



Janitor Supervisor - TRU0000170

Job: Grounds/Maintenance

Primary Location: Truman College

Employee Type: Full Time | Regular

Union Code: Loc1 SEIU

Job Posting: Jan 31, 2014, 10:19:00 AM

PRIMARY OBJECTIVE: Direct, train and coordinate the activities of custodial personnel under their jurisdiction. Introduce and instruct staff in the preparation, distribution and usage of equipment and materials in order to provide efficient and economical methods of maintaining the college. Maintain an inventory of cleaning materials, supplies and equipment and prepare a requisition of items that need replenishing or are in need of repair. Prepare daily assignments, schedules and assist in the execution of special and periodic cleaning. Keep daily and monthly progress records of each individual and/or team of employees under his/her jurisdiction and review conditions of assigned areas of staff daily. Keeps abreast of all construction, repair or maintenance in the college and assign necessary manpower, request additional manpower or request additional or special supplies or equipment if necessary. Tour College daily, covering each assigned area to observe staff and determine and assure that instructions are followed, quality and quantity work performance is adequate and safety rules are observed. Evaluate, discipline and counsel employees. Keep accurate account of payroll time sheets, attendance records and key distribution. Assist in the scheduling of staff vacation, personal days and floating holidays. Conduct daily inspections and review results with appropriate staff. Perform other duties as assigned.

Qualifications

Completion of a high school diploma or the equivalent preferred.

Previous experience working at a CCC facility preferred. Satisfactorily completed one (1) cycle as a Group Leader and satisfactorily completed four (4) courses in the Housekeeping Certificate Program. Ability to train and maintain harmony among employees. Ability to conduct and maintain personnel evaluations.

Ability to communicate effectively in both verbal and written forms.

Knowledge of all functions of the positions under the position's jurisdiction.

Ability to perform the duties of lower-level janitorial staff if necessary.

This is a second shift position. Hours: Monday - Thursday 3pm- 11:30pm; Friday 2 p.m. to 10:30 p.m.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=32280>

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Job Title: Civil Engineer IV Geotechnical Field Engineer Supervisor

Agency: Transportation

Closing Date/Time: Wed. 02/19/14 4:30 PM Central Time

Salary: \$5,685.00 - \$9,045.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#37745

Description of Duties/Essential Functions Benefits Supplemental Questions
This position is responsible for planning, directing, and supervising geotechnical activities for subgrades, embankments, structure foundations, topsoil and stabilized soil materials; performing geotechnical field inspection; and monitoring consultant activities, design plan reviews, sampling recycled materials produced on-site that are tested in the district materials laboratory and other duties as necessary.

Minimum Requirements:

The following criteria is required: • An Illinois Professional Engineer license • Valid driver's license • Travel throughout the district and occasional night and weekend work hours • Successful completion of Level I QC/QA, S-15 Earth Excavation and S-33 Geotechnical Field Testing within one year of being placed in the position

The following criteria is desired: • Knowledge in soil mechanics and foundation engineering including four years of supervisory responsibility of which three years should be in highway engineering functions • Six years experience in subgrade and embankment construction • Strong communication skills and leadership ability

Work Hours & Location/Agency Contact:

7:00 am- 3:30 pm / Monday - Friday (30 minute lunch)

Highways/District One/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 Wednesday, February 19, 2014, 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: A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.

To download a PM1080 Technical Application please visit:

<http://www.dot.il.gov/techapp/D1vacancy.html>

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Job Title: Electrician

Agency: Corrections

Closing Date/Time: Wed. 02/19/14 4:00 PM Central Time

Salary: \$41.67 - \$41.67 hourly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: PR000

Bid ID#: IDOC29-82-14-0826

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: 13200-29-82-350-50-01

Minimum Requirements:

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 physical ability to work and inspect the work of unskilled workers.

Work Hours & Location/Agency Contact:

WORK HOURS: 6:30AM TO 2:30AM 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 (815) 727-3607 extension 6693.

