



Job Title: Actuarial Examiner

Agency: Insurance

Closing Date/Time: Mon. 12/30/13 5:00 PM Central Time

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: DOI 8395

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college, including 21 semester hours of coursework in mathematics and/or actuarial science; requires one year of professional experience in conducting actuarial examinations of insurance companies, or completion of an approved training program. Requires working knowledge of insurance company contracts and policies; insurance code and Illinois laws pertaining to insurance; higher mathematics as related to actuarial problems; actuarial procedures and of the formulae used in making actuarial computations. Requires ability to make actuarial computations and analyze those made by insurance companies; maintain actuarial records and files. Prefers basic business computer skills. Requires the ability to travel.

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

Work Location:

Department of Insurance/Financial/Corporate Regulatory/LAH Actuarial/Examination
122 South Michigan Avenue Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

Phone: 217-558-0962, FAX: 217-782-9925

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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Part-time Bus Operators

Location: Markham

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle. Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years).

Must successfully pass a training and route familiarization program. Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=77

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Servicer

Location: Des Plaines
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for daily fueling and cleaning of company vehicles, while accurately recording both.

Must operate and service wash rack, cleaner, sweeper, empty fare box vaults, take fare box readings and park/spot equipment, as directed.

Maintain bulletins, fliers and other materials on vehicles as directed.

Responsible for routine cleaning of vehicles, building, grounds, and equipment utilized in performing these duties.

Responsible for completing all required documents and reports for work performed.

And other duties as assigned or required.

Qualifications:

Qualified candidate must be at least 21 years of age and possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License, and have the ability to operate all Pace equipment.

Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night of the week.

This position is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=412

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*Resumes are required and must be submitted with the application.
December 17, 2013 through December 31, 2013*

Engineering Intelligent Transportation System Engineer (ITS Engineer)
\$74,000.00 - \$78,000.00/Year (G-6)

JOB QUALIFICATIONS: To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license. Internal Applicants who are current employees must have worked in their current position long enough to pass probation to be eligible to apply for the position. In addition, applicants are also subjected to an internal investigation which includes an evaluation of their work record, safety and discipline records, their performance assessments and time and attendance records (including late starts and early quits) for the preceding 12 months. (Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

EDUCATION: Bachelor of Science degree in computer engineering or electrical engineering is required for this position. Registration as a professional engineer is required for this position

EXPERIENCE:

7-10 years of Experience in Intelligent Transportation Systems or related field.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Certification by Cisco or other network equipment manufacturer is required.
- Must have the ability to work overtime as required including during off hours / holidays / weekends. Must carry Tollway issued cell phone for on-call support and for response to calls/incidents before or after shift hours / weekends / holidays

Ways to apply

Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com

In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

By mail: Send the completed application to:

Illinois Tollway – Human Resources
2700 Ogden Avenue Downers Grove, IL 60515

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

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*Resumes are required and must be submitted with the application.
December 17, 2013 through December 31, 2013*

Engineering Intelligent Transportation Systems (ITS) Field Technician

\$61,500.00 - \$66,500.00 (G-8)

EDUCATION: Associates Degree in Electronic Technology; or greater than 30 credit hours of related electronic courses and an "A+" Certification (documented); or 30 credit hours of IBEW "C" card Apprenticeship School.

EXPERIENCE: Incumbent must have a minimum of 5 years experience in analog and digital electronic systems installation, testing, troubleshooting and field repair of video systems, sensor technology, power systems (including uninterruptible power supplies and solar power generation), Cisco networks, and data communications. The ability to read and interpret electronic schematics is required.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Operation of standard, hand held field test equipment is required.
- The ability to expertly use standard Microsoft Office software, terminal emulators and other laptop computer applications is required. The ability to use Cisco IOS operator commands to configure level 3 switches is desirable. Proficiency is required operating the necessary test equipment. Must have current certification of program completion and experience with terminal emulators, TCP/IP, UDP, and RSTP protocols, network routing, spanning tree, fiber optic communications, uninterruptible power supplies, solar power, battery charging systems, grounding, surge arrestors, and lightning protection. A valid driver's license is required and must be maintained for this position. Ability to lift objects weighing as much as 50 pounds is required.
- The incumbent is also required to be scheduled to work on a rotating schedule which includes weekends and holidays, to work overtime when necessary and be available for emergency call outs during off hours, non-scheduled weekends, and holidays.
- The incumbent must be willing to work outdoors in all weather conditions.

