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

09/16/2016

IST | Illinois Student Transportation

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WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: https://www.illinois.gov/sites/work/Pages/default.aspx

09/16/2016

**Chicago Career Fair**

Thursday, October 20, 2016

**11:00 AM to 2:00 PM**

**Holiday Inn Chicago/Oak Brook**
**17 W 350 22nd St**
**Oakbrook Terrace, IL 60181**

What to bring... Bring plenty of resumes, as you'll be giving them directly to hiring managers at each company. If you have a multi-page resume, make sure your name and contact information are on each page. Be organized and bring supplies you might need i.e. pens, paper, business cards, etc. How long should you spend at the job fair... You can spend as little or as long as you want at the show. Plan to spend one hour at the event. You should be able to speak with at least ten company representatives or more in this time. What do I do at the job fair? Walk up to each company, introduce yourself, shake their hand, give them a resume and ask what positions they are looking for

For more information and to register, visit www.choicecareerfairs.com

09/16/2016

**Chicago Job Fair September 15 2016 – 11am -2pm**

The Congress Plaza Hotel
520 South Michigan Ave
Chicago IL 60605

**Chicago Job Fair December 8 2016 – 11am -2pm**

The Congress Plaza Hotel
520 South Michigan Ave
Chicago IL 60605

**For More Information, contact organizers at**:

(714) 783-4228

info@besthirecareerfairs.com

**Website Contact**

https://www.besthirecareerfairs.com/

09/16/2016

| | |
|---|---|
| Job Title: | Office Assistant - Opt 2 |
| Agency: | Human Services |
| Closing Date/Time: | Thu. 09/15/16 5:00 PM Central Time |
| Salary: | $2,782.00 - $3,781.00 monthly<br>$33,384.00 - $45,372.00 annually |
| Job Type: | Full-Time |
| Location: | Madison County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC014 |
| Bid ID#: | 10-95-97639 |

under general supervision, reviews complex material to be typed, processed and filed; types a variety of routine forms, form letters, cards and records,as receptionist and provides non-technical information and assistance to representatives of other agencies. applicants, program participants and the general public.

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

09/16/2016

| | |
|---|---|
| Job Title: | Office Assistant - Opt 2 |
| Agency: | Human Services |
| Closing Date/Time: | Thu. 09/15/16 5:00 PM Central Time |
| Salary: | $2,782.00 - $3,781.00 monthly<br>$33,384.00 - $45,372.00 annually |
| Job Type: | Full-Time |
| Location: | Jackson County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC014 |
| Bid ID#: | 10-95-97596 |

Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

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

09/16/2016

| | |
|---|---|
| Job Title: | Office Assistant - Opt 2 |
| Agency: | Veterans Affairs |
| Closing Date/Time: | Fri. 09/16/16 4:00 PM Central Time |
| Salary: | $2,782.00 - $3,781.00 monthly |
| Job Type: | Full-Time |
| Location: | Kankakee County, Illinois |
| Number of Vacancies: | 2 |
| Plan/BU: | RC014 |
| Bid ID#: | 34-125-17-05 |

Prepares, types and/or addressographs paper forms for new admissions, deaths and discharges. Assures medical charts have addressograph forms available for nursing staff use. Assures admission packets are prepared and available on nursing units. Updates statistical sheet on patient chart for changes for address or next of kin. Files patient information in medical chart, thins patient medical charts per procedure and sends to medical records.

Application Contact:
Jeri Gulli
815/468-6581 Ext. 328
Fax: 815/468-1596

09/16/2016

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|---|---|
| Job Title: | Intermittent Laborer Maintenance |
| Agency: | Natural Resources |
| Closing Date/Time: | Fri. 09/09/16 5:00 PM Central Time |
| Salary: | $3,240.00 - $4,592.00 monthly |
| Job Type: | Intermittent |
| Location: | Will County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC042 |
| Bid ID#: | 12-32-4999 |

Under direct supervision, performs a variety of manual tasks in connection with the operation and maintenance of the Game Propagation Center.

