



**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

09/13

Job Title: **Maintenance Worker**  
Agency: Human Services  
Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time  
Salary: \$4,440.00 - \$5,920.00 monthly  
\$53,280.00 - \$71,040.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **HR001**  
Bid ID#: **10-72-107353**

Under immediate supervision of the Center Director, performs a variety of manual semi-skilled work in the maintenance and upkeep of Ludeman Developmental Center buildings, campus and equipment; operates facility equipment, building and mechanical systems.

Requires no formal education. Requires 6 months experience performing a variety of semi-skilled manual tasks in the maintenance of highways, buildings, grounds' waterways or related fields.

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

09/13

Job Title: **Clinical Laboratory Phlebotomist**  
Agency: Human Services  
Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time  
Salary: \$2,782.00 - \$3,781.00 monthly  
\$33,384.00 - \$45,372.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC009**  
Bid ID#: **10-72-107314**

Requires education and experience equivalent to completion of high school, supplemented by one year's experience in the practice of phlebotomy. Requires the ability to obtain blood samples in a calm, comforting manner from a patient who often is in an agitated, fearful state. Requires the ability to maintain equipment in a sterile environment. Requires the ability to package specimens in such a manner as to verify the safe transportation of the same .

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

09/13

Job Title: **Habilitation Program Coordinator (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Mon. 09/17/18 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: **2**  
Plan/BU: **RC062**  
Bid ID#: **10-72-107354-55**

Under general administrative direction. serves as a Qualified Intellectual Disabilities Professional (QIDP)/ Team Leader of Inter-disciplinary (ID) Team meetings with caseloads; integrates, coordinates and monitors Individual Program Plans: counts data to determine clinical needs and uses data to support clinical changes; provides guidance and direction to teams; provides program compliance assessments and other habilitation services. Travels in the performance of duties.

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

09/13

Job Title: Office Associate - Opt 2  
Agency: Human Services  
Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-107349

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling, punctuation and working knowledge of basic mathematics; requires ability to operate automated office equipment and personal computer. Requires the ability to type accurately at 45 wpm. Requires ability to understand medical and legal terminology.

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

09/13

Job Title: Residential Services Supervisor (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
\$45,504.00 - \$67,212.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 10-72-107344

Requires working knowledge of the behaviors and problems of individuals. with physical disabilities. Requires general knowledge of the methods and procedures of supervision. Requires working knowledge of household management, including cleaning, food service and supplies. Requires ability to communicate effectively orally and in writing. Requires the ability to assess operational needs and delegate staff appropriately. Requires ability to supervise staff effectively.

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

09/13

Job Title: **TM IV District Safety Manager**  
Agency: Transportation  
Closing Date/Time: Fri. 09/14/18 4:30 PM Central Time  
Salary: \$5,015.00 - \$7,085.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#42972**

- Valid driver's license
- Frequent districtwide travel and occasional statewide travel with overnight stays; and overtime
- OSHA 10-hour or 30-hour (Construction or General Industry) and Occupational Safety & Health Standards for General Industry (OSHA #511) Safety Certification from the National Safety Council

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Friday, September 14, 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.

09/13

Job Title: Educator - Opt C  
Agency: Human Services  
Closing Date/Time: Thu. 09/13/18 11:59 PM Central Time  
Salary: \$4,860.00 - \$7,103.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC063  
Bid ID#: 10-44-107207

Requires possession of a current and valid ISBE-issued Professional Educator License with Learning Behavior Specialist I endorsement. Prefers a Master's Degree and experience in high school transition program.

ATTN: Benjamin Davis

312/433-3147 - Voice  
312/433-3056 - Fax



09/13

Job Title: Office Associate - Opt 2  
Agency: Human Services  
Closing Date/Time: Thu. 09/13/18 11:59 PM Central Time  
Salary: \$3,001.00 - \$3,783.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-44-107153

Requires knowledge, skill and mental development equivalent to completion of high school and two years office experience. Requires ability to type accurately at 45 wpm.

ATTN: Benjamin Davis

312/433-3147 - Voice  
312/433-3056 - Fax

09/13

Job Title: **Storekeeper I**  
Agency: Human Services  
Closing Date/Time: Tue. 09/18/18 5:00 PM Central Time  
Salary: \$3,217.00 - \$4,529.00 monthly  
\$38,604.00 - \$54,348.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **10-10-106245**

Requires knowledge, skill and mental development equivalent to completion of four years high school; requires one year experience in the keeping of stores and stores records. Requires the ability to lift over 50 lbs.

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

09/13

Job Title: **Public Service Administrator - Opt 6I**  
Agency: Human Services  
Closing Date/Time: Fri. 09/14/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB063**  
Bid ID#: **10-48-107217**

Under general direction, plans, implements, coordinates and supervises coordination of program activities for Region 1 of Division of Rehabilitation Services. Assures service needs are being met in accordance with applicable rules, policies, standards and procedures. Directs and coordinates staff planning and fiscal monitoring for assigned section of the state. Serves as supervisor to counselors and coordinators in providing direct services to individuals with disabilities served by the Division. Travels in the performance of duties.

Bureau of Employee Services  
Jacky Holler  
100 S. Grand Ave. East  
3rd FL  
Springfield, IL 62762  
(217) 785-6341  
FAX: (217) 524-3385  
Email: [jacky.holler@illinois.gov](mailto:jacky.holler@illinois.gov)

09/13

Job Title: EPIC Trainer  
Agency: Human Services  
Closing Date/Time: Fri. 09/14/18 5:00 PM Central Time  
Salary: \$30.00 / Hour  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Bid ID#: PSC 19-033

Education: Bachelors' or higher degree in a major such as Social Science, Public Administration or related

Experience: Preferred 3 - 4 years of related experience.

