



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

12/01/18



Job Title: **Public Aid Eligibility Assistant - Opt SS**
Agency: Human Services
Closing Date/Time: Thu. 12/13/18 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: **12**
Plan/BU: **RC028**
Bid ID#: **10-91-108714-19; 108832-37**

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.

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
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORDCOM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORDCOM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

12/01/18



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Agency: Human Services
Closing Date/Time: Thu. 12/13/18 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: **6**
Plan/BU: **RC028**
Bid ID#: **10-91-108757-62**

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.

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12/01/18



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Agency: Human Services
Closing Date/Time: Thu. 12/13/18 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: **6**
Plan/BU: **RC028**
Bid ID#: **10-91-108763-68**

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.

Bureau of Employee Services
Amy Cook
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
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12/01/18



Job Title: Human Services Caseworker (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Thu. 12/13/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
\$47,628.00 - \$70,956.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 15
Plan/BU: RC062
Bid ID#: 10-91-108729-43

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

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12/01/18



Job Title: **Office Coordinator - Opt 2**
Agency: Healthcare & Family Services
Closing Date/Time: Wed. 12/12/18 11:59 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **CS4072**

Under direction, serves as secretary to the Manager of the Parent Support Services unit in the Division of Cook Case Management Operations; conducts special projects and studies; performs a variety of complex clerical activities; types various materials; receives, opens, sorts and stamps incoming mail; screens calls for manager and staff.

Agency Contact:
Division of Child Support Personnel
509 South 6th Street
Springfield, IL 62701
(217) 557-3900 Phone
(217) 524-3960 FAX

12/01/18



Job Title: **Grants and Special Projects Manager**
Agency: Human Services
Closing Date/Time: Tue. 12/11/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **14-022 (2)**

Minimum of a Bachelor's Degree with a minimum of 5 years work with budgets/contracts. Master's Degree preferred in Accounting, Business Management or Social Work with a minimum of 2 years work with budgets/contracts. Knowledge in Business Management, Accounting, Continuous Quality Improvement, knowledge of state budget systems and state contract systems, GATA, federal grant writing. Knowledge of computer systems, data systems, information technology, Excel , word processing, business systems.

Applications should be emailed to:

Lesley Schwartz
MIECHV Project Director
lesley.schwartz@illinois.gov

12/01/18



Job Title: **Corrections Nurse Trainee**
Agency: Corrections
Salary: \$4,617.00 - \$6,314.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **6**
Plan/BU: **RC023**
Bid ID#: **IDOC29-82-17-1108**

Under immediate supervision for a period of six to twelve months, participates in an agency sponsored training program, receiving a combination of comprehensive classroom and on the job training in the nursing field. Receives training in conforming with established standards, procedures, policies and security guidelines and providing the full range of professional nursing services in the care and treatment of inmate patients in a correctional facility.
Position Number: 09836-29-82-431-22-01

CONTACT:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217
217-782-8916 – Fax

12/01/18



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)**

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; assesses immediate safety and risk factors of involved children and takes necessary protection action; makes recommendations about investigative findings; implements short-term services, including concrete services directly or through family advocates; on a rotating basis, assigned to 24 hour "on call" duty in addition to normal assignments, to ensure that services are provided as mandated by statute and policy; translates and interprets, both orally and in writing, for Spanish speaking clients.

Contact:

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

12/01/18



Job Title: **Cancer Registrar I**
Agency: Public Health
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDPH**

Under general supervision for the Illinois State Cancer Registry (ISCR), abstracts and re-abstracts cancer submissions. Explains, educates and interprets the Illinois Health and Hazardous Substance Registry Rules and Regulations and procedures of the program on a daily bases to participating hospitals. Processes cancer reports submitted by medical facilities.

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRAApplications@illinois.gov

12/01/18



Job Title: **Research Analyst for InfoNet - Contract Position**
Agency: Criminal Justice Information Authority
Closing Date/Time: Sun. 12/16/18 5:00 PM Central Time
Salary: \$50,000.00 - \$60,000.00 annually
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA PSC-13-2018**

Requires a Master's Degree in information technology, criminal justice, sociology, public administration, political science, or related field. Requires at least two years of professional experience planning, designing, or supporting information technology or large, complex data projects. At least two years of experience assisting with or conducting research projects analyzing quantitative and qualitative data, and summarizing findings. Experience may include research assistantships or internships.