WHERE TO APPLY
Department of Natural Resources
Mike Holem, Site Superintendent
Des Plaines Game Propagation Center
30550 S. Boathouse Rd.
Wilmington, IL 60481
Phone: 815-476-6741

09/16/2016

| | |
|---|---|
| Job Title: | Investigator |
| Agency: | Executive Inspector General * |
| Closing Date/Time: | Mon. 09/19/16 11:00 PM Central Time |
| Salary: | $3,333.50 - $5,833.50 monthly |
| Job Type: | Exempt |
| Location: | Cook County, Illinois |
| Number of Vacancies: | 1 |
| Bid ID#: | 200S |

**POSITION SUMMARY:** Under direct supervision of the Supervising Investigator, Deputy Inspector General and Chief, Deputy Inspector General, or Assistant Inspector General serves as Investigator. The incumbent is responsible for conducting investigations in compliance with applicable laws, rules, and policies. Gathers, preserves, and analyzes evidence; obtains information via interviews and other methods; prepares investigative reports. This position involves working within limits of authority on assignments of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

Contact:
Human Resources
312-814-1789

09/16/2016

| | |
|---|---|
| Job Title: | Juvenile Justice School Counselor |
| Agency: | Juvenile Justice |
| Salary: | $3,831.00 - $8,115.00 monthly |
| Job Type: | Full-Time |
| Location: | Saline County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | MC-01 |
| Bid ID#: | IDJJ27-10-16-2000 |

Subjects to administrative approval of the Principal, acquires and transfers academic and other pertinent records to and from juvenile justice facilities, educational facilities or other public, state, or local agencies, monitors and tracks the provision of juvenile justice school district education services for compliance with state and federal education mandates and required deadlines, documents and records data

**CONTACT**: Linda L. Butler, IYC Harrisburg, 1201 W. Poplar, P.O. Box 300, Harrisburg, IL 62946 (618) 252-8681 ext. 233

09/16/2016

| | |
|---|---|
| Job Title: | Juvenile Justice School Counselor |
| Agency: | Juvenile Justice |
| Salary: | $4,751.00 - $7,969.00 monthly<br>$57,012.00 - $95,628.00 annually |
| Job Type: | Full-Time |
| Location: | Jersey County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC063 |
| Bid ID#: | IDJJ27-10-16-2000 |

Subject to administrative approval of the Principal, acquires and transfers academic and other pertinent records to and from juvenile justice facilities, educational facilities or other public, state or local agencies; monitors and tracks the provision of juvenile justice school district education services for compliance with state and federal education mandates and required deadlines; documents and records data; provides counseling and guidance to students

**CONTACT:**
Mary Goetten
618-786-2371, ext. 110
mary.goetten@doc.illinois.gov

09/16/2016

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|---|---|
| Job Title: | Juvenile Justice Specialist Intern - Upward Mobility |
| Agency: | Juvenile Justice |
| Salary: | $3,994.00 - $5,867.00 monthly |
| Job Type: | Full-Time |
| Location: | Statewide, Illinois |
| Number of Vacancies: | 00 |
| Bid ID#: | DJJ27-09 Continuous |

Under immediate supervision and subsequently under direct supervision for a period of twelve months, receives formal classroom instruction and on the job training, while performing beginning level professional duties. Assist in the supervision of the daily activities of youth; Interacts with youth; facilitates group sessions to develop rapport with youth; Provides input in to the development of individualized service plans. Transports youth and supervises movement to and from destination. Attends in-service training to attain new and updated skills and proficiency to carry out specialized service delivery programs.

Ken Hilgendorf, Agency Contact
Illinois Department of Juvenile Justice
217-557-1030 x3008

09/16/2016

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|---|---|
| Job Title: | Land Surveyor I Surveyor |
| Agency: | Transportation |
| Closing Date/Time: | Wed. 09/14/16 4:30 PM Central Time |
| Salary: | $3,605.00 - $6,710.00 monthly |
| Job Type: | Full-Time |
| Location: | Sangamon County, Illinois |
| Number of Vacancies: | 1 |
| Bid ID#: | IPR#41227 |

This position assists in obtaining field survey measurements by operating and reading instruments used in conducting route, bridge, hydraulic and property surveys.

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed toDOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, September 14, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application.

