



**State Representative La Shawn K. Ford**

# DAILY JOB LISTINGS



**Springfield Office**  
**239-E Stratton Office Building**  
**Springfield, IL 62706**  
**TEL: 217-782-5962**  
**FAX: 217-557-4502**

Chicago Austin \* Oak Park \* Riverside \*  
North Riverside \* Brookfield \* Berwyn \*  
Proviso Township \* Forest Park \* La  
Grange \* LaGrange Park \* Western Springs

10/31/18



Job Title: Residential Services Supervisor (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Thu. 11/01/18 5:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
\$45,504.00 - \$67,212.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 8  
Plan/BU: RC062  
Bid ID#: 10-72-108034-41

Under general direction on an assigned shift and an assigned home in a 24 hour operated facility, supervises, coordinates. schedules, assigns and reviews the work of direct care personnel in the provision of non- professional services, programs and activities for individuals' served who are developmentally disabled; provides supervisory coverage to other units in the absence of that supervisor; assists the Unit Director and professional staff in the planning and implementation of habilitation programs; serves as a member of an Interdisciplinary Team assisting in the formulation and implementation of the Assessment/Habilitation Planning/Program and Service Implementation Process; coordinates and integrates shift routines/programs with those occurring on shifts.

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

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFOR.COM](http://WWW.LASHAWNFOR.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFOR.COM](mailto:WORKFORCE@LASHAWNFOR.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

10/31/18



Job Title: Residential Services Supervisor (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Thu. 11/01/18 5:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
\$45,504.00 - \$67,212.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 9  
Plan/BU: RC062  
Bid ID#: 10-72-108042-50

Under general direction on an assigned shift and an assigned home in a 24 hour operated facility, supervises, coordinates, schedules, assigns and reviews the work of direct care personnel in the provision of non- professional services, programs and activities for individuals' served who are developmentally disabled; provides supervisory coverage to other units in the absence of that supervisor; assists the Unit Director and professional staff in the planning and implementation of habilitation programs; serves as a member of an Interdisciplinary Team assisting in the formulation and implementation of the Assessment/Habilitation Planning/Program and Service Implementation Process; coordinates and integrates shift routines/programs with those occurring on shifts.

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10/31/18



Job Title: **Technical Advisor II**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Thu. 11/01/18 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: **RC010**  
Bid ID#: **CJIA 45252-12-2018**

Valid Illinois law license required. Thorough knowledge of the criminal justice system a must. In addition, must have experience drafting and reviewing contracts and experience with State rule making procedures. Must be familiar with word processing technology, specifically Microsoft Office software. Individual must possess a valid drivers license and be able to travel.

This position is located at the Illinois Criminal Justice Information Authority at 300 W. Adams, Suite 200, Chicago, Illinois 60606. The position is a full-time position which is 37.5 hours per week.

Agency Contact: Zina Smith, Associate Human Resources Director

10/31/18



Job Title: **Forensic Science Administrator III**  
Agency: State Police  
Closing Date/Time: Fri. 11/02/18 4:00 PM Central Time  
Salary: \$4,295.00 - \$12,128.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **VR704**  
Bid ID#: **21-31-ISP18-181**

Subject to management approval, performs highly responsible professional duties as the Criminalistics Section Chief at a large metropolitan forensic science laboratory. Through the group supervisors, is responsible for the supervision of firearm/toolmarks examiners, latent print examiners, and imaging/photography examiners assigned to the forensic science laboratory. Maintains the highest level of quality control in all analytical techniques and procedures.

Agency Contact:  
Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217

10/31/18



Job Title: Security Officer (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Fri. 11/02/18 4:00 PM Central Time  
Salary: \$3,492.00 - \$5,141.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC029  
Bid ID#: 10-81-106359

Under general supervision, on an assigned shift, performs safety and protection duties at the Elgin Mental Health Center; enforces regulations and controls, responds to disturbances, intervenes with combative individuals, assists unit and program staff in restoring order and in the handling of combative/aggressive patients; monitors suicidal or homicidal patients; gives emergency first-aid/CPR; initiates fire/emergency response procedures; patrols grounds and buildings.

Human Resource Office  
Elgin Mental Health Center  
750 S State St.  
Elgin, IL 60123  
Phone: 847-742-1040, Ext 2095

10/31/18



Job Title: Financial Institutions Examiner Trainee (Upward Mobility Target Title)  
Agency: Financial & Professional Regulation  
Closing Date/Time: Tue. 11/13/18 11:59 PM Central Time  
Salary: \$3,498.00 - \$5,063.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 4  
Plan/BU: RC062  
Bid ID#: 19246

Under direct supervision, for a period of six to twelve months, receives on the job and classroom training and completes assignments to acquire knowledge and skills in performing bank and corporate fiduciary examinations assigned to the Banks, Trust Companies and Savings Institutions Section in the Division of Banking. Works under the direction of an examiner-in-charge to assist in conducting selected, less complex portions of examinations. Travels extensively to assigned facilities for examinations.

Agency Contact: Human Resources  
320 W Washington St 2nd floor  
Springfield, IL 62786

**Scan all applications or questions to [FPR.Employment@illinois.gov](mailto:FPR.Employment@illinois.gov)**  
217-557-3022 Fax

10/31/18



Job Title: Financial Institutions Examiner I (Upward Mobility Target Title)  
Agency: Financial & Professional Regulation  
Closing Date/Time: Tue. 11/13/18 11:59 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC062  
Bid ID#: 19244

Under general supervision, travels to various sites to assist higher level examiners in conducting examinations of Consumer Installment Loan Act, Payday Loan Reform Act, Sales Finance Agency Act, Safe Deposit Box Act, Debt Management Services Act, Development Credit Corporation Act and Transmitters of Money Act Licensees. Assists in conducting examinations and investigations relating to consumer inquiries.

Agency Contact: Human Resources  
320 W Washington St 2nd floor  
Springfield, IL 62786

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217-557-3022 Fax



10/31/18



Job Title: **Public Aid Eligibility Assistant - Opt SS**  
Agency: Human Services  
Closing Date/Time: Tue. 11/13/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC028**  
Bid ID#: **10-91-108146-108147**

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting of incoming documents, maintaining office supplies and forms, providing office receptionist functions for support staff. Communicates in Spanish to those individuals who do not read or speak English.

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

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

10/31/18



Job Title: **Public Aid Eligibility Assistant - Opt SS**  
Agency: Human Services  
Closing Date/Time: Tue. 11/13/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC028**  
Bid ID#: **10-91-108158-108159**

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting of incoming documents, maintaining office supplies and forms, providing office receptionist functions for support staff. Communicates in Spanish to those individuals who do not read or speak English.

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

10/31/18



Job Title: **Public Aid Eligibility Assistant**  
Agency: Human Services  
Closing Date/Time: Tue. 11/13/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-91-108157**

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting of incoming documents, maintaining office supplies and forms, providing office receptionist functions for support staff.

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

10/31/18



Job Title: Office Associate - Opt SS2  
Agency: Human Services  
Closing Date/Time: Tue. 11/13/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-108154

Under direction, performs a variety of complex, specialized clerical duties for supervisory staff, types documents, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures. Communicates in Spanish to those individuals who do not read or speak English.

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

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10/31/18



Job Title: Office Associate - Opt 2  
Agency: Human Services  
Closing Date/Time: Tue. 11/13/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-108145

Requires knowledge, skill and mental development equivalent to 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.

Contact Info:  
Bureau of Employee Services  
Amy Cook  
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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

10/31/18



Job Title: **Mental Health Technician Trainee/Mental Health Technician I**

Agency: Human Services

Closing Date/Time: Fri. 11/09/18 5:00 PM Central Time

Salary: \$2,181.00 - \$2,855.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: **15**

Plan/BU: **RC009**

Bid ID#: **10-72-108018-108032**

**Mental Health Technician Trainee**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires the ability to participate in and successfully complete a comprehensive training program. Requires ability to implement training programs and procedures for individuals with developmental disabilities.

**AGENCY CONTACT:**

Alice M. Chambers  
Human Resources Representative  
114 N. Orchard Drive  
Park Forest, IL 60466  
Phone: 708-283-3015  
Fax: 708-283-3017

10/31/18



Job Title: **Technical Advisor II**  
Agency: Central Management Services  
Closing Date/Time: Wed. 11/07/18 5:00 PM Central Time  
Salary: \$3,528.00 - \$7,247.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **CF010**  
Bid ID#: **CMS 19214**

Under general direction of the Senior Labor Relations Counsel, serves as Assistant Labor Counsel; performs technical and legal work in the areas of labor agreements and arbitration as a representative of the Department of Central Management Services; represents the State in arbitration hearings and before the Illinois Labor Relations Board; reviews resolutions and disciplinary actions; recommends administrative action on Labor Relations issues. Carries out public speaking assignments at off-site locations.

**Agency Contact:**

CMS Internal Personnel/HR/Hiring  
401 S. Spring Street Room 414  
Springfield, IL 62706  
217-558-3089  
217-558-5943 Fax

10/31/18



Job Title: **Maintenance Worker**  
Agency: Central Management Services  
Closing Date/Time: Wed. 11/07/18 5:00 PM Central Time  
Salary: \$4,440.00 - \$5,920.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **HR001**  
Bid ID#: **CMS 19218**

Under immediate supervision, performs a variety of routine and semiskilled grounds maintenance functions, building upkeep and janitorial work for buildings and grounds to ensure cleanliness is maintained and equipment required to upkeep the building and grounds at Michael A. Bilandic Building and other facilities within Chicago Region. Keeps equipment in good working order by making minor adjustments and repairs. Relocates, renovates and remodels offices by loading and unloading equipment and supplies and installing and removing furniture. Travels to facilities in the performance of duties. Provides guidance to seasonal/summer workers.

**Agency Contact:**

CMS Internal Personnel/HR/Hiring  
401 S. Spring Street, Room 414  
Springfield, IL 62706  
217-558-3089  
217-558-5943 Fax



10/31/18



Job Title: **ET V Pre-Cast/Pre-Stressed Concrete Supervisor**  
Agency: Transportation  
Closing Date/Time: Wed. 11/07/18 4:30 PM Central Time  
Salary: \$5,015.00 - \$7,085.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#43103**

This position is accountable for planning and directing those activities that ensure that the pre-cast and pre-stressed concrete material produced and incorporated throughout the district are acceptable for use in highway improvement projects. Pre-cast and pre-stressed concrete producer sources are located within District One, Southern Wisconsin, and Northern Indiana are all under the jurisdiction of this position.

Technical Applications [PM1080 rev 6/1/17](#)\*\***must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Wednesday, November 7, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

10/31/18



Job Title: **Social Services Career Trainee**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,305.00 - \$4,731.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Bid ID#: **K-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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).

10/31/18



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

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

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

10/31/18



Job Title: **Human Services Caseworker - Opt SS**  
Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,891.00 - \$5,797.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **1**  
Bid ID#: **J-HCD Continuous**

Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs.

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).

10/31/18



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

Under immediate supervision and subsequently under direct supervision for a period of twelve months, receives formal classroom instruction and on the job training, while performing beginning level professional duties. Assist in the supervision of the daily activities of youth; Interacts with youth

Applicants should complete the electronic applicant data form at the link provided below; applications will only be accepted on-line. Questions can be directed to Marna.Goodman@illinois.gov, Chief of Professional Development and Training.

10/31/18



## CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:

James R. Thompson Center

100 W. Randolph, Suite 3-300

Chicago, IL 60601-3220

(312) 793-3565 (voice)

Illinois Relay Center 800) 526-0844

MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible  
Schedule Testing Check in time for tests - clerical and non-clerical is anytime  
between 8:00 a.m. - 1:30 p.m.

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORDD.COM](http://WWW.LASHAWNFORDD.COM) EMAIL JOB LEADS TO  
[WORKFORCE@LASHAWNFORDD.COM](mailto:WORKFORCE@LASHAWNFORDD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

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