Dawn English, Human Resources
dawn.english@illinois.gov

12/01/18



Job Title: **Office Coordinator - Opt 2**
Agency: Healthcare & Family Services
Closing Date/Time: Wed. 12/12/18 11:59 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **CS4072**

Under direction, serves as secretary to the Manager of the Parent Support Services unit in the Division of Cook Case Management Operations; conducts special projects and studies; performs a variety of complex clerical activities; types various materials; receives, opens, sorts and stamps incoming mail; screens calls for manager and staff.

Agency Contact:
Division of Child Support Personnel
509 South 6th Street
Springfield, IL 62701
(217) 557-3900 Phone
(217) 524-3960 FAX

12/01/18



Job Title: **Office Coordinator - Opt SS2**
Agency: Healthcare & Family Services
Closing Date/Time: Wed. 12/12/18 11:59 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **CS4067**

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college; or, completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures, and programs. Requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires ability to type accurately at 30 words per minute. Requires the ability to speak and write Spanish at a colloquial skill level

Agency Contact:
Division of Child Support Personnel
509 S. 6th St.
Springfield, IL 62701
Work (217) 557-3900
Fax (217) 524-3960

12/01/18



Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Wed. 12/12/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
\$37,392.00 - \$117,180.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-91-108658**

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in a social or human services field. Requires three years progressively responsible administrative experience in a health or human services organization.

BIDDING CONTACT:
DHS, BUREAU OF EMPLOYEE SERVICES
ATTN: Georgette Patterson
100 S GRAND AVE E, 3rd FL
SPRINGFIELD, IL 62762
FAX: (217) 524-3826

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

12/01/18



Job Title: **Social Worker III**
Agency: Human Services
Closing Date/Time: Wed. 12/12/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-72-108676**

Requires a master's degree in social work from a recognized college or university supplemented by two years of professional social work experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled, or other disabled individuals. Requires licensure as a Clinical Social Worker by the Department of Professional Regulation. Requires the ability to serve in a leadership capacity to less experienced professional care staff. Requires ability to prepare complex written and oral reports. Requires the ability to carry out physical restraint procedures.

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

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

12/01/18



Job Title: **Dietitian (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Wed. 12/12/18 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: **1**
Plan/BU: **RC062**
Bid ID#: **10-72-108561**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in dietetics. Requires possession of a current Food Service Sanitation Certificate issued by the Illinois Department of Public Health, or requires possession of a Certified Food Protection Manager (CFPM) certification from a program accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP). Requires licensure as a dietitian nutritionist by the Department of Financial and Professional Regulation.* This class is included as an Upward Mobility Program credential title.

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Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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12/01/18



Job Title: **Licensing Investigator III**
Agency: Financial & Professional Regulation
Closing Date/Time: Tue. 12/11/18 11:59 PM Central Time
Salary: \$4,144.00 - \$6,033.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC029**
Bid ID#: **19319**

Under general direction, conducts state-wide investigations, often of a proactive, reactive, administrative and criminal nature, of professionals who are in violation of, but not necessarily limited to the Illinois Private Detective Act, Public Accounting Act, Permanent Employee Registration Cards (PERC), Firearms Authorization Cards (FAC), and Collection Agency Act, or who are the subject of complaints or allegations of misconduct or irregularities as mandated by Illinois Statutes administered by the Division of Professional Regulation. Produces comprehensive reports of all investigations. Reviews and analyzes statistical data and narrative reports for recidivist patterns. Testifies in administrative hearings and/or criminal proceedings. Travels to various sites to conduct investigations.

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

Scan all applications or questions to FPR.Employment@illinois.gov
217-557-3022 Fax

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

12/01/18



Job Title: **Winter Salaried HIGHWAY MAINTAINER (MONTHLY SNOWBIRD) - District 1**

Agency: **Transportation**

Closing Date/Time: **Mon. 12/03/18 4:00 PM Central Time**

Salary: **\$4,375.00 / Month**

Job Type: **Temporary**

Location: **Cook County, Illinois**

Number of Vacancies: **74**

Plan/BU: **HR001**

Bid ID#: **IPR#42933**

Applicants must possess a valid Class 'A' or 'B' Commercial Drivers' License with an 'N' or 'X' endorsement and non-restrictive air brakes.