09/16/2016

| | |
|---|---|
| Job Title: | Librarian I |
| Agency: | Corrections |
| Closing Date/Time: | Tue. 09/06/16 4:00 PM Central Time |
| Salary: | $4,141.00 - $6,184.00 monthly |
| Job Type: | Full-Time |
| Location: | Henry County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC063 |
| Bid ID#: | IDOC-29-10-16-0001 |

Under general direction of the Educational Facility Administrator (Public Service Administrator), performs professional library duties as Librarian in the institutional library. Plans, directs and manages the general and law libraries at the facility. Selects appropriate books, magazines and newspaper for collection. Maintains security of the library area. Conducts periodic inventory and replaces worn, obsolete and missing material.

CONTACT:
Rebecca Hall-Motley, Human Resource Representative
IYC Kewanee
2021 Kentville Road
Kewanee, Ill 61443
Phone: 309-852-4601 ext 1102
Fax: 309-852-4617
email: rebecca.hall-motley@doc.illinois.gov

09/16/2016

| | |
|---|---|
| Job Title: | Library Associate |
| Agency: | Juvenile Justice |
| Closing Date/Time: | Thu. 09/08/16 4:00 PM Central Time |
| Salary: | $3,371.00 - $4,826.00 monthly<br>$40,452.00 - $57,912.00 annually |
| Job Type: | Full-Time |
| Location: | Jersey County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC062 |
| Bid ID#: | IDJJ27-10-16-0789 |

Under direction of the Principal, performs library duties in the institutional library; provides guidance and information to assist, plan, direct and coordinate the general and law libraries at the facility; researches available material and recommends acquisition of appropriate fiction and non-fiction books, magazines and other library supplies; maintains security of the library; conducts periodic inventory and replaces obsolete and/or missing materials; provides assistance to users with research projects and reference work.

**CONTACT:**
Mary Goetten
618-786-2371, ext. 110
mary.goetten@doc.illinois.gov

09/16/2016

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|---|---|
| Job Title: | Licensed Practical Nurse I (Upward Mobility Target Title) |
| Agency: | Veterans Affairs |
| Closing Date/Time: | Continuous |
| Salary: | $3,300.00 - $4,231.00 monthly |
| Job Type: | Full-Time |
| Location: | Adams County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC009 |
| Bid ID#: | 34-60-13-Cont. 3 |

Carries out assigned nursing procedures; administers medication, injections and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities.

IL Veterans' Home@ Anna
Anna, IL

Human Resources Office
618-833-6302

09/16/2016

| | |
|---|---|
| Job Title: | Unemployment Insurance Revenue Analyst II |
| Agency: | Employment Security |
| Closing Date/Time: | Mon. 09/19/16 11:59 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: | RC062 |
| Bid ID#: | RCRA 11729 |

Under direction, consults with and advises Local Office staff, employers and their representatives regarding the subject of benefit charging and processing protests related to benefit charging; determines if the employer protest complies with the UI Act and Rules; issues Director's Orders; determines employer's liability; adjusts protested charges.

Applicants must be deemed qualified or have submitted an application to CMS to receive a qualifying Promotional grade.

APPLICANTS THAT ARE NOT CURRENTLY CERTIFIED STATE EMPLOYEES MUST APPLY PER THE INSTRUCTIONS BELOW. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

Testing & Grading questions can be directed to:
CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

09/16/2016

| | |
|---|---|
| Job Title: | Veterans Nursing Assistant - Certified (Upward Mobility Target Title) |
| Agency: | Veterans Affairs |
| Closing Date/Time: | Wed. 09/21/16 4:00 PM Central Time |
| Salary: | $2,951.00 - $4,124.00 monthly |
| Job Type: | Full-Time |
| Location: | Adams County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC009 |
| Bid ID#: | 34-120-17-032 |

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, activity focused care, patient feeding, bathing, personal hygiene care, ambulation, transfer and repositioning of residents, and dressing and elimination needs. Moves and transports residents. Performs treatment measures as directed by the nurse.

