



**Position Title: Site Tech II**

Monthly Salary Range: \$3,305.00 -- \$4,731.00

Position Location: Des Plaines Game Propagation Center, 30550 S. Boathouse Rd, Wilmington, IL 60481 (Will County)

Work Schedule: January – October: Monday – Friday: 8:00 am – 4:00 pm, ½ hour lunch. Saturday & Sunday off.

May – July: rotating weekends.

Nov – Dec: Tues – Sat: 8:00 am – 4:00 pm, ½ hour lunch. Sun & Mon off.

Desirable Education, Training and Experience: Requires education and experience equivalent to high school graduation and two year's maintenance or farming experience preferably associated with the building trades and/or the operation of heavy equipment or machinery; a valid driver's license; requires ability to obtain a herbicide/pesticide operator's license; working knowledge of tools and equipment used in the trades and/or the operation of heavy equipment or farm machinery; working knowledge of the care and feeding of game birds; ability to follow written and oral instructions; ability to inform visitors of site facilities, programs, rules and regulations; physical ability to operate and maintain tools, equipment and materials utilized in the maintenance, repair and care of site resources, artifacts, buildings and grounds; ability to lift, carry and transport loads exceeding sixty pounds; ability to walk over rough and broken terrain and ability to withstand exposure to the elements on a year round basis.

Where to Apply: Mike Holem 30550 S. Boathouse Rd, Wilmington, IL 60481  
815.207.0799

\*NOTE: In addition, employees who are interested in a promotion into this position must have a promotional grade. If you do not already have a promotional grade for this title, complete a Promotional Examination Application(CMS100B) and sent it directly to the Examining Division, 500 William G. Stratton Building, Springfield, Illinois 62706. In order to be considered for this vacancy, the CMS100B must be mailed to the Examining Division no later than the date listed below as the last day to apply.

The Department of Natural Resources does not discriminate on the basis of race, color, sex, national origin, age, religion, handicap, sexual orientation, marital or parental status, physical stature and/or any non-merit factor in admission, treatment or employment in programs or activities in compliance with the Illinois Human Rights Act, the Illinois Constitution, Title VI of the 1964 Civil Rights Acts, Section 504 of the Rehabilitation Act of 1973, as amended, and the U.S. Constitution. The Equal Employment Opportunity Office is responsible for compliance and may be reached at 217/785-0067.

DATE POSTED: June 27, 2014 LAST DATE TO APPLY: July 11, 2014

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### **Part-time Server Assistant (Busser) - PM Shift | CHI006211**

#### Description

The Food Server Assistant is responsible primarily for assisting the Food Server in serving the guest.

This person must have good communication skills as well as the ability to lift, pull and push moderate weight.

This is a fast paced position with continual customer contact.

Primary Location: US-IL-Chicago  
Organization: Hyatt Regency McCormick Place  
Pay Basis: 10.25 Hourly US Dollar (USD)  
Job Level: Hourly/Entry Level Employee | Part-time  
Job: Bars/Restaurants/Outlets

Apply online at [www.hyattjobs.com](http://www.hyattjobs.com)

### **Shift Engineer - Special Projects | CHI006271**

#### Description

This Shift Engineer will be responsible for special projects that would include, but not limited to Painting, drywall replacement and repair, and wallcovering replacement and repair. You must also have open availability regarding scheduling that may include some weekends and some evening shifts based on project need.

Primary Location: US-IL-Chicago  
Organization: Park Hyatt Chicago  
Pay Basis: Hourly US Dollar (USD)  
Job Level: Hourly/Entry Level Employee | Full-time  
Job: Engineering/Facility Management

Apply online at [www.hyattjobs.com](http://www.hyattjobs.com)

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## Restaurant Supervisor | CHI006121

### Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

Supervisors possess strong leadership, communication and relationship skills. They are expected to support senior leadership by developing and assuming basic management responsibilities.

