



Leave Administrator / METRA

Posting Period: June 10-24, 2014

Summary of Duties

Reporting directly to the Department Head, HR/Medical Services, the Leave Administrator, will advise and assist management and employees in the administration and review of all employee leave requests in accordance with regulations, company policies and procedures. Resolve problems and escalate issues, including potential ADA/AA issues, as necessary. Analyze and review data to effectively interpret FMLA implications as they relate to leaves of absence and ensure compliance with agency policies, guidelines, and State and Federal laws. Identify employees for eligibility and interest for the Return to Work program and refer to the Department Head for evaluation. Schedule and coordinate medical evaluations and full duty releases. Perform other related duties as needed to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications Must have Bachelor's degree in Human Resources OR in lieu of specified degree, any combination of education and experience in any of the following that equals four (4) years: employee benefits, human resources, customer service, or disability management. Three (3) years of FMLA administration experience preferred. Knowledge of federal and state laws pertaining to FMLA preferred. Must possess excellent customer service, project management and data analysis skills. Proficiency in using an HR information system preferred. Must possess excellent interpersonal skills, verbal and written communication as well as organizational skills. Proficiency with Microsoft Office Suite with emphasis in Word and Excel. Able to work with sensitive information while maintaining strict confidentiality required.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

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Receptionist

Advanced Resources– Chicago, IL

Job Description

Job Number: 420241

Receptionist

A leading global organization in corporate solutions is looking for an individual to join their office ranks!

The current opening is a receptionist position that will be ideal for someone with a positive attitude to contribute to their corporate office atmosphere.

The opportunity will be short term with a possibility of extension and further growth into the company.

Responsibilities:

Greet clients and visitors and direct them to appropriate space in office

Take incoming calls and filter to correct department

Answer any inquiries of the general public

Schedule appointments and maintain conference room schedule through management of office calendar

General clerical duties such as filing, copying, and faxing

Requirements:

1+ years of administrative experience

Bachelor's degree preferred

Proficient in Microsoft Suite, including Word, Excel, Powerpoint,, and Outlook

Very strong communication and organizational skills, both verbal and written

The ideal candidate will possess great communication skills and the right attitude to get things done. The position is temporary but this is a great way for any qualified recent grads to get their foot in the door and add some experience to their resume.

Apply online at http://www.glassdoor.com/job-listing/receptionist-JV_IC1128808_KO0,12_IE288152.htm?jl=1079131437&paoIdKey=MA==

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Finance Cashier

The Field Museum

Location: Chicago, IL

The Finance Cashier is responsible for all daily cashier duties and operations of the cash cage.

The Cashier process daily deposits to the bank, operates the cashier window to cash checks under \$75.00 and provide parking pass transactions, and hand-outs scheduled vendor checks and cash advances.

Responsibilities

- Processes daily deposits to the bank from all revenue generating departments of the Museum and assures daily coordination of deposits with armored car service.
- Coordinates, distributes, processes and accounts for "banks" issued daily to guest relations, 3D Theater, Membership, and other Museum staff, as requested, for on-site sales events before and after public hours.
- Provides scheduled cashier window services and maintains inventory of currency, coins, and parking passes.

Qualifications

- Must be knowledgeable with the use of PC based computer programs, 10-key calculator and be proficient in use of Excel spreadsheets
- Must have ability and experience in basic accounting in order to reconcile daily cash cage room count
- Excellent attention to detail and analytical skills
- Must be detail oriented and able to manage multiple tasks, comfortable communicating policies and procedures to Museum customers while providing cash cage services
- Consummate team player with strong customer service experience
- Some college preferred with a minimum of one year of banking/ finance or other cashier experience or greater required

Apply online at <http://www.fieldmuseum.org/about/employment>

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Human Resources Generalist (Two Positions Available)

Ounce of Prevention - Chicago, IL

Job Number 161677309

Job Description: Benefits eligible - Time limited position. Division: Human Resources

Location: 33 West Monroe Pay Grade: 7 (\$45,000-\$50,000) Exemption Status: Full-

time, Exempt-Salaried Position Summary: We are seeking two (2) dynamic HR

Generalists for an opportunity in the human resources business unit. Your role will be to create policies, procedures and effective systems that support growth and capacity-building within our organization. This is a time-limited position. HR Generalist with a focus on job analysis, classification/compensation, benefits administration and/or total rewards. HR Generalist with a functional skill-set across the spectrum to include performance management, training and development, employee relations, policies and procedures. Reporting Relationships: Reports to the Vice President, People.

