



**State Representative La Shawn K. Ford**

# DAILY JOB LISTINGS



**4800 W Chicago Ave,  
Chicago, IL 60651  
TEL: 773-378-5902  
FAX: 773-378-5903**

**Oak Park Office  
816 S Oak Park Ave, Suite A  
Oak Park, IL 60304  
TEL: 708-445-FORD (3673)**

**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

02/07/2017



Job Title: **Staff Development Specialist I**  
Agency: Human Services  
Closing Date/Time: Fri. 02/10/17 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: Jefferson County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-95-99592**

Under general supervision, serves as a program trainer in a local office of Division of Family & Community Services.. Develops and implements training plans which assist local office professional and clerical staff in implementing current

Please submit applications to:  
Krissie Buss  
Bureau of Employee Services  
100 S. Grand Avenue East, 3rd Floor  
Springfield, IL 62762  
FAX: 217-524-2116  
PHONE: 217-557-0347

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

02/07/2017



Job Title: **Staff Development Specialist I**  
Agency: Human Services  
Closing Date/Time: Fri. 02/10/17 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: St. Clair County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-95-99591**

Under direct supervision, serves as a program trainer in a local office of Family & Community Services. Develops and implements training plans which assist local office professional and clerical staff in implementing current , new and revised welfare programs. Organizes the goals and objectives of the local office training program

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02/07/2017



Job Title: **Staff Development Specialist I (1) position**  
Agency: Human Services  
Closing Date/Time: Thu. 02/09/17 4:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Lake County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-70-17-99506-0009**

Under general supervision of the Training Coordinator, participates in the development, implementation, documentation and evaluation of training; serves as training instructor; provides orientation for supervisory, administrative

40 hour work week, 8:00 am - 4:30 pm, Monday through Friday

Contact: Human Resources, Ann M. Kiley Center, 1401 W. Dugdale Road, Waukegan, IL 60085  
fax: 1-847-249-0722

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02/07/2017



Job Title: STEAMFITTER (TEMPORARY) PREVAILING WAGE RATE  
Agency: Agriculture  
Closing Date/Time: Fri. 02/10/17 5:00 PM Central Time  
Job Type: Temporary  
Location: Sangamon County, Illinois  
Number of Vacancies: 1  
Plan/BU: PR000  
Bid ID#: 11-10-IDOA 255

Under immediate supervision, performs skilled HVAC tasks at the journeyman level in installing, repairing, altering and maintaining steam, air, gas and liquid transmission systems

IL Dept of Agriculture  
Bureau of Human Resources  
John R. Block Building - IL State Fairgrounds  
Springfield, IL 62794  
(217) 785-5099

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02/07/2017



Job Title: Support Service Worker  
Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$2,647.00 - \$3,570.00 monthly  
Job Type: Full-Time  
Location: Adams County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 34-30-14-cont.

Under direct supervision, performs routine housekeeping duties and assists in maintaining the cleanliness and sanitary environment of assigned building areas. Cleans all building interiors and equipment in assigned area.

Contact:  
IL Veterans' Home  
Human Resources Office  
Phone: 217/222-8641 ext 204  
Fax: 217/222-2961

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02/07/2017



Job Title: Support Service Worker (Housekeeping)  
Agency: Veterans Affairs  
Salary: \$2,647.00 - \$3,570.00 monthly  
Job Type: Full-Time  
Location: Union County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 34-60-14-cont.

Under direct supervision, performs routine housekeeping required to maintain cleanliness and a sanitary environment of all assigned building areas. Sweeps, dry and wet mops, strips waxes and buffs hard surfaced floors. Operates a variety of cleaning machines and equipment. Responsibilities include collecting soiled laundry and linens and transporting to the laundry area.

Contact:  
Melanie McReynolds  
Phone: (618) 833-6302 ext: 243  
Fax: (618) 833-2040

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02/07/2017



Job Title: Support Service Worker - Dietary  
Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$2,647.00 - \$3,570.00 monthly  
Job Type: Full-Time  
Location: Adams County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 34-30-14-cont.

Under direct supervision, performs routine food service tasks in the kitchen, dining room, or other dietary area. Assists in preparing foods for cooking and in cooking operations. Assists in serving food either on a serving line or on individual plates or trays; assists in all dining room functions. Prepares, loads, and in certain instances

Contact:  
IL Veterans' Home  
Human Resources Office  
Phone: 217/222-8641 ext 247  
Fax: 217/222-2961

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02/07/2017



Job Title: Support Service Worker - Dietary  
Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$2,647.00 - \$3,570.00 monthly  
Job Type: Full-Time  
Location: Adams County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 34-30-14-cont.