Illinois Veterans' Home
Human Resources
IL Veterans' Home
1707 North 12th Street
Quincy, Illinois 62301
Phone: 217-222-8641 ext 204 or 247
Fax: 217/222-2961

09/16/2016

| | |
|---|---|
| Job Title: | Veterans Service Officer |
| Agency: | Veterans Affairs |
| Closing Date/Time: | Fri. 09/23/16 4:00 PM Central Time |
| Salary: | $3,647.00 - $5,342.00 monthly |
| Job Type: | Full-Time |
| Location: | Cook County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC028 |
| Bid ID#: | 34-115-17-03 |

Under direction, acts as Service Officer for the Department of Veterans' Affairs. Responsible for managing the operation of a field office. May provide itinerate part-time services at various locations; responsible for interviewing veterans, spouses and dependents to determine eligibility for state, federal and local benefits and to assure maximum benefits are received by the veterans of Illinois; serves as liaison with various county, state, and federal agencies and private sector benefit providers in establishing veterans' benefit entitlements; responsible for recording information/maintaining individual files regarding all military, medical and service-connected personnel history for claimants; assists in interpreting laws and changes to existing laws.

Contact:
Renee Dougherty
Human Resources
833 South Spring Street
Springfield, IL 62704

Phone: (217) 785-1788
Fax: (217) 557-7235

09/16/2016

| | |
|---|---|
| Job Title: | Deck Hand - 100% |
| Agency: | Transportation |
| Closing Date/Time: | Tue. 09/20/16 4:30 PM Central Time |
| Salary: | $4,512.00 / Month |
| Job Type: | Full-Time |
| Location: | Jersey County, Illinois |
| Number of Vacancies: | 1 |
| Bid ID#: | IPR#41257 |

This position directs the safe loading of vehicles, commodities and personnel on the barges and secures appropriate gates, performs preventative maintenance and repairs to equipment.

http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index to view the entire job posting and to download the PM 12C form.
For further information, please call the Bureau of Personnel Management at 217-782-5594.

09/16/2016

| | |
|---|---|
| Job Title: | Dietary Manager II |
| Agency: | Human Services |
| Closing Date/Time: | Tue. 09/27/16 11:59 PM Central Time |
| Salary: | $4,377.00 - $6,581.00 monthly<br>$52,524.00 - $78,972.00 annually |
| Job Type: | Full-Time |
| Location: | Clinton County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC062 |
| Bid ID#: | 2016-72-10-74-89410 |

Under administrative direction of the Business Administrator, manages all phases of a comprehensive food service program that includes food preparation and serving, food storage, meat cutting and all other food services. Directs food production and coordinates it with the master menu. Works with the Dietitian in the planning and preparation of modified diets to conform with medical care programs.

Murray Development Center
Personnel Office
1535 W. McCord St.
Centralia, IL 62801
Ph. (618) 532-1811 ext. 4813
Fax (618) 545-0466

09/16/2016

| | |
|---|---|
| Job Title: | Disability Claims Specialist |
| Agency: | Human Services |
| Closing Date/Time: | Fri. 09/23/16 4:30 PM Central Time |
| Salary: | $4,612.00 - $6,990.00 monthly |
| Job Type: | Full-Time |
| Location: | Sangamon County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC062 |
| Bid ID#: | BDDS97813 |

Under the general direction of the Geographical Section Chief, Bureau of Disability Determination Services (DDS), Division of Rehabilitation Services, serves as staff assistant, providing a wide variety of technical and procedural training and public relations activities directed toward accurate, expedient case processing; provides adjudication skills to assist in completing the assigned/transferred cases; provides information concerning the disability program, answers questions regarding specific cases and/or resolves complaints made by individuals or agencies, offering intra-agency assistance by working with other Human Services components

WORK LOCATION:
Bureau of Disability Determination Services
Adjudication Services/Section B
100 North 1st Street, Springfield, Illinois 62794
Alzina Building

Please submit CMS-100 (revised 10/2014) Application and Bid Form to:
Mindi Tuxhorn
100 North 1st Street, Springfield, Illinois 62794
Fax: (217) 558-5076

09/16/2016

| | |
|---|---|
| Job Title: | Educator - Career & Technical |
| Agency: | Juvenile Justice |
| Salary: | $2,779.00 - $5,755.00 monthly<br>$33,348.00 - $69,060.00 annually |
| Job Type: | Full-Time |
| Location: | Jersey County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | MS-13 |
| Bid ID#: | IDJJ27-10-16-0007 |

