**Job Title: Office Associate - Opt 2**

Agency: Juvenile Justice

Closing Date/Time: Fri. 10/30/15 3:30 PM Central Time

Salary: \$2,935.00 - \$4,234.00 monthly

\$35,220.00 - \$50,808.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDJJ-27-15-15-0037

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Office Administrator III, performs a variety of complex specialized clerical duties for the Clinical Services Unit.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation; requires working knowledge of basic mathematics; requires elementary knowledge of agency programs, rules and regulations; requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact:

Work Hours: 8:00am - 4:00pm, Monday through Friday (Saturday/Sunday off)

Work Location: Illinois Youth Center - St. Charles

3825 Campton Hills Road, St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S., Human Resources Representative  
Illinois Youth Center - St. Charles, 3825 Campton Hills Road, St. Charles, IL 60175  
630-584-0506 630-584-1014 (fax)

[susan.swegle@doc.illinois.gov](mailto:susan.swegle@doc.illinois.gov)

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. 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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Per-Diem, Primary Care Walk-In Clinic**

Department: Rush Primary Care Walk- In

Shift: 1st

Full/Part: Type 3 (8-32 Hrs/PP)

Job Number: 2015-2380

**Job Description:**

Rush University Medical Center presents an opportunity for a Nurse Practitioner for the Primary Care Walk- In Clinic. The Nurse Practitioner is an Illinois licensed advanced practice nurse who functions as a member of the health care team in collaboration with a physician as defined in the Rush Collaborative Practice Agreement. The nurse practitioner provides direct care to patients within the practice of the collaborating physician, as well as serving as a consultant, researcher, and educator. The nurse practitioner promotes collaboration between the multiple disciplines to ensure cost effective and quality patient care. Practice responsibilities of the Nurse Practitioner are in accordance with the Illinois Nursing Practice Act. The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures, including complying with all Rush University Medical Group Customer Service Standards.

**Knowledge, Skills and Abilities:**

Current state of Illinois Registered Nurse licensure required.

Current state of Illinois Advanced Practice Nurse- Certified Nurse Practitioner licensure required. Minimum of six months of clinical practice as RN required.

Masters or Doctorate Degree in Nursing

Graduate from an accredited nurse practitioner educational program

Nurse Practitioner Certification by a national certifying organization approved by the Illinois Board of Nursing with renewal as required by the national certifying organization in specialty that is in alignment with practice

CPR certification required; ACLS PALS or NRP certification required in specific specialty areas

Excellent communication and interpersonal skills.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

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**Sales Management Trainee - Chicago City: Loop/Gold Coast/Bucktown**

Job ID 2015-152272

Category Management Trainee Program - All Positions

Location US-IL

Area Chicago City: Loop/Gold Coast/Bucktown

**Responsibilities:**

As a Management Trainee, you are empowered to make business decisions that greatly affect your career as well as the bottom line. You'll gain responsibility for developing new business and maintaining current relationships. You'll be responsible for understanding cost control, reading your branch's P&L statement and understanding what it takes to run a profitable business. You will also learn how to deliver superior customer service. We will teach you how to effectively communicate, influence and interact with all types of customers, vendors and co-workers. You'll learn proper sales techniques to problem solving and conflict management. Those skills will provide you with the opportunity to market to local business partners and build solid, long-lasting relationships with key business decision-makers. In your development to become a successful manager at Enterprise, you'll learn how to mentor, train, develop, manage and promote a staff of your own.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Bachelor's degree required.

Must have relevant experience in 2 of the following 3 categories:

Sales

Will consider 3+ years as a professional or college athlete in lieu of sales

Will consider 2+ years of active duty military experience in lieu of sales

Customer Service

Management/Supervisory/Leadership

Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related conviction on driving record within the last 3 years (DUI/DWI).

Must be at least 18 years old.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apply online at <https://us-erac.icims.com/jobs/152272/sales-management-trainee---chicago-city%3a-loop-gold-coast-bucktown/job>

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**Part-Time Service Agent (car detailer) - Chicago, IL (2640 S. Michigan Ave)**

Job ID 2015-151361

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: South Suburbs

**Responsibilities:**

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires.