Under direct supervision, performs routine food service tasks in the kitchen, dining room, or other dietary area. Assists in preparing foods for cooking and in cooking operations. Assists in serving food either on a serving line or on individual plates or trays; assists in all dining room functions. Prepares, loads, and in certain instances

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02/07/2017



Job Title: **Training Manager**  
Agency: Illinois Courts/Administrative Office of the Illinois Courts  
Salary: \$62,244.00 / Year  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **181**

The Training Manager facilitates and coordinates all phases of continuing legal education curriculum design, planning, presentation, delivery and evaluation, including the management of meetings, event sites and distance learning environments. The Training Manager is expected to draft documents/reports that aid the development and delivery of continuing legal education and the production of legal resources.

Administrative Office of the Illinois Courts  
Judicial Education Division  
222 North LaSalle Street, 13th Floor  
Chicago, IL 60601

Barbara Black  
(217) 524-6429

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02/07/2017



Job Title: Conservation Grant Administrator I  
Agency: Natural Resources  
Closing Date/Time: Thu. 02/16/17 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 12-12-5062

Under direction, participates in managing grant projects under the LWCF/OSLAD, Bike and public Museum grant programs, and other grant programs; participates in the preparation of technical grant information

**WHERE TO APPLY**

Department of Natural Resources  
Attn: Steve Baggerly  
One Natural Resources Way  
Springfield, IL 60702  
Phone: 217-785-3884

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02/07/2017



Job Title: Conservation Grant Administrator I  
Agency: Natural Resources  
Closing Date/Time: Thu. 02/16/17 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 12-12-5063

Under direction, assists in managing grant projects under the following grant programs: Open Land Trust (OLT), Off-Highway Vehicle (OHV), the federal Recreational Trails Program (RTP), the Snowmobile Trail Establishment Fund (STEF)

**WHERE TO APPLY**

Department of Natural Resources  
Attn: Steve Baggerly  
One Natural Resources Way  
Springfield, IL 60702  
Phone: 217-785-3884

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02/07/2017



Job Title: **Conservation Grant Administrator II**  
Agency: Natural Resources  
Closing Date/Time: Thu. 02/16/17 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: **RC062**  
Bid ID#: **12-12-5064**

Under general direction, independently performs a variety of grant application functions for LWCF, OSLAD, Bike Path, Museum and Boat Access grant projects for the Department of Natural Resources in northern Illinois; maintains project files, prepares project billings, amendments, project agreements

**WHERE TO APPLY**

Department of Natural Resources  
Attn: Steve Baggerly  
One Natural Resources Way  
Springfield, IL 60702  
Phone: 217-785-3884

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02/07/2017



Job Title: Day Care Licensing Representative II (Upward Mobility Target Title)  
Agency: Children & Family Services  
Closing Date/Time: Wed. 02/08/17 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Macon County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC063  
Bid ID#: 1713009-136787

Under supervision, performs responsible functions of the day care licensing program in accordance with agency policies and procedures; maintains responsibility for the licensing of specific day care centers and homes

Contact Person: Zack Booher  
[Zackary.Booher@illinois.gov](mailto:Zackary.Booher@illinois.gov)  
10 Collinsville Ave, Suite 301  
East St. Louis, IL 62201  
Phone: 618-583-2193  
Fax: 618-583-2059

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02/07/2017



Job Title: Day Care Licensing Representative II (Upward Mobility Target Title)  
Agency: Children & Family Services  
Closing Date/Time: Wed. 02/08/17 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Champaign County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC063  
Bid ID#: 1713008-136752

Under supervision, performs responsible functions of the day care licensing program in accordance with agency policies and procedures; maintains responsibility for the licensing of specific day care centers and homes

Contact Person: Zack Booher  
[Zackary.Booher@illinois.gov](mailto:Zackary.Booher@illinois.gov)  
10 Collinsville Ave, Suite 301  
East St. Louis, IL 62201  
Phone: 618-583-2193  
Fax: 618-583-2059

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02/07/2017



Job Title: Day Care Licensing Representative II (Upward Mobility Target Title)  
Agency: Children & Family Services  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Knox County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC063  
Bid ID#: Galesburg Licensing 2016

Under supervision, performs responsible functions of the day care licensing program in accordance with agency policies and procedures; maintains responsibility for the licensing of specific day care centers and homes