How to Apply:

CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED & SIGNED CMS-100 EMPLOYMENT APPLICATION, ANY APPLICABLE LICENSURE, ALONG WITH A BID FORM BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE. NO FAXES, SCANS NOR EMAILS WILL BE ACCEPTED.

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Job Title: Director of Finance and Administration

Agency: Executive Inspector General *

Salary: \$6,667.00 - \$10,417.00 monthly Job Type: Exempt

Location: Cook County, Illinois Number of Vacancies: 1

Minimum Requirements:

- bachelor's degree in finance, accounting, business, or a related area of study;
- five years of progressively responsible experience as the chief fiscal manager for an entity of 75 or more employees
- minimum of four years of prior progressive supervisory experience;
- certification as a Certified Public Accountant is desirable;
- advanced knowledge of accounting and fiscal management standards (e.g., GAAP), techniques, practices, and principles;
- knowledge of governing regulations of the Governor's Office of Management and Budget, and state and federal laws, rules, regulations, and policies relating to financial accounting and human resources;
- knowledge of procurement processes is desirable;
- strong organizational skills and project management skills;
- high ethical standards;
- ability to exercise independent judgment and make sound and timely decisions;
- ability to travel, including overnight;
- ability to handle and resolve ambiguous situations and issues;
- ability to communicate clearly and concisely, orally and in writing, particularly with respect to the communication of fiscal concepts to "non-financial" individuals; and
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook, Project, and PowerPoint) and Internet applications.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.

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:

Visit our website at 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.

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Job Title: Environmental Protection Specialist III

Agency: Environmental Protection Agency

Closing Date/Time: Fri. 02/21/14 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#: 10-011

SPECIFIC JOB REQUIREMENTS: 1) Must be able to pass a physical exam which is intended to determine whether a person can wear respiratory protection and function in high heat stress situations while wearing chemical protective clothing; 2) must be capable of wearing an Air-Purifying Respirator for long periods of time (i.e., 10 hours with only short 15 minutes breaks); 3) must be able to carry and utilize a Self-Contained-Breathing-Apparatus; 4) in addition to wearing the respiratory protection mentioned in #2 and #3, must be able to wear chemical resistant clothing in high heat stress situations while performing strenuous physical tasks (i.e., carrying survey equipment up a steep ravine at a temperature of 100 degrees F.); 5) must be able to lift heavy equipment (i.e. 45 lbs); 6) hearing and eyesight must be good or correctable in order to respond to emergency field conditions; 7) must be able to communicate verbally with the general public in order to give presentations and conduct question/answer formats; 8) must have a valid Illinois drivers license without restrictions on time of day or hours of operation; 9) must have sufficient dexterity to operate various pieces of scientific equipment and computer keyboards for data entry; 10) must be able to travel extensively; 11) must be able to access sampling and inspection locations under a wide variety of conditions (including through deep snow and in high heat and humidity) that may include hiking long distances, climbing steep embankments of structures, wading streams and getting in/out of boars; and 12) must be capable of swimming in an emergency. Requires the ability to attend training and become a licensed asbestos inspector within 18 months of accepting the position.

Work hours: 8:30 am - 5:00 pm Monday-Friday

Location: 9511 West Harrison Des Plaines, IL

Contact: Jeff McNeal IEPA 1021 North Grand Avenue East MC#11

PO Box 19276 Springfield IL 62794-9276 217/785-1745

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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Janitor

Job ID 2014-5954

Center McCormick Tribune

Positions 1

Address 1834 N Lawndale Ave., Chicago, IL.

Category Maintenance

Type Regular Part-Time

Hours per Week 30

Variable Schedule Mondays, Wednesdays, Fridays, Saturdays & Sundays.

5:30am - 11:30am

Job Summary:

Responsible for the general cleanliness and sanitation of the facility and grounds of the YMCA. The position assists with the set-up, maintenance and tear down of special events, meetings and programs.

Scopes of Responsibilities:

Duties include basic cleaning as well as a heavy detail cleaning, machine scrubbing, floor stripping, power washing, walls and ceiling cleaning.

