



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

02/17/2018



Job Title: **Health Facilities Surveillance Nurse**
Agency: Public Health
Closing Date/Time: Wed. 02/21/18 5:00 PM Central Time
Salary: \$5,293.00 - \$7,197.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **IDPH 49-18-0181**

Under general supervision of the Health Facilities Surveillance Nurse Supervisor, conducts inspections, investigations and surveys of health facilities (Hospitals, Ambulatory Surgical Centers (ASCs), End Stage Renal Dialysis Centers (ESRDs), Home Health Agencies (HHAs), Hospices, Health Maintenance Organizations (HMOs), Outpatient Physical Therapy and Speech Pathology (OPT/SP), Comprehensive Outpatient Rehabilitation Facilities (CORF), Portable X-Rays Facilities (PXR), Community Mental Health Centers (CMHCs) and Psychiatric Residential Treatment Facilities (PRTFs), Rural Health Centers (RHCs)) for compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification standards.

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRAApplications@illinois.gov

02/17/2018



Job Title: **Human Resources Representative**
Agency: Human Services
Closing Date/Time: Wed. 02/21/18 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
\$49,908.00 - \$74,616.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-11-104471**

Under direction, preforms professional human resources assignments in the Technician Selection Program (TSP), Bureau of Recruitment and Selection, Office of Human Resources, DHS. Administers segments of the Technician Selection examination at remote locations; scores and ranks applicants. Organizes activities and travel to remote testing sites.

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

02/17/2018



Job Title: **Maintenance Equipment Operator**
Agency: Human Services
Closing Date/Time: Wed. 02/21/18 5:00 PM Central Time
Salary: \$4,583.00 - \$6,110.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **HR001**
Bid ID#: **10-72-104496**

Under direct supervision, operates automotive equipment including vans, trucks, tractors and snow removal equipment. Transports individuals to and from a variety of scheduled appointments. Schedules and maintains vehicles in good working condition. Engages in minor maintenance of equipment and minor repair of physical plant. Responds to special pick-up and delivery requests.

AGENCY CONTACT:
Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
Park forest, IL 60466
708-283-3015 (Office)
708-283-3017 (Fax)

02/17/2018



Job Title: **Technical Advisor Advanced Program Specialist**
Agency: **Revenue**
Closing Date/Time: **Tue. 02/27/18 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: **RC010**
Bid ID#: **DOR 17530**

Under administrative direction, serves as a Staff Attorney for the Department of Revenue. Represents the Agency in complex Income Tax litigation hearings before the Department involving deficiency and claim cases remaining in dispute. As an expert authority, provides recommendations for consideration concerning the development or modification of programs and services where there is room for disagreement on the interpretation of comprehensive program goals and concepts and the preparation of legal memoranda; Confers and corresponds with taxpayers, their representatives, attorneys, and other interested parties regarding the application or interpretation of the Income Tax Act

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 Phone
217-782-8957 Fax

02/17/2018



Job Title: **Revenue Tax Specialist I**
Agency: Revenue
Closing Date/Time: Tue. 02/27/18 5:00 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **DOR 17500**

Under general supervision, at a developmental level, performs technical analysis of routine and involved original and amended tax returns, corresponding schedules, and/or supporting documentation by reviewing and explaining pertinent records, documentation, and/or adjusting taxpayers' accounts; reviews and researches various source documents in providing information, guidance and assistance to Illinois and out-of- state taxpayers and/or their representatives, in writing and orally of a routine and priority nature, relating to the various taxes administered by the Department; independently performs research necessary to resolve discrepancies or deficiencies; approves or denies reasonable cause requests; confers with taxpayers, the general public and others to determine the nature of inquiries, problems or complaints; analyzes computer data, files or regulatory reference material to answer inquiries and resolve routine, difficult and complex issues

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 Phone
217-782-8957 Fax

02/17/2018



Job Title: **Revenue Tax Specialist Trainee (Upward Mobility Target Title)**

Agency: **Revenue**

Closing Date/Time: **Tue. 02/27/18 5:00 PM Central Time**

Salary: **\$3,124.00 - \$4,402.00 monthly**

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **2**

Plan/BU: **RC062**

Bid ID#: **DOR 17506**

Under immediate supervision, for a period of six (6) to twelve (12) months, receives structured classroom and on-the-job training involving various facets of Agency-wide activities and operations relative to the processing of all types of taxes; as part of the training program receives and completes assignments of a routine nature in specific phases of the tax examining process

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 Phone
217-782-8957 Fax

02/17/2018



Job Title: **Administrative Assistant I - Opt E1**
Agency: Public Health
Closing Date/Time: Tue. 02/27/18 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#: **IDPH 06-18-0245**

Under general direction of the Regional Health Officer (RHO), functions as staff assistant, performs a variety of highly responsible functions as they relate to the management and operation activities for Bellwood Public Health Office. Assures that all office procedures, workflow, controls, etc., are functioning properly to ensure effective operations as well as maximum utilization of support personnel. Makes administrative arrangements for Long Term Care Hearings.