This role leads other associates by coaching, giving direction and may include training, scheduling, payroll and interviewing. Restaurant Supervisors must demonstrate fundamental food and beverage knowledge and serve as the liaison between culinary and restaurant operations. This position plays a significant role in the overall outlet performance, which includes product quality and service standards.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

This is not your typical career opportunity. This is the Hyatt Touch.

### Qualifications

A true desire to satisfy the needs of others in a fast paced environment.  
Refined verbal and written communication skills.

Primary Location: US-IL-Chicago

Organization: Hyatt Regency McCormick Place

Pay Basis: 17 Hourly US Dollar (USD)

Job Level: Entry Level Manager | Full-time

Job: Bars/Restaurants/Outlets

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**Truck Driver, Class A - Full Time - Weekends Off - Bolingbrook, IL**

Requisition ID 2014-6280 Primary State/Province IL Posted Date 6/18/2014 Primary City BOLINGBROOK Category Drivers Additional Work Locations ..Employment Type Regular - Full Time (4) Travel Requirements 0%

**Position Description:**

As a driver, you're important everywhere you go. Businesses and customers are excited to see you. You help companies get their products to the people who need them. And, when you drive a Ryder Truck, you play an important part in keeping the economy moving. People around the world rely on you everyday to keep their businesses running smoothly. Ryder drivers earn excellent money, get paid weekly and enjoy a great benefits package which includes medical, dental, prescription and vision insurance, 401(k), discount employee stock purchase program, credit union and much more. If you are ready to take the next step in your career, we invite you to apply today.

- Monday thru Friday / Weekends off
- Shift roughly 2pm to 2am, Monday through Friday
- Estimated average earnings of \$70K+ per year
- Transporting Steel Bars, Bundles, Coil, etc.
- No Touch Freight
- Strapping Required / No Tarping

**Requirements:** •Minimum 22 years of age •Minimum of 9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications

**ADDITIONAL REQUIREMENTS:** •Ability to follow written and/or oral instructions

•Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

**Responsibilities:** This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service.

**Additional Responsibilities include, but are not limited to:**

- Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines
- Detecting and eliminating or minimizing safety hazards Maintaining accurate records and logs
- Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer
- Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at <https://driver-ryder.icims.com/jobs/6280/truck-driver%2c-class-a---full-time---weekends-off---bolingbrook%2c-il/job>

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**Truck Driver, Class A - Full Time - Home Daily - Joliet, IL**

Requisition ID 2014-6465 Primary State/Province IL

Posted Date 6/26/2014 Primary City JOLIET

Employment Type Regular - Full Time (4) Travel Requirements

**Position Description:**

As a driver, you're important everywhere you go. Businesses and customers are excited to see you. You help companies get their products to the people who need them. And, when you drive a Ryder Truck, you play an important part in keeping the economy moving. People around the world rely on you everyday to keep their businesses running smoothly. Ryder drivers earn excellent money, get paid weekly and enjoy a great benefits package which includes medical, dental, prescription and vision insurance, 401(k), discount employee stock purchase program, credit union and much more. If you are ready to take the next step in your career, we invite you to apply today.

- \$180 a day guarantee •Home Daily - Monday thru Friday
- Possible overnight based on delivery distance
- Regional transporting Elevator Materials/Products
- No Touch Freight •Flatbed experience preferred - strapping required / no tarping

**Requirements:** •Minimum 22 years of age •Minimum of 9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications

**ADDITIONAL REQUIREMENTS:** •Ability to follow written and/or oral instructions  
•Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

**Responsibilities:** This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service.

Additional Responsibilities include, but are not limited to:

- Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines
- Detecting and eliminating or minimizing safety hazards
- Maintaining accurate records and logs
- Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer
- Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at <https://driver-ryder.icims.com/jobs/6465/truck-driver%2c-class-a---full-time---home-daily---joliet%2c-il/job>

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**Job Title: Accountant Supervisor**

Agency: Human Services

Closing Date/Time: Mon. 07/14/14 4:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-70-14-0034