Clean vehicle exterior by hand, brush or by operating washing equipment

Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand

Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)

Determine need for and add windshield fluid, gas, oil, water and antifreeze

Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must have reliable transportation to and from 2640 S Michigan Ave, Chicago, IL

Must be able to work the following schedule:

Monday 7:30 am - 6:00 pm (1 hr unpaid lunch)

Wednesday 9:00 am - 6:00 pm (1 hr unpaid lunch)

Friday 7:30 am - 6:00 pm (1 hr unpaid lunch)

Apply online at <https://us-erac.icims.com/jobs/151361/part-time-service-agent-%28car-detailer%29---chicago%2c-il-%282640-s.-michigan-ave%29/job>

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**Part-Time Car Detail (O'Hare Airport)**

Job ID 2015-145814

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago O'Hare Airport

**Overview:**

Enterprise Rent-A-Car is the largest and fastest growing privately owned automotive. The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

**Responsibilities:**

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)

Determine need for and add windshield fluid, gas, oil, water and antifreeze  
Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.). May be responsible for maintaining an inventory of cleaning supplies. May assist with local automobile deliveries  
Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old. High school diploma or GED required  
Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years  
No drug or alcohol related conviction on driving record in the past 5 years  
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.  
Must be willing to work \$10.00/hour at a non negotiable starting salary.

Apply online at <https://us-erac.icims.com/jobs/145814/part-time-car-detail-%28o%27hare-airport%29/job>

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**Part-Time Driver - Bridgeview**

Job ID 2015-152651

Category Customer Service/Support - Driver

Location US-IL

Area Chicago: Southwest Suburbs

Overview: The Driver delivers vehicles and in some instances, customers, employees or vendors safely and timely to the appropriate destination(s) while giving helpful, courteous and professional customer service.

This position is based at:

7518 W 98th Place, Bridgeview IL 60455

**Responsibilities:**

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.

Drive and deliver vehicles locally or out of area as needed, following all rules of the road

Deliver customers and vehicles to appropriate destination in a safe and courteous manner. Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles. Organize travel route and ensure vehicle paperwork is accurate and timely

May need to communicate via 2-way radio or cellular phone

May be asked to clean vehicles

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years of age. 6 months work experience required.

Must have valid driver's license with no more than one moving violation and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related conviction on driving record in the past three years.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be able to work one of the following schedules:

Monday, Wednesday, Friday-7am-4pm

Monday, Tuesday, Thursday-7am-4pm

Wednesday, Thursday, Friday-7am-4pm

Tuesday, Wednesday, Thursday-7am-4pm

Apply online at <https://us-erac.icims.com/jobs/152651/part-time-driver---bridgeview/job>

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## **Shuttle Bus Driver (O'Hare International Airport)**

Job ID 2015-142205

Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

### **DOT Requirements:**

We are subject to certain Department of Transportation Regulations. Candidate will be required to submit to and successfully complete a D.O.T. medical examination.

May drive a maximum of 10 hours after 8 consecutive hours off duty prior to starting shift. You may not work more than 70 hours in 8 consecutive days.

### **Responsibilities:**

Deliver customers and vehicles to appropriate destination in a safe and courteous manner. Greet each customer personally in a friendly and welcoming manner

Operate the courtesy shuttle in accordance with all laws and regulations while following company policy to ensure a safe and pleasant operating environment

Assist customer(s) load and unload luggage, enter and exit vehicle and miscellaneous customer needs

Notify Manager of any customer or vehicle problems including daily maintenance, including but not limited to ensuring proper oil, tire and fluid levels

Provide appropriate local information, distribute maps and handouts as required

Communicate with office and other drivers via 2-way radio or cellular phone

Performs miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### **Qualifications:**

Must be at least 25 years of age. Must have a high school diploma or equivalent.

Must have a valid drivers license

No more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years. No drug or alcohol related conviction on driving record in the past 5 years.

Previous driving experience in a similar vehicle (large shuttle van or bus) preferred

Must have previous customer service experience.

Must be able to lift a minimum of 50 pounds to assist customers.

