



Job Title: Public Aid Eligibility Assistant

Agency: Human Services

Closing Date/Time: Mon. 11/09/15 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: 1

Plan/BU: RC028

Bid ID#: 10-91-93716

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

Minimum Requirements:

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.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
MidSouth FCRC, 1642 W. 59th St., 2nd Floor, Chicago, IL 60636

Please submit CMS 100 (revised 10/2014) applications and bid form to:

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

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Building Maintenance Manager

Opening Date/Time: Wed. 10/28/15 12:00 AM Central Time

Closing Date/Time: Tue. 11/10/15 11:59 PM Central Time

Salary: \$74,000.00 - \$84,000.00 Annually

Job Type: Technicians

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Toll Operations

Examples Of Essential Duties: The incumbent reports directly to the Facility Services Manager as does the Carpenter Shop Manager, Custodian Manager, Senior Building Inspector, Maintenance Systems Analyst, as well as the Secretary III. The Building Maintenance Manager is one of two (2) such incumbents who hold this position. Between them, they oversee the activities of the Building Maintenance Mechanic-Electricians as they work in ninety-four (94) of the Tollway buildings. The Building Maintenance team maintains the operational readiness of electrical, natural gas, water, heat, ventilation, air conditioning and other lesser building systems as directed and as need dictates. Oversees the inventory clerk to ensure accurate maintenance of an appropriate level of inventory as well as timely entry of work orders in the Sun System for documentation. The Building Maintenance Manager is responsible for maintaining building systems that range in age from current to as many as forty-five (45) years old. Availability of parts of older systems and the need for a broad knowledge base in technicians make training and planning a major challenge. The Building Maintenance Manager interacts with personnel throughout the Tollway at varying levels in the performance of his job. Provides input into the ORT Program and coordinates contract repair maintenance with in-house activities.

Typical Qualifications: High School graduate or equivalent is required. Some college and/or trade school attendance is preferred. A minimum of five (5) years work experience in Building Maintenance, such as Electrical, Plumbing, HVAC and Low Pressure Boilers or equivalent work experience is required. A minimum of five (5) years of supervisory or managerial work experience is required. This position requires you to have a valid driver's license and must be maintained throughout employment. The incumbent must be able to read blueprints, drawings, and layouts. Excellent organizational, written and verbal skills are required. Working knowledge of Microsoft Office Products (Word, Excel & Outlook) is required. Must have the ability to use various types of hand and power tools, along with measuring instruments. Must be able to lift 50 to 75 lbs. Must Pass a written exam with a 75% or higher in order to qualify for an interview.

Apply online at <http://agency.governmentjobs.com/illinoistollway/default>.

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Job Title: Custodian Supervisor

Opening Date/Time: Wed. 10/28/15 12:00 AM Central Time

Closing Date/Time: Tue. 11/10/15 11:59 PM Central Time

Salary: \$54,000.00 - \$59,000.00 Annually

Job Type: Technicians

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Toll Operations

Description Benefits Supplemental Questions

The Custodial Supervisor is responsible for ensuring that the crew of custodians maintains their assigned Tollway facilities in a healthy, safe and sanitary condition per the pre-established written guidelines.

The Custodial Supervisor will do this through site visits, monitoring and inspections of sites and reports prepared for the Custodian Manager. The supervisor sees that his/her subordinates have the proper materials and safety equipment necessary to perform all aspects of their work assignments.

Typical Qualifications:

High School graduate or equivalent is required. A minimum of three (3) years of supervisory experience in a multi-site environment is required. A valid driver's license is required and must be maintained for this position. This position is required to travel to various locations in various weather conditions. This position requires the ability to follow oral and written instructions. Must be able to train and guide subordinates. Excellent oral and written communication skills are required. Excellent time management and leadership skills are required. This position will require the physical attribute to be able to lift 90 lbs., climb stairs and ladders and have the ability to work in confined spaces. The ability to read and understand instructions placed on labels is required, especially on the usage of cleaning materials and pesticides and other chemical products. Will require the ability to work with chemicals without sensitivity restrictions. Must be able to work without fear of rodents and/or insects. Will be required to wear ANSI 75 approved steel-toed shoes. Must be available for emergency call-out situations and work overtime when required. Will be required to work rotating shifts including weekends, nights and holidays as deemed necessary by the Custodial Manager. Knowledge of MicroSoft Word, Excel, and Outlook is required. Experience in a computerized timekeeping environment is highly desired. Must pass a written examination with a seventy-five percent (75%) or higher score in order to qualify for an interview.