Under general supervision of the Principal, provides educational and occupational instruction in all career and technical areas including but not limited to Building Trades, Computer Skills, Culinary Arts, Horticulture, Landscaping and other areas that apply. Teaches vocational subject matter theory and information using standard professional educator skills; instructs students in areas of vocational and technical development

**LOCATION**:
IYC Pere Marquette
17808 State Highway 100 W.
Grafton, IL 62037

**CONTACT:**
Mary Goetten
618-786-2371, Ext. 110
mary.goetten@doc.illinois.gov

09/16/2016

| | |
|---|---|
| Job Title: | Educator - Opt B |
| Agency: | Juvenile Justice |
| Salary: | $4,311.00 - $7,969.00 monthly |
| Job Type: | Full-Time |
| Location: | DuPage County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC063 |
| Bid ID#: | IDJJ-27-10-2015-000 |

Under general supervision of the Principal (PSA), instructs students in the assigned 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; administers evaluative testing on a follow-up basis to gauge the rate and scope of progress in maximizing the students potential and meeting the educational and behavioral goals; goal setting with the student, fellow teachers, administrators, and counselors as the result of evaluation and continuing interaction shall be a basis for directing the educational approach and formalizing the individual student's plan; provides developmental, corrective and supportive supervision.

Agency Contact:
Kelly Meeks, HR/GIR
(630) 983-6213 fax

09/16/2016

| | |
|---|---|
| Job Title: | Statistical Research Specialist I |
| Agency: | Employment Security |
| 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#: | RCRA 11651 |

Under direct supervision, performs a variety of statistical duties in the analysis, interpretation, review and coding of multiple worksite data describing the labor market activities in Illinois, acts as a contact person when required. Determines accuracy and validity of industry, area and auxiliary status codes through telephone follow-up and verification with primary source documents; fulfils data inquiries and maintain agency historical administrative data files; reviews and analyzes quarterly employment, wage, and administrative characteristics data.

Testing & Grading questions can be directed to:
CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

09/16/2016

| | |
|---|---|
| Job Title: | Statistical Research Specialist III |
| Agency: | Public Health |
| Closing Date/Time: | Fri. 09/16/16 5:59 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: | RC062 |
| Bid ID#: | IDPH87099 |

Under direction, as an advanced specialist, implements the State of Illinois's surveillance system for Emergency Department (ED) visit data submitted to the CDC's National Syndromic Surveillance Program (NSSP), formerly known as BioSense; designs and deploys IDPH's ambulatory visit data collection in accordance with Meaningful Use public health reporting requirements; evaluates and analyzes all visit data captured in the syndromic surveillance systems for Eligible Hospitals (EHs) and Eligible Provider (EPs) to advance population health surveillance for public health decision-making on prevention, policy, intervention and disease control efforts; conducts statistical analysis of infectious disease data and validates electronic infectious disease data.

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

09/16/2016

| | |
|---|---|
| Job Title: | Support Service Lead |
| Agency: | Human Services |
| Closing Date/Time: | Wed. 09/14/16 5:00 PM Central Time |
| Salary: | $2,904.00 - $3,610.00 monthly |
| Job Type: | Full-Time |
| Location: | Cook County Zone 3, Illinois |
| Number of Vacancies: | 01 |
| Plan/BU: | RC009 |
| Bid ID#: | 10-72-96676 |

Under general supervision, serves as lead worker to lower level dietary staff and completes various support service duties as assigned. Serves as a relief position in the absence of the Support Service Coordinator.Directs and monitors dietary staff in daily tasks including food preparation, portion control, tray service, modified diets and special events-including coffee carts and snack trays for off-site training locations and sck lunches for outing.