Additional duties include emptying trash, dusting & vacuuming offices and common areas. Cleaning bathrooms and locker rooms. Cleaning Fitness Center thoroughly.

Requirements:

Must have a High School Diploma or equivalent with 3 mos. to 1 year of maintenance experience. PC user skills for interaction with YMCA CMMS Applications

Options :

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/5954/janitor/job?mode=job&iis=Job+Board+-+indeed.com&iisn=Indeed.com&mobile=false&width=1024&height=677&bga=true&needsRedirect=false>

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Classification: Technical Manager IV Salary Range: \$4,915-\$8,975

Position Title: Civil Rights Specialist Union Position: Yes No

Position Number: PW414-23-30-600-00-02 IPR#: 37683

Office/Central Bureau/District/Work Address:

Office of Chief Counsel/Bureau of Civil Rights/201 W. Center Court, Schaumburg, IL

Description Of Duties:

This position is accountable for providing technical and administrative support for confidential and sensitive civil rights matters by performing thorough complaint investigation, providing accurate data collection and statistical analyses for civil rights complaints and for ensuring compliance with civil rights laws and regulations within Regions One and Two.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- Regional and statewide travel with overnight stays

The following criteria is desired:

- Knowledge, skill, and mental development equivalent to the completion of four years of college preferably with major courses in business, statistics, public administration or related field
- Extensive training and experience related to state and federal Civil Rights laws and regulations
- Ability to investigate, document, analyze and provide accurate statistical analyses and reports
- Ability to develop and maintain harmonious relationships with employees, agency officials and outside entities
- Strong oral and written communication skills

Shift/Remarks:

8:00 am to 4:30 pm / Monday – Friday

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Classification: Civil Engineer IV

Salary Range:\$5,685 - \$9,045

Position Title: Geotechnical Field Engineer Supervisor

Union Position: Yes No

Position Number:PW114-23-51-702-30-01

IPR#: 37745

Office/Central Bureau/District/Work Address:

Highways/District One/Bureau of Materials/201 W. Center Court, Schaumburg IL

Description Of Duties:

This position is responsible for planning, directing, and supervising geotechnical activities for subgrades, embankments, structure foundations, topsoil and stabilized soil materials; performing geotechnical field inspection; and monitoring consultant activities, design plan reviews, sampling recycled materials produced on-site that are tested in the district materials laboratory and other duties as necessary.

Special Qualifications:

The following criteria is required:

- An Illinois Professional Engineer license
- Valid driver's license
- Travel throughout the district and occasional night and weekend work hours
- Successful completion of Level I QC/QA, S-15 Earth Excavation and S-33 Geotechnical Field Testing within one year of being placed in the position

The following criteria is desired:

- Knowledge in soil mechanics and foundation engineering including four years of supervisory responsibility of which three years should be in highway engineering functions
- Six years experience in subgrade and embankment construction
- Strong communication skills and leadership ability

Shift/Remarks:

7:00 am- 3:30 pm / Monday - Friday (30 minute lunch)

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Member Service Staff

Job ID 2013-5709

Center South Side

Positions 2

Address 6330 S Stony Island, Chicago, IL.

Posted Date 2/5/2014

Category Membership Services

Type Regular Part-Time

Hours per Week 20

Variable Schedule Varies

Job Summary:

Provides members and prospective members with information and assistance as it relates to membership, program and other YMCA services. Individual is responsible for providing a high level of customer service to YMCA members, program participants, and guests.

Scope of Responsibilities:

Provides members with exceptional customer service and promotes YMCA membership and programs.

Provides information and assistance related to membership rates, programs, services, scholarships and other YMCA amenities.

Prepares member records and issues Membership I.D. cards and handles all registration/enrollment transactions.

Answer phones and performs other assignments as needed in appropriate and efficient manner.

Follows up with prospective members and new members per Association standards

Provides informative tours to prospective members in accordance with Association tour requirements

Previous cash handling and sales experience required.

Additional duties as assigned.

Requirements:

Have some prior experience in member relations/ customer service.

Options :

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/5709/member-service-staff/job>

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Executive Assistant - CFO

Job ID 2013-5212

Center Metro Office

Positions 1

Address 801 N Dearborn, Chicago, IL.

Posted Date 2/4/2014

Category Administration

Type Regular Full-Time

Hours per Week 40

Variable Schedule Variable

Be able to work some nights and weekends

Job Summary: Assists the Chief Financial Officer, the Association Controller, and assigned staff by providing secretarial and high-level administrative support involving the use of discretion and independent judgment.

General Duties

Manages the CFO's schedule as well as schedules for assigned executive staff

Makes travel arrangements as necessary and prepares expense reports

Prepares invoices, reports, memos, letters, financial statements

Conducts research, compiles data and prepares papers for consideration and presentation to executives, committees and boards of directors

Greets visitors and determine whether they should be given access to specific individuals. Attends meetings to take minutes as needed

Uses discretion and independent judgment in handling confidential and sensitive information in connection with the CFO's responsibilities.

Requirements: Bachelor's degree in social services, business or equivalent preferred. Three or more years of related experience working as assistant to high level executives or administrators. Proficient in Microsoft Office applications; 55wpm, Adobe Acrobat X Pro, Google Enterprise, MS Office (Excel, Word, PowerPoint), Lotus Notes. Strong attention to detail, accuracy and efficiency. Ability to work with integrity, discretion and a professional approach.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/5212/executive-assistant--cfo/job>

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Youth Development Worker - Community Schools

Job ID 2012-4723

Center Education Initiatives - Community Schools

Positions 100

Address 801 N Dearborn, Chicago, IL.

Posted Date 1/30/2014

Category Child Care

Type Regular Part-Time

Hours per Week 10-12

Variable Schedule Monday-Friday. Flexible schedule.

Job Summary: Under the direct supervision of a Program Manager, Program Coordinator and/or Site Coordinator, the Group Worker is responsible for implementing character building activities for youth in an before/after school program setting.

Scope and Responsibilities:

Ensure high quality program implementation by providing a safe, supportive, interactive, and engaging environment

Ensure the safety and well being of all children; Greet Youth by name

Supervise youth and Implement activities

Maintain attendance and other records

Follow program schedule and prepare area for activities

Prepare equipment, supplies and materials

Attend all staff meetings and complete trainings.

Model self control, respect and cooperation

Interact positively with parents, children, supervisors, school personnel and co-workers

Ensure all program areas and supplies are clean and well maintained

Communicate with children in a respectful positive manner

Participate in other school age programs as requested

Perform additional duties as required

Requirements: Candidates must be at least 19 years old and must pass a fingerprint-based criminal history records check in addition to other requirements. Preferred candidates will have acquired at least an associate's degree or be working towards an associates or bachelors degree. Prior experience working with students and ability to inspire and motivate required. Strong time management skills a must.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/4723/youth-development-worker---community-schools/job>

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Site Coordinator - Community Schools

Job ID 2013-5550

Center Education Initiatives - Community Schools

Positions 5

Address 801 N Dearborn

Posted Date 2/5/2014

Category Community & Social Services

Type Regular Part-Time Hours per Week 30.00

Variable Schedule South West Side Chicago Public Schools

Mon-Fri Time 12:30p to 6:30p

Job Summary: Under the direct supervision of the Program Manager or Sr. Program Manager, the Site Coordinator is responsible for implementing the day-to-day program of the Community Schools Initiative at the site level.

Scope and Responsibilities: Ensure high quality program implementation by providing a safe, supportive, interactive, and engaging environment; Ensure the safety and well being of all children; Interact positively with parents, children, supervisors, school personnel and co-workers; Conduct periodic needs assessments, seeking input from teachers, school staff, parents, students to determine ongoing needs of students and parents in the CSI program; Maintain and publicize a schedule of events, special instructions and or any other important communication needed by the CSI program; Develop promotional materials and distribute program information. Communicate with children in a respectful positive manner; Schedule staff to ensure coverage of all activities. Supervise and provide leadership to Youth Development Workers at assigned school; Complete site level YDW coaching and track coaching sessions as dictated by the YMCA Human Resources SOP

Requirements: Must be at least 21 years of age and must pass a fingerprint-based criminal history records check in addition to other requirements. Associates degree is required and a bachelor's degree in a relevant field is preferred. Critically important that candidate demonstrates an ability to initiate projects and develop and implement an array of social-educational activities on an independent basis. Experience working with children and parents from diverse cultural and economic backgrounds required. Must possess excellent verbal and written communication skills and have experience working in a fast pace environment. Past experience working with students and schools and strong supervisory capacity a must.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/5550/site-coordinator---community-schools/job>

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Job Title: Gaming Licensing Analyst

Agency: Gaming Board

Closing Date/Time: Wed. 02/19/14 5:00 PM Central Time

Salary: \$3,429.00 - \$4,964.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 3

Plan/BU: RC062

Bid ID#: IGB 8536

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in criminal justice, pre-law, finance, public administration or related field. Requires one year of professional experience as a criminal intelligence analyst, investigator, criminal justice specialist, compliance officer, disability claims analyst, insurance claims analyst, intelligence research specialist or similar work in a regulatory, compliance or law enforcement public organization or related private organization. Requires elementary knowledge of the Illinois Gaming Board regulatory and law enforcement statutes, rules, regulations and procedures. Requires elementary knowledge of state, federal and local criminal laws as they relate to the licensing process. Requires working knowledge of computers as utilized in maintaining complex databases, creating spreadsheets and word processing. Requires ability to analyze and compare information, draw conclusions, exercise discretion and judgment and interpret its significance as related to the licensing process. Requires ability to interpret, explain and apply statutory requirements, rules, regulations and procedures. Requires LEADS certification. Requires a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: IGB/Licensing 160 N. LaSalle Street Chicago, IL (Cook County)
Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702
FAX: 217-782-9925 / Phone: 217-782-6239

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: Guardianship Representative (West Sub Office)

Agency: Guardianship & Advocacy Commission

Closing Date/Time: Thu. 02/20/14 5:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 17710-50-70-125-1003

Description of Duties/Essential Functions Benefits Supplemental Questions
Serves as a representative from the Office of State Guardian (OSG), a division of the Guardianship and Advocacy Commission to adult individuals whose disabilities hinder day to day management of personal and financial affairs; visits, assesses and counsels wards at scheduled intervals and travels to conduct visits; manages estate cases; investigates assets; prepares inventories and accounts; processes receipts and disbursements; answers inquiries from the general public; offers advice and information on guardianship services. Refers requesters to various entities public and private that can assist them with petitioning services, processes complaints, answers questions and processes requests regarding rights and rights violations of service providers.

Minimum Requirements:

Requires a Bachelor's degree plus two years of professional experience in a social service area. Must successfully complete the National Certified Guardian Exam and receive certification within the first twelve months of employment. May require working after hours and on weekends. Requires ability to travel. Requires possession of a valid driver's license. Requires working knowledge of guardianship practices and case management skills.

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

Illinois Guardianship & Advocacy Commission

1200 S. First Avenue Hines, IL 60141-7009

Send Bids & Applications to: Bobbie Fox, HR Director

Illinois Guardianship & Advocacy Commission

160 N. LaSalle Street, Room 500 Chicago, IL 60601

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: Hearing & Speech Specialist - Opt B

Agency: Human Services

Closing Date/Time: Wed. 02/19/14 5:00 PM Central Time

Salary: \$4,983.00 - \$6,880.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC063 Bid ID#: 10-72-78013

Description of Duties/Essential Functions Benefits Supplemental Questions
Ludeman Center is a 7 day a week 24 hour facility, located on a 60 acre campus, with 42 Residential Homes, housing approximately 418 people with developmental disabilities. The hearing and speech specialist provides Speech and Language services to people who reside at Ludeman Center; Will conduct assessments of communication disorders; develops activities and programs to stimulate the development of speech and language. They will utilize sign language for individuals requiring such mode of communication; conducts staff training classes to teach employees basic sign language. Provide direct professional clinical speech/language pathology services to assigned case load; develops and implements therapy plans. Conducts standardized speech and language assessments and informal assessments to determine level of functioning in the area of syntactic, semantic and pragmatic language ability.

