



Foreman

Location: Evanston

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, will assist with supervision of Maintenance personnel.

Performs administrative duties as required. Updates and maintains Vehicle Repair Logs.

Assigns work to Maintenance employees by generating work orders in Oracle, inspecting work and closing work orders.

Monitors and directs vehicle servicing, cleaning and facility cleanliness.

Assigns facility repairs/cleaning and ensure work is completed. Inspect facility to ensure it is safe and secure in accordance with Pace policies and programs.

Other duties as assigned.

Qualifications:

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have a high school diploma and mechanical and supervising/managerial education and be at least 21 years of age.

Class A CDL and A/C certifications required. T

he performance of these duties may be required at any time of the day and night, any day and night of the week.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=661

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Job Title: Administrative Assistant I - Opt J3

Agency: Juvenile Justice

Closing Date/Time: Tue. 11/03/15 3:30 PM Central Time

Salary: \$4,159.00 - \$6,500.00 monthly

\$49,908.00 - \$78,000.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: IDJJ-27-15-15-0436

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program.

Work Hours & Location/Agency Contact:

Work Hours: 8:00am - 4:00pm, Monday through Friday (Saturday/Sunday off)

Work Location: Illinois Youth Center - St. Charles
3825 Campton Hills Road, St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S.

Human Resources Representative

Illinois Youth Center - St. Charles

3825 Campton Hills Road

St. Charles, IL 60175

630-584-0506

630-584-1014 (fax)

susan.swegle@doc.illinois.gov

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option J3 - Dept Of Juvenile Justice

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Job Title: CE VI Plan Preparation Engineer

Agency: Transportation

Closing Date/Time: Thu. 10/29/15 4:30 PM Central Time

Salary: \$6,945.00 - \$11,020.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: PM-00

Bid ID#: IPR#40560

Minimum Requirements:

The following criteria is required:

A current Illinois Professional Engineer license

A valid driver's license

The following criteria is desired:

Ten years of experience in the practice of civil engineering of which at least six years should be in the specific area of highway engineering, four years of which should include the planning and supervision of significant engineering work

Strong oral and written communication skills

Good organizational, leadership and self-motivational skills

Ability to develop and maintain cooperative relationships with staff consultants and the public

Work Hours & Location/Agency Contact:

8:00 am – 4:15 pm / Monday – Friday (45 minute lunch)

Highways/District One/Bureau of Design/201 W. Center Court, Schaumburg, IL

How to Apply:

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) by Thursday, October 29, 2015, 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. NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.

To view the entire job posting and to download a Technical Application, please visit:
<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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Job Title: CE VI Studies & Plans Engineer

Agency: Transportation
Closing Date/Time: Thu. 10/29/15 4:30 PM Central Time
Salary: \$6,945.00 - \$11,020.00 monthly
Job Type: Full-Time
Location: Jackson County, Illinois
Number of Vacancies: 1
Plan/BU: PM-00
Bid ID#: IPR#40553

Minimum Requirements: The following criteria is required:

- Current IL Professional Engineer license
- Occasional districtwide travel and some statewide, which could include overnight stays
- Possible overtime during evenings and weekends

The following criteria is desired:

- Ten years of experience in civil engineering of which at least six years should be in the specific area of highway engineering, four years of which should include the planning and supervision of significant engineering work
- Extensive knowledge of the principles and practices of civil engineering with special emphasis in the areas of engineering design, geometric, hydraulic, and environmental studies. Ability to develop and maintain cooperative relationships with departmental staff and the public
- Ability to interpret and enforce divisional and departmental policies
- Strong management skills
- Strong problem solving and decision-making skills

Work Hours & Location/Agency Contact: 8:00 am – 4:30 pm / Monday – Friday
Division of Highways/Region 5/District 9/Program Development/2801 W Murphysboro Rd, Carbondale, IL

How to Apply: 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) by Thursday, October 29, 2015, 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. NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.

To view the entire job posting and to download a Technical Application, please visit:
<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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Forklift Operator - Full Time

Job ID 15007551

Date posted 10/16/2015

Position: Full Time Forklift Operator

Shift: 7pm to 3:30am / Monday-Friday (overnights)

Location: Chicago, IL

We offer competitive pay, comprehensive benefits to include medical, prescription, dental, vision, flex time, life, disability, EAP, 401(k) with match, profit sharing, tuition reimbursement, paid vacation, and more!