Applicants must be able to lift 50 pounds or more, as well as perform other arduous labor intensive duties.

Applicants must be able to report to the maintenance facility as early as practicable, but never in excess of 45 minutes of being called.

Applicants must be available to work on a daily basis from October 16th through April 15th (dates are dependent on the weather).

Applicants must be able to pass a background check, a pre-employment physical, drug/alcohol testing, and vision testing.

1. MAIL to: Attn: Personnel, 201 West Center Ct, Schaumburg, IL 60196),
2. FAX to: Attn: Personnel at fax number (847) 705-4489
3. EMAIL to: DOT.D1WinterApplications@illinois.gov

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>

12/01/18



Job Title: **Automotive Mechanic - Opt 2 - INFORMATIONAL POSTING**

Agency: Transportation

Closing Date/Time: Continuous

Salary: \$4,239.00 - \$5,652.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **000**

Plan/BU: **RC451**

Bid ID#: **00000**

- Commercial Drivers License-Class "A" with appropriate endorsement.
- Experience necessary to qualify as a skilled mechanic.
- Extensive knowledge of mechanical hand tools and testing equipment.
- Requires knowledge, skill and mental development equivalent to the completion of four years of High School or coursework in Auto Mechanics or completion of an approved training course.
- Option 2 (Truck and Welding)

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).

12/01/18



Job Title: **Physician Specialist - Option D - Opt 18**
Agency: Corrections
Closing Date/Time: Continuous
Salary: \$14,249.00 - \$19,830.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **7**
Plan/BU: **RC063**
Bid ID#: **IDOC29-00-18-0006**

Requires ability to provide specialized medical leadership and direction over medical program service delivery personnel, and establish effective working relationships. Requires ability to prepare comprehensive and specialized medical records and reports. Requires a valid; appropriate, driver's license and ability to travel statewide.

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

12/01/18



Job Title: **Medical Administrator II Option D - Opt 18**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$10,441.00 - \$20,722.00 monthly
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **1**
Bid ID#: **10-77-300-93771-4279**

Under administrative direction of the Hospital Administrator, serves as the Medical Director for the Alton Mental Health Center responsible for administering, planning, and managing all medical care, psychiatric treatment, nursing care, social services, forensic court services, rehabilitation services and psychological treatment for all residents of the Alton Mental Health Center for both forensic (90%) and civil (10%) patients. Supervises professional staff in the day-to-day administration of all program services; establishes goals and objectives for program areas.

Alton Mental Health Center
4500 College Ave.
Alton, IL 62002

Elton Arrindell
FAX: 618-474-5538

12/01/18



Job Title: **Reimbursement Officer I**
Agency: Human Services
Closing Date/Time: Thu. 12/06/18 5:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
\$43,764.00 - \$64,104.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **10-82-108519-20**

Under general supervision, investigates the financial status of liable relatives, patients or patients' estates and their ability to pay for State-provided care at Madden Mental Health Center. Presents suits to the Attorney General's Office for filing and interviews patients and/or relatives to obtain information used in determination of financial liability.

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

12/01/18



Job Title: **Research Analyst for InfoNet - Contract Position**
Agency: Criminal Justice Information Authority
Closing Date/Time: Sun. 12/16/18 5:00 PM Central Time
Salary: \$50,000.00 - \$60,000.00 annually
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA PSC-13-2018**

Requires a Master's Degree in information technology, criminal justice, sociology, public administration, political science, or related field. Requires at least two years of professional experience planning, designing, or supporting information technology or large, complex data projects. At least two years of experience assisting with or conducting research projects analyzing quantitative and qualitative data, and summarizing findings. Experience may include research assistantships or internships. Prior experience conducting research related to victims, victim services, or related fields of victimology. Requires the ability to utilize Microsoft Office software, including Word, Excel, and Access, including designing Access queries. Individuals with experience working with large data sets and conducting quantitative analyses are encouraged to apply. Ability to critically analyze, interpret, and effectively summarize data and research findings

Please apply by emailing a cover letter and resume to:

Dawn English, Human Resources
dawn.english@illinois.gov

12/01/18



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

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