AGENCY CONTACT
Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
114 N. Orchard Drive
Phone: 708-283-3015

09/16/2016

| | |
|---|---|
| Job Title: | Support Service Worker |
| Agency: | Human Services |
| Closing Date/Time: | Thu. 09/15/16 4:59 PM Central Time |
| Salary: | $2,761.00 - $3,389.00 monthly |
| Job Type: | Full-Time |
| Location: | Cook County, Illinois |
| Number of Vacancies: | 2 |
| Plan/BU: | RC009 |
| Bid ID#: | 10/79-97760.97759 |

Under the direct supervision of the Business Manager and functional supervision of the Support Service Coordinator I, performs general housekeeping duties in assigned areas at the CRMHC. Work is assigned, but not limited to inpatient units, unit offices, administrative offices, corridors, public areas, shops, closets, cafeteria and outlying buildings.

CONTACT INFORMATION:
Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

09/16/2016

| | |
|---|---|
| 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.

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

09/16/2016

| | |
|---|---|
| Job Title: | Support Service Worker (Housekeeping) |
| Agency: | Veterans Affairs |
| Salary: | $2,700.00 - $3,641.00 monthly |
| Job Type: | Full-Time |
| Location: | Union County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC009 |
| Bid ID#: | 34-118-17-005 |

Under direct supervision, performs all duties required to maintain cleanliness and sanitary environment for all buildings at the facility. Provides services required to maintain the residential and nursing areas. Sweeps, dry and wet mops, strips, waxes and buffs hard surfaced floors. Cleans and disinfects walls, furniture, mirrors, wheelchairs, toilet fixtures, bathing and shower areas and equipment.

Contact:
Melanie McReynolds
Phone: (618) 833-6302 ext: 227
Fax: (618) 833-2040

09/16/2016

| | |
|---|---|
| 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, delivers food carts to patient care areas and returns carts after serving is complete.

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

09/16/2016

| | |
|---|---|
| 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: | Union County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC009 |
| Bid ID#: | 34-60-14-cont. |

Under general supervision, performs routine task in the kitchen, dining room or other dietary areas. Assists in kitchen by preparing vegetables and other foodstuffs for cooking, such as grinding meats. Cleaning poultry, washing and cutting fruits, cutting cakes and pies, preparing soft desserts in individual portions, fills condiment containers and pours beverages. Makes coffee, salads, sandwiches; operates griddle in preparation of such dishes as fried eggs, French toast or pancakes.

Contact:
Melanie McReynolds
Phone: (618) 833-6302 ext: 227
Fax: (618) 833-2040

09/16/2016

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|---|---|
| Job Title: | Support Service Worker-Housekeeping |
| Agency: | Veterans Affairs |
| Closing Date/Time: | Sat. 09/17/16 4:00 PM Central Time |
| Salary: | $2,700.00 - $3,641.00 monthly |
| Job Type: | Part-Time |
| Location: | LaSalle County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC009 |
| Bid ID#: | 34-123-17-15 |

Under direct supervision, performs routine housekeeping required to maintain cleanliness and a sanitary environment of all assigned building areas. Cleans areas outside of confines of building including areas such as walks, ramps, docks, porches, furniture and ash receptacles. Operates a variety of cleaning machines and equipment. Responsibilities include collecting soiled laundry and linens and transporting to the laundry area; checks clothes for foreign objects and other personal items; operates laundry machines, including washers, dryers, and other associated equipment; sorts and fold clean laundry. Reports building equipment shortages and necessary repairs to supervisor. Maintains adequate cleaning supplies for assigned area.

Contact:
Human Resources
IL Veterans' Home
1015 O'Conor Avenue
LaSalle, Illinois 61301
Phone: (815) 223-0303 ext. 207
Fax: (815) 223-2815

09/16/2016

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|---|---|
| Job Title: | Technical Manager IV Bike/Pedestrian Coordinator |
| Agency: | Transportation |
| Closing Date/Time: | Tue. 09/13/16 4:30 PM Central Time |
| Salary: | $5,015.00 - $9,155.00 monthly |
| Job Type: | Full-Time |
| Location: | Sangamon County, Illinois |
| Number of Vacancies: | 1 |
| Bid ID#: | IPR#41075 |

This position is accountable for planning and coordinating projects and funding for the non-motorized transportation program in direct support of the department's multi-modal transportation program.