Qualifications

Key qualifications include:

High school diploma or GED

One or more years prior forklift experience with a solid safety record, ideally in a fast paced forklift environment. Prior exposure to manufacturing desired, preferably the food or beverage industry with knowledge of GMPs

Solid computer skills, including Word, Excel, Outlook and the use of warehouse management systems (WMS) and business management software, SAP preferred

Demonstrated sense of urgency and comfort working in a fast pace forklift environment

Ability to work independently or with a team with solid communication skills

Solid problem solving and decision making skills

Ability to move/lift 50 lbs various times over a 12 hour shift, basic math and reading skills. Willingness to work holidays and weekends as we are a 24/7 business operating through most weekends and holidays

Ability to successfully complete an online skills assessment prior to onsite interview

Successful completion of a post offer physical, drug screen and background check are required. Willingness and ability to work in a warehouse with minimal temperature control, exposed to local temperature variations (hot & cold)

This is a tremendous opportunity! We offer competitive pay based on education, experience, and other qualifications. Nestle Waters North America offers comprehensive benefits including medical, prescription, dental, vision, flex, life, disability, EAP, 401(k) with match, profit sharing, tuition reimbursement, paid vacation, and more!

Equal Opportunity Employer

M/F/D/A/V

The Nestle companies are equal opportunity and affirmative action employers and are looking for diversity in candidates for employment: Minority/Female/Disabled/Protected Veteran

Apply online at <https://www.nestlewaterscareers.com/job/chicago/forklift-operator-full-time/1822/914035>

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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Thu. 10/29/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1547023-475563

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

Work Hours & Location/Agency Contact: Work Hours: Monday-Friday 8:30AM - 5:00PM

Location: 1911 S Indiana, Chicago IL 60616

Agency Contact: Tracey Hardrick, Personnel Liaison

Bureau of Operations - Cook

1911 S. Indiana, 10th Floor, Chicago, Illinois 60616

Phone: 312-328-2509

Fax: 312-328-2510

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Corrections Supply Supervisor I

Agency: Juvenile Justice

Closing Date/Time: Mon. 11/02/15 3:30 PM Central Time

Salary: \$3,994.00 - \$5,867.00 monthly

\$47,928.00 - \$70,404.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC006

Bid ID#: IDJJ-27-15-15-0393A

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of high school or completion of an approved training course; requires four years progressively responsible experience in the keeping of stores and stores records; requires thorough knowledge of storekeeping and warehousing methods and procedures; requires thorough knowledge of institutional rules, regulations and requirements for the control of inmates; requires thorough knowledge of inventory and other control methods and procedures; requires extensive knowledge of purchasing and requisitioning procedures, uses and grading of different types of merchandise; requires working knowledge of transportation agencies and shipping, purchasing and requisitioning methods and procedures; requires completion of an approved course in guard training within six months of employment; requires physical ability to carry out duties assigned.

Work Hours & Location/Agency Contact:

Work Hours: Monday-Friday 8:00am - 4:00pm (Saturday/Sunday off)

Work Location: Illinois Youth Center - St. Charles

3825 Campton Hills Road, St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S. / Human Resources Representative
Illinois Youth Center - St. Charles, 3825 Campton Hills Road, St. Charles, IL 60175
630-584-0506 630-584-1014 (fax) susan.swegle@doc.illinois.gov

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Server - Events/On Call

Description

Event servers are responsible for food and drink service at hotel banquet functions. They make sure function space visually appealing and present the menu offering for the event. This may include linen and table setting, food station design, and beverage service. Other duties include general banquet preparation, room refreshes, and maintaining a sanitary environment.

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment.
Must have physical stamina to lift moderate amounts of weight.

Property: Hyatt Regency Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: On-call/Casual

Job Level: Hourly/Entry Level Employee

Job: Food and Beverage/Culinary

Job Category: Banquets

Req ID: CHI007097

To view additional hotel job opportunities visit <http://hyatt.jobs>.

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Part-time Server- In-Room Dining

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. In Room Dining Servers are responsible for presenting guest food and beverage preferences timely and to temperature. Servers engage in casual conversation and enhance the experience by their style and service attributes. Other duties include general in room dining preparation, removal of serving trays, and maintaining a sanitary environment.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

This is not your typical career opportunity. This is the Hyatt Touch.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment. Refined verbal communication skills. Must have physical stamina to lift moderate amounts of weight.

Property: Hyatt Regency McCormick Place

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Part-time

Job Level: Hourly/Entry Level Employee

Job: Food and Beverage/Culinary

Job Category: Room Service

Req ID: CHI007178

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007178&LangID=1>

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Part-time PM Server Assistant (Busser)-Shor Restaurant

Description

The Food Server Assistant is responsible primarily for assisting the Food Server in serving the guest. This person must have good communication skills as well as the ability to lift, pull and push moderate weight. This is a fast paced position with continual customer contact.