Educational and Work Experience Requirements: Bachelor's degree required. Master's preferred. 5-7 years full-time as an HR Generalist with solid experience in three or more areas of HR. Experience in corporate, services or non-profit environment preferred. PHR certification is preferred and highly desired. Proficiency in ADP is a plus. Experience in a fast-paced environment. Team player with high level of personal accountability. Required Skills/Abilities: Broad knowledge based with hands-on experience across all areas of human resources. Highly organized; strategic thinker and planner. Must be comfortable developing and delivering presentations. Excellent verbal, presentation, interpersonal and writing skills. Uses good judgment in organizing complex tasks and prioritizing multiple assignments. Demonstrated experience providing support to a range of professionals, from HR manager to senior level executives. Ability to stay on task, deliver projects on time and with high quality. Experience conducting research, fact-finding, and information gathering. Professional and polished demeanor; clean, neat and professionally dressed. Ability to articulate and speak well; must think and act quickly. Must be service-minded, patient, flexible, a team player and a strong problem solver. Willingness to go above and beyond to provide exceptional customer service. Report writing and creating summaries of activities with an eye for detail. Drive, determination and professional excellence. Essential Job Functions: Must be able to produce a large volume of work in a fast-paced environment. Must have excellent command of English language, both verbal and written. Must have experience with office equipment and able to manually operate and use a computer, phone and other office equipment. Ability to talk, hear, sit, stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; lift and/or move up to 20 pounds; and see close, at a distance, and adjust focus. Finger dexterity sufficient for typing, filing, handling records, and other office equipment.

Apply online at <http://www.beyond.com/jobs/human-resources-generalist-two-positions-available-chicago-il-161677309-job.html>

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Monday, June 23, 2014 from 6:00 PM to 8:00 PM (CDT)

Chicago Job Fair JUNE 23RD! *Sales, Business Development, Marketing
Chicago, IL

MANY COMPANIES ATTENDING!!!

*Chicago Career Fair - Downtown
Monday, June 23rd, 2014 - 6pm Sharp
Holiday Inn Merchandise Mart
350 West Mart Center Drive
Chicago, IL 60654*

YOU MUST PRE-REGISTER by submitting your resume to secure a spot at this exclusive hiring event!: [Chicago Job Fair Pre-registration](#) *FREE to attend

Here's How It Works:

We will welcome you with a brief networking seminar and explain how the event works
Each company will give a short presentation on their opportunities
You meet with all of the companies that you're interested in

Be Prepared To Make A Great Impression To Get Hired:

Arrive at the career fair no later than 6pm
Business professional attire is required
Bring at least 10-15 copies of your updated resume
Have a positive attitude

You must attend the event in order to meet directly with hiring managers and be considered for their positions! Hiring managers are looking for candidates that take the initiative to actually ATTEND the job fair.

Typical Positions Include: sales account manager, business development representative, marketing, advertising, financial advisor, outside sales representatives, inside sales representatives, b2b sales, account managers, account executives, customer service, sales managers, sales directors, telesales, territory sales representatives, insurance sales, pharmaceutical sales, medical sales, sales marketing, advertising sales, route sales, retail sales representatives, retail sales managers, financial sales and many more!

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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Wed. 06/25/14 5:00 PM Central Time

Salary: \$4,715.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1447027-473338

Minimum Requirements:

Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

The college or university issuing a degree must be accredited, and the Degree Program in Social Work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work hours: Wednesday through Saturday 7:30 AM to 6:00 PM

Team 6B0355

Location: DCFS 1911 S Indiana Chicago, IL

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601 FAX: (312)814-7134

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: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Fri. 06/27/14 5:00 PM Central Time

Salary: \$35.09 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-82620-PS CONTRACT

Description of Duties/Essential Functions Benefits Supplemental Questions
"THIS IS A CONTRACTUAL POSITION - INTERESTED APPLICANTS MUST SUBMIT A CMS100 EMPLOYMENT APPLICATION, INCLUDING THE POSTING ID TO THE CONTACT PERSON LISTED BELOW. DO NOT SUBMIT APPLICATION TO CMS FOR GRADING".
TERM OF CONTRACT: 12 Months FY'15 (JULY 1, 2014 - JUNE 30, 2015)

Minimum Requirements:

Requirements include a Bachelor's degree or higher; a minimum of four years experience in policy and/or program administration and/or business process design or re-engineering skills. Knowledge of and familiarity with the SNAP, medical assistance and Child Care programs that are the focus of this grant, and /or experience working with other programs and benefit delivery models; superior oral and written communication skills; the ability to work independently and well with others; Experience with business process changes, industrial engineering and/or industrial design.

Work Hours & Location/Agency Contact: TERM OF CONTRACT: 12 Months
FY'15 (JULY 1, 2014 - JUNE 30, 2015)

IL Dept of Human Services

Office of Family & Community Services 401 S Clinton Chicago, Illinois

BIDDING CONTACT: DHS, Division of Family & Community Services
Region 1 Administrative Office

ATTN: Alicia Huguelet 401 S Clinton, 3rd Floor Chicago, Illinois 60607

Fax#: (312)793-3789

How to Apply:

THIS IS A CONTRACTUAL POSITION - INTERESTED APPLICANTS MUST SUBMIT A CMS100 EMPLOYMENT APPLICATION, INCLUDING THE POSTING ID TO THE CONTACT PERSON LISTED ABOVE. DO NOT SUBMIT APPLICATION TO CMS FOR GRADING.

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Job Title: Executive II - Opt S3

Agency: Central Management Services

Closing Date/Time: Wed. 06/25/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CMS 8750

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires two years of progressively responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires extensive knowledge of agency programs and service objectives, activities and operational systems. Requires extensive knowledge of agency policy and procedures. Requires ability to analyze administrative problems and adopt an effective course of action. 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. Requires ability to travel and a valid driver's license.

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

Work Location:

CMS/Agency Support/Vehicles/Vehicle Usage & Acquisition/Administration

James R. Thompson Center 100 W. Randolph 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).

Option S3 - Dept Central Mgt Service

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CHIEF ENGINEER

Advocate Health

Req. Number: 25067-69619

Shift: Day

Qualifications: ** This position requires: On call 24 hours a day. **

- 1.High School diploma.
- 2.Stationary Engineer license.
- 3.Valid Drivers License
- 4.Hospital experience in building maintenance and renovation.
- 5.3 years experience in supervising skilled workers.
- 6.Working knowledge of mechanics, electrical maintenance, plumbing, carpentry, welding, OSHA regulations, building codes,
- 7.Working knowledge of basic computer operations and program applications, oscilloscopes, sheet metal brakes, machinist lathes, grinders, knurlers.
- 8.Familiar with regulatory code issues.

ADDITIONAL QUALIFICATION REQUIRED:

Knowledge of annual expense and capital budgets.

Walking, climbing, squatting, lifting and moving supplies up to 100 lbs.

Access and operator a motor vehicle.

Job Description:

Supervise and assist in performing the maintenance and building operations of 5 facilities. Responsible for all mechanical, electrical, plumbing, fire protection, and painting functions, heating and cooling, miscellaneous medical air and gases, generating of power, pneumatic controls, steam for sterilization.

ADDENDUM TO JOB DESCRIPTIONS RELATED TO PATIENT SAFETY Report patient safety events and near misses in timely fashion Adhere to all behavioral and procedural patient safety practices Promote culture of safety through identifying threats to patient safety and intervening to prevent patient harm Communicate openly and promote team work Report intimidating behavior and other threats to patient safety promptly

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid5472667-chief-engineer-jobs>

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Bartender / AMC Theatre

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right?

Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.
Verify guests that purchase alcohol are at least 21 years of age.
Possess full knowledge of bar and menu items and be able to make recommendations.
Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.
Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.
Ensure that alcohol is consumed in designated areas only.
Set up and maintain appropriate stock levels for the bar.
Assist in placing orders for all liquor and bar related supplies.
Conduct inventory of all liquor and bar related supplies.
At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Bartender at AMC, you'll need to demonstrate:

Provide proof of age (21 or older).
Possess basic food handling training and obtain any local or state mandated certification.
Success in a high volume bar environment.
Demonstrated ability to provide superior guest service.
Have a high aptitude for math and cash handling.
Demonstrate excellent verbal and written communication skills.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/bartender>

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Child Development Specialist

Req. Number: 25366-68838

Shift: Day

Qualifications:

Bachelor's degree in human services related field.

Early Intervention System credential in Developmental Therapy required.

Bilingual in Spanish required.

Interest in providing home based services to children with targeted diagnoses and their families. Recognize developmental needs and behaviors of the zero to three population and related diagnoses and/or disabilities.

Good communication skills.

Ability to learn to work with materials and resources to create appropriate activities for children zero to three years and their families.

