



**Job Title: CE VI Area Construction Supervisor**

Agency: Transportation  
Closing Date/Time: Thu. 10/22/15 4:30 PM Central Time  
Salary: \$6,945.00 - \$11,020.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 3  
Plan/BU: PM-00  
Bid ID#: IPR#40559

**Minimum Requirements:**

The following criteria is required:

- A current Illinois Professional Engineer license
- Valid driver's license
- Districtwide travel
- Documentation of Contract Quantities Certification

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
- Extensive knowledge of highway construction specifications, plans, policies, and procedures
- Strong administrative and managerial skills and extensive experience in a responsible position involving organizational skills
- Strong oral and written communication skills

Work Hours & Location/Agency Contact: 8:00 am – 4:15 pm / Monday - Friday (45 minute lunch)

Highways/District One/Bureau of Construction/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 22, 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>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Building/Grounds Laborer**

Agency: Military Affairs, Department of  
Closing Date/Time: Thu. 10/22/15 11:59 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC042  
Bid ID#: 16-018

**REQUIREMENTS:**

Requires knowledge, skills and mental development equivalent to the completion of high school. Requires elementary knowledge of the use and care of janitorial cleaning equipment (e.g. buffing machine, mop, and broom). Requires elementary knowledge of grounds maintenance equipment (e.g., tractor lawn mower, string trimmer, shove) use and maintenance. Elementary knowledge of grounds/building maintenance and building cleaning methods. Requires ability to understand and communicate in English, both orally and in writing. Requires the ability to follow simple oral and/or written instructions. May require possession of an appropriate valid driver's license. Requires to 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 climb ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors; ability to withstand extreme temperature changes to shovel snow and mow lawns; requires exposure to a variety of chemical cleaning agents. Must acquire and maintain a Common Access Card issues by Department of Defense for computer access.

**POSITION LOCATION:**

North Riverside Armory, North Riverside, Illinois

WORK SHIFT: 800AM-430PM Monday-Friday

BARGAINING UNIT: RC-042

FOR ADDITIONAL INFORMATION CONTACT:

Janice M. Estes, State Personnel Office, 217-761-3786.

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: CE VII Bureau Chief of Materials**

Agency: Transportation

Closing Date/Time: Thu. 10/22/15 4:30 PM Central Time

Salary: \$7,640.00 - \$11,660.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: PM-00

Bid ID#: IPR#40587

**Minimum Requirements:**

The following criteria is required:

A current Illinois Professional Engineer license

Valid Illinois driver's license

Districtwide travel with overnight stays; overtime

The following criteria is desired:

Ten years of experience in civil engineering, seven years of which should be Phase I, II and III

The ability to plan, organize and establish priorities

Minimum of five years of experience managing staff and consultants

Strong oral and written communication skills

Ability to perform duties independently and with minimal guidance/supervision

Ability to promote, establish, and maintain harmonious relationships with staff, consultants, contractors and general public

**Work Hours & Location/Agency Contact:**

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

Highways/District One/Schaumburg/Bureau of Materials/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 22, 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>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Educator - Opt B**

Agency: Juvenile Justice  
Closing Date/Time: Continuous  
Salary: \$4,311.00 - \$7,969.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC063  
Bid ID#: IDJJ-27-17-15-0015

**Minimum Requirements:**

Requires a bachelor's degree and a valid Illinois Standard secondary teaching certificate with endorsement in the area of specialization appropriate to the subject matter; requires elementary knowledge of behavior modification principles; requires ability to relate to students with extreme and profound emotional problems; requires patience and tolerance of a wide range of behavior; requires ability to use the English language in preparing and delivering instructions; requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student.

**Work Hours & Location/Agency Contact: WORK HOURS:**  
8:00 a.m. - 4:00 p.m. Monday through Friday **DAYS OFF:** Saturday and Sunday

**LOCATION / AGENCY:**  
Illinois Youth Center - Chicago  
136 North Western Avenue  
Chicago, Illinois 60612

**CONTACT:** Olivia Robles, Human Resource Rep.  
Illinois Youth Center - Chicago  
P.O. Box 12247  
Chicago, Illinois 60612  
312-633-5219 x-4080

**How to Apply:**

CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED AND SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION; CURRENT STATE OF ILLINOIS EDUCATOR LICENSURE; AND BID FORM IF A CURRENT STATE OF ILLINOIS EMPLOYEE; BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE. APPLICANTS MAY ATTACH A COPY OF THEIR TRANSCRIPTS AND DEGREE.

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Electrician**

Agency: Corrections

Closing Date/Time: Thu. 10/22/15 11:59 PM Central Time

Salary: \$42.20 - \$42.20 hourly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: PR000

Bid ID#: IDOC29-82-15-0825

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Stationary Engineer-Chief, performs journeyman electrical work within the Reception and Classification Center; constructs, installs, alters, maintains and repairs electrical systems, equipment and fixtures; performs all routine work in accordance with facility work order system and master craft/routine/cycle list; directs unskilled workers assigned to assist with tasks.  
Position Number: 13200-29-82-450-32-01

Minimum Requirements: Requires no formal education. Requires experience necessary to qualify as a journeyman electrician; requires working knowledge of the tools, methods and standard practices of the trade; requires working knowledge of the established State and National electrical codes; requires ability to work and inspect the work of unskilled workers.

Work Hours & Location/Agency Contact: WORK HOURS: 6:30am to 3:00pm Monday through Friday with days off of Saturday and Sunday. LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434.

CONTACT: Diana Wysocki, Human Resources Representative  
Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434  
Email: [Diana.wysocki@doc.illinois.gov](mailto:Diana.wysocki@doc.illinois.gov)  
Phone: (815) 727-3607 extension 6693 Fax: (815) 727-0838

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore no application needs to be submitted to CMS, Division of Examining & Counseling, for a grade.

CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED & SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION, ANY APPLICABLE LICENSURE, ALONG WITH A BID FORM BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE.

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Investigator**

Agency: Executive Inspector General \*  
Closing Date/Time: Continuous  
Salary: \$3,333.34 - \$6,250.00 monthly  
Job Type: Exempt  
Location: Cook County, Illinois  
Number of Vacancies: 2  
Bid ID#: 15

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

**Minimum Requirements:**

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

**Work Hours & Location/Agency Contact:** 9:00 a.m. - 5:00 p.m.  
Office of Executive Inspector General  
69 W. Washington Street, Suite 3400, Chicago, IL 60602  
Division of Human Resources 312-814-1789

**How to Apply:** (The OEIG is a non-code state agency)

Visit our website at [www.inspectorgeneral.illinois.gov](http://www.inspectorgeneral.illinois.gov). Qualified applicants can apply online or download the OEIG application and submit the completed application, resume, and cover letter to the OEIG Division of Human Resources, 69 West Washington, Suite 3400, Chicago, IL 60602. Contact: Division of Human Resources – 312.814.1789.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Office Assistant - Opt SS2**

Agency: Human Services

Closing Date/Time: Wed. 10/21/15 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: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-93042

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office procedures, practices and ability to operate commonly used office equipment. Requires ability to type 35 wpm. Requires ability to speak, read and write in Spanish at a colloquial skill level.

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

DuPage County FCRC

146 W. Roosevelt Road, Villa Oaks Concourse

Villa Park, IL 60181

Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services

Lisa Horsley

100 South Grand Ave East, 3rd floor, Springfield, IL 62762

217-524-0347 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option SS2 - Spanish Speaking/Typing

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Plumber**

Agency: Corrections

Closing Date/Time: Thu. 10/22/15 4:00 PM Central Time

Salary: \$49.22 - \$49.22 hourly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: PR000

Bid ID#: IDOC29-82-15-836

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Stationary Engineer - Chief, performs journeyman work in the installation, maintenance, and repair of sanitary fixtures, fluid transmission systems and sewage systems for the Reception & Classification Center.  
Position Number: 32900-29-82-450-32-01

**Minimum Requirements:**

Requires experience necessary to qualify as a journeyman plumber; requires possession of a valid certificate of license as a journeyman plumber; requires working knowledge of the tools, equipment, materials methods and practices of the trade; requires elementary knowledge of the laws relating to sanitation and public health.

Work Hours & Location/Agency Contact: WORK HOURS: 6:30am to 3:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

Email: [Diana.wysocki@doc.illinois.gov](mailto:Diana.wysocki@doc.illinois.gov)

Phone: (815) 727-3607 extension 6693 Fax: (815) 727-0838

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining & Counseling, for a grade.

CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED & SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION, ANY APPLICABLE LICENSURE, ALONG WITH A BID FORM BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others





**Job Title: Public Service Administrator - Opt 8H**

Agency: Public Health

Closing Date/Time: Wed. 10/21/15 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: RC063

Bid ID#: IDPH 52-16-0007

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of college with a minimum of 30 semester hours in the physical and/or biological sciences. Requires three years of administrative experience in the food or dairy industry and /or food or dairy regulatory field. Requires professional certification as a Licensed Environmental Health Practitioner (LEHP). Requires ability to travel. Requires possession of a valid Illinois driver's license.

**Work Hours & Location/Agency Contact:**

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

Office of Health Protection

Division of Food, Drugs, & Dairies

4212 W. St. Charles Rd.

Bellwood, 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 8H - Environ Hlth Practitioner**

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Technical Advisor III**

Agency: Revenue

Closing Date/Time: Wed. 10/21/15 5:00 PM Central Time

Salary: \$5,770.00 - \$8,873.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010 Bid ID#: DOR 10266

Minimum Requirements: Requires graduation from a recognized law school. Requires possession of a valid license to practice law in Illinois. Requires two years professional experience in the practice of law. Requires thorough knowledge of common law and of the State and Federal laws, particularly relating to administrative and regulatory functions. Requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings and trial procedures. Requires ability to maintain satisfactory working relationships with superiors, other attorneys, employees and the general public. Requires ability to exercise sound judgment in appraising and evaluating problems of a procedural nature. Requires a valid, appropriate driver's license and the ability to travel. Experience or educational background or certificate in state and local tax and/or experience in civil litigation including creating a record in court or administrative proceedings is preferred.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Revenue

Legal Services/Property, Sales & Excise Tax Litigation

100 West Randolph, Chicago, IL

Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110, Springfield, IL 62702

217-558-0987 217-782-9925 Fax

**How to Apply:**

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Technical Manager V Personnel Manager**

Agency: Transportation  
Closing Date/Time: Wed. 10/21/15 4:30 PM Central Time  
Salary: \$5,900.00 - \$10,005.00 monthly  
Job Type: Full-Time  
Location: Jackson County, Illinois  
Number of Vacancies: 1  
Bid ID#: IPR#40552

Minimum Requirements: The following criteria is required:

- Valid driver's license
- Occasional districtwide travel and some statewide, which may include overnight stays
- Occasional overtime during evenings and weekends

The following criteria is desired:

Knowledge, skill and mental development equivalent to a master's degree preferably with courses in human resources, business, or public administration or the equivalent training and experience

- Seven years of experience in public administration, business administration, human resources, or governmental operations
- Ability to plan, organize, and execute administrative or technical program requirements
- Working knowledge of departmental organization and functions, workers' compensation activities, departmental personnel policies and union contracts
- Strong oral and written communication skills

Ability to maintain harmonious relationships with employees, agency officials and the general public

Work Hours & Location/Agency Contact: 8:00 a.m. - 4:30 p.m. Monday-Friday  
Division of Highways/Region 5/District 9/Bureau of Administrative Services/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 Wednesday, October 21, 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.

To download the application and to view the entire position description, please visit:  
<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Office Clerk - Opt 1**

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

**Work Hours & Location/Agency Contact:**

Work hours: 8:30 am – 5:00 pm

**Contact:**

Employee Services, HCD  
100 South Grand Avenue East, 3rd floor  
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 1 – General**

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Office Clerk - Opt 2**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$2,694.00 - \$3,311.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff

Minimum Requirements:  
Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm  
Contact: Employee Services, HCD  
100 South Grand Avenue East, 3rd floor  
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 – Typing

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Stock Merchandise Flow Associate**

Location: Chicago, IL  
Requisition ID: 966930  
Posting Date: 10/2/2015  
Shift: Flexible  
Status: On Call

At Burlington, we know you're looking for a unique and rewarding work experience, one where you can feel like you make a difference. When joining our stores' team, you will be making that difference to your customers, your community and your career! Each one of our associates matters and we recognize each colleague's contributions in a variety of meaningful ways. Our Stocking & Receiving associates can learn new skills and work a flexible schedule which is typically Monday through Friday early mornings. As a Burlington Associate, you will have the opportunity to have fun and work with other dedicated team members while providing a great shopping experience to our customers! Our associates are important to us and are the reason for our success. To support our holiday business, we are looking for people to join our SEASONAL Stock & Merchandise Flow TEAM.

#### **GENERAL PURPOSE OF POSITION/RESPONSIBILITIES:**

As a part of our in-store operations team, a Stock & Merchandise Flow associate will process new merchandise shipments according to Company standards. Responsibilities include: ticketing, moving, conveying merchandise shipments from shipping and receiving platform to a storage or work area. In addition, this role will include timely stocking, merchandising and presentation of new stock receipts on the sales floor.

Our ideal candidates will be self-motivated, team players, who have the desire to succeed. We care about our associates, have a supportive environment that values trust and respect, offer a competitive wage plus a great associate discount! If you are interested in a seasonal opportunity in retail, come join our team. You're going to like it here!

Burlington Stores is an equal opportunity employer committed to workplace diversity.

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/stock-merchandise-flow-associate-chicago-illinois-job-5147943>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Cashiers Associate**

Location: Chicago, IL  
Requisition ID: 762-966928  
Posting Date: 10/2/2015  
Shift: Flexible  
Status: On Call

#### **GENERAL PURPOSE OF POSITION:**

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

#### **FOCUS OF POSITION:**

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks  
Deliver excellent customer service and demonstrate a high degree of professionalism

#### **RESPONSIBILITIES:**

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service  
Maintain an awareness of all promotions and advertisements  
Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers  
Communicate customer requests to management  
Enter all media from register into the tally program  
Maintain orderly appearance of register area and supplies stocked  
Any other tasks as assigned from time to time by any manager  
Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage an associate discount.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/cashiers-associate-chicago-illinois-job-5147942>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Lay Away Runner**

Location: Chicago, IL

Requisition ID: 964523

Posting Date: 9/25/2015

Shift: Flexible

Status: Seasonal

To support our holiday business, we have the following position available: SEASONAL LAYAWAY RUNNER.

#### **GENERAL PURPOSE OF POSITION:**

The Lay Away Runner is responsible for storing and releasing layaway merchandise and overall organization of the layaway desk and storage areas.

#### **FOCUS OF POSITION:**

Positively demonstrate the Company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all task

Deliver excellent customer service and demonstrate a high degree of professionalism.

#### **SKILLS & COMPETENCIES:**

Ability to provide outstanding customer service.

Ability to process information/merchandise through register system.

Ability to adjust priorities and manage time wisely in a fast-paced environment.

Ability to function effectively in a team environment.

Ability to communicate in a clear, concise, understandable manner and listen attentively to others.

Ability to reach, count, and write to accurately complete all documentation.

Ability to operate all equipment necessary to perform the job.

Ability to stand for extended periods, and to move and handle merchandise, which entails lifting, and perform all functions as set fo

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage plus an associate discount.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/lay-away-runner-chicago-illinois-job-5140121>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others





### **Stock Merchandise Flow Associate**

Location: Chicago, IL  
Requisition ID: 474-963481  
Posting Date: 9/23/2015  
Shift: Flexible  
Status: Seasonal

At Burlington, we know you're looking for a unique and rewarding work experience, one where you can feel like you make a difference. When joining our stores' team, you will be making that difference to your customers, your community and your career! Each one of our associates matters and we recognize each colleague's contributions in a variety of meaningful ways. Our Stocking & Receiving associates can learn new skills and work a flexible schedule which is typically Monday through Friday early mornings. As a Burlington Associate, you will have the opportunity to have fun and work with other dedicated team members while providing a great shopping experience to our customers! Our associates are important to us and are the reason for our success. To support our holiday business, we are looking for people to join our SEASONAL Stock & Merchandise Flow TEAM.

#### **GENERAL PURPOSE OF POSITION/RESPONSIBILITIES:**

As a part of our in-store operations team, a Stock & Merchandise Flow associate will process new merchandise shipments according to Company standards. Responsibilities include: ticketing, moving, conveying merchandise shipments from shipping and receiving platform to a storage or work area. In addition, this role will include timely stocking, merchandising and presentation of new stock receipts on the sales floor.

Our ideal candidates will be self-motivated, team players, who have the desire to succeed. We care about our associates, have a supportive environment that values trust and respect, offer a competitive wage plus a great associate discount! If you are interested in a seasonal opportunity in retail, come join our team. You're going to like it here!  
Burlington Stores is an equal opportunity employer committed to workplace diversity.

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/stock-merchandise-flow-associate-chicago-illinois-job-5137325>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **RETAIL CUSTOMER SERVICE-152217**

Description

Location: Chicago, Lincolnwood, Rogers Park, Skokie, IL

### **BENEFITS**

Hourly rate of 10.00

Opportunity to earn a raise of \$.50 per hour after six (6) months of employment

Opportunity to participate in our performance-based incentive program after six (6) months of employment

On-site paid company housing at many locations if/when available

Competitive Paid Time Off (PTO) program that grows with tenure. Program also includes an annual cash payout of any unused hours in excess of 40.

Medical/Dental/Vision, Life Insurance, STD and LTD

401(k) With Matching Contributions

15 days of Fully Paid and Comprehensive New Manager Training

### **Qualifications**

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more. All have common knowledge, skills and abilities which include:

Minimum one year of Customer Service and/or Sales experience

Energetic, outgoing, customer oriented personality

Strong communication, interpersonal and problem resolution skills

Enjoys and easily operates independently or as part of a small team

Detail oriented with strong organizational and time management skills

Some knowledge of computers in a windows environment

Valid driver's license with access to reliable transportation used during the work day

Willingness to work in multiple locations

Can work from 9:30am to 6pm any day of the week, including weekends and holidays

Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...

Willing to submit to a pre-employment background check.

If this all sounds like the right fit for you, we want to hear from you today! Please apply on line to be considered.

Job Hourly Retail Sales

Primary Location: IL-Chicago-Chicago

Schedule Full-time

Apply online at <https://publicstorage.taleo.net/careersection/2/jobdetail.ftl?job=152217>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **Carrier Manager**

Chicago, IL  
Supply Chain

### Main Purpose :

The purpose of the Carrier Manager is to source and secure carrier capacity that meets the needs of our internal and external customer requirements at a rate and service level that meets or exceeds business goals. The role must effectively build long term strategic relationships with a variety carriers and be resourceful to find incremental capacity as needed by the business in a dynamic and fast paced environment.

Scope: The role must be able to effectively cover at least 10 - 25 loads per day as defined by the freight profile while contributing to a shop average of at least \$600 Net Revenue / Day. The role must maintain close contact with at least 15 different asset based carriers to support business needs within a defined geography.

Scope of Interactions: 80% External - New and existing customers and asset based carriers. 20% Internal - Collaboration with business development, account management, and leadership team

Key Skills / Experiences: Ability to effectively interact and build a favorable business relationship with all carriers and customers. Ability to influence a carrier to provide capacity during all supply / demand cycles. Drive for Results to excel at capacity management and load coverage in a variety of scenarios. Ability to learn key freight brokerage market dynamics and industry best practices. Ability to learn brokerage pricing techniques and tools to effectively secure capacity at optimal rates. Effective at negotiation. Strong team player and committed to teamwork in all situations  
Ability to operate and flourish in a fast paced business start up  
Willingness to support account management and customer service tasks  
Willingness to embrace change and all other assigned duties for the greater good of the team.

Prefer college degree and / or transportation / brokerage experience (at least one year  
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.

Apply online at <http://www.pepsicjobs.com/en/job-detail?slug=72776BR&cult=en-US>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Production Supervisor 2nd shift**

Chicago, IL  
Supply Chain

### Major Tasks, Key Responsibilities and Key Accountabilities:

Applies knowledge of processes, equipment and system capability to set challenging individual and facility standards.

Develops Annual Operating Plan for Production

Achieve performance standards with regards to safety, line utilization and quality

Tracks key performance indicators/costs, anticipating and correcting trends which would compromise achievement of financial targets

Oversees and assures facility equipment reliability to minimize downtime

Builds people capability through effective employee relations, hiring, training, and communication for front-line hourly personnel

Ensures compliance with all Health & Safety regulations

Shows demonstrated computer proficiency: Microsoft Suite

Demonstrated ability to function successfully in a fast paced, changing work environment

Function: Supply Chain

Company/Division: PBC

Education and Certifications: Bachelor's Degree required; Experience in consumer packaged goods or a related industry a plus

### Work Experience:

A minimum of 2 years of Operations or Logistics experience

Ability to work a flexible schedule including early mornings, evenings and/or weekends

Demonstrated planning and organization skills

Demonstrated front-line supervisory skills

### Skills & Capabilities:

Ability to work a flexible schedule including early mornings, evenings and/or weekends

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.

Apply online at <http://www.pepsicojobs.com/en/job-detail?slug=76577BR&cult=en-US>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others