Apply online at <http://agency.governmentjobs.com/illinoistollway/default>.

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Job Title: Building/Grounds Laborer

Agency: Human Services

Closing Date/Time: Tue. 11/10/15 5:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly

\$38,880.00 - \$55,104.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042

Bid ID#: 10-91-93595

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision, performs manual work in the cleaning and general maintenance of a local district office.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires elementary knowledge of the use and care of janitorial cleaning equipment (e.g. buffing machine, mop, broom). Requires elementary knowledge of grounds/building maintenance and building cleaning methods.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Broadway IMRP Office, 5050 North Broadway, 2nd, 3rd, and 4th floors, Chicago, IL 60643

Bidding Contact: Lisa Horsley
100 South Grand Ave East
Springfield, IL 62762
Phone: 217-557-0347
Fax: 217-524-2116
DHS.hiringunit@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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Child Protection Specialist
Agency: Children & Family Services
Closing Date/Time: Fri. 11/13/15 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 1547038-479587

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

Work Hours & Location/Agency Contact:

Work Hours: Monday - Friday 8:30AM - 5:00PM
Location: 1911 S Indiana, Chicago IL 60616
Agency Contact: Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
1911 S Indiana, 10th Fl.
Chicago, IL 60616

Phone: 312-328-2509 Fax: 312-328-2510 Email: Tracey.Hardrick@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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Executive I - Opt H7

Agency: Human Services
Closing Date/Time: Tue. 11/10/15 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-91-93659

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Local Office Administrator, serves as Client Employment and Training Coordinator for the assigned geographical area. Organizes, plans, executes, controls and evaluates the Welfare-to-Work (WTW) Program in Family & Community Services. Directs activity in making and tracking referrals for clients; reviews progress of participation. Establishes and maintains relationships with local employers and employment contractors. Markets the Welfare-to-Work Program in the assigned geographical area.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in business or public administration. Requires one year administrative experience in a public or business organization.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Englewood FCRC, 5323 S Western Ave., Chicago, IL 60609
Bidding Contact: Lisa Horsley, 100 South Grand Ave East, Springfield, IL 62762
Phone: 217-557-0347 Fax: 217-524-2116
DHS.hiringunit@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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Certified Medical Assistant, Pediatrics

Department: MSP Pediatrics

Shift: 1st

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

Specialty: Pediatric Clinic

Job Number: 2015-2379

Full Time

Are you a CMA with a passion for patient care who is seeking:
A full-time position
Work at one of the top academic medical centers in America
To build your career

This could be the right full-time, Certified Medical Assistant position for you!
Rush is a health care leader offering world-class innovation, driven by collaboration and committed to accountability and respect, continually striving for excellence in everything that we do. Join a team committed to shaping the future of health care - and discover what your career could be.

Position Qualifications Include:

Current Medical Assistant Certification by AAMA, AMT, NHA, or NCCT

Graduate of a Medical Assistant Program

High School Diploma/GED required

Current CPR Certification

Minimum of two years clinical experience preferred

Ability to work in a high stress, fast paced environment

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.

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Job Title: Grants Specialist

Department: CLINICAL RESEARCH ADMINISTRATION

Shift: 1st

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

Job Number: 2015-2506

Position Qualifications Include:

Master's Degree preferred, will consider Bachelor's degree with a minimum of 4 years sponsored programs or related administrative experience, preferably in a hospital/university or granting agency.

The successful candidate will have experience negotiating agreements with a wide variety of industry sponsors as well as federal and nonfederal sponsors, other universities, and non-profit organizations.

The position requires tact, diplomacy, a highly developed degree of judgment, initiative and the ability to work independently.