May be exposed to hazardous materials and life-threatening diseases.

Direct contact with bodily fluids.

Services provided in off-campus locations, primarily the home.

Early evening or weekend hours.

Ability to physically guide a child up to 40 lbs.

Job Description:

Under general supervision of the Early Intervention Program Coordinator, the Child Development Specialist functions as a member of the multi-disciplinary team within the Early Intervention Program, providing developmental evaluations and therapy to identified children, ages zero to three years. Services include implementation of developmental services, preparation of educational materials, and ongoing review of treatment goals, both within the home setting and at the center. Accountabilities: 1. Implementation of home and center based developmental services which are individualized for each child and family, based on the results of diagnostic evaluations, prognosis, and case histories, as well as discussion with the child's family. 4. Participation in ongoing supervision and professional development. 2. Preparation of appropriate therapeutic and educational materials needed for each child that are consistent with age and developmental status. 3. Communication of patient-related information to supervisor and other providers to facilitate continuity of care and implementation of treatment recommendations. This position is located in Chicago on Wilton Avenue

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid5344978-child-development-specialist-jobs>

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CERT SURGICAL TECH BIRTH CENTER

Req. Number: 25002-70192

Shift: Night

Qualifications:

High school diploma or equivalent 1 years OR scrub experience Good interpersonal and communication skills. CPR certified. Certified Surgical Technologist certification will be obtained by the employee by sitting for the certification exam within 3 months of employment.

- Must be willing to work with exposures to body fluids, waste and chemicals, radiation, hazardous materials, anesthesia gases and life threatening diseases
- On-call availability (nights, weekends, holidays)
- Rotating shifts
- Ability to move heavy patients and equipment and to stand for long periods of time
- Flexibility to deal with changing environments
- Ability to respond quickly to emergencies

Job Description:

To provide support for the birth center's surgical services by assisting with quality patient care. To function as a cooperative health care team member in a critical care environment.

Accountabilities:

1. Demonstrates competence in maintaining the O.R. environment.
2. Demonstrates competency in delivery of patient plan of care.
3. Demonstrates leadership abilities.
4. Supports the Nursing Divisions philosophy and the goals of the patient care unit, Good Samaritan Hospital and Advocate system

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid5550963-cert-surgical-tech-birth-center-jobs>

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Title: Special Projects Facilitator

Level: 1295

CHARACTERISTICS OF THE CLASS:

Under supervision, assists in the development, implementation and evaluation of programs and special projects. Performs related duties as required by the Office of the Chief of Staff.

EXAMPLES OF DUTIES:

Performs administrative duties essential to project implementation and continuation. Among these duties: research, analysis, strategic planning, coordination with staff in various departments, handles correspondence, schedules meetings for staff and outside resource personnel. Assists in project development, attends meetings, assists with material preparation for meetings, programs and events. Develops methods of analysis and reports for program and project evaluation. Works as on-site staff during special events, and assists in planning. Collects and reviews data. Works collaboratively with regions and park staff on project development, staffing and events. And other related duties as required.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

A Bachelor's degree and experience in research, planning, analytics, and evaluation. Design (graphic or related) and social media experience desirable.

Knowledge, Skills and Abilities:

Written and verbal communication skills

Analytical Skills

High level of organization

Ability to handle multiple tasks

Good follow-through skills

Ability to troubleshoot and adapt to a wide variety of work situations

Self-motivation and the ability to drive a project

Computer skills

Salary Range: \$40,000 - \$51,500

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Professional>

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Benefits Manager - DIS0000370

Job: Benefits

Primary Location: District Office

Employee Type: Full Time | Regular

Union Code: N/A

Job Posting: Jun 16, 2014, 12:54:19 PM

Duties and Responsibilities: Benefits Manager-The District office is seeking a Benefits Manager. The District office supports all campuses which are undergoing reinvention initiatives to ensure greater student success and outcomes. The District office is where the administrative and executive offices are located. We are conveniently situated in the loop, on the corner of Jackson and Franklin, across the street from Chicago's main attraction and one of the tallest buildings in the world, Willis tower, formerly known as Sears Tower.

Perks of this Role: Excellent benefits at a low cost; investment plans 403(b) & 457(b); SURS retirement plan; generous vacation, holidays, personal & sick days plus tuition reimbursement.

PRIMARY OBJECTIVE: This position is responsible for directing and managing benefits administration and compliance in accordance with local, state and federal rules and regulations.

Qualifications

- Masters' Degree in Human Resources, Business Administration, Legal Degree with benefits concentration experience, Accounting, or related field supplemented by seven or more years of progressively responsible relevant benefits experience or an equivalent combination of training and experience required.
- Excellent verbal and written communication skills required. Must be able to present information, which may be complicated in nature, in a clear and concise manner.
- Proven analytical and research skills. •Must be able to work well with employees at all levels of the organization and possess the ability to handle all situations with tact and diplomacy confidentiality with minimal supervision. •Must be self-directed, organized, innovative and able to assess current operations in an effort to develop practical solutions to improve the functioning of the department. •Must be able to complete tasks in a timely manner and maintain all information in a highly confidential manner.

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>

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Human Resources Recruiter - DIS0000270

Exciting and Fast-Paced Recruiters Needed

Immediate Need to Fill

The District office is where the administrative and executive offices are located. We are conveniently situated in the loop, on the corner of Jackson and Franklin, across the street from Chicago's main attraction and one of the tallest buildings in the world, Willis tower, formerly known as Sears Tower.

Qualifications

- Bachelor's degree in Business, Human Resources, or related field supplemented by two + years of progressively responsible relevant human resources experience; or an equivalent combination of training and experience required. Previous experience in a Recruitment capacity preferred. Must be able to work well with employees at all levels of the District.
- Must be able to handle all situations with tact, persuasiveness, and diplomacy with minimal supervision.
- Internet recruiting sourcing certification strongly desired (AIRS CSSR or CIR).
- At least 2 years of experience with applicant tracking systems (ATS) such as Taleo, Brassring, Kenexa, etc.
- Experience with candidate disposition and management within an ATS is preferred. At least 2 years of experience with Job posting via an ATS. At least two years of experience with placing Job Postings on internet job boards such as Monster, CareerBuilder, LinkedIn, and higher education internet job posting sites.
- Excellent written and verbal communication skills necessary. Must be able to present information, which may be complicated in nature, in a clear and concise manner.
- Must have good analytical and research skills. Must be self-directed and able to prioritize work required by self and management.
- Must be able to use personal computers and associated software including, but not limited to, Microsoft Suite. Experience using automated Human Resources Management Systems highly desirable.
- Must be able to maintain all information in a highly confidential manner.
- Ability to source a diverse candidate pool.

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!

Job: Recruitment

Primary Location: District Office

Employee Type: Full Time | Regular

Union Code: N/A

Job Posting: Jun 10, 2014, 8:13:13 AM

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

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Job Title Trackman / CTA

Location Chicago, IL, US

Job Type Full-time Temporary

Department Power & Way Maintenance

SALARY TARGET: \$13.37 - \$26.75 PER HOUR

Rate to be determine by applicant's entered service date and service date of this classification.

THIS IS A FULL-TIME TEMPORARY POSITION WITH AN ANTICIPATED END DATE AT ANYTIME.

Performs various duties in the inspection, maintenance, repair, and construction of railroad track, also including signaling and flagging activities associated with track construction and maintenance work.

Education and Experience Requirements

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration for safety sensitive positions. Must have a high school diploma or equivalent degree. Must have a valid driver's license. Must pass the CTA math class. Must pass the CTA training class for Track Inspector. Must pass the CTA flagging qualification class in order to properly set up work site slow zones and to flag trains through a work site.

PHYSICAL REQUIREMENTS

Required to perform extensive lifting, carrying, and maneuvering of materials and track tools weighing up to 100 pounds. Must be able to perform extensive digging and spiking of track ties. Must be able to walk on elevated open deck track and foot walk at heights up to 60 feet above the ground.

Must be able to accurately swing a spike maul and sledgehammer.

Bending, stooping, reaching, crawling, crouching, climbing, pushing, pulling and coordination to perform track repairs. Climbs up and down ladders and stairs.

Walks up to six miles per day inspecting track on various track structures, including elevated open deck and uneven ground.

This is a bargained for position and is not subject to CTA's residency ordinance.
CTA IS AN EQUAL OPPORTUNITY EMPLOYER

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Job Title Bus Servicer / CTA

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Equipment, Engineering & Maintenance

SALARY TARGET: \$13.30 - \$30.42 PER HOUR

Position Summary

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Performs basic cleaning duties to the interior and exterior of Authority buses and services with fuel, oil and water.

Education and Experience Requirements: Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Must have or obtain a valid State of Illinois "CDL" drivers license or permit with the required endorsements of Air Brakes and Knowledge and "B" classification.