Ways to apply

Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com

In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

By mail: Send the completed application to:

Illinois Tollway – Human Resources
2700 Ogden Avenue
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DATA ENTRY OPERATOR

Req. Number: 25800-64964

Shift: Day

Qualifications:

High school diploma or equivalent
6mo-1 year data entry experience
Experienced internet user
Average written and verbal communication skills
Data entry

Technical, analytical and problem solving skills
Good organizational skills
Computer skills: word processing, spreadsheet, and database software and internet use

Excellent customer service skills
Ability to work multiple tasks in a diversified environment
Flexible hours

Job Description:

Enter all bill adjustment into financial system (Allegra)
Review input and output data relating to the patient bill for accuracy.
Maintain control records and source data used in the preparation of patient bill changes.
Investigate, monitor and correct problems relating to incorrect input or output data.
Track, log and escalate problem resolution related to patient bill changes and updates.

Accountabilities:

- 1.Responsible for posting and balancing charges
- 2.Responsible for obtaining and identifying accounts to be reviewed
- 3.Other Related Duties

Apply Now at <http://jobs.advocatehealth.com/chicago/other/jobid4636470-data-entry-operator-jobs>

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GUEST SERVICES REP\DRIVER

Req. Number: 25091-64751

Shift: Day

Qualifications: High School diploma or equivalent 1-3 yrs. Customer Service experience. 1-3 yrs. Hospital or Healthcare experience preferred. One to three years driving experience, commercial (buses, trucks, etc.) Excellent communication skills. Efficient understanding of Customer Service. Positive attitude. Current valid Illinois Drivers License Eligible to obtain commercial driver's license. Ability to maintain traffic flow, perform valet services and assist guests by providing direction or wheelchair assistance. Extended driving is required and must be able to work in all extremes of weather. Ability to lift up to 20 pounds occasionally and/or 10 to 25 pounds frequently and/or up to 10 pounds constantly (receiving blood/urine specimens). Ability to lift, push, bend up to 100 pounds occasionally and/or in excess of 50 pounds frequently and/or in excess of 20 pounds constantly (assisting a patient in and out of a wheelchair, pushing a patient in a wheelchair, bending down to adjust leg and foot rest). Ability to communicate with a high volume of guests entering into the facility in a courteous, and professional manner. Ability to be exposed to extreme weather conditions (maintaining traffic flow, ability to do light shoveling in heavy pedestrian traffic areas located at the entrances to the hospital and assisting patients into or out of their vehicles). Ability to be flexible with work hours, including weekends.

Accountabilities:

1. Responsible for the safe and efficient transportation of all customers using the Advocate Lutheran General Hospital campus shuttle services.
2. Partner with Lutheran General Hospital service departments including but not limited to; Public Safety, Transportation, Nursing Division and Patient Intake Department to enhance the patient experience and promote a smoother workflow. Partnership also includes Volunteer Services in the staffing and managing of the information desks located throughout the Lutheran General Hospital campus.
3. Provide campus wide assistance with duties including but not limited to; patient transportation, specimen delivery and valet services (i.e. Patient Resource Center, Center for Advanced Care).
4. Provide Valet services for Lutheran General Hospital and The Center for Advanced Care.
5. Staff the parking garage booths located on the Advocate Lutheran general Hospital campus.
6. Proactively greet all guests as they enter the hospital. Provide way finding assistance while following the Guest Services department and Advocate system's behavioral expectations.

