



**State Representative La Shawn K. Ford**

# DAILY JOB LISTINGS



**Springfield Office**  
**239-E Stratton Office Building**  
**Springfield, IL 62706**  
**TEL: 217-782-5962**  
**FAX: 217-557-4502**

Chicago Austin \* Oak Park \*  
Riverside \* North Riverside \*  
Brookfield \* Berwyn \* Proviso  
Township \* Forest Park \* La Grange  
\* LaGrange Park \* Western Springs

1/16/2018



Job Title: **Senior Public Service Administrator - Opt 8N**  
Agency: Human Services  
Closing Date/Time: Thu. 01/25/18 4:00 PM Central Time  
Salary: \$4,295.00 - \$12,128.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 4, Illinois  
Number of Vacancies: **1**  
Bid ID#: **10-82/98216**

Under administrative direction of the Medical Director for Madden and the Statewide Director of Nursing, serves as the Director of Nursing for Madden; plans organizes, directs and manages all aspects of the nursing service staff who provide day to day care to the patients at the hospital. Develops and establishes the goals and objectives of nursing care and clinical support services.

Valarie Laird/Human Resources  
Madden Mental Health Center  
1200 S. First Ave  
Hines, IL. 60141-7000

Fax# 708-338-7078

1/16/2018



Job Title: **Physician Specialist - Option C/ D - Opt 18**  
Agency: Human Services  
Closing Date/Time: Thu. 01/25/18 4:00 PM Central Time  
Salary: \$83.58 - \$116.30 hourly  
\$6,292.62 - \$8,756.31 biweekly  
\$13,634.00 - \$18,972.00 monthly  
\$163,608.00 - \$227,664.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-82/103676**

Under administrative and clinical direction of the Medical Director/Associate Medical Director, as an Illinois licensed physician, practices the specialty of psychiatry and is responsible for the clinical direction of a caseload insuring the psychiatric treatment of recipients under his/her care.

Valarie Laird/Human Resources  
Madden Mental Health Center  
1200 S. First Ave  
Hines, IL. 60141

Fax# 708-338-7078

1/16/2018



Job Title: **Management Operations Analyst II**  
Agency: Children & Family Services  
Closing Date/Time: Thu. 01/25/18 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#: **1808002-085898**

Under direction, independently conducts in-depth Department-wide management operations studies involving complex case record review and analysis of agency performance to ensure compliance with quality and improved outcomes related to the safety, permanency, and well-being of children through the life of a case; independently analyzes records and identifies positive and negative trends

Agency Contact:  
Michele Shoultz-Hughes  
406 E Monroe, stat. 373  
Springfield, IL 62701  
Phone: (217) 558-0502  
Fax: (217) 524-3970  
E-mail: [Michele.Shoultz-Hughes@illinois.gov](mailto:Michele.Shoultz-Hughes@illinois.gov)

1/16/2018



Job Title: **Management Operations Analyst II**  
Agency: Children & Family Services  
Closing Date/Time: Thu. 01/25/18 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#: **1808001-085933**

Under direction, independently conducts in-depth Department-wide management operations studies involving complex case record review and analysis of agency performance to ensure compliance with quality and improved outcomes related to the safety, permanency, and well-being of children through the life of a case

Agency Contact:  
Michele Shoultz-Hughes  
**Phone:** (217) 558-0502  
**Fax:** (217) 524-3970  
**E-mail:** [Michele.Shoultz-Hughes@Illinois.gov](mailto:Michele.Shoultz-Hughes@Illinois.gov)

**Mailing Address: 406 E. Monroe, Stat. 373, Springfield, IL 62701**



1/16/2018



Job Title: **Educator - Opt B - Science**  
Agency: Juvenile Justice  
Closing Date/Time: Thu. 01/25/18 5:00 PM Central Time  
Salary: \$4,248.00 - \$8,061.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **IDJJ27-10-18-0007**

Under general supervision of the Principal, (PSA), instructs students in the assigned secondary curriculum area using developmental teaching methods and techniques consistent with current teaching methodology; prepares and executes diagnostic test instruments geared to each student's abilities and needs

**CONTACT:**

Melissa Stewart  
Personnel Manager, IDJJ  
2715 West Monroe  
Springfield, IL 62704  
(217) 557-4021 (desk)  
(217) 557-1107 (fax)  
[melissa.k.stewart@illinois.gov](mailto:melissa.k.stewart@illinois.gov) EMAIL