Description of Duties/Essential Functions Benefits Supplemental Questions  
Directs/supervises the Accounting Department through subordinate staff providing a full range of accounting functions such as locally held funds, voucher preparation and processing, property control, etc. Prepares and monitors the on-going Facility Spending Plan for line items other than Personal Services. Determines and analyzes status of expenditures, commitments, obligations in relation to the plan. Develops PC programs as monitoring aids. Reports to other areas of their spending allotment status. Assists Business Administration and Contract Coordinator in preparation of contract generic decision memo. Prepares forms for legislative audit commission, GAAP worksheets. Maintains all accounting data for facility verifying all departmental standards are followed, reconciles general ledger and on-going verification of the facility trial balance. Provides guidance to staff in evaluation of financial liability of residents, their estates, or legally responsible person. Serves as liaison with department external auditors when Accounting Department is audited. Responds to finds and implements plans of correction. Posts data onto Appropriations Accounting, locally held funds, general ledger systems. Implements/maintains management directives consistent with Statewide Accounting and management Systems (SAMS) and CARS.

Minimum Requirements: Requires knowledge, skills, mental development equivalent to four years of college with courses in business administration and accounting. Requires 2 years professional experience in accounting, external auditing, budgetary planning and control or public accounting. Requires extensive knowledge of accounting and auditing theory, principles, methods, and procedures.

Work Hours & Location/Agency Contact: Ann M. Kiley Center - State of Illinois  
1401 W. Dugdale Road Waukegan, IL 60085 Mon through Fri, 8:00am - 4:30pm  
Contact: Betty Vallier - Human Resources fax: 847-249-0722

How to Apply: Non-state employees - submit CMS100 application to address above within the posting period and send a copy to Central Management Services Grades/Examining (address on application) to obtain a certified grade for this title. Failure to follow these instructions may result in rejection of your bid; as well as not receiving the bid within the time frame indicated above.

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**Job Title: Correctional Casework Supervisor**

Agency: Corrections

Closing Date/Time: Mon. 07/14/14 11:59 PM Central Time

Salary: \$5,467.00 - \$7,516.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: CU500

Bid ID#: IDOC29-05-14-5120

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, directs the case management service program for District I; supervises the case management and monitoring of community resource program provider to ensure released offenders are linked to appropriate service provider; ensures progress reports from vendors are received timely; reviews medical reports prepared by subordinate staff; participates in training treatment service providers; supervises staff.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college supplemented by a master's degree in behavioral or social sciences; requires two years of progressively responsible professional experience in corrections, behavioral, social sciences or a related field; requires thorough knowledge of counseling and guidance principles and techniques; requires thorough knowledge of the principles and practices of criminology, corrections or casework; requires knowledge, understanding various cultures, racial and socially diverse populations services by IDOC; requires knowledge of the principles and practices of sociological and psychological services; requires ability to supervise and instruct staff members; ability to communicate effectively both orally and in writing.

Work Hrs & Location/Agency Contact: WORK HRS: 8:30a - 5:00p Mon-Fri (Sat/Sun off)  
AGENCY/LOCATION: Dept. of Corrections / Parole Re-Entry Group Chicago  
1110 S. Oakley Ave. Chicago, IL 60612  
CONTACT INFO: IL Dept. of Corrections / Peoria Parole Office  
Attn: Melinda Cloninger, Hum. Res. Rep. 1115 N. North Street, Suite B Peoria, IL 61606

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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## **Staff Accountant - Real Estate | CHI006219**

### Description

Hyatt Hotels Corporation seeks a self-motivated professional accountant to join its Corporate Accounting – Real Estate team. Responsibilities include general oversight of assigned processes within the Hyatt monthly and quarterly close process. This includes preparation of journal entries, monthly and quarterly balance sheet account reconciliations, as well as financial statement analytics across all Hyatt entities. Additional responsibilities include assisting in the enhancement of internal controls and participating in special projects that incorporate a wide range of accounting exposure.