Apply Now at http://jobs.advocatehealth.com/chicago-suburbs/other/jobid4607163-guest-services-rep_driver-jobs

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Job Title: Business Manager

Agency: Juvenile Justice

Closing Date/Time: Thu. 12/26/13 11:59 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IDJJ-27-42-2013-0150

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Business Administrator (PSA), performs responsible managerial duties in planning, directing, and coordinating of purchasing, vouchering and supply functions. Serves as a working supervisor; assigns and reviews work; provides guidance and training to assigned staff; and counsel's staff regarding work performance; reassigns staff to meet day-to-day operating needs. Purchases goods and services required by the facility; completes all purchasing documents to provide for timely delivery, certifies bidding preparation and submission of contracts within established time frames; monitors expenditures. Advises Business Administrator when budgetary limitations are reached. Verifies vouchers are completed properly, remains up-to date on the Basic Accounting Reporting System (BARS); enters data; makes corrections, generates reports, verifying sufficient funds exist for processing of purchases; continually oversees all functions of the Business Office.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of college with a major in Business Administration or a related field; requires two years professional business experience such as might be obtained as a Business Administrative Specialist; or successful completion of a training course approved by the agency; requires extensive knowledge of the fundamental principles of modern business administration; requires extensive knowledge of the functions of state government and the employing agency.

Work Hours: 8:00am - 4:00pm Off Days: Sat/Sun

Work Location: Illinois Youth Center - Warrenville

30W200 Ferry Rd. Warrenville, IL 60555 Fax (630) 983-6213

Agency Contact: Blanca Lopez

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: Child Support Specialist Trainee

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 12/27/13 5:00 PM Central Time

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: CS2851

Minimum Requirements: Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area.

*If you are currently and Office Coordinator within the Division of Child Support Services, you must submit a copy of an Open Competitive "A" grade with your bid and CMS 100 application.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00
Location: Division of Child Support Services CSS - Downstate Operations (55)
Joliet Regional Office 16 West Cass Street, 4th Floor Joliet, IL 60432 (Will County)

Agency Contact: Kathy Hunter 509 South Sixth Street Springfield, IL 62701
Work #: (217) 785-0280 Fax #: +1 (217) 557-1676

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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Microcomputer Specialist

Location: Arlington Heights

Office: Internal Services

Department: MIS

Job Description:

Under the direction of the Section Manager, IT Operations/Client Services, responsible for configuration planning, installing and maintaining microcomputers, their peripherals and complex operating systems at Headquarters and remote sites.

Responsible for debugging microcomputer and peripheral problems, installing data communications equipment, local area network and Internet maintenance functions and testing of software packages to ensure LAN compatibility.

Provides Help Desk support; writes procedures for user support and training; monitors software compliance with license agreements and regulations; and maintains an inventory of IT equipment and software.

Qualifications:

Qualified candidate will have successfully completed two (2) years of a related college level program and have at least one (1) year of actual work experience in a microcomputer environment.

Qualified candidate must have hardware assembly and disassembly experience, as well as working knowledge of microcomputer and network configurations.

Experience with popular PC software packages including MS Office package: Word, Excel, PowerPoint, and Outlook, E:Mail and other tools is essential.

Must be able to lift 50 pounds or more and move heavy PCs, servers, monitors, and data equipment as required. Must have experience in microcomputer application programming.

Qualified candidate must have a valid driver's license and be approved to drive a Pace car. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=578

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Job Title: Executive I - Opt N1

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 12/24/13 5:00 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: PS0046

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration. Requires one year of responsible administrative experience in a public or business organization. Requires ability to develop and manage a small agency function program. Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards. Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires ability to develop and maintain cooperative working relationships.

SPECIALIZED SKILLS: Of the one year requires experience; requires experience working with EEO/AA Investigation complaints; requires experience conducting preliminary and follow-up interviews and preparing reports for DHR.

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

Location: Bureau of Personnel

Office of EEO 401 South Clinton Chicago, Illinois (Cook County)

Contact Person: Judith Beverly

Bureau of Personnel 2946 Old Rochester Road Springfield, Illinois 62703

217-557-5244 Office 217-782-8889 Fax

How to Apply:

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

Option N1 - Healthcare & Family Srvs

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Job Title: Health Information Associate

Agency: Human Services

Closing Date/Time: Fri. 12/27/13 4:59 PM Central Time

Salary: \$3,195.00 - \$4,097.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10/79-13/62

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to 2 years of college and 1 year of health related office experience or completion of high school and 3 years of health related office experience. Requires extensive knowledge of the principles and practices of health information records maintenance. Requires working knowledge of department codes, rules and regulations as related to health information records and state and federal laws governing use of health information in disclosures and court actions. Requires knowledge of medical, psychological and psychiatric terminology. Requires ability to use personal computers, hardware and software applications and the ability to abstract, analyze and interpret health information records and data. Requires the ability to effectively communicate and maintain working relationships with staff, patients and the general public.

Work Hours & Location/Agency Contact: Monday -Friday 7am-3pm

CONTACT INFORMATION: Summer Doxie

Human Resource Office Chicago Read Mental Health Center

4200 N. Oak Park Avenue Chicago, IL 60634

Email address: Summer.Doxie@illinois.gov fax 773-794-5583

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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Full-time Bus Operators

Location: North Aurora
Office: Revenue Services
Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle. Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required.

Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1

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Job Title: Health Services Investigator I, Option A - General - Opt A

Agency: Financial & Professional Regulation

Closing Date/Time: Mon. 12/30/13 5:00 PM Central Time

Salary: \$4,522.00 - \$6,853.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DFPR 8497

Minimum Requirements:

* Requires bachelors degree, preferably with coursework in law, government and health related fields. * Requires a minimum of two years of responsible investigatory experience in law enforcement or a related field, or one year of advanced medical or dental education. Requires working knowledge of modern law enforcement investigatory concepts and techniques; Illinois State Statutes, rules and regulations concerning administrative law; the functions and interrelationships of state agencies; methods and procedures of office management. Requires possession of an appropriate valid driver's license. Requires the ability to travel.

* Education and experience requirements are mandatory minimums, in accordance with the Medical Practice Act of 1987 (225 ILCS 60/7 [1992]) and the Illinois Dental Practice Act (225 ILCS 25/41 [1992])

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

Work Location: IL Dept of Financial & Professional Regulation

Professional Regulation/State-wide Enforcement/
Investigations/Health Related Enforcement/Nurse

9511 Harrison St. Des Plaines, IL Cook County

Agency Contact: A & R Shared Services Center

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

Phone: 217-524-3954, FAX: 217-782-9925

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 A – General

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Foreman

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift.

Assigns work to employees utilizing Oracle.

Reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training to mechanics; handles all necessary reports.

Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance.

Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals.

Candidate must be at least 21 years of age and possess a valid class "A" Commercial Driver's License.

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

Supervisory experience in preferred. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=476

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Job Title: Human Services Casework Manager

Agency: Human Services

Closing Date/Time: Tue. 12/31/13 5:00 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

\$57,324.00 - \$86,964.00 annually

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-92-77913

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance in a local office in Family and Community Services, DHS. Provides training to caseworker staff to maximize effectiveness and ensure efficient and proper delivery of public assistance programs. Interprets and implements new procedures for existing programs and new initiatives. Establishes and maintains effective working relationships with community resources to improve and expand service delivery.

Minimum Requirements: Requires skill, knowledge and mental development equivalent to completion of four years of college with courses in social or behavioral science or business administration. Requires two years professional supervisory experience in a public agency or three years professional experience as a caseworker in a public welfare agency or completion of an agency-sponsored management intern program. Requires thorough knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois.

Work Hours & Location/Agency Contact: 8:30am – 5:00pm
Kankakee County FCRC (Satellite)
285 N. Schuyler Avenue Kankakee, IL 60901
Please submit applications to: Marc Wade
Bureau of Employee Services 100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762 FAX: 217-524-3826

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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Capital Construction Project Manager

Location: Arlington Heights

Office: Internal Services

Department: Capital Financing & Infrastructure

Job Description:

Under the direction of the Section Manager, Design and Construction, responsibilities include managing architectural and engineering professional services contracts and construction contracts.