8:00 am – 4:30 pm / Monday – Friday
Office of Planning and Programming/Bureau of Planning/2300 South Dirksen Parkway, Springfield, IL

09/16/2016

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|---|---|
| Job Title: | Technical Manager IV Intermodal Planning Specialist |
| Agency: | Transportation |
| Closing Date/Time: | Thu. 09/15/16 4:30 PM Central Time |
| Salary: | $5,015.00 - $9,155.00 monthly |
| Job Type: | Full-Time |
| Location: | Sangamon County, Illinois |
| Number of Vacancies: | 1 |
| Bid ID#: | IPR#40945 |

This position is accountable for coordinating and monitoring efforts for the development and enhancement of Intermodal freight/passenger transportation facilities in Illinois. The incumbent is accountable for development and preparation of planning documents that meet federal eligibility requirements for intermodal freight and passenger discretionary program funding of transportation projects in Illinois. As a part of these accountabilities, the position is responsible for representing the department to local government officials, metropolitan planning and organizations (intermodal/freight committees), port districts, airports and private transportation carriers/freight service providers. The position is directly accountable for coordinating efforts for the development of regional commercial ports on the Inland Waterways of Illinois.

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed toDOT.CO.BPM.EmploymentApplications@Illinois.gov by

09/16/2016

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|---|---|
| Job Title: | Technical Manager IV Transit Planning Manager |
| Agency: | Transportation |
| Closing Date/Time: | Tue. 09/13/16 4:30 PM Central Time |
| Salary: | $5,015.00 - $9,155.00 monthly |
| Job Type: | Full-Time |
| Location: | Sangamon County, Illinois |
| Number of Vacancies: | 1 |
| Bid ID#: | IPR#40903 |

This position is accountable for preparing the Public Transportation portion of the proposed Multimodal Improvement Program. This positon provides technical support and analytical expertise in preparing the Public Transportation Capital and Operating Grants Budget and Multi-Year Transit Capital Improvement Programs and for approval of all capital requests from the Office of Intermodal Project Implementation for release or cancellation.

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09/16/2016

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|---|---|
| Job Title: | Technical Manager V Distributed Systems Manager |
| Agency: | Transportation |
| Closing Date/Time: | Wed. 09/14/16 4:30 PM Central Time |
| Salary: | $6,020.00 - $10,210.00 monthly |
| Job Type: | Full-Time |
| Location: | Sangamon County, Illinois |
| Number of Vacancies: | 1 |
| Bid ID#: | IPR#41082 |

This position is accountable for the management and supervision of Senior.NET Developers, System Architects, .NET Developers, Internet/Intranet Support Specialists, Administrative Systems Developers, Applications Support System Analysts, XRM/.NET Developers, and Management Systems GIS Support Specialists. This unit is responsible for the administration, investigation, analysis, design, development, maintenance and support of enterprise applications that support the mission and goals of the department.

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed toDOT.CO.BPM.EmploymentApplications@Illinois.gov

09/16/2016

| | |
|---|---|
| Job Title: | Technical Manager V Grants Unit Chief |
| Agency: | Transportation |
| Closing Date/Time: | Mon. 09/19/16 4:30 PM Central Time |
| Salary: | $6,020.00 - $10,210.00 monthly |
| Job Type: | Full-Time |
| Location: | Sangamon County, Illinois |
| Number of Vacancies: | 1 |
| Bid ID#: | IPR#41206 |

This position is accountable for managing the processing and awarding of state and federal transportation grants and Intergovernmental Agreements (IGA's), as well as providing department managers technical assistance related to applications, awards, and compliance monitoring.

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed toDOT.CO.BPM.EmploymentApplications@Illinois.gov

09/16/2016

| | |
|---|---|
| Job Title: | Technical Manager V IT Procurement Unit Chief |
| Agency: | Transportation |
| Closing Date/Time: | Tue. 09/13/16 4:30 PM Central Time |
| Salary: | $6,020.00 - $10,210.00 monthly |
| Job Type: | Full-Time |
| Location: | Sangamon County, Illinois |
| Number of Vacancies: | 1 |
| Bid ID#: | IPR#41127 |

This position is accountable for supervising staff by directing and coordinating the activities of staff who analyze IT hardware/software requests, configure and procure the hardware/software. This position prepares and publishes Invitation for Bid (IFB) or Request for Proposal (RFP) documents, writes IT Charters for new initiatives and processing IT requests in CMS Remedy Procurement Business Case (PBC) System. This positon plans and develops budget issue papers and prepares management reports.