### Position Responsibilities / Essential Functions:

Review fixed assets purchased by owned hotels to ensure appropriate categorization upon capitalization. Analyzing and posting of monthly and quarterly financial activity based on international entity financial statements prepared by 3rd parties  
Fielding and resolving inquiries from management and external auditors  
Contribute to compliance with Sarbanes-Oxley, including documentation of process areas and testing of key controls. Maintenance of all intercompany activity related to international holding entities, including elimination of notes receivable/payable and interest income/expense. Analytically review joint venture financial statements  
Accounting for domestic joint ventures. Preparation of quarterly external reporting schedules. Assist with the optimization of accounting procedures and special projects, as required. Preparation of monthly journal entries, balance sheet reconciliations, an analytical over significant account balance. The position responsibilities outlined above are in no way to be construed as all encompassing. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.

### Qualifications

1-2 years of experience in corporate accounting and/or public accounting  
Bachelor's degree in accounting required  
Master's degree in accounting required  
CPA- certified public accountant  
Strong PC skills including Microsoft Office  
Financial ERP systems (Oracle preferred)  
Strong verbal and written communication skills  
Primary Location: US-IL-Chicago  
Organization: Finance  
Pay Basis: Yearly US Dollar (USD)  
Job Level: Professional Staff/Corporate | Full-time  
Job: Accounting/Finance/Tax

Apply online at [www.hyattjobs.com](http://www.hyattjobs.com)

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## Staff Corporate Accountant | CHI006220

### Description

Hyatt Hotels Corporate seeks a self-motivated professional accountant to join its Corporate Accounting – Corporate team. Responsibilities include general oversight of assigned processes within the Hyatt monthly and quarterly close process. This includes preparation of journal entries, monthly and quarterly balance sheet account reconciliations as well as financial statement analytics across all Hyatt entities. Additional responsibilities include assisting in the enhancement of internal controls and participating in special projects that incorporate a wide range of accounting exposure. Accounting for IT and cost recovery allocations, prepaid IT system costs and related amortization; and unbilled receivables related to corporate and IT expenses yet to be recovered. Accounting for operating and restricted cash, marketable security investments, intercompany debt and notes receivable; and foreign currency hedge and related profit and loss impact. Fielding and resolving inquiries from management and external auditors. Contribute to compliance with Sarbanes – Oxley, including documentation of process areas and testing of key controls. Responsible for ensuring that intercompany cash flows are accurate. Responsible for the Oracle to HFM tie out to ensure that a complete population of Oracle data transfers to HFM each close. Preparation of monthly journal entries and balance sheet account reconciliations. Preparation of monthly analytical over significant account balances. Assist with the optimization of accounting procedures and special projects, as required. Preparation of quarterly external reporting schedules. The position responsibilities outlined above are in no way to be construed as all encompassing. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.

### Qualifications

Experience: 1-2 years of experience in corporate accounting and / or public accounting

Education: Bachelor's degree in accounting required

Master's degree in accounting preferred

Certificates: Certified Public Accountant preferred

Computer Skills: Strong PC Skills including Microsoft Office

Financial Enterprise Resource Planning (ERP) systems (Oracle preferred)

Additional: Strong verbal and written communication skills required

Primary Location: US-IL-Chicago

Organization: Finance

Pay Basis: Yearly US Dollar (USD)

Job Level: Professional Staff/Corporate | Full-time

Job: Accounting/Finance/Tax

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**Job Title: Office Associate - Opt 2**

Agency: Corrections

Closing Date/Time: Mon. 07/14/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-00-14-5000

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Public Service Administrator; provides clerical support; types complex statistical reports. Types documents and reports that include legal terminology; proofreads for content and clarity; utilizes computer systems to allow for the retrieval and input of data reports. Serves as receptionist; opens and sorts mails; answers phone and directs calls to appropriate staff. Assists with special projects research, gathers and compiles confidential information and documents.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar spelling and punctuation; working knowledge of basic mathematics; require elementary knowledge of Agency programs, rules and regulations; requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact: Work Hours: 8:30am – 5:00pm Mon – Fri