Must be authorized to work in the U.S. and not require sponsorship, now or in the future. Must be available to work a day during the weekend

Must be available to work the hours of 5:00pm - 1:00AM

Must be willing to work for \$11.00/hour

Apply for this job online at <https://us-erac.icims.com/jobs/142205/shuttle-bus-driver-%28o%27hare-international-airport%29/job>

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## **Work From Home - Reservation Sales Representative**

Job ID 2015-148209

Category Customer Service/Support - Contact Center/Call Center

Location US-IL

Area Chicago Metro (All Areas - Work From Home Position Only)

### Overview:

Must currently live in the state of Illinois

Must currently live in the Chicago metropolitan area

Training Schedule: 9:00-5:30pm CST Monday-Friday for 4 weeks (Paid Training)

Work schedules are based on business need and could include morning, afternoon, and evening hours. All schedules require working both weekend days, Saturday and Sunday

Starting pay is \$12.50/hr with the opportunity to earn commission pay based on performance

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Must be at least 18 years old. Minimum of 6 months experience in EITHER customer service or sales. Minimum 1 year work experience at the same employer

Basic computer navigation skills and ability to toggle between different computer screens and programs. Must be able to work 40 hours per week. Must be able to work morning, afternoon, and evening schedules, based on business need

Apart from religious observation must be able to work both weekend days (Saturday and Sunday)

Work From Home Requirements: Must currently live in the state of Illinois. Must currently live in the Chicago metropolitan area. Have permanent residence with a defined working space that is clean, ventilated and quiet

Work From Home Technical Requirements: Computer or PC (no Mac); Compatible OS Versions: Windows 7 or Windows 8; Computer USB Headset with Microphone; High speed Internet access provided by a cable or DSL provider (Satellite broadband does not meet our requirements) Minimum up load speed of 1000 kbps (1.0 mbps); Minimum down load speed of 3000 kbps (3.0 mbps); Use of wireless and WiFi "air cards" is prohibited

\*\* Enterprise reserves the right to verify that your PC meets or exceeds the above requirements.

Apply online at <https://us-erac.icims.com/jobs/148209/work-from-home---reservation-sales-representative/job>

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**Job Title: CE VI Plan Preparation Engineer**

Agency: Transportation  
Closing Date/Time: Thu. 10/29/15 4:30 PM Central Time  
Salary: \$6,945.00 - \$11,020.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: PM-00  
Bid ID#: IPR#40560

**Minimum Requirements:**

The following criteria is required:  
A current Illinois Professional Engineer license  
A valid driver's license  
The following criteria is desired:

Ten years of experience in the practice of civil engineering of which at least six years should be in the specific area of highway engineering, four years of which should include the planning and supervision of significant engineering work  
Strong oral and written communication skills  
Good organizational, leadership and self-motivational skills  
Ability to develop and maintain cooperative relationships with staff consultants and the public

**Work Hours & Location/Agency Contact:**  
8:00 am – 4:15 pm / Monday – Friday (45 minute lunch)  
Highways/District One/Bureau of Design/201 W. Center Court, Schaumburg, IL

**How to Apply:**  
Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Thursday, October 29, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE:** Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.

To view the entire job posting and to download a Technical Application, please visit:  
<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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**Job Title: CE VI Studies & Plans Engineer**

Agency: Transportation  
Closing Date/Time: Thu. 10/29/15 4:30 PM Central Time  
Salary: \$6,945.00 - \$11,020.00 monthly  
Job Type: Full-Time  
Location: Jackson County, Illinois  
Number of Vacancies: 1  
Plan/BU: PM-00  
Bid ID#: IPR#40553

**Minimum Requirements:**

The following criteria is required: Current IL Professional Engineer license  
Occasional districtwide travel and some statewide, which could include overnight stays  
Possible overtime during evenings and weekends

**The following criteria is desired:**

Ten years of experience in civil engineering of which at least six years should be in the specific area of highway engineering, four years of which should include the planning and supervision of significant engineering work. Extensive knowledge of the principles and practices of civil engineering with special emphasis in the areas of engineering design, geometric, hydraulic, and environmental studies. Ability to develop and maintain cooperative relationships with departmental staff and the public  
Ability to interpret and enforce divisional and departmental policies  
Strong management skills. Strong problem solving and decision-making skills

Work Hours & Location/Agency Contact: 8:00 am – 4:30 pm / Monday – Friday  
Division of Highways/Region 5/District 9/Program Development/2801 W Murphysboro Rd, Carbondale, IL

How to Apply: Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Thursday, October 29, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews. NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.