Property: Hyatt Regency McCormick Place
Company: Hyatt Hotel Properties
Primary Location: United States-Illinois-Chicago
Pay Basis: Hourly US Dollar (USD)
Schedule: Part-time
Job Level: Hourly/Entry Level Employee
Job: Food and Beverage/Culinary
Job Category: Bars/Restaurants/Outlets
Req ID: CHI007152

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007152&LangID=1>

Linen Runner - Overnight

Description

The Linen Runner - Overnight is responsible for ensuring the linen closets are fully stocked. This person must have the ability to pull and push heavy loads. This person must have the ability to count and record inventory of terry/linen.

Property: Hyatt Regency Chicago
Company: Hyatt Hotel Properties
Primary Location: United States-Illinois-Chicago
Pay Basis: Hourly US Dollar (USD)
Schedule: Full-time
Job Level: Hourly/Entry Level Employee
Job: Housekeeping/Laundry
Req ID: CHI007254

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007254&LangID=1>

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Greeter - Stetson's Modern Steak + Sushi: Part Time

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. Greeters are responsible for welcoming and creating the first impression for guests. These individuals have the ability to influence the overall restaurant experience by their interactions that include providing table accommodations and offering menu recommendations. Greeters may be the final point of contact and have the ability to ensure guest satisfaction. If you have worked as a restaurant host or restaurant hostess, your skills are invaluable to the position of Greeter at Hyatt. Your restaurant job experience will give you the tools to be successful as a restaurant Greeter at Hyatt.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment. Refined verbal communication skills. This is a great opportunity to use your restaurant host or restaurant hostess job experience to begin a career at Hyatt. For immediate consideration for this hostess job, Click Apply Now and complete an application for the Greeter position on the Hyatt Careers Site!

Property: Hyatt Regency Chicago
Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Part-time

Job Level: Hourly/Entry Level Employee

Job: Food and Beverage/Culinary

Job Category: Bars/Restaurants/Outlets
Req ID: CHI007273

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007273&LangID=1>

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Sous Chef

Qualifications

In-depth skills and knowledge of all kitchen operations
Possess strong leadership, communication, organization and relationship skills
Experience with training, basic financial management and customer service
Proficient in general computer knowledge
A true desire to exceed guest expectations in a fast paced customer service environment
Capable of producing a consistent product in a timely manner
Strong training and communication skills
Culinary education and/or on the job training, hotel experience preferred
Geographic and schedule flexibility preferred
Hyatt develops Sous Chefs to progress into the role of Executive Sous Chef through the training of Banquets, Restaurants and Garde Manager. Sous Chefs report directly to the Executive Sous Chef and/or Executive Chef.

Hyatt Hotels & Resorts believes in strong commitment to promotion from within. Begin your career today as the Sous Chef and find yourself as a Executive Sous Chef within a few years. 70% of management hired is from within Hyatt, 89% of Managing Committee is promoted from within. The statistics are there; make it your next step!

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Hyatt has the best to offer in the culinary field. Whether its career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Property: Hyatt Regency McCormick Place
Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago
Pay Basis: Yearly US Dollar (USD)

Schedule: Full-time
Job Level: Department Head/Manager
Job: Food and Beverage/Culinary

Job Category: Culinary/Kitchen
Req ID: CHI007188

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007188&LangID=1>

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Seasonal Service Ambassador Part Time, Temporary Macy's State Street

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71240347

Qualifications:

Education/Experience: No specific educational accomplishments are necessary. A minimum of one year of experience in a sales related role.

Communication Skills:

Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent written and verbal communication skills.

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator.

Reasoning Ability: Self-starter, able to work independently and as part of a team and must have good time management skills.

Physical Demands:

This position involves constant moving, talking, hearing, reaching, and standing. Involves standing for at least two consecutive hours. Involves lifting at least 30 lbs. May occasionally involve stooping, kneeling, crouching, and climbing ladders. Vision abilities include close vision, color vision, depth perception, and ability to adjust focus. Involves close vision, color vision, depth perception, and focus adjustment.

Other skills: Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Should be comfortable with the use of computers and frequent use of RF equipment.

Work Hours: Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays.

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/Seasonal-Service-Ambassador-Part-Time-Temporary-Macys-State-Street/Chicago/Illinois/71240347>

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**Retail Engineer/Painter/Carpenter- Maintenance, Full Time, Temporary:
Chicago, IL, Macy's State Street**

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71240325

Overview: Perform the duties necessary to keep the physical structure and associated equipment of the stores in good repair. Perform preventive maintenance and emergency, corrective and routine repairs in electrical, mechanical, fire/life safety, plumbing, and HVAC equipment, painting and minor carpenter repairs.

Key Accountabilities:

Performs all assigned tasks in a professional manner as to reflect the highest integrity of the Maintenance Department. Maintains HVAC, electrical, mechanical, plumbing, fire/life safety systems and associated equipment to maximize efficiency levels. Perform maintenance painting and carpenter repairs, other tasks as assigned including but not limited to: caulking mirrors, flooring repairs, ceiling repairs, wall repair, and shelving installation. Performs emergency, corrective and routine repairs of HVAC, electrical, mechanical, plumbing, fire/life safety systems and associated equipment as required. Performs preventive maintenance on equipment and systems per the PM schedule. Maintains routine records of all inspections, preventive maintenance and repairs performed on any equipment or system to ensure compliance with state and federal agencies and local fire marshal regulations. Reads and interprets blueprints. Works as assigned, (day, evening, night, weekends) and as required by emergency situations when directed by the Chief Engineer or Area Director. Maintain EPA Universal Certification and knowledge of all current legislation and requirements as they relate to EPA Regulations and various state and county regulations pertaining to "CFC" and refrigerant handling laws.

Skills Summary: In-depth knowledge of HVAC systems, with EPA certification and license. Strong knowledge and experience in electrical systems, plumbing, mechanical equipment, and the maintenance of this equipment. Ability to work well on his own and maintain a clean and safe work environment Knowledge of personnel safety and safety engineering codes. Ability to read and interpret blueprints.

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at

<http://www.macysjobs.com/Search/JobDetail/Retail-Engineer-Painter-Carpenter-Maintenance-Full-Time-Temporary-Chicago-IL-Macys-State-Street/Chicago/Illinois/71240325>

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Macy's Water Tower Place, Chicago, IL: Sales Supervisor

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71239516

Overview:

As a Sales Supervisor, you will support My Macy's and drive sales for a specific selling area in partnership with a Sales Manager. You will be responsible for assisting the Sales Manager by supervising all daily selling activities and leading a selling team in your selling area. Responsibilities include, assisting in the selling process; driving customer service through coaching and monitoring selling behaviors; teaching product knowledge and communicating policies and procedures. This position leads to placement as a Sales Manager.

Customer

Coach Associates to consistently deliver effective selling behaviors resulting in high customer engagement

Review & utilize Associate Scorecards to provide recognition; partner with Sales Manager to develop and communicate strategies to improve results

Observe Associates twice daily through formal observations focusing on selling behaviors; ensure Associates are providing an outstanding shopping experience to all customers. Coach to Associate Scorecard metrics weekly through daily informal observations defining one focus metric and behaviors to improve an individual metric Ensure optimum sales floor coverage and lead selling initiatives throughout the store as required. Maintain high customer readiness standards; deliver a clean, neat and easy to shop store environment

Skills Summary: Demonstrated leadership/supervisory skills. Ability to empower and develop a team. Ability to collaborate and function as a member of a team. Ability to execute plans and strategies. Strong leadership, interpersonal and communication skills. Strong organizational skills and the ability to adapt quickly to changing priorities Ability to anticipate and solve problems, act decisively and persist in the face of obstacles. Commitment to exemplifying the highest integrity and professional business standards

This job description is not all inclusive. Macy's Inc. reserves the right to amend this job description at any time. Macy's Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/Macys-Water-Tower-Place-Chicago-IL-Sales-Supervisor/Chicago/Illinois/71239516>

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Job Title: Food Services Program Manager

Agency: Juvenile Justice

Closing Date/Time: Thu. 10/29/15 4:00 PM Central Time

Salary: \$6,698.00 - \$9,984.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: VR704

Bid ID#: IDJJ-27-42-2015-0156

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in nutrition, dietetics or food service management, plus three years progressively responsible administrative experience.

Requires possession of either:

- a) Illinois licensure as a Registered Dietitian according to the rules set forth in the Illinois Administrative Code Title 68, Chapter 8, Subchapter b, Part 1245; Dietetic and Nutrition Practices Act. OR
- b) A Food Service Sanitation Certified issued by the Illinois Department of Public Health

Requires thorough knowledge of the modern methods of the storage, preparation and service of food, and the sanitary requirements and equipment used in large scale food operations. Requires thorough knowledge of departmental rules, regulations and policies in regard to dietary services and the security and safety of food services in an institutional setting. Requires thorough knowledge of dietetics. Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and services.

