



Job Title Senior Internal Auditor

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Office of Internal Audit

Position Summary: Salary to be determined by the selected candidate's experience and qualifications. Conducts and supervises financial, operational, performance, compliance, information technology and other audits or reviews as assigned. Under the supervision Office of Internal Audit leadership, participates in planning, fieldwork, testing and data analysis, interviewing, evaluation of internal control processes, identification of observations, and preparation of reports in accordance with Internal Audit Department procedures and applicable professional auditing standards.

EDUCATION/EXPERIENCE REQUIREMENTS: Bachelor's degree in accounting, finance, or other business field, public administration, computer science, or other relevant field. Professional certification such as CPA or CIA is preferred.

Five or more years of internal audit experience required, preferably financial, compliance, or operational audits or reviews, including leading audit teams of 1-3 people with responsibility for audit planning, to fieldwork, to reporting, and closeout. Experience in conducting annual risk assessments, including interviews, to identify risk and define an internal audit plan. Experience in conducting fraud risk assessments, including interviews, to determine possible fraud indicators and internal controls to prevent and detect fraud.

PHYSICAL REQUIREMENTS

Limited physical demands associated with an office environment.

In the field, may be exposed to noise, machinery, and garage environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of computer applications, statistical and other analytical techniques, performance measurement, principles of management and supervision, and auditing standards. Ability to apply professionalism and discretion while maintaining effective working relationships with organizational management and personnel.

Strong written and verbal communication skills including ability to clearly and effectively articulate results of work performed to Office of Internal Audit leadership.

Applicants, if hired, must comply with CTA's residency ordinance.

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Job Title Senior Manager, Signal Maintenance

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Power and Way Maintenance

Position Summary

Salary to be determined by the selected candidate's experience and qualifications. Manages the installation, repair, and maintenance of the Authority's Wayside Signal and Carborne Automatic Train Control Systems which includes over 272 miles of railway equipment, 1190 railcars, and 26 grade crossings. Provides engineering and technical assistance to engineering personnel and outside consultants.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in Electrical Engineering, plus eight (8) years of related experience and one (1) years of supervisory/managerial experience, or a combination of education and experience

PHYSICAL REQUIREMENTS

Must be able to walk the right-of-way (structure, ballast, and subway) for extended distances in all weather conditions. Must be able to climb ladders.

KNOWLEDGE, SKILLS, AND ABILITIES

Detailed knowledge in the design, operation, and maintenance of signal systems and associated equipment. Detailed knowledge electrical, mechanical, and pneumatic equipment and devices ranging from obsolete electromechanical and pneumatic equipment to state-of-the-art microprocessor equipment and fiber optic networks. Detailed knowledge of testing equipment and standards. Detailed knowledge of electrical repair procedures. Good research, attention to detail, and problem solving skills. Strong verbal and written communication skills. Intermediate skill using personal computer, engineering applications, and data management software. Ability to apply engineering knowledge to complex electrical engineering problems with versatility, judgment, and perception. Ability to organize, analyze, interpret, and evaluate complex engineering problems and provide practical and cost effective solutions.

Applicants, if hired, must comply with CTA's residency ordinance.
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Job Title Engineer IV - Power

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Power and Way Maintenance

Position Summary

SALARY TARGET IS \$76,751. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

Supervises, oversees, and reviews the activities of employees engaged in the maintenance, repair, installation, and operation of the Authority's traction power distribution systems. Provides engineering and technical assistance to CTA Engineering forces and outside consultants.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's Degree in Electrical Engineering, or a combination of education and approximately 8 years experience relating to this position.

Required to submit and pass drug and alcohol testing as mandated by the FTA for safety sensitive positions.

Must possess a valid Illinois Driver's License.

PHYSICAL REQUIREMENTS

Must be able to walk the right-of-way (structure, ballast, and subway) for extended distances in all weather conditions.

Climbs ladders.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have extensive knowledge and experience in the design, operation, and maintenance of electrical and traction power equipment.

Must have a thorough knowledge of CTA's rail cars and rail transit system.

Must write, speak and express oneself in a clear, logical and comprehensive manner.

Required to possess a temperament suitable for maintaining effective working relationships with Authority personnel and external agencies during normal and adverse situations.

Applicants, if hired, must comply with CTA's residency ordinance.

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Job Title Diversity Programs Specialist

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Diversity Programs

Position Summary

SALARY TARGET IS \$55,687. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Under general supervision, performs contract compliance functions in conformance with applicable federal and state laws relating to Disadvantaged Business Enterprise (DBE), Labor Compliance (Davis Bacon Act and Prevailing Wage), and Workforce Diversity (EEO,WIA, and other programs).

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in Business, Public Administration, Marketing or a related field, plus three (3) years of related experience or combination of education and experience.

Valid State of Illinois Driver's License.

Experience working in local or state government, supplier diversity, procurement, supply chain management, or a DBE/WBE/MBE program office preferred.

PHYSICAL REQUIREMENTS

Ability to navigate through construction sites and to perform site visits under usual construction conditions. Requires sitting for extended periods of time, standing, visual acumen, manual dexterity and fingering for working with computer key boards.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of Federal guidelines pertaining to DBE compliance programs, policies, and procedures (49 CFR 26). Basic knowledge and understanding of procurement and supply chain processes. Knowledge of LCP Tracker and B2G Now a plus. Strong written and verbal communication skills. Strong analytical skills.

Good project management skills.

Intermediate skill using Microsoft Office software, specifically Excel, Project, and Access.

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Job Title Traffic Analyst

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Planning - Service Planning

Position Summary

SALARY TARGET IS \$62,016. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

Conducts field inspections and site visits to determine most effective use of street and facilities in the operation of CTA service. Makes recommendations for service alternatives based on field data and design standards. Develops alternatives in conjunction with Service Planning to design changes that meet cost constraints established in budget documents.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's Degree or a combination of education and experience relating to the duties of this position. Must possess a valid driver's license.

PHYSICAL REQUIREMENTS

Normal physical demands associated with office environment; driving and field work in all weather.

KNOWLEDGE, SKILLS, AND ABILITIES

Demonstrable working knowledge of CTA rail and bus operations including connecting services.

Conceptual knowledge of transit planning.

Thorough knowledge of common computer software applications such as MS Word, Excel, etc. Previous work with ArcGIS software is a plus.

Strong oral and written communication skills.

Ability to work independently and use good judgment.

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Job Title Senior Manager, Maintenance - Rail

Location Skokie, IL, US

Job Type Full - Time Permanent

Department Rail Maintenance

Position Summary

SALARY TARGET IS \$96,233. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

Plans, supervises and coordinates vehicle maintenance programs and activities.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's Degree or a combination of education and experience relating to areas of responsibility, or equivalent military experience.

3+ years experience in vehicle maintenance servicing or repair. Maintenance of rail car experience preferred.

Multiple years of supervisory experience.

5+ years of transit operations experience, preferred.

Experience in interviewing employees regarding accidents, complaints, grievances and/or disciplinary actions.

Must be able to pass Rail Safety certification. Must be able to pass Rail Safety certification.

PHYSICAL REQUIREMENTS

Must be able to lift small to medium sized tools weighing up to 50 pounds.

KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the structure, accountability functions and overall mission of the Rail Maintenance Division.

Thorough knowledge and understanding of the scope and types of repairs, inspection, cleaning and maintenance performed at the terminal/garage level.

Must have knowledge of environmental safety, chemicals and waste.

Must have knowledge of various trade contracts and unions.

Must be organized and detail oriented.

Proficient in basic computer operations and word processing, spreadsheet, presentation and database software.

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Job Title Manager, Learning and Support

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Learning and Support

Position Summary

Salary to be determined by the selected candidate's experience and qualifications. Plans, supervises, and coordinates the activities of the Learning and Support department to include the research, development, design, implementation, and evaluation of training programs and other instructional publications within the Authority. Provides training development services for Transit Operations, safety-sensitive positions, and other internal departments and outside agencies.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in Education, Training Development, Human Resources, Organizational Development or related field, plus four (4) years of experience in training/instructional program management and/or design, or a combination of education and experience relating to this position. Valid Driver's License required.

PHYSICAL REQUIREMENTS: Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards. May be required to travel to other field locations, and transport training materials and equipment. May require standing for long periods of time while training.

KNOWLEDGE, SKILLS, AND ABILITIES

Detailed knowledge of current training methods and techniques and must demonstrate an understanding of adult learning theory and methodologies. Detailed knowledge of a comprehensive technical operations training programs. Working knowledge of the practices and methods of project management. Working knowledge of CTA operations and safety standards preferred. Strong computer skills including: Word, Excel, PowerPoint, Adobe Captivate, InDesign and Photoshop. Familiarity with the use of authoring applications (i.e., Authorware, Tool Book II) is desired. Ability to manage multiple projects. Ability to write and express oneself orally in a clear, concise and comprehensive manner. Ability to analyze and assess policies and operational needs and make appropriate adjustments. Ability to research, analyze, and evaluate new service delivery methods and techniques.

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School Security Officer (Security Services)(Job Number: P022012)

Description: Purpose of the Position: Security Officers are responsible for the overall safety and security of the school. The security team plays a critical role in the school's culture and climate. A calm, structured, and positive learning environment is top priority for the Security Supervisor and the security team. The security team is actively involved in the progressive discipline system and provides the first line of defense to defuse and de-escalate student misconduct and/or serious incidents. Security personnel actively engage in teaching students the social skills necessary to be successful in the classroom and school community.

Key Performance Indicators

- Meeting school's expectation for school-wide average attendance
- Meeting school's expectation for reduction in serious misconducts
- Stakeholder perception of warm and safe school climate and culture
- Adherence to CPS Office of Safety and Security Accountability Standards

Qualifications/Skills:

- High school diploma or GED required
- A minimum of 2-3 years of highly successful related experience
- Knowledge of the CPS Student Code of Conduct
- Knowledge of basic methods of providing site security and safety
- Experience with CPS technology systems utilized for school business processes (i.e. Verify Door Swipe Module)
- Ability to work with adolescents in maintaining a positive and safe school culture
- Ability to follow written and oral instructions
- Proficient with teamwork and collaborating with colleagues and administration
- Exhibit passion and the ability to thrive amidst change and challenging conditions while maintaining a positive outlook and forward looking perspective
- Possess an attuned appreciation for cultural awareness and competency and a staunch commitment to continuously develop insight and proficiencies related to such matters
- Takes personal responsibility for mistakes and learns from them, while consistently following up with analysis and corrective action
- Demonstrated ability to keep up with fast paced environments and to multi-task
- Sound judgment and ethical practice
- Commitment to social justice and restorative justice practices
- Strong oral communication skills, human relations and interpersonal skills
- Impeccable attendance and punctuality
- Successful completion of CPS Security Training and a Passing Score on the CPS Security Skills Assessment is required

Apply online at

https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS

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Part Time Seasonal Position (Job Number: 140000RM)

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators. These may include, but are not limited to

- * Office Support
- * Duties related to opening and closing out the school day.
- * Data entry, filing, answering phones and other various clerical duties
- * Duties associated with supporting overall school operations

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life.

Join us and help make this vision a reality.

Apply online at

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Special Education Teacher (4-5 SPED LBS) (Job Number: P020202)

Description

Applicant must be a team player, energetic, enthusiastic, patient, and willing to work collaboratively with children of any age. Aspirant must have strong classroom management skills and should be committed and willing to work beyond the regular school day. Ideal candidates will have strong background in developing and overseeing the special education program to ensure that all students have the resources and supports in place to meet the goals set in their individual education plans (IEPs). Candidates should have proficiency designing differentiated instruction and progress monitoring tools to serve students needing special services. Special education teachers should engage in ongoing collaboration with general education teachers, clinicians, and parents/guardians. Case manager's experience is desired. All teachers new to the district must first gain eligibility in the CPS Teacher Quality Pool to be considered for teaching positions.

Apply online at

https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS

ASSISTANT TEACHER

Facility Presence Resurrection Medical Center
Department CHILD CARE CENTER
Schedule Full-time
Shift Day shift
Hours 8-4:30
Location Chicago, IL
Req Number 130765

Job Details

Assists the Teacher in implementing the Child Care Curriculum within the framework of a developmental philosophy. Activities are designed to meet the emotional, social, cognitive, and physical needs of the children. AA in Early Childhood Education (ECE) or 60 semester hours with 6 hours in ECE, or Child Development Associate (CDA) certification. Must be DCFS qualified for position as teacher and/or assistant. A minimum of one year of classroom experience is preferred. Bi-lingual preferred. Current CPR and First Aid Certification, including CPR for infants and children.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=187106>

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Retired Teacher Part Time Seasonal Positions (Job Number: 140000TC)

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- * Office Support
- * Duties related to opening and closing out the school day.
- * Data entry, filing, answering phones and other various clerical duties
- * Duties associated with supporting overall school operations

Supervising lunch and recess for children grades Pre-K - 8th.

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life. Join us and help make this vision a reality.

Apply online at

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Special Ed Classroom Assist (Cross Cat-Emh/Bd)(Job Number: P021887)

MINIMUM QUALIFICATIONS:

Training and Experience. Completion of an Associate's degree from a college or university accredited by the North Central Association or another regional accrediting body, or the successful completion of at least sixty (60) semester hours of college credit at a college or university accredited by the North Central Association or another regional accrediting body, including at least one course in the characteristics of mental retardation and severe/profound disabilities, or the successful completion of a state approved paraprofessional assessment, supplemented by at least one year of work experience involving the care and supervision of children with disabilities.

Knowledge, Abilities, and Skill. Good knowledge of the characteristics of students with various disabilities, good knowledge of English grammar and spelling, good knowledge of basic mathematics.

Ability to work with and for students with various disabilities, ages birth to twenty-one (21) years of age; ability to follow written and oral instructions and direction; ability to complete and maintain basic written reports. (Ability to perform cardiopulmonary resuscitation (CPR) is highly desirable. Individuals who do not provide evidence of the completion of training in CPR at the time of initial employment in this class title will complete CPR training as a condition of employment.)

Good oral and written communication skills, skill in the operation of photocopying and audio-visual equipment is highly desirable.

Physical Requirements. Medium Work: Exerting up to fifty (50) pounds of force occasionally, and/or up to twenty (20) pounds of force frequently, and/or to ten (10) pounds of force constantly to move objects. Physical demands include the ability to reach, handle, and finger objects; talk and hear; occasional use of near visual acuity and frequent use of far visual acuity

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Job Title: Building/Grounds Maintenance Worker

Agency: Military Affairs, Department of

Closing Date/Time: Mon. 11/10/14 12:00 AM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Bid ID#: 15-018

Minimum Requirements:

Requires knowledge, skills and mental development equivalent to the completion of high school; plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation; working knowledge of construction and maintenance tools, equipment and materials; elementary knowledge of one or more of the building and mechanical trades; ability to use power tools, operate heavy equipment and perform semi-skilled manual work in a safe manner; ability to follow oral or written instructions including blueprints and other diagrams; ability to lift and carry 80 pounds. i.e., heavy boxes, supplies, etc; ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors and perform landscaping duties; ability to withstand extreme temperature changes to shovel and/or plow snow, mow lawns and perform external maintenance; requires exposure to a variety of chemical cleaning agents. Requires possession of appropriate driver's license.

Work Hours & Location/Agency Contact:

POSITION LOCATION: Joliet Armory

2900 W. Jefferson St, Joliet IL 60435

WORK SHIFT: Monday – Friday, 8:00AM – 4:30PM

BARGAINING UNIT: RC-042

FOR ADDITIONAL INFORMATION, CONTACT Ruth Moenck, 217-761-3633

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: Criminal Intelligence Analyst I

Agency: State Police

Closing Date/Time: Thu. 11/13/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 21-66-ISP14-078

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to the completion of four years of college with coursework in philosophy, behavioral sciences, and law enforcement or a related field. Requires one year professional criminal investigative experience or completion of an agency approved training program. Requires working knowledge of law enforcement procedures. Requires working knowledge of drafting, graphic, and criminal intelligence analytical charting methods. Requires working knowledge of major criminal case organization and filing methods. Requires working knowledge of computers as utilized in criminal investigation and analysis. Requires elementary knowledge of the agency computer system. Requires elementary knowledge of state, federal, and local criminal laws and regulations as they relate to the criminal investigative process. Requires ability to communicate clearly, concisely, and logically, both orally and in writing. Requires ability to construct court exhibits and criminal intelligence charts. Requires ability to establish and maintain satisfactory working relationships with co-workers, law enforcement personnel, and legal system personnel.

WORK HOURS: 8:30am to 5:00pm, Monday through Friday

WORK LOCATION: Illinois State Police

Medicaid Fraud Control Bureau 8151 West 183rd Street, Suite F Tinley Park, IL 60487

AGENCY CONTACT: Shae Bruce / Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277 Springfield, IL 62794

PHONE: 217-557-6015

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: Environmental Health Specialist I

Agency: Public Health

Closing Date/Time: Mon. 11/10/14 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 73959

Minimum Requirements: Requires a Bachelor's degree from an accredited university of college with a minimum of 30 semester hours in the physical and/or biological sciences. Requires elementary knowledge of biology, chemistry, microbiology and toxicology as they relate to environmental health and safety. Requires elementary knowledge of epidemiology and the relationship of environmental conditions to the spread of disease. Requires elementary knowledge of general environmental health sanitation principles and practices. Requires ability to learn to conduct field inspections, surveys and investigations to determine eligibility for licensure or certification and /or assess compliance with applicable state and federal laws, rules and regulations. Requires ability to learn related field investigative techniques. Requires ability to collect field samples and operate field testing equipment. Requires ability to prepare routine reports, correspondence and activity logs. Requires ability to communicate effectively both verbally and in writing. Requires ability to establish and maintain satisfactory working relationships with coworkers and the general public. Requires a valid Illinois' Drivers license.

Work Hours & Location: 8:30 AM - 5:00 PM

Office of Health Protection / Division of Food, Drugs, & Dairies

245 W. Roosevelt Rd. West Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

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: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Thu. 11/13/14 5:00 PM Central Time

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

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-91-86581

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direction of the Local Office Administrator, serves as office manager of a local Division of Family & Community Services office. Organizes, plans, executes, controls, and evaluates the activities of staff engaged in maintaining central files, operating the office switchboard, client transactions processing, office maintenance, petty cash, and building security. Monitors local office budget for equipment, commodities, supplies, travel, and other administrative costs; authorizes expenditures. Serves as working supervisor.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years college, preferably with course work in public or business administration. Requires one year responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of governmental accounting, program budgeting, personnel, statistics, and procurement.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
South Suburban FCRC 3301 Wireton Rd Blue Island, IL 60406

How to Apply: Please submit CMS 100 (revised 10/2014) applications to:
Bureau of Employee Services / Lisa Horsley
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
PHONE: 217-557-0347 FAX: 217-524-2116

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 H7 - Dept Human Services

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Job Title: Executive II

Agency: Employment Security

Closing Date/Time: Wed. 11/12/14 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: RCRA 11525

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires two years of responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires ability to: develop and manage a supportive agency program; analyze administrative problems and adopt an effective course of action; develop, install and evaluate new and revised methods, procedures and performance standards; exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures; and to use a PC with related software packages (database, spreadsheets, word processing, e-mail, etc.)

Specialized Skills: Requires one year of experience working in IDES Revenue Division and/or IDES Appeals Division. Requires extensive experience with IDES TaxNet system, Benefit Funding System (BFS), and Wage Information System (WIS), experience should include conducting complex file maintenance.

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

Work location: 33 South State Street Chicago, Illinois

How to Apply:

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Option A1 - Dept Agriculture

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Job Title: Health Facilities Surveillance Nurse

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 11/13/14 5:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023 Bid ID#: IG0590

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, conducts preliminary studies of specifically assigned provider types; inspects specifically assigned medical, long term care, and ambulatory care facilities and health maintenance organizations (HMOs); conducts meetings with department consultants; attends and participates in regularly scheduled Quality Review Committee (QRC) meetings; investigates referral complaints of facilities concerning quality of care or existing conditions within the facilities; follows up on QRC recommendations such as sanction activities or letters of concern; gathers information and completes case packages for consultants and the Bureau of Administrative Litigation, the Department of Professional Regulation, the Attorney General's Office, and other agencies in termination or fraud cases in preparation for QRC meetings, hearings, or court cases; travels extensively to conduct inspections and review provider records.

Minimum Requirements:

Requires (a) graduation from an approved nursing education program resulting in an Associate or a diploma degree in Nursing and three years of professional nursing experience or, (b) a Bachelor's degree in Nursing and two years of professional nursing experience or, (c) a Master's degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires ability to travel extensively.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.

Location: Bureau of Medicaid Integrity 401 S. Clinton Chicago, IL 60607 (Cook County)

Agency Contact: Lori Hudgins / Office of Inspector General/Personnel

412 North Fifth Street Springfield, IL 62702

Work Telephone Number (217) 524-5104 Fax Number (217) 782-7969

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Job Title: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 11/13/14 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#: 10-91-86592

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical and secretarial functions. Serves as secretary to the Assistant Local Office Administrator.

Minimum Requirements:

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.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
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Lisa Horsley 100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
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Option 2 - Typing

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Job Title: Office Coordinator - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 11/13/14 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

\$36,324.00 - \$50,676.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-86593

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, serves as secretary to and performs paraprofessional and technical office support functions for the Local Office Administrator of the South Suburban Office. Assists in a variety of office management and support functions. Types a variety of forms, form letters, cards, and records.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of two years secretarial/business college or completion of high school and two years related office experience or two years independent business experience; requires extensive knowledge of office practices, procedures, and programs; requires extensive knowledge of composition, grammar, spelling, punctuation, and basic mathematics; requires the ability to follow oral and written instructions. Requires ability to type accurately at 30 wpm.

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