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRApplcations@illinois.gov

02/17/2018



Job Title: Health Facilities Surveyor III - Opt 3
Agency: Public Health
Closing Date/Time: Mon. 02/26/18 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#: 44-18-0239

Under general direction of the Field Supervisor, independently or as a member of a professional team, travels to conduct surveys, investigations and monitoring visits of long-term care facilities and hospitals to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Serves as technical expert and independently performs difficult and complex nutritional surveys. Serves as preceptor for lower level Dietitians and as the subject matter expert on issues of dietetics.

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Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRAApplications@illinois.gov

02/17/2018



Job Title: **Child Welfare Administrative Case Reviewer**
Agency: Children & Family Services
Closing Date/Time: Mon. 02/26/18 5:00 PM Central Time
Salary: \$5,441.00 - \$8,318.00 monthly
Job Type: Full-Time
Location: Jefferson County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1860010-604294**

Under general direction of the ACR Program Manager, within an identified area of assignment, reviews, determines, convenes, manages, and conducts an independent case review of every child in substitute care, as required by federal and state law; reviews service plan and amends to ensure consistency with laws, rules, court orders, and established social work practice; provides a monitoring function to public and private providers on all chronic and critical feedback reports; alerts administrative staff to vital case issues; conducts special reviews on difficult cases; identifies and makes recommendations regarding policy revisions in the areas of case planning and service delivery.

SUBMIT BIDS TO:
Paige Baker
DCFS
406 E. Monroe St., Station #30
Springfield, IL 62701
Paige.Baker@illinois.gov

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

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

02/17/2018



Job Title: **Human Resources Representative**
Agency: Human Services
Closing Date/Time: Wed. 02/21/18 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
\$49,908.00 - \$74,616.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-11-104471**

Under direction, preforms professional human resources assignments in the Technician Selection Program (TSP), Bureau of Recruitment and Selection, Office of Human Resources, DHS. Administers segments of the Technician Selection examination at remote locations; scores and ranks applicants. Organizes activities and travel to remote testing sites.

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

02/17/2018



Job Title: **Building/Grounds Laborer**
Agency: Military Affairs, Department of
Closing Date/Time: Thu. 03/01/18 11:59 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: DeKalb County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC042**
Bid ID#: **18-033**

EXAMPLE OF WORK: Under immediate supervision, performs non-skilled cleaning tasks and manual grounds and building labor; strips, scrubs, waxes, and polishes floors; washes windows; cleans restrooms; maintains lawns and landscaping; shovels snow; empties trash.

WORK SHIFT:
800AM-430PM
Monday-Friday

BARGAINING UNIT: RC-042

FOR ADDITIONAL INFORMATION: Contact Lindsy Morrow at (217) 3633 or Janice Estes at (217) 761-3786

02/17/2018



Job Title: **Building/Grounds Maintenance Worker**
Agency: Military Affairs, Department of
Closing Date/Time: Thu. 03/01/18 11:59 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: St. Clair County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC042**
Bid ID#: **18-035**

EXAMPLE OF WORK: Under direct supervision, regularly performs a variety of semi-skilled labor or building/ mechanical work below the journeyman level, may directly assist skilled craftsmen; operates heavy equipment in the maintenance of facilities and grounds for the Illinois National Guard at Scott AFB, Illinois. Requires possession of appropriate valid driver's license pertaining to equipment operated.

POSITION LOCATION:
Scott AFB-CE
146 Air Guard Way
Scott AFB, IL 62225

WORK SHIFT: In Accordance with Base Operations

FOR ADDITIONAL INFORMATION: Contact Lindsy Morrow at (217) 761-3633 or Janice Estes at (217) 761-3786.

02/17/2018



Job Title: **Social Service Program Planner Iv**
Agency: Human Services
Closing Date/Time: Thu. 03/01/18 5:00 PM Central Time
Salary: \$5,441.00 - \$8,318.00 monthly
\$65,292.00 - \$99,816.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-97-104416**

Subject to management approval, identifies and assists in the management of the TANF (Temporary Assistance for Needy Families) and SNAP (Supplemental Nutrition Assistance Program) population; performs the most complex and highly technical and independent reviews of TANF/SNAP cases on site at FCRCs to verify appropriate documentation; develops and provides TANF and SNAP management training; develops resources and implements strategies in monitoring and analyzing TANF/SNAP data reports and implements strategies to meet performance outcomes; serves as specialist team member on projects and provides the most technical and complex input into the development of program policy and procedures to verify delivery of purchased service systems. Travels throughout the state in the performance of duties.

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

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

02/17/2018



Job Title: **Revenue Tax Specialist III**
Agency: Revenue
Closing Date/Time: Thu. 03/01/18 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **4**
Plan/BU: **RC062**
Bid ID#: **DOR 16933**

Under general direction, serves as an advanced technical specialist; performs specialized duties in the research, analysis, and review of technical, legal or procedural issues concerning any/all taxes administered by the Department of Revenue; performs technical analysis of Internal Revenue Service (IRS) Revenue Agency Reports, State and federal tax returns, related supportive documents, taxpayer correspondence and federal-state tape match computer notices for accuracy, propriety and relevance; performs complex and specialized technical analysis of state and federal tax returns, outside information sources, databases, to identify areas of non-compliance and audit issues, referring accounts identified for audit; performs specialized audit duties involving in-state and out-of-state audits and accounts

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 Phone
217-782-8957 Fax

02/17/2018



Job Title: **Public Service Administrator - Opt 2B**
Agency: Financial & Professional Regulation
Closing Date/Time: Fri. 03/02/18 11:59 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#: **17511**

Under administrative direction, serves as Case Manager for the examination of banks, thrifts and corporate fiduciaries including their affiliates and subsidiaries for the Banks, Trust and Savings Institutions in the Division of Banking. Reviews and evaluates reports of examinations, enforcement actions, and prepares transmittal letters for submission to superior. Assists superior with enforcement of the policies and procedures regarding supervision of banks, thrifts and corporate fiduciaries.

Agency Contact: Human Resources
320 W Washington St, 2nd floor
Springfield, IL 62786

Scan all applications or questions to FPR.Employment@illinois.gov
217-557-3022 Fax

02/17/2018



Job Title: **Social Worker IV**
Agency: Human Services
Closing Date/Time: Thu. 03/01/18 4:30 PM Central Time
Salary: \$5,441.00 - \$8,689.00 monthly
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-77-322--40-01-104526-4437**

Under direction of the Clinical Director and under the clinical supervision of the Chief Social Worker, for the Alton Mental Health Center performs professional social work services involving the application of social work principles and techniques in the evaluation, problem identification & treatment of adults on a civil unit manifesting complex emotional and psycho-social disorders; determines & develops sources of information which provide an understanding to patients' problems, supports adjunctive cooperation and linkage with in- & out-patient services, and secures clinical and support resources needed by patients after discharge.

Dr. Rod Hoevet
Alton Mental Health Center
4500 College Ave
Alton, IL 62002
(618)474-3473

02/17/2018



Job Title: **Senior Public Service Administrator - Opt 8Q**
Agency: Veterans Affairs
Closing Date/Time: Thu. 03/15/18 3:00 PM Central Time
Salary: \$4,295.00 - \$12,128.00 monthly
Job Type: Exempt
Location: Kankakee County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **34-101-18-08**

Serves as Manteno and Prince Veterans Home Administrator; develops and executes programs, policies and procedures encompassing but not limited to the operations of the resident services units and fiscal services units in collaboration with management personnel. Reviews and approved the preparation and issuance of any revisions or additions to the Administrative Guideline manual with its policies, procedures, being in compliance with the regulations of Department and related state depts. and federal agencies. Develops long range goals and plans for the operation of the facility. Supervises staff, assigns work; approves time off

Apply To (send CMS100 Employment Application):

IDVA

Renee Dougherty

Human Resources

833 S. Spring St.

Springfield, IL 62704

Ph: 217-785-1788

Fax: 217-557-7235

renee.dougherty2@illinois.gov

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

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

02/17/2018



Job Title: **Senior Public Service Administrator - Opt 2B**
Agency: Financial & Professional Regulation
Closing Date/Time: Tue. 03/06/18 11:59 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: **TG000**
Bid ID#: **17515**

Under administrative direction, directs, coordinates and reviews the day-to-day management of the Chicago Risk Management Supervision/C4 Unit functions in the Banks, Trust Companies and Savings Institutions Section for the Division of Banking. Plans, coordinates and schedules examinations of banks and corporate fiduciaries. Serves as full line supervisor.

Agency Contact: Human Resources
320 W Washington St, 2nd floor
Springfield, IL 62786

Scan all applications or questions to FPR.Employment@illinois.gov
217-557-3022 Fax

02/17/2018



Job Title: **Child Welfare Administrative Case Reviewer**
Agency: Children & Family Services
Closing Date/Time: Mon. 02/26/18 5:00 PM Central Time
Salary: \$5,441.00 - \$8,318.00 monthly
Job Type: Full-Time
Location: Jefferson County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1860010-604294**

Under general direction of the ACR Program Manager, within an identified area of assignment, reviews, determines, convenes, manages, and conducts an independent case review of every child in substitute care, as required by federal and state law; reviews service plan and amends to ensure consistency with laws, rules, court orders, and established social work practice; provides a monitoring function to public and private providers on all chronic and critical feedback reports; alerts administrative staff to vital case issues; conducts special reviews on difficult cases; identifies and makes recommendations regarding policy revisions in the areas of case planning and service delivery.

SUBMIT BIDS TO:
Paige Baker
DCFS
406 E. Monroe St., Station #30
Springfield, IL 62701
Paige.Baker@illinois.gov

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

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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.

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



- 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.