To view the entire job posting and to download a Technical Application, please visit:  
<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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**Job Title: ET V Services & Development Section Chief**

Agency: Transportation

Closing Date/Time: Wed. 10/28/15 4:30 PM Central Time

Salary: \$5,015.00 - \$9,155.00 monthly

Job Type: Full-Time

Location: Jackson County, Illinois

Number of Vacancies: 1

Plan/BU: PM-00 Bid ID#: IPR#40595

Minimum Requirements: The following criteria is required:

- Valid driver's license
- Occasional districtwide travel; overtime during nights and weekends

The following criteria is desired:

- Knowledge and skill equivalent to the completion of three years of college in pre-engineering or civil engineering technology, or a four-year degree in a scientific program other than engineering. Additional specialized training will be considered.
  - Twelve years of engineering technician experience under the direction of a professional engineer or equivalent with a minimum of three years supervisory experience
  - Ability to plan, organize and execute administrative or technical program requirements
  - Ability to plan and direct efforts of work for efficient accomplishments of program objectives
  - Ability to maintain harmonious relationships with employees, agency officials and the general public
  - Previous experience with the preparation and monitoring of annual budgets
  - Strong oral and written communication skills
- Strong computer software skills

Work Hours & Location/Agency Contact: Typically 8:00 am-:30 pm / Monday – Friday  
Highways/Region 5/District 9/Operations/Services & Development Section/2801 W  
Murphysboro Rd, Carbondale, IL

How to Apply: Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Wednesday, October 28, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

To download an application and to view the entire job description, please visit:

<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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**Job Title: Food Services Program Manager**

Agency: Juvenile Justice  
Closing Date/Time: Thu. 10/29/15 4:00 PM Central Time  
Salary: \$6,698.00 - \$9,984.00 monthly  
Job Type: Full-Time  
Location: DuPage County, Illinois  
Number of Vacancies: 1  
Plan/BU: VR704  
Bid ID#: IDJJ-27-42-2015-0156

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in nutrition, dietetics or food service management, plus three years progressively responsible administrative experience. Requires possession of either:

- a) Illinois licensure as a Registered Dietitian according to the rules set forth in the Illinois Administrative Code Title 68, Chapter 8, Subchapter b, Part 1245; Dietetic and Nutrition Practices Act. OR
- b) A Food Service Sanitation Certified issued by the Illinois Department of Public Health

Requires thorough knowledge of the modern methods of the storage, preparation and service of food, and the sanitary requirements and equipment used in large scale food operations. Requires thorough knowledge of departmental rules, regulations and policies in regard to dietary services and the security and safety of food services in an institutional setting. Requires thorough knowledge of dietetics. Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and services.

Work Hours & Location/Agency Contact: Work Hours: Mon - Fri 8:00am - 4:00pm  
Off Days: Saturday/Sunday  
IYC Warrenville, 30W200 Ferry Road, Warrenville, IL 60555  
(630) 983-6213 fax Kelly Meeks

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. 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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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### **Part-time Bus Operator**

Location: Joliet

Office: Revenue Services

Department: Bus Operations

#### Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary.

Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

#### Qualifications:

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years).

Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required.

Must be able to work long hours, split shifts and weekends.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=502](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=502)

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## **Operations Administrator II**

Location: Chicago Office: Revenue Services

Department: Paratransit

**Job Description:** Under the direction of the Sr. Project Manager, Chicago ADA Services this position is responsible for providing support services for the oversight of the various Pace paratransit program and/or projects. This position assists with administering all paratransit programs and/or projects including, but not limited to: Mobility Direct, Taxi Access Program, and ADA paratransit services, local dial a ride programs and local coordinated paratransit projects. This individual would be responsible for collection, review, and data documentation required by Pace from Chicago paratransit providers to ensure compliance with contractual obligations. Duties include representing Pace at meetings including, but not limited to, Chicago Department of Business and Consumer Affairs, MOPD, advocate consumer agencies, and ADA Advisory Committees. This position is responsible for the timely processing of service provider and or TAP payments to vendors and managing inquiries or issues associate with all paratransit services, including, but not limited to Chicago area ADA services, local DAR paratransit programs, Mobility Direct, Taxi Access program, and other paratransit service as they are implemented throughout the Pace service area. In addition, this position may be responsible for the adherence of policies and procedures for the purpose of quality control and compliance with federal, state, and local laws and regulations. This position processes complaints and implements the Pace no show policy, investigates incidents, passenger behavior issues and driver and or contractor staff behavioral issues. In addition, this position assists with the development of procedural and operating manuals and provides support in Paratransit daily operations.