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed toDOT.CO.BPM.EmploymentApplications@Illinois.gov

09/16/2016

# 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.

09/16/2016

# 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
  -

09/16/2016

**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.

- 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.

09/16/2016

# 10 REASONS TO CONSIDER JOINING THE ARMED FORCES

Whether you are considering the military out of a sense of Patriotism or duty, for action and adventure, or for a steady job in a depressed economy, there is something for everyone. Here are 10 reasons the military may be a good fit for you.

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903
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/sites/work/Pages/default.aspx

1. Patriotism, defending our nation, and a sense of duty. Military service is a time-honored way to serve others first. Walter Reuther is quoted as saying, "There is no greater calling than to serve your fellow men. There is no greater contribution than to help the weak. There is no greater satisfaction than to have done it well." (Source). This quote sums up what it means to serve. When you join the military, you learn the true meaning of service.

2. Jobs in a down economy. The US has experienced a difficult economy over the last few years, including high levels of unemployment, rising costs, and the outsourcing of many jobs. If you are looking for employment, consider the military, which continues to offer jobs for those who are qualified medically and academically, and who do not have an extensive criminal record.

3. Pay and benefits. A new second lieutenant starts at over $36,000 a year plus full benefits, not including added monthly allowances of up to $3,000, depending on where he or she is stationed. An enlisted person starts at around $20,000 a year plus full benefits, not including added monthly allowances of up to $1,500 depending on where he or she is stationed. Enlistment and re-enlistment bonuses can be over $20,000. After serving only 3 years, some nuclear trained enlisted members in the Navy receive bonuses of $90,000 for re-enlisting. Student loans can be relieved by up to $65,000. The military is also one of the few places where you can get a full pension after serving 20 years or more. Military can reach 50-75% of the average of your final three years base salary. In some instances, you can receive more than 75% of your base pay in retirement.

4. Full medical coverage for you and your family. Military members are immediately eligible for full health care benefits for themselves and their immediate family members as soon as they enter

the service, and if you stay through until retirement, you and your family can take these benefits with you when you leave the military. These health benefits extend to immediate family (e.g. spouses and children, and sometimes dependent parents). You may also be eligible for temporary military healthcare benefits after you leave the service.

5. Skills and training. The military provides advanced technical training in a variety of career fields and also offers opportunities for additional training when you are off-duty. Many military members are able to attend college that is often paid for by tuition assistance. You can use your training opportunities to advance within your career field, earn certifications or degrees, or prepare yourself to transition back into civilian life.

6. Leadership opportunities. Military leadership is a great way to get your resume for your next career. If you were to hire someone, would you want to hire someone with proven skills and experience and a degree, or someone right out of high school/college? Give me the experienced professional any day of the week! (More tips for creating your post-military resume).

7. Travel opportunities and vacation time. The military has installations all around the world and pays for you and your family to get there and back. Your off duty time is yours and you are free to travel and see the world. The military gives you 30 days of paid leave per year, not including weekends and federal holidays, depending on your job.

Benefits after Leaving the Service

8. Education opportunities after you leave the military. The new GI Bill pays veterans who served at least 36 months a monthly living stipend and full tuition to pay for college, after they leave the military. Depending on how long the service member commits, this GI Bill can be transferred to spouses and children.
9. Buy a home with no money down with a VA Loan. The Veterans Affairs office offers veterans a way to purchase a home with no money down through the VA Loan. This makes it easier to purchase a home while you are serving, or after you have left the service.

10. A military retirement is worth millions. An officer with 20 years of service, who earns over $100,000 per year, could retire with a pension of over $48,000 per year for life in his or her 40's and start a second career. Imagine earning over $4000 per month for the rest of one's life, starting at age 42. This equates to an accumulative pay of $480,000, $960,000, $1.4 million in 10, 20, and 30 years, respectively, in addition to having full health care coverage and an income from a second job, if desired. (Oh, and those numbers don't account for annual cost of living adjustments which increase your monthly pension).