Minimum Requirements: Requires Master=s Degree from an approved school of Hearing and Speech/Language pathology and an Illinois license in speech/language pathology. Requires ability to use sign language at a colloquial skill level.

Work Hours & Location/Agency Contact: Hours of work: 8:30am 5:00pm,
2 early days (6:00am 2:30pm) each month,
2 late days (12:30pm 9:00pm) each month.

Will also work 1 Saturday or Sunday per month.

Contact Person: Alice M. Chambers

Elisabeth Ludeman Center 114 N. Orchard Drive Park Forest, IL 60466 708-283-3015

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 B - Speech/Language Pathology

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Job Title: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Tue. 02/18/14 5:00 PM Central Time

Salary: \$2,877.00 - \$3,985.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC014

Bid ID#: 10-17-78913-4

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs responsible and complex typing by the operation of a networked personal computer, word processing and related software, and into a database. Answers telephone calls, registers oral and electronic requests for hearings in real-time, responds to basic requests.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year office experience. Requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m., Monday - Friday
DHS, Office of Legal Services 401 South Clinton Chicago, IL

BIDDING CONTACT:

DHS ADMIN & COMMUNITY SUPP/OCAPS/DASA PERSONNEL

ATTN: KRIS TAPOCIK

100 S. GRAND AVE. EAST, 3RD FL. SPRINGFIELD, IL 62762

FAX: (217) 524 3385

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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Job Title: Technical Manager IV Civil Rights Specialist

Agency: Transportation

Closing Date/Time: Thu. 02/20/14 4:30 PM Central Time

Salary: \$4,915.00 - \$8,975.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Bid ID#: IPR#37683

Description of Duties/Essential Functions Benefits Supplemental Questions
This position is accountable for providing technical and administrative support for confidential and sensitive civil rights matters by performing thorough complaint investigation, providing accurate data collection and statistical analyses for civil rights complaints and for ensuring compliance with civil rights laws and regulations within Regions One and Two.

Minimum Requirements:

The following criteria is required:

- Valid driver's license
- Regional and statewide travel with overnight stays

The following criteria is desired:

- Knowledge, skill, and mental development equivalent to the completion of four years of college preferably with major courses in business, statistics, public administration or related field
- Extensive training and experience related to state and federal Civil Rights laws and regulations
- Ability to investigate, document, analyze and provide accurate statistical analyses and reports
- Ability to develop and maintain harmonious relationships with employees, agency officials and outside entities
- Strong oral and written communication skills

Work Hours & Location/Agency Contact: 8:00 am to 4:30 pm / Monday - Friday
Office of Chief Counsel/Bureau of Civil Rights/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, February 20, 2014, 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 obtain a Technical Application (PM1080) visit: <http://www.dot.il.gov/techapp/COvacancy.html>

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Job Title: Unemployment Insurance Revenue Analyst II

Agency: Employment Security

Closing Date/Time: Tue. 02/18/14 5:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: RCRA11452

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college with major courses in Accounting, Business, Mathematics or related field and three years professional experience in account maintenance, investigation and analysis. Requires extensive knowledge of the Illinois UI Act, employer rights/obligations related UI contributions, math concepts, data bases and hard copy information sources within IDES. Requires the ability to: communicate effectively both orally and in writing; gain and maintain effective working relationships with internal and external personnel and the general public; effectively organize and analyze pertinent information to provide for collection / proper allocation of contributions. Requires the ability to use a PC and related software such as database, spreadsheets, word processing, and e-mail.

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

Work location: 33 South State Street Chicago, Illinois

Other certified State employees can send the CMS-100 Employment Application and Notice of Interest in Vacancy Form to:

IL. Dept. of Employment Security

Recruitment & Selection 33 S. State Street, 8th floor Chicago, IL 60603

All other applicants must follow the instructions below. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

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: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

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

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 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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