**Contact:**

Johnnie Rambo  
DCFS Licensing  
1911 S. Indiana 9th Floor  
Chicago, Illinois 60616  
Phone: 312-328-2461  
Fax: 312-328-2321  
Email: [Johnnie.Rambo@illinois.gov](mailto:Johnnie.Rambo@illinois.gov)

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02/07/2017



Job Title: Educator - Opt C  
Agency: Juvenile Justice  
Closing Date/Time: Fri. 02/10/17 4:00 PM Central Time  
Salary: \$4,311.00 - \$7,969.00 monthly  
\$51,732.00 - \$95,628.00 annually  
Job Type: Full-Time  
Location: Jersey County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC063  
Bid ID#: IDJJ27-10-17-0352

Under general supervision of the Principal, instructs a targeted group of students identified as Special Education eligible; provides individual and group instruction to youth identified as special education eligible; prepares curriculum and participates in institutional committees.

**CONTACT:**

Mary Goetten (618) 786-2371, ext. 110  
[mary.goetten@dc.illinois.gov](mailto:mary.goetten@dc.illinois.gov)

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02/07/2017



Job Title: Engineering Technician IV Roadside Management Specialist  
Agency: Transportation  
Closing Date/Time: Tue. 02/14/17 4:30 PM Central Time  
Salary: \$4,695.00 - \$6,735.00 monthly  
Job Type: Full-Time  
Location: Jackson County, Illinois  
Number of Vacancies: 1  
Plan/BU: PM-00  
Bid ID#: IPR#41464

This position is responsible for the design, construction, and maintenance of roadway landscape features to ensure safety, compatibility, preservation and aesthetics within the highway system; oversight of rest areas in District 9; and for serves as the district Erosion Control Coordinator.

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Tuesday, February 14, 2017**, 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

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02/07/2017



Job Title: **Veterans Nursing Assistant - Certified (Upward Mobility Target Title)**  
Agency: **Veterans Affairs**  
Closing Date/Time: **Continuous**  
Salary: **\$3,116.00 - \$3,964.00 monthly**  
Job Type: **Full-Time**  
Location: **Union County, Illinois**  
Number of Vacancies: **1**  
Plan/BU: **RC009**  
Bid ID#: **34-60-13-Cont. 5**

Under general supervision, performs nursing assistance and personal care services for patients with physical and/or mental impairments. Assistance typically includes physical care, activities of daily living, patient feeding, bathing, personal hygiene care, ambulation, transfer of residents

IL Veterans' Home  
792 North Main Street  
Anna, Illinois 62906

Contact:  
Denise Goins  
618/833-6302

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02/07/2017



Job Title: **Veterans Nursing Assistant - Certified - Upward Mobility Target Title**

Agency: **Veterans Affairs**

Closing Date/Time: **Continuous**

Salary: **\$2,951.00 - \$4,124.00 monthly**

Job Type: **Full-Time**

Location: **LaSalle County, Illinois**

Number of Vacancies: **1**

Plan/BU: **RC009**

Bid ID#: **34-123-16-CONTVNAC**

Under general supervision, performs nursing assistance and personal care services for patients with physical and/or mental impairments. Assistance typically includes physical care, activities of daily living, patient feeding, bathing, personal hygiene care, ambulation, transfer of residents, and dressing needs.

Contact:  
IL Veterans' Home  
Human Resources  
1015 O'Connor Avenue  
LaSalle, Illinois 61301  
Phone 815-223-0303 ext. 207  
Fax 815-223-5815

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## 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.

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## **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
  -

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**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

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- Participants are required to complete a (paid) safety training prior to reporting to assigned work location.
  - 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.

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drive, the more you can earn. It's simple and perfect for those looking for seasonal, work from home, entry level, temporary, or any type of part time opportunities. And now, with Instant Pay, you can drive and instantly transfer your earnings to your bank account. There's no minimum on the amount you can withdraw, and you can cash out up to 5 times a day!

#### WHAT YOU NEED TO KNOW:

- **Earn Great Money:** The more you drive, the more you earn.
- **Flexible Schedule:** Make your own schedule as a contractor – any time day or night.
- **Getting Started is Easy:** Signing up is quick & easy – no experience required!
- **Get Paid Weekly:** Get checks deposited into your bank account weekly.
  - You're at least 21 years' old
  - You have a 4-door vehicle
  - You have a driver's license and insurance
- You're friendly and excited to earn money on your schedule!

**SIGN UP TO DRIVE: QUESTIONS? CALL 888-653-1610**

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