**Qualifications:** Qualified candidate must have at least one (1) year operations experience in Paratransit or Mobility Management, or have equivalent relevant work experience. A Bachelor's Degree, and prior demand response and/or dispatching experience are preferred. Candidate should have the ability to work with numerous communities, social and municipal agencies. A good math aptitude, budget experience and accounting knowledge are also preferred. Previous experience with Microsoft Word, Excel, PowerPoint, database programs and other reporting software is required. Knowledge of Trapeze is preferred. Candidate must have excellent written and oral skills. Applicant must be able to undertake public speaking. Applicant must have a good work history and possess a current and valid drivers license. Must be able to manage traveling by vehicle within the six (6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=693](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=693)

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**Job Title: Highway Maintainer - HOURLY EMERGENCY**

Agency: Transportation

Closing Date/Time: Thu. 10/29/15 4:30 PM Central Time

Salary: \$20.55 - \$20.55 hourly

Job Type: Emergency

Location: Jackson County, Illinois

Number of Vacancies: 20

Bid ID#: IPR#40451

Description of Duties/Essential Functions Benefits Supplemental Questions

The Illinois Department of Transportation will accept applications for seasonal temporary employment for snow-removal operations.

Completed applications and interviews will be graded on job-related experience and qualifications.

Applications must specify preferred work location by county assure availability and response time during weather emergencies.

Successful applicants will be notified by district offices and scheduled for required physical examination and drug/alcohol test.

Minimum Requirements: Must possess valid Class 'A' or 'B' Commercial Drivers' License with an 'N' or 'X' endorsement and with non-restricted air brakes.

Work Hours & Location/Agency Contact:

Work hours are on an on-call basis only.

IDOT Operation's Facilities at Alexander, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jefferson, Johnson, Massac, Perry, Pope, Saline, Union, White and Williamson Counties.

How to Apply:

2015/2016 Application for Hourly Snowbirds (PM2414)

All applicants must submit application, Authorization for Release of Criminal History Information (CMS284B, Self-Disclosure of Criminal History (CMS284B) in order to be eligible. All forms available at IDOT District Offices and at the Harry Hanley Building, 2300 South Dirksen Parkway, Room 113, Springfield or online at [www.dot.il.gov](http://www.dot.il.gov).

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## **Assistant Superintendent of Transportation**

Location: Markham

Office: Revenue Services

Department: Bus Operations

### Job Description:

Under the direction of the Superintendent of Transportation, assists in direct supervision of all aspects of the Transportation section including but not limited to: vacation, holiday and run picks; bus monitor reports; passenger complaints; IBS System; work schedules; daily service; commendations; labor relations. Prepares and conducts annual performance reviews of Bus Operators.

Prepares documentation for issuance and handling of discipline; monitors absenteeism program and prepares daily operation reports including payroll exception tickets.

Other duties as assigned or required.

### Qualifications:

Qualified candidate must have Bachelor's Degree or equivalent, five (5) years experience in transit operations management and must be at least 21 years of age.

Transportation, planning, math & analytical skills are required.

Other transit experience and labor relations experience preferred.

Must have, or be able to obtain, a valid Commercial Driver's License, class B.

Candidate must have: excellent verbal and written communication skills; problem solving skills; knowledge of safety and training; customer relations expertise; computer skills; ability to maintain confidentiality and ability to be decisive and accurate.

Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=401](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=401)

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**Body Person**

Location: Melrose Park  
Office: Revenue Services  
Department: Bus Operations

**Job Description:**

Under the direction of the Superintendent of Maintenance or designate, performs all types of interior and exterior body repair and refurbishing.

Paints all company vehicles, panels, building and equipment.

Performs welding on various metals. Maintains all equipment, tools, etc. in accordance with manufacturer's recommendations.

Maintains necessary paperwork required for tracking paint and solvent usage. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

**Qualifications:**

Qualified candidate must be 21 years of age and have a valid Class "A" Commercial Drivers License with Passenger and Airbrake endorsements.

Qualified candidate must have a minimum of three (3) years experience in body repair, welding and painting in a professional, industrial environment; successfully pass all written and practical exams pertaining to the position; possess knowledge of all types of primers and paints, paint booth operation and maintenance, application of paints and use of all safety equipment.

Qualified candidate must have the necessary tools to perform the duties of the position. Must be able to work independently with little or no supervision. The performance of these duties may be required at any time of day and night, any night and day of the week. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=549](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=549)

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