The position requires a strong working knowledge of federal compliance regulations, and a history of successfully accommodating both sponsor and university needs while ensuring compliance with university policies, and federal and regulatory requirements.

Skills: Excellent oral and written communication skills. Strong communication, organizational and interpersonal skills are essential as are analytical ability, problem solving skills, and ability to attend to detail. The contract specialist must have demonstrated experience with resolving complex contractual issues and legally binding terms, with the confidence and ability to work independently towards resolution of such issues, in consultation with other institutional offices and staff as necessary.

Abilities: Strong leadership, organizational, communication and customer service skills are necessary, as is the ability to prioritize and accomplish multiple tasks under the pressures of competing demands and time constraints.

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Job Title: Support Assistant
Department: Operating Room
Shift: 4th (Rotating)
Full/Part: Type 1 (72-80 Hrs/PP)
Specialty: Operating Room Nursing
Job Number: 2015-2492
Full Time

We are currently seeking a well-organized, energetic individual to join our team who will be responsible for providing support services to Perioperative services personnel by fulfilling the duties listed below including various projects as assigned by the Unit Director of the Operating Room. HOURS: 11:00am-7:00pm Monday-Friday

Knowledge, Skills and Abilities:

Some operating room experience preferred

Aptitude in medical terminology desirable

Ability to read, write and communicate clearly

Good interpersonal skills

Customer service oriented

Ability to lift 30 lbs. and to push/pull items in excess of 150 lbs

Ability to remain standing and mobile for an extended period of time

Computer literacy

Must have a high school diploma or GED required. CNA preferred

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Job Title: Unit Clerk - Rotating Shift (Part-time)

Shift: 4th (Rotating)

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

Job Number: 2015-2368

Job Description: Unit Clerk – JRB 8 N

Position Qualifications Include:

High school diploma or GED equivalent required

Must have knowledge of basic computer and Windows programs

Strong problem solving and communication skills required

Able to write legibly and perform basic mathematical calculations

Able to type 25 words/minute or greater

Able to handle internal and external customer interaction with courtesy, diplomacy and discretion.

Work requires the ability to move throughout the Medical Center

Work requires lifting or carrying objects up to 25 lbs.

Shifts include providing 7 days a week, 24 hours/day, coverage as necessary

Able to respond to and prioritize multiple requests and variable degrees of unpredictability

Work entails coming in contact with patient specimens during processing and transport.

Apply online at

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Cashiers Associate

Location: Chicago, IL
Requisition ID: 838-975225
Posting Date: 11/2/2015
Shift: Flexible
Status: On Call

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

RESPONSIBILITIES:

- ◆ Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service
- ◆ Expedite front lines, direct flow of customers, and ensure that each customer receives outstanding customer service
- ◆ Maintain an awareness of all promotions and advertisements
- ◆ Accurately and efficiently ring on registers and maintain all cash and media at the registers
- ◆ Communicate customer requests to management
- ◆ Enter all media from register into the tally program
- ◆ Maintain orderly appearance of register area and supplies stocked
- ◆ Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage an associate discount.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/cashiers-associate-chicago-illinois-job-5176032>

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Markdown Associate

Location: Chicago, IL
Requisition ID: 838-975227
Posting Date: 11/2/2015
Shift: Flexible
Status: Seasonal

GENERAL PURPOSE OF POSITION:

As part of the sales team, the Markdown Associate will assist in the execution of merchandising and operational functions to Company Standards within a specific department. This individual will be responsible for ensuring markdowns are processed according to company policies and in a timely fashion, ensuring merchandise is properly priced, run markdown reports, provide outstanding customer service to our customers, drive the sales and profitability of the department, and safeguard company assets.

RESPONSIBILITIES:

Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge
Ensure merchandise pricing is complete and accurate
Read, comprehend and generate all markdown reports for the store
Assist in conducting audits of assigned areas, mark out of stocks and locate merchandise that is not priced or damaged and report to upper management as needed
Maintain an awareness of all promotions and advertisements
Assist in floor moves, merchandising, display maintenance, and housekeeping
Assist in processing and replenishing merchandise and monitoring floor stock
Aid customers in locating merchandise. Communicate customer requests to management. Participate in year-end inventory and cycle counts
Assist in ringing up sales at registers and/or bagging merchandise
Any other tasks as assigned from time to time by any member of the management team

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

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Operations Administrator - Quality Assurance

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description: Under the direction of the Paratransit Mgr. Quality Assurance & Compliance, 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, ADA paratransit services, local dial a ride programs and local coordinated paratransit projects. 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. The Operations Administrator processes complaints and implements the Pace no show policy, investigates incidents, passenger behavior issues and driver and or contractor staff behavioral issues and identifies patterns. In addition, this position 1) assists with the development of the procedural manual (Pace Paratransit Operations Manual for Contractors) as it pertains to quality control; 2) assists the Quality Assurance and Compliance staff; 3) conducts customer service investigations including complaint resolution; 4) works with the Pace Legal Department regarding appeal hearings for passengers; 5) works with local advocacy groups to coordinate services and resolve issues with constituents; 6) provides support in Paratransit daily operations. This position is required to perform other duties as assigned to meet Pace department and agency goals.

Qualifications:

Qualified candidates must have at least one (1) years operations experience in Transportation, Paratransit Operations, Mobility Management, Customer Service, Regulatory Compliance, or have relevant managerial or work experience. Transportation Regulatory Compliance experience and knowledge of FTA DOT ADA regulations are preferred qualifications or equivalent relevant work experience. A Bachelor's Degree, and prior demand response, advance reservation and 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 driver's license. This position is safety sensitive and subject to drug and alcohol testing compliance with FTA DOT regulations Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=691

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Data Analyst

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description:

Under the direction of the Data Manager, this position is responsible for the data entry, analysis and maintenance of Pace Paratransit records of data including but not limited to Contractor phone sequencer reports, miles, hours, maintenance and repairs.

The Data Analyst position is required to:

- 1) retrieve, enter and maintain Pace paratransit vehicle maintenance and repair, phone sequencer and other service information as required under contract with Pace and in alignment with Pace policy;
- 2) analyze data to verify contract compliance and identify patterns and trends;
- 3) analyze Contractor phone sequencer reports on a daily and monthly basis;
- 4) provide managers with reports on results of analysis and other reports as needed for contract and service oversight;
- 5) provide support to the Data Manager
- 6) adhere to internal external deadlines;
- 6) assist with the development of the Pace procedural manual for Contractors;
- 7) provides support in Paratransit daily operations: This position is required to perform as assigned to meet Pace goals.

Qualifications:

Qualified candidate must have at least one (1) year experience in data management and analysis or have relevant work experience. Data management and analyst experience is required.

A Bachelor's Degree, transportation experience and knowledge of FTA DOT ADA regulations are preferred qualifications. Candidate should have the ability to work with service providers, internal and external entities.

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 oral skills. Applicant must have a good work history and possess a current valid driver's license.

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Stock Merchandise Flow Associate

Location: Chicago, IL
Requisition ID: 976307
Posting Date: 11/2/2015
Shift: Flexible
Status: Seasonal

At Burlington, we know you're looking for a unique and rewarding work experience, one where you can feel like you make a difference. When joining our stores' team, you will be making that difference to your customers, your community and your career! Each one of our associates matters and we recognize each colleague's contributions in a variety of meaningful ways. Our Stocking & Receiving associates can learn new skills and work a flexible schedule which is typically Monday through Friday early mornings. As a Burlington Associate, you will have the opportunity to have fun and work with other dedicated team members while providing a great shopping experience to our customers! Our associates are important to us and are the reason for our success. To support our holiday business, we are looking for people to join our SEASONAL Stock & Merchandise Flow TEAM.

GENERAL PURPOSE OF POSITION/RESPONSIBILITIES:

As a part of our in-store operations team, a Stock & Merchandise Flow associate will process new merchandise shipments according to Company standards. Responsibilities include: ticketing, moving, conveying merchandise shipments from shipping and receiving platform to a storage or work area. In addition, this role will include timely stocking, merchandising and presentation of new stock receipts on the sales floor.

Our ideal candidates will be self-motivated, team players, who have the desire to succeed. We care about our associates, have a supportive environment that values trust and respect, offer a competitive wage plus a great associate discount! If you are interested in a seasonal opportunity in retail, come join our team. You're going to like it here!