Work Location: IL Department of Corrections 1110 Oakley Chicago, IL 60612

Agency Contact: Shae Bruce

Public Safety Shared Services Center

IDOC 1301 Concordia Court, PO Box 19277 Springfield, IL 62794

Phone: 217-557-6015

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](http://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](mailto: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: PSA, Option 1, Dir Human Res/Labor Rel MERIT COMP**

Agency: Human Services

Closing Date/Time: Mon. 07/14/14 4:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois Number of Vacancies: 1

Plan/BU: BB-00 Bid ID#: 10-70-14-0033

Description of Duties/Essential Functions Benefits Supplemental Questions  
Functions as Human Resources Director. Assumes responsibility for direct supervision of staff performing personnel duties, and oversees Labor Relations staff. Provides interpretations and advice to facility staff regarding regulations affecting employees. Provides guidance and training to assigned staff, counsels staff regarding work performance; establishes goals and objectives; monitors all approved personnel transactions; notifies payroll of transaction changes. responds to payroll discrepancies. Monitors and directs maintenance of personnel files and confidential records related to Human Resources. Verifies guidelines, rules, regulations are followed according to State of Illinois rules and regulations, in areas of postings, filling vacancies, processing requisitions, and working eligible lists. Confirms strict adherence to procedures determined by Department of Central Management and Department of Human Services Central Office. Confirms classification of position plans; consults with administrative staff on classification issues; writes new positions; reviews and clarifies existing positions. Serves as member of Executive Committee; provides interpretation regarding Personnel Rules, Pay Plan, and other regulations affecting employees.

Minimum Requirements: REQUIRES KNOWLEDGE, SKILL AND MENTAL DEVELOPMENT EQUIVALENT TO COMPLETION OF FOUR YEARS COLLEGE PREFERABLY WITH COURSES IN BUSINESS OR PUBLIC ADMINISTRATION, SUPPLEMENTED BY A MINIMUM OF THREE (3) YEARS OF PROFESSIONAL PUBLIC PERSONNEL EXPERIENCE.

STATE OF ILLINOIS HUMAN RESOURCES EXPERIENCE A PLUS.

Work Hours & Location/Agency Contact: ANN M. KILEY CENTER,  
1401 W. DUGDALE ROAD, WAUKEGAN, IL 60085 FAX number: 1-847-249-0722  
HOURS AND DAYS: MONDAY - FRIDAY, 8:00 AM - 4:30PM

How to Apply:

PLEASE NOTE: THIS IS A MERIT COMPENSATION POSITION.

Non-State employees, FAX a CMS100 application to 847-249-0722 prior to end of posting and also submit an application to CMS (address on application) at the same time, you must submit an application to Central Management Services in Springfield to determine if you obtain a qualifying grade.

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**Job Title: Public Service Administrator - Opt 1**

Agency: Lottery

Closing Date/Time: Mon. 07/14/14 5:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB063 Bid ID#: LOT 9413

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in marketing, public or business administration Requires prior experience equivalent to three years of progressively responsible administrative experience in public or business administration. Requires the ability to organize, plan, direct and coordinate the activities of a professional and support staff. Requires ability to exercise initiative, resourcefulness and imagination in developing and innovating promotional programs. Requires ability to establish and maintain satisfactory work relationships. Requires ability to interpret the State Lottery Law, rules and regulations. Requires a valid, appropriate drivers' license and/or the ability and willingness to travel. Specialized Skills: Requires three years of managerial experience in marketing, sales or a promotional field.