PHYSICAL REQUIREMENTS

Must have strength for standing while servicing buses, sweeping floors, fueling buses, walking to and from buses, sitting while driving buses and operating scrubber, lifting supplies, motor doors, salt bags up to 100 lbs, carrying various supplies, salt bags, oil absorbent compound, pushing two wheel cars, brooms, oil drums, scraper, shovel and pulling bus doors, and hoses. Must be able to climb pit stairs, bus steps, onto payloader, ladders, balance on wet, oily floors; steps. Must be able to stoop to check tire, belts, fueling buses, check fluids and hoses, kneeling to check tire pressure, crouch and crawl to sweep drivers' area, checking tires. Must be able to reach while performing servicing procedures, to affix decals, handle tire gauge, fuel pumps, brooms, brushes and other equipment, finger to inspect parts, entering data into VMS System and feeling by tapping tires and check hoses. Must be able to talk to discussing procedures and alternative servicing procedures and to hear concerning work orders and instructions, alarms, tapping tires, announcements approaching bus, etc. Must be able to see near for posted signs, check air pressure, read work sheet. Far for dangerous situations in the work area, bus numbers and color vision for safety coded products, lights on doors, etc.

This is a bargained for position and is not subject to CTA's residency ordinance.
CTA IS AN EQUAL OPPORTUNITY EMPLOYER

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Job Title: Health Facilities Surveyor III - Opt 2

Agency: Public Health

Closing Date/Time: Thu. 06/26/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 82047

Minimum Requirements:

Requires a bachelor's degree in a human services professional field such as sociology, special education, rehabilitation counseling or psychology. Has two years experience with individuals who have intellectual disabilities or other developmental disabilities and an additional three year of professional experience affording knowledge of problems and needs of individuals with intellectual disabilities and/or those with related conditions; or a Master's degree in a human services professional field; supplemented by one year of experience working directly with persons who have intellectual disabilities or other developmental disabilities and an additional one year of professional experience affording knowledge of the problems and needs of individuals with intellectual disability and/or those with related conditions. Requires ability to travel

Work Hours & Location/Agency Contact:

Work Hours & Location: 4 Day Work Week

Office of Health Care Regulation

Division of Long Term Care Field Operations - Intellectual Disabilities - Bellwood Region

4212 W. St. Charles Rd. Bellwood, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-524-0220

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 – Qmrp

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Job Title: Human Resources Associate - Opt 1

Agency: Human Services

Closing Date/Time: Tue. 06/24/14 5:00 PM Central Time

Salary: \$3,314.00 - \$4,274.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-72-82447

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school; requires extensive knowledge of the Personnel Rules, Classification Plan and Pay Plan, Collective Bargaining Agreement, Transaction Manual, Retirement Benefits and Department and Facility Policies and Procedures. Must have pleasant friendly personality, and professional attitude.

Work Hours & Location/Agency Contact: WORK HOURS: 8:00 A.M.-4:30 P.M.

WORK LOCATION: Ludeman Center

Human Resources Department 114 North Orchard Drive Park Forest, IL 60466

CONTACT PERSON: Alice M. Chambers

Human Resources Representative

Building 60

(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 2 - Typing

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Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 06/26/14 11:59 PM Central Time

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-PS Contract-82166

THIS IS A PERSONAL SERVICE CONTRACT (PSC) POSITION

This position reports to the Incubator Program Coordinator and performs a variety of general office duties including; answering phone calls and responding/directing as appropriate, filing, copying, typing, record processing, preparing presentations and informational literature/materials; follow general guidelines and protocols for routine matters and in personal contact with others to give nontechnical information.

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

EXPERIENCE: Requires working knowledge of office practices, procedures and programs. Require working knowledge of composition, grammar, spelling and punctuation. Require ability to follow oral and written instructions. Require ability to operate commonly used automated office equipment and the use of Microsoft Office application, i.e. Word, Excel and Power Point. Require experience in handling calls and inquiries in a professional manner. Require the ability to work well with a variety of people.

Work Hours & Location/Agency Contact: TERM OF CONTRACT:
FY'15 (JULY 1, 2014 - JUNE 30, 2015) PART TIME (80%)
BIDDING CONTRACT: DHS/ICRE-ROOSEVELT
ATTN: BENJAMIN DAVIS 1950 W. ROOSEVELT RD. CHICAGO, ILLINOIS 60608
312/433-3147 - OFFICE 312/433-3180 - 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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