1/16/2018



Job Title: **Administrative Assistant I - Opt D1**  
Agency: Children & Family Services  
Closing Date/Time: Fri. 01/26/18 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **1850003-502652**

Under general direction of the Associate Deputy Director, serves as staff assistant; performs a variety of important staff and administrative functions; conducts special projects related to dually involved youth, human trafficking, and the emergency shelter system, which may be of a sensitive, confidential nature; serves as liaison, representing the Associate Deputy Director in working with Departmental divisions, regions, and other administrators

SUBMIT BIDS TO:  
Paige Baker  
DCFS  
406 E. Monroe St., Station 30  
Springfield, IL 62701  
[Paige.Baker@illinois.gov](mailto:Paige.Baker@illinois.gov)

Phone: (217) 557-7430  
Fax (217) 785-0395

1/16/2018



Job Title: **Senior Public Service Administrator - Opt 6**  
Agency: Human Services  
Closing Date/Time: Fri. 01/26/18 5:00 PM Central Time  
Salary: \$4,295.00 - \$12,128.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **BBR**  
Bid ID#: **10-41-104272**

Subject to management approval, serves as the program policy administrator and liaison to the federal government on disability and educational issues in the Division of Rehabilitation Services, DHS. Utilizing substantial knowledge of rehabilitation programming, evaluates proposed and existing federal legislation and policies to assess programmatic impact and policy implications for rehabilitation delivery services.

Contact Info:  
Bureau of Employee Services  
Melissa Bringle  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-3444  
FAX: 217-524-2116  
[Melissa.Bringle@illinois.gov](mailto:Melissa.Bringle@illinois.gov)



1/16/2018



Job Title: **Senior Public Service Administrator - Opt 6**  
Agency: Human Services  
Closing Date/Time: Fri. 01/26/18 5:00 PM Central Time  
Salary: \$4,295.00 - \$12,128.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **BBR**  
Bid ID#: **10-41-104272**

Subject to management approval, serves as the program policy administrator and liaison to the federal government on disability and educational issues in the Division of Rehabilitation Services, DHS. Utilizing substantial knowledge of rehabilitation programming, evaluates proposed and existing federal legislation and policies to assess programmatic impact and policy implications for rehabilitation delivery services.

Contact Info:  
Bureau of Employee Services  
Melissa Bringle  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-3444  
FAX: 217-524-2116  
[Melissa.Bringle@illinois.gov](mailto:Melissa.Bringle@illinois.gov)

1/16/2018



Job Title: **Public Service Administrator - Opt 6**  
Agency: Human Services  
Closing Date/Time: Fri. 01/26/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB063**  
Bid ID#: **10-48-104271**

Under general direction, plans, implements, directs, coordinates, and supervises all program activities assigned to an area of the Division of Rehabilitation Services' region structure. Assures all service needs are being met in accordance with applicable rules, policies, standards and procedures. Directs and coordinates staff planning and fiscal monitoring for an assigned section of the state.

Contact Info:  
Bureau of Employee Services  
Melissa Bringle  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-3444  
FAX: 217-524-2116  
[Melissa.Bringle@illinois.gov](mailto:Melissa.Bringle@illinois.gov)

1/16/2018



Job Title: **Technical Advisor II**  
Agency: Environmental Protection Agency  
Closing Date/Time: Wed. 01/24/18 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC010**  
Bid ID#: **21-0003**

Under direct supervision of a Deputy General Counsel, engages in enforcement and general legal services for the Bureau of Water.

Contact: Kathy Taylor  
IEPA  
1021 North Grand Avenue East MC#37  
PO Box 19276  
Springfield IL 62794-9276  
217/785-1745  
Fax: 217/524-6907

1/16/2018



Job Title: Office Coordinator - Opt 2  
Agency: Environmental Protection Agency  
Closing Date/Time: Wed. 01/24/18 5:00 PM Central Time  
Salary: \$3,027.00 - \$4,223.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 21-0004

Under direction of the Administrative Support Supervisor, performs professional clerical and office support functions for the Division of Legal Counsel. Provides clerical support to designated professional legal staff and section managers with multiple programs.