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

Work Location: Illinois Department of Lottery Sales/Region 2

Northstar Lottery Group 586 Territorial Drive, Unit A Bolingbrook, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-558-0962 217-782-9925 Fax

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - Gen Adm/Bus-Mkt-Lbr-Per

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**Job Title: Senior Public Service Administrator - Opt 4**

Agency: Public Health

Closing Date/Time: Mon. 07/14/14 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IDPH 77489

Description of Duties/Essential Functions Benefits Supplemental Questions  
Subject to management approval of the Division Chief, subject to the provisions of the Clinical Laboratory Improvement Act of 1988 and other public health laboratory regulations, is responsible for the technical and managerial supervision of the QA/QC for the entire Division. Serves as CLIA director for IDPH's three laboratory facilities. Serves as a working supervisor. Travels to Carbondale and Springfield Laboratories to serve as CLIA Director for all clinical laboratory work, reviews operating procedures; evaluates personnel assessments for testing procedures; evaluates corrective actions for laboratory work; reviews quality control procedures and evaluates procedures to ensure accuracy of laboratory results. Oversees environmental quality assurance procedures and documentation in compliance with US FDA and US EPA certification rules for laboratories.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to a bachelor's degree in biological or physical sciences, supplemented by four years experience as a clinical laboratory supervisor. Must be certifiable as CLIA Director. Requires experience working with bacterial and viral pathogens implicated as weapons of mass destruction.

Work Hours & Location/Agency Contact: 8:00 AM - 4:30 PM

Office of Health Protection Division of Laboratories 2121 W. Taylor Chicago, 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).  
Option 4 - Physical Science/Environ

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**Job Title: Technical Advisor II**

Agency: Criminal Justice Information Authority

Closing Date/Time: Thu. 07/10/14 5:00 PM Central Time

Salary: \$4,777.00 - \$6,969.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#: 45252-50-05-000-32-01

Minimum Requirements: Thorough knowledge of the Criminal Justice System a must. Individual must possess a valid driver's license and be able to travel. Must be familiar with word processing technology, specifically Microsoft Office software. In addition, must have experience drafting and reviewing contracts and experience with State rule-making procedures. Valid Illinois Law License required.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m. 1 unpaid lunch hour

Maria S. Espindola Human Resources Coordinator  
Illinois Criminal Justice Information Authority  
300 West Adam St., Suite 200  
Chicago, Illinois 60606  
Fax: 312-793-1030

**How to Apply:**

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading.

All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period.

For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Data Coordinator Job Number: 2014-1139**

Department: Breast Cancer Task Force

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

**Position Responsibilities:** Supports collection of data elements related to breast cancer screening, diagnosis, treatment by being the point person for data submission Assists some facilities directly with data collection including chart abstractions or other data pulls from data warehouses depending on the facilities data storage system Maintains working logs of data and information acquired from participating facilities and providers. Reviews data submitted with input from the Associate Director, Consortium Director and Data Manager, and is responsible for data cleaning or reaching out to facilities whose data appears in error to acquire resubmission Conducts literature review and collates metrics from other quality measuring entities to help inform quality measures and benchmarks Assists in the validation and distribution of study protocols, data collection tools and questionnaires. Manage and create databases and analyze data for the purposes of reporting and presentations as needed. Responsible for coordinating ongoing site communication related to data collection and submission, including the maintenance of contact lists Recruit facilities around the state to participate in screening and treatment initiatives. Maintains a working knowledge of methods and process to effectively answer questions. Assists with efforts to publicize results and work of the Consortium by maintaining and updating website information related to the project, disseminating information through our list serves, searching for opportunities to share Consortium work (e.g. conferences, social media, etc.) Works with Task Force Communication team to put out information on Consortium work and "what's new" that the Task Force wishes to highlight to a broader community (Facebook, Twitter, other social media). As a small organization, the Task Force requires all staff to be flexible with respect to job duties and to assist as needed with special events or at high volume tasks such as patient navigation during Breast Cancer Awareness Month or other times when volume is particularly high.