Writing task order project scopes for solicitation of architectural and engineering professional services, reviewing and negotiating professional services fee proposals.

Managing project documentation and contractual responsibilities during pre-design, design, construction and warranty periods. Performing quality assurance/quality control reviews for architectural and engineering design submittals.

Writing construction documents for bid letting for construction. Inspecting construction contract work in the field, ensuring that project is constructed in accordance with detailed plans and specifications.

Reviewing and negotiating contractor change order proposals. Performing all close-out tasks associated with the completion of all architectural and engineering services and construction contract work on projects assigned.

Qualifications:

Qualified candidate must have a Bachelors Degree in Engineering and must be a licensed Professional Engineer with 10-15 years of design and construction inspection experience, including industrial maintenance, fueling, and storage facilities.

Must be proficient in Word, Excel, and AutoCAD2013. Specific experience in HVAC and building automation systems, design-build project implementation, and LEED Certification is a plus. Most work is performed in normal office environment, but must have the ability to maneuver on a construction site.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=621

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Job Title: Juvenile Justice Youth and Family Specialist Supervisor

Agency: Juvenile Justice

Closing Date/Time: Thu. 12/26/13 11:59 PM Central Time

Salary: \$5,999.00 - \$8,314.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: CU500

Bid ID#: IDJJ-27-42-2013-0121

Minimum Requirements:

Requires a master's degree in counseling or related social sciences. Requires three years of professional experience working with youth in juvenile services. Candidates must be over the age of 21.

Requires extensive knowledge of counseling and guidance principles and techniques; requires extensive knowledge of theories of personality and deviant behavior, delinquency and criminology; requires working knowledge of the principles of cognitive behavioral treatment; requires working knowledge of sociology of the family and of a racial and cultural minorities urban sociology and social problems; requires working knowledge of casework techniques and the writing of professional reports; requires ability to supervise a professional staff, assign and review work and monitor resources.

Work Hours & Location/Agency Contact:

Work Hours: 9:00am - 5:00pm Off Days: Sat/Sun

Work Location: Illinois Youth Center - Warrenville

30W200 Ferry Rd. Warrenville, IL 60555

Fax (630) 983-6213

Agency Contact: Blanca Lopez

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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Bus Servicer

Location: Elgin

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, makes service calls. Services all revenue equipment and trucks.

Operates and services washrack and cleaner, as required. Parks and spots equipment as directed.

Accurately records fuel and oil dispensed at service island and bus cleaning. Custodial and other duties as assigned or required.

Empty farebox vaults, take farebox readings. Responsible for completing all required documents and reports for work performed.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must be at least 21 years of age and possess or be able to obtain a valid class "B" Illinois Commercial Driver's License, knowledge of service area, knowledge of commercial service equipment, including high pressure pump, greasing units, etc., and ability to operate all Pace revenue equipment.

Candidate must be able to lift 50- 75 lbs.

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

Previous diesel experience and/or technical training is required. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=388

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Job Title: Office Associate - Opt 2

Agency: Financial & Professional Regulation
Closing Date/Time: Mon. 12/30/13 5:00 PM Central Time
Salary: \$2,877.00 - \$3,985.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014 Bid ID#: DFPR 8378

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, independently performs a wide variety of complex clerical and office support duties in Real Estate Investigations. Provides a wide variety of complex, specialized office support functions. Serves as a receptionist. Interacts with the Department's Integrated Licensing and Enforcement System (ILES). Receives incoming mail; opens, date stamps, sorts and distributes. Types various complex documents and reports using various software applications.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs; composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions; operate commonly used manual and automated office equipment and perform routine maintenance. Requires skill in typing accurately at 45wpm.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Illinois Department of Financial & Professional Regulation
Professional Regulation/Enforcement/Real Estate Investigations
9511 Harrison St. Des Plaines, IL Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702
217-782-9993 217-782-9925 Fax

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).
Option 2 - Typing

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