Must have ability to be detail oriented when following study procedures, excellent communication skills, ability to prioritize workload and carry out assignments with minimum supervision, ability and willingness to travel extensively and must have intermediate computer skills and be knowledgeable of Microsoft Word and Excel and PowerPoint.

**Applications should be emailed to:**

Jataun J Rollins

Bureau Chief of Employment & Training

[Jataun.J.Rollins@illinois.gov](mailto:Jataun.J.Rollins@illinois.gov)

09/13

Job Title: **Public Service Administrator - Opt 6I**  
Agency: Human Services  
Closing Date/Time: Fri. 09/14/18 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#: **1048-107216**

Requires possession of a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education or closely related field. Requires three years progressively responsible administrative experience in rehabilitation counseling related field.

Bureau of Employee Services  
Jacky Holler  
100 S. Grand Ave. East  
3rd Fl.  
Springfield, IL 62762  
(217) 785-6341  
FAX: (217) 524-3385  
Email: [jacky.holler@illinois.gov](mailto:jacky.holler@illinois.gov)

09/13

Job Title: **Veterans Service Officer**  
Agency: Veterans Affairs  
Closing Date/Time: Fri. 09/21/18 3:00 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#: **34-115-19-06**

Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies. Requires the ability to explain federal and state veterans legislation to employees and the public; and the ability to analyze and interpret military, social and medical records in terms of establishing entitlement to Veterans' Administration benefits.

Renee Dougherty  
Human Resources  
833 South Spring Street  
Springfield, IL 62704  
Phone: (217) 785-1788  
Fax: (217) 557-7235

09/13

Job Title: **Child Protection Specialist - Opt SS**  
Agency: Children & Family Services  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **0**  
Plan/BU: **RC062**  
Bid ID#: **Cook Inv. 2017 (Bilingual)**

The college or university issuing a bachelor's or master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

Tracey Hardrick  
Bureau of Operations  
2020 W. Roosevelt, 2th Floor  
Chicago, Illinois 60608  
Phone: 312-814-3775  
Fax: 312-814-1224  
Email: [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)

09/13

Job Title: **Corrections Nurse Trainee**  
Agency: Corrections  
Salary: \$4,617.00 - \$6,314.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: **6**  
Plan/BU: **RC023**  
Bid ID#: **IDOC29-82-17-1108**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a registered nurse in the State of Illinois. Requires current cardiopulmonary resuscitation certification. Requires elementary knowledge of diversified professional nursing principles, concepts and practices.

Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217  
217-782-8916 – Fax



09/13

Job Title: **Social Service Program Planner Iv**  
Agency: Human Services  
Closing Date/Time: Thu. 09/13/18 5:00 PM Central Time  
Salary: \$5,441.00 - \$8,318.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-90-107221**

Requires knowledge, skill and mental development equivalent to completion of four years of college supplemented by a related Master's degree. Requires two years of progressively responsible professional experience in a community organization, social service work, or on program planning and development. Requires the ability to travel.

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

09/13

Job Title: **Public Service Administrator - Opt 8N**  
Agency: Human Services  
Closing Date/Time: Thu. 09/20/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: **01**  
Plan/BU: **GB063**  
Bid ID#: **10-72-107275**

Requires knowledge, skill and mental abilities equivalent to completion of four years of college with course work in nursing services and three years progressively responsible experience. Requires a Registered Nurse (RN) license for the State of Illinois.

Alice M. Chambers  
Human Resources Representative  
Elisabeth Ludeman Center  
114 N. orchard Drive  
Park Forest, IL 60466  
Phone: 708-283-3014  
Fax: 708-283-3017

09/13

Job Title: **Public Service Administrator - Opt 6**  
Agency: Public Health  
Closing Date/Time: Thu. 09/20/18 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: **RC062**  
Bid ID#: **IDPH 44-19-0032**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in health care. Requires prior experience equivalent to three years of progressively responsible administrative experience in a health care program with experience in long-term care facilities rules and regulations (federal and state); requires a valid driver's license and must be able to travel.

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](mailto:DPH.HRApplications@illinois.gov)

09/13

Job Title: Office Associate - Opt 2  
Agency: Children & Family Services  
Closing Date/Time: Thu. 09/20/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1813064-130463

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Karen Wagner  
Karen.A.Wagner@illinois.gov  
DCFS Licensing  
1911 S. Indiana, 9th Floor  
Chicago, Illinois 60616  
Phone: 312-328-2461  
Fax: 312-328-2321

09/13

Job Title: **Mental Health Technician Trainee/Mental Health Technician I**  
Agency: Human Services  
Closing Date/Time: Thu. 09/20/18 5:00 PM Central Time  
Salary: \$2,577.00 - \$3,779.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: **04**  
Plan/BU: **RC009**  
Bid ID#: **10-72-107194-107197**

MENTAL HEALTH TECHNICIAN 1 Requires knowledge skill and mental equivalent to completion of high school. Requires successful completion of a comprehensive training program at the Mental Health Technician Trainee level.

Alice Chambers  
Human Resources Representative  
Elisabeth Ludeman Center  
Park Forest, IL 60466  
Phone: 708-283-3014  
Fax: 708-283-3017

## **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.**