Contact: Kathy Taylor  
IEPA  
1021 North Grand Avenue East MC#37  
PO Box 19276  
Springfield IL 62794-9276  
217/785-1745  
Fax: 217/524-6907

1/16/2018



Job Title: **Methods & Procedures Advisor II**  
Agency: Department of Innovation & Technology (DoIT)  
Closing Date/Time: Wed. 01/24/18 5:00 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **DoIT 17316**

Under direction of the Contract Management Manager for the Department of Innovation & Technology DoIT), performs complex functions involving the development, analysis, evaluation, revision and implementation of new and improved methods and procedures related to fiscal review of procurement requests and obligation activities

**Agency Contact:**

Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection  
120 W Jefferson St, 3rd floor  
Springfield, IL 62702  
**DoIT.BidForms@illinois.gov**  
217-557-3337  
217-524-6629 Fax



1/16/2018



Job Title: **Human Services Grants Coordinator II - Opt A**  
Agency: Commerce & Economic Opportunity  
Closing Date/Time: Wed. 01/24/18 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **DCEO42-05-077.18**

Under general supervision, conducts grant monitoring of agencies receiving funds from the Office of Community Assistance; participates in programmatic and management analysis; conducts on-site visits and travels to assigned grantee agencies to monitor for compliance with federal and state rules and regulations

MAIL TO: Natalie Chambers, Human Resources Office  
500 East Monroe, 1st Flr. - Springfield, IL 62701-1643

PHONE: 217-785-1577 FAXES ACCEPTED: 217-524-0189

1/16/2018



Job Title: **Support Service Coordinator I**  
Agency: Human Services  
Closing Date/Time: Mon. 01/22/18 4:00 PM Central Time  
Salary: \$3,102.00 - \$4,344.00 monthly  
Job Type: Full-Time  
Location: Lee County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC009**  
Bid ID#: **10-73-104240**

Under direction of the Business Manager, performs a variety of semi-skilled work below the journeyman level in the maintenance, upkeep and custodial care of buildings and grounds of the Mabley Developmental Center; serves as designated lead work and liaison to center's contractual housekeeping staff

Please submit CMS 100 applications to:  
Jennifer Gunnon  
Human Relations/Labor Relations Director  
Jack Mabley Developmental Center  
1120 Washington Avenue  
Dixon, IL 61021  
815-288-8340  
815-288-8321 (fax)  
[Jennifer.gunnon@illinois.gov](mailto:Jennifer.gunnon@illinois.gov)

1/16/2018



Job Title: **Project Manager - Personal Services Contract**  
Agency: Emergency Management Agency  
Closing Date/Time: Mon. 01/22/18 4:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Temporary  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **50-17-IEMA18-002**

Lead a multi-disciplinary team of state, local, and private sector representatives in successfully addressing identified gaps and shortfalls in the overall state emergency management program as they relate to the potential consequences of a Complex, Coordinated Terrorist Attack (CCTA) event and, working with these preparedness and response partners

Agency Contact:  
Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217

1/16/2018



Job Title: **Executive II - Opt P1**  
Agency: Emergency Management Agency  
Closing Date/Time: Mon. 01/22/18 4:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **50-17-IEMA18-001**

Under the general direction of the Manager, Mitigation and Infrastructure (M&I) Section, administers the statewide hazard mitigation programs. Provides assistance to State and local government organizations regarding hazard mitigation and related infrastructure recovery activities including but not limited to: planning

Agency Contact:  
Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217

1/16/2018



Job Title: **Social Worker II (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Mon. 01/22/18 4:00 PM Central Time  
Salary: \$4,821.00 - \$7,304.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-81-104138**

This position performs advanced casework activities on a Forensic Treatment Patient Unit at the Elgin Mental Health Center; conducts involved casework interviews; works with agencies and other appropriate resources to obtain pertinent information for the purpose of formulating a diagnosis of psycho social problems.

CONTACT INFORMATION:  
Human Resource Office  
Elgin Mental Health Center  
750 S State., Elgin, IL 60123  
Phone: 847-742-1040, Ext 2095 or 2029  
Fax: 847-429-4933



1/16/2018



Job Title: **Shift Supervisor**  
Agency: Corrections  
Closing Date/Time: Tue. 01/23/18 3:59 PM Central Time  
Salary: \$6,698.00 - \$9,894.00 monthly  
Job Type: Full-Time  
Location: Crawford County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IDOC-29-57-18-2791**

Under direction of the Assistant Warden of Operations, Sr. Public Service Adm., supervises and directs a security force in housing and custodial programs on an assigned shift; implements and maintains programs conducive to security and rehabilitative needs of inmates; conducts security investigations

Work Hours: 3-11 Shift  
Days Off: Sunday/Monday  
Location: Robinson Correctional Center  
13423 E, 1150 th Ave.  
Robinson, IL 62454  
Contact: Shelly Johnson, HR Representative  
(618)546-5659 Ext: 5204

1/16/2018



Job Title: **Human Services Casework Manager**  
Agency: Human Services  
Closing Date/Time: Wed. 01/17/18 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
\$58,476.00 - \$88,704.00 annually  
Job Type: Full-Time  
Location: Winnebago County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-92-104199**

Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance in a local office in the Division of Family & Community Services, DHS.

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

1/16/2018



Job Title: **Information Systems Analyst I - Opt S**  
Agency: Department of Innovation & Technology (DoIT)  
Closing Date/Time: Wed. 01/17/18 5:00 PM Central Time  
Salary: \$5,146.00 - \$7,849.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC063**  
Bid ID#: **DoIT 17276**

Under general direction, performs difficult and specialized professional and advisory functions in the Midrange Wintel Systems Administration & Support Unit for non-routine work applying to the research, planning, administration and implementation of customer system accounts for appropriate security permissions and access to systems, applications, folders, and files.

**Agency Contact:**

Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection  
120 W Jefferson St, 3rd floor  
Springfield, IL 62702  
DoIT.BidForms@illinois.gov  
217-557-3337  
217-524-6629 Fax

A banner for Workforce Development. On the left, a group of five diverse professionals (three men and two women) are smiling. One man is wearing a yellow hard hat. In the center, the text "WORKFORCE" is in large, bold, blue capital letters. Below it, in smaller blue capital letters, is "STATE REP. LA SHAWN K. FORD'S". Below that, in large, bold, blue capital letters, is "DEVELOPMENT". On the right, a portrait of a man in a suit and tie is shown. The background is white with blue horizontal stripes and a blue checkered pattern.



Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>



## **CMS EMPLOYMENT**

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:  
James R. Thompson Center  
100 W. Randolph, Suite 3-300  
Chicago, IL 60601-3220  
(312) 793-3565 (voice)  
Illinois Relay Center 800) 526-0844

**MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible  
Schedule Testing Check in time for tests - clerical and non-clerical is anytime  
between 8:00 a.m. - 1:30 p.m.**





## **What is the CTA Second Chance Program?**

The CTA Second Chance Program is an initiative offered in conjunction with the City of Chicago and social service agencies throughout the city. Working closely with the Department of Family and Support Services, hard-to-place individuals are given an opportunity to obtain full-time employment and training which may enable a start of a long-term, meaningful career.

### **How to apply**

Jobseekers need to actively participate in one of the 13 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus servicer and rail car servicer Second Chance positions.

## **[Click Here For the 13 Designated Agencies](#)**

### **What are the eligibility requirements and qualifications?**

- Job seekers interested in participating must:
  - Reside within the City of Chicago
  - Be 18 years or older
- Participate in 8-10 weeks of Job Readiness Training and obtain a certificate of completion from one of the 13 referring agencies.
- Second Chance participants that are referred are required to be released from the following:
  - House arrest (wearing metal band/bracelet)
  - Drug/alcohol program (i.e. Methadone treatment)
  - Work release center
  -



**How many Second Chance positions are available?**

Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.

**How long does the program last?**

Based on job performance and attendance, a participant may serve for 12 months or more.

**How much does the program pay?**

Participants are paid at a rate of \$10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

**How is a participant selected?**

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

**Once the referring agency recommends an applicant, what happens?**

- Applicants are fingerprinted for background processing.
  - Applicants complete a medical review.
- If the applicant passes background and medical what are the next steps?
  - Orientation/pre-hire
- Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.
  - Completion of all hiring documentation and application inserts
    - Training
- Participants are required to complete a (paid) safety training prior to reporting to assigned work location.

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORFORD.COM](http://WWW.LASHAWNFORFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORFORD.COM](mailto:WORKFORCE@LASHAWNFORFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

1/16/2018



- The overall performance and attendance/tardiness of each apprentice is scored.
- Supervisors and apprentices are required to review the scoring of the evaluations, solicit feedback and address any questions or concerns.
- Agencies provide individual case management on each apprentice and maintain periodic contact.

**What happens when the participant successfully completes the program?**

- Participants in good standing receive a certificate of completion and letter of reference from CTA.
- Providing there are no additional arrests or convictions on the participant's record, the Second Chance program participant is encouraged to apply for CTA vacancies.

**Who can you call if you have questions?**

If you still have questions about this program, you can contact the CTA Second Chance Hotline

- 312-681-2293.