**Position Qualifications Include:** A Bachelor's Degree in statistics, public health, or related field is required; Masters can be substituted for the combination of a Bachelors and experience. 2-3 years data coordination experience preferred. Good interpersonal skills, flexibility, and ability to communicate with many different health care professionals is important. Critical thinker and ability to problem solve. Excellent writing, research and communication skills. Exceptional organization and proven ability to multitask. Computer skills and knowledge of applications and programs including MS Word, Excel, Access and Powerpoint required.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140630180915&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140630180915&)

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**Job Title: Guest Relations Associate**

Department: Guest Relations

Shift: 4th (Rotating)

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Customer Service

Job Number: 2014-0981

The Guest Relations Associate is responsible for providing a welcoming, high quality and supportive hospital service experience for patients, families, visitors and staff. The position is responsible for greeting and responding to the needs of these customers by providing information, high quality service and support in a timely manner.

Individuals in this position are expected to behave in a positive and enthusiastic manner as they are often the first contact patients and visitors will have with Rush. In all interactions, the Guest Relations Associate will be mindful of the institutional values of innovation, collaboration, accountability, respect and excellence, and will exemplify the Rush mission, vision, and values and act in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High School diploma or equivalent required

One year of college preferred

1-2 years previous job related experience

Strong organizational skills and multi-tasking skills

Ability to set appropriate priorities in a dynamic environment

Excellent customer service skills

Collaborate and work well with employees at all levels

Communicate effectively and in a positive manner, both orally and in writing

Good computer skills

Proficient bi-lingual skills a plus

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

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**Job Title: Lab Tech 1**

Department: RML General Chemistry

Shift: 2nd

Full/Part: Type 3 (8-32 Hrs/PP)

Job Number: 2014-1088

**Position Responsibilities:**

- Order Laboratory Tests Correctly.
- Label specimens with no labeling errors.
- Perform multiple computer entry/inquiry/receiving functions.
- Prepare specimens accordingly for transport/delivery.
- Document specimen receipt and resolve problems if necessary.
- Perform tests and report result.
- Reports correct verbal results over the phone.
- Process phone order Add-On and Epic requests.
- Perform courier specimen pick up in a timely manner.

**Microbiology Duties:**

- Perform specimen processing and receiving.
- Perform Microscan setup. Perform Rapid Testing.
- Load specimens on the blood culture and Fungal/AFB culture instruments.
- Stock supplies in Specimen Receiving and Microscan.
- Record temperatures. Perform and record quality control testing.

**Blood Center Duties:**

- Review blood product requests for special requirements.
  - Reconcile blood and plasma inventory.
  - Dispense blood products, using required safety checks.
  - Return blood products after dispense, using required suitability criteria.
  - Packs and unpacks blood coolers with required documentation.
  - Disinfect the work area and blood coolers.
- This is a representative description of duties for the above position. It is not an exhaustive list of duties which may be required.

**Position Qualifications Include:**

High School graduate. Medical Technology student. Knowledge of medical and laboratory terminology preferred. Typing skills of 35 wpm. The Technician's time is divided between laboratory test order entry and working in a laboratory

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140630181622&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140630181622&)

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**Job Title: Project Assistant**

Department: MENTORING PROGRAMS

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2014-1197

**Position Highlights:**

The individual in this position will provide administrative support for the daily office operations and interaction with all members of the Office of Academic Affairs including the director of the Mentoring Programs. This individual is also responsible for communicating and interacting with the Offices of Fund Accounting, Administration and Philanthropy. This individual exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

HS Diploma or GED equivalent required.

Bachelor's Degree preferred.

At least 2-3 years of administrative work experience required.

Ability to work independently, maintain sound judgment, and communicate effectively with a variety of individuals ranging from students, staff, faculty, community partners, and political representatives required.

Knowledge of internal (institutional) and external policies and procedures (federal as well as non-federal, e.g., foundations, industry, etc.) with special emphasis to the respective requirements is preferred.

Excellent writing and communication skills. Strong organization, problem solving and interpersonal skills are required.

Ability to work in cooperative, interactive group setting required.

Ability to demonstrate a working knowledge and experience with MS Office, word processing, Excel, website maintenance, databases and Outlook through coursework and/or job related experience required.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140630182201&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140630182201&)

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**Job Title: Schedule Coordinator**

Department: CLINICAