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

02/21/2018

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

02/21/2018

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)

02/21/2018

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

02/21/2018

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

02/21/2018

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

02/21/2018

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.HRApplications@illinois.gov

02/21/2018

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.

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.HRApplications@illinois.gov

02/21/2018

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

02/21/2018

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

02/21/2018

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 Lindsi Morrow at (217) 3633 or Janice Estes at (217) 761-3786

02/21/2018

Job Title:	CET Inspector/Assistant Resident Engineer (Trainee)
Agency:	Transportation
Closing Date/Time:	Fri. 03/16/18 4:30 PM Central Time
Salary:	$4,275.00 - $4,655.00 monthly
Job Type:	Full-Time
Location:	Madison County, Illinois
Number of Vacancies:	7
Plan/BU:	PM-00
Bid ID#:	IPR#42534

This position assists in providing the contractor with the necessary layout and inspection required on highway improvement construction projects while operating within an environment that ensures the contractor provides a quality improvement in accordance with plans, specifications and special provisions in a timely manner. S/He serves on survey crews, inspecting construction operations such as earthwork, drainage, asphalt or concrete pavements, concrete, steel and other miscellaneous items involved in road and bridge construction, providing for necessary reports and documentation for pay items, reducing survey notes, plotting cross sections, computing quantities, checking computations of others, and assisting the Resident Engineer/Technician on specific construction programs.

Technical Applications PM1080 rev 6/1/17**__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 by **Friday, March 16, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

02/21/2018

Job Title:	Civil Engineer Trainee - Inspector
Agency:	Transportation
Closing Date/Time:	Fri. 03/16/18 4:30 PM Central Time
Salary:	$4,275.00 - $4,655.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	9
Bid ID#:	IPR#42545

This entry-level position is accountable for the inspection, documentation and safety on highway improvements during the construction phase. This position may perform general Studies and Plans Section work in the winter months.

Technical Applications PM1080 rev 6/1/17**__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 by **Friday, March 16, 2018, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

02/21/2018

Job Title:	Civil Engineer Trainee-Assistant Squad Engineer
Agency:	Transportation
Closing Date/Time:	Fri. 03/16/18 4:30 PM Central Time
Salary:	$4,275.00 - $4,655.00 monthly
Job Type:	Full-Time
Location:	Peoria County, Illinois
Number of Vacancies:	3
Bid ID#:	IPR#42538

This position is accountable for assisting the Squad Leader in many phases of work involved in the preparation of final plans for all types of highway construction projects.

Technical Applications PM1080 rev 6/1/17**__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 by **Friday, March 16, 2018, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

02/21/2018

Job Title:	Civil Engineer Trainee - Studies & Plans Squad Member Trainee
Agency:	Transportation
Closing Date/Time:	Fri. 03/16/18 4:30 PM Central Time
Salary:	$4,275.00 - $4,655.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	5
Bid ID#:	IPR#42535

This is an entry-level trainee position responsible for performing detailed tasks associated with the preparation of design studies, contract plans, and specifications for highway improvement projects.

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02/21/2018

Job Title:	Civil Engineer Trainee
Agency:	Transportation
Closing Date/Time:	Fri. 03/16/18 4:30 PM Central Time
Salary:	$4,275.00 - $4,655.00 monthly
Job Type:	Full-Time
Location:	Edgar County, Illinois
Number of Vacancies:	3
Bid ID#:	IPR#42536

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the State of Illinois (includes those expecting to graduate in spring 2018)
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Official college transcripts must be included with application. (Official transcripts indicating graduation date for spring 2018 graduates must be provided at time of hire.)
- Valid driver's license

Technical Applications PM1080 rev 6/1/17**__**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 by **Friday, March 16, 2018, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

02/21/2018

Job Title:	CET Construction Civil Engineer Trainee
Agency:	Transportation
Closing Date/Time:	Fri. 03/16/18 4:30 PM Central Time
Salary:	$4,665.00 - $5,085.00 monthly
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	23
Plan/BU:	PM-00
Bid ID#:	IPR#42541

This position is accountable for assisting a Resident Engineer/Technician in performing tasks associated with the layout, inspection, documentation and other contract administration duties for highway construction projects to ensure compliance with contract requirements. Other tasks associated with the planning and design of highway engineering projects may also be required. This is a training position.

Technical Applications PM1080 rev 6/1/17**__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 by **Friday, March 16, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

02/21/2018

Job Title:	CET Construction Inspection Engineer
Agency:	Transportation
Closing Date/Time:	Fri. 03/16/18 4:30 PM Central Time
Salary:	$4,275.00 - $4,655.00 monthly
Job Type:	Full-Time
Location:	Lee County, Illinois
Number of Vacancies:	2
Plan/BU:	PM-00
Bid ID#:	IPR#42540

This position is accountable for assisting in the inspection and layout required on various improvements in construction projects and for the preparation of location studies and plans for highways, lighting, bridges, landscaping and resurfacing improvements. This is a training position that is part of a rotation program.

Technical Applications PM1080 rev 6/1/17**__**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 by **Friday, March 16, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

02/21/2018

Job Title:	Public Service Administrator - Opt 1
Agency:	Commerce & Economic Opportunity
Closing Date/Time:	Mon. 03/05/18 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#:	DCEO42-40-085.18

Under general direction of the Policy and Grants Manager, develops, recommends, organizes, and implements programs for special populations, develops strategies to enhance and expand workforce programs and services statewide to special populations such as people with disabilities, veterans, ex-offenders, youth and other special populations in need of these services. Serves as the coordinator on policy and program issues that impact special populations including the provision of Rapid Response and Trade services

8:30AM - 5:00PM Monday – Friday, Days off: Saturday/Sunday

Illinois Department of Commerce & Economic Opportunity
EMPLOYMENT & TRAINING OFFICE
JRTC, 100 EAST RANDOLPH STREET – CHICAGO, ILLINOIS 60601

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**

02/21/2018

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

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

02/21/2018

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Plan/BU:	RC010
Bid ID#:	DOR 17530

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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

02/21/2018

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: https://www.illinois.gov/cms/Pages/default.aspx

02/21/2018

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.

02/21/2018

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 the13 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
  -

02/21/2018

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.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
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.