Work Hours & Location/Agency Contact:

Work Hours: Monday - Friday 8:00am - 4:00pm

Off Days: Saturday/Sunday

IYC Warrenville, 30W200 Ferry Road, Warrenville, IL 60555

(630) 983-6213 fax Kelly Meeks

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Human Resources Specialist

Agency: Employment Security

Closing Date/Time: Fri. 10/30/15 5:00 PM Central Time

Salary: \$2,674.00 - \$6,972.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: RA 02063

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years college with courses in Public Administration, Industrial Relations or related fields and two years of professional experience in labor or employee relations. Requires thorough knowledge of the theories and concepts of collective bargaining; extensive knowledge of interpretation and application of contract language; working knowledge of agency programs and policies. Requires the ability to: travel, deal effectively with management personnel and employee representatives; accurately interpret negotiated contract language; deal diplomatically with interested parties concerning volatile issues; gather information and present results in a clear, concise manner; perform research on historical records and legal documents and to use a personal computer and related software packages.

Work Hours & Location/Agency Contact: Office Hours: 8:30 am - 5:00 pm

Work location:

33 South State Street

Chicago, Illinois

IL. Dept. of Employment Security

Recruitment & Selection

33 S. State Street, 8th floor

Chicago, IL 60603

How to Apply:

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Job Title: Highway Maintainer - HOURLY EMERGENCY

Agency: Transportation

Closing Date/Time: Thu. 10/29/15 4:30 PM Central Time

Salary: \$20.55 - \$20.55 hourly

Job Type: Emergency

Location: Jackson County, Illinois

Number of Vacancies: 20

Bid ID#: IPR#40451

Description of Duties/Essential Functions Benefits Supplemental Questions
The Illinois Department of Transportation will accept applications for seasonal temporary employment for snow-removal operations.

Completed applications and interviews will be graded on job-related experience and qualifications.

Applications must specify preferred work location by county assure availability and response time during weather emergencies.
Successful applicants will be notified by district offices and scheduled for required physical examination and drug/alcohol test.

Minimum Requirements:

Must possess valid Class 'A' or 'B' Commercial Drivers' License with an 'N' or 'X' endorsement and with non-restricted air brakes.

Work Hours & Location/Agency Contact:
Work hours are on an on-call basis only.

IDOT Operation's Facilities at Alexander, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jefferson, Johnson, Massac, Perry, Pope, Saline, Union, White and Williamson Counties.

How to Apply:

2015/2016 Application for Hourly Snowbirds (PM2414)

All applicants must submit application, Authorization for Release of Criminal History Information (CMS284B, Self-Disclosure of Criminal History (CMS284B) in order to be eligible. All forms available at IDOT District Offices and at the Harry Hanley Building, 2300 South Dirksen Parkway, Room 113, Springfield or online at www.dot.il.gov.

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Job Title: Office Assistant - Opt 2
Agency: Central Management Services
Closing Date/Time: Thu. 10/29/15 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: CMS 11323

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Suburban North State Garage Automotive Shop Supervisor, performs a variety of Clerical work; prepares and processes repair order invoices for work performed by mechanics in the shop; posts parts prices to log; reviews documents for accuracy; maintains files of documents.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school and one year of related office experience; requires working knowledge of alpha-numeric sequencing, office practices, procedures and programs; requires ability to follow oral and/or written instructions; and operate commonly used manual and automated office equipment.

Work Hours & Location/Agency Contact: Work Hours: 7:30 A.M. – 4:00 P.M.
Work Location: Illinois Department of Central Management Services
Bureau of Support Services/Division of Vehicles/Suburban North State Garage
9511 Harrison St., Des Plaines, IL - Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-217-782-9993 217-782-9925 Fax

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

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Job Title: Office Associate - Opt 2

Agency: Juvenile Justice
Closing Date/Time: Fri. 10/30/15 3:30 PM Central Time
Salary: \$2,935.00 - \$4,234.00 monthly
\$35,220.00 - \$50,808.00 annually
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDJJ-27-15-15-0037

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Office Administrator III, performs a variety of complex specialized clerical duties for the Clinical Services Unit.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation; requires working knowledge of basic mathematics; requires elementary knowledge of agency programs, rules and regulations; requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact:

Work Hours: 8:00am - 4:00pm, Monday through Friday (Saturday/Sunday off)
Work Location: Illinois Youth Center - St. Charles,
3825 Campton Hills Road, St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S. / Human Resources Representative
Illinois Youth Center - St. Charles, 3825 Campton Hills Road, St. Charles, IL 60175
630-584-0506 630-584-1014 (fax) susan.swegle@doc.illinois.gov

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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