Burlington Stores is an equal opportunity employer committed to workplace diversity.

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/stock-merchandise-flow-associate-chicago-illinois-job-5175825>

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Sportswear Associate

Location: Chicago, IL
Requisition ID: 205-976306
Posting Date: 11/1/2015
Shift: Flexible
Status: Seasonal

GENERAL PURPOSE OF POSITION:

As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks
Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES:

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service
Maintain an awareness of all promotions and advertisements
Assist in floor moves, merchandising, display maintenance, and housekeeping
Assist in processing and replenishing merchandise and monitoring floor stock
Aid customers in locating merchandise
Communicate customer requests to management
Assist in completing price changes as a member of the mark-down team
Participate in year-end inventory and cycle counts
Assist in ringing up sales at registers and/or bagging merchandise
Any other tasks as assigned from time to time by any manager

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/sportswear-associate-chicago-illinois-job-5175655>

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Job Title: Management Operations Analyst II

Agency: Human Services
Closing Date/Time: Wed. 11/18/15 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-90-93864

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college supplemented by a Master's degree in business or public administration with course work in economic theory, accounting/finance, organizational theory, and operations research. Requires three years progressively responsible professional experience in management operations analysis. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Bureau of Subsidy Management
401 S. Clinton-3rd Floor
Chicago, IL 60607

Please submit CMS 100 (revised 10/2014) applications and bid form to:

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

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Office Assistant - Opt 2

Agency: Human Services
Closing Date/Time: Tue. 11/10/15 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
\$33,384.00 - \$45,372.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-93544

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office procedures, practices and ability to operate commonly used office equipment. Requires ability to type 35 wpm.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Uptown FCRC, 2112 W Lawrence, Chicago, IL 60025
Bidding Contact: Lisa Horsley
100 South Grand Ave East
Springfield, IL 62762
Phone: 217-557-0347
Fax: 217-524-2116
DHS.hiringunit@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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

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Job Title: Public Service Administrator - Opt 2

Agency: Financial & Professional Regulation
Closing Date/Time: Mon. 11/16/15 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: RC062
Bid ID#: DFPR 11412

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in accounting or finance. Requires prior experience equivalent to three years of progressively responsible administrative experience in an accounting, finance or related field. Requires extensive knowledge of public and business administration, principles and practices; agency programs and service objectives, activities and operational systems; agency policies and procedures. Requires ability to analyze administrative problems and adopt an effective course of action; develop, install and evaluate new and revised methods, procedures and performance standards; exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures; develop and maintain cooperative working relationships. Prefers extensive knowledge of licensing laws, rules or regulations administered by the Division of Financial Institutions. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Illinois Department of Financial & Professional Regulation
Financial Institutions/Consumer Credit/TOMA
100 W. Randolph St., Chicago, IL - Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Fiscal Mgt/Acct-Insur---

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Temporary Sign & Shelter Technician

Location: Melrose Park
Office: External Relations
Department: Sign & Shelter

Job Description:

Under the direction of the Supervisor of Passenger Facilities Maintenance, or designate, will install, clean and maintain shelters and bus stop signs throughout the six county region.

Maintenance will include replacing shelter glazing, repairing shelters, replacing signs, installing sign posts, applying decals and maintaining shelter and sign inventory.

Winter conditions may require snow removal duties at Pace shelters and passenger facilities including shoveling, operating a snow blower and snow plowing.

Other duties as assigned or required.

Qualifications:

Qualified candidate must be able to repair and clean shelters, signs and perform maintenance at passenger facilities using basic hand and power tools, e.g., pop rivet tool, electric drill and saw, strapping tool, power washer, etc.

Must possess a valid driver's license, good driving record and be capable of heavy lifting. Must be able to keep good records of work performed and complete work orders.

Position reports to Pace Sign and Shelter Shop located at Pace West Division in Melrose Park.

May be required to work occasional evenings and weekends. Must be able to work independently with minimal supervision.

Basic computer skills required. Qualified candidate must have a good work history. This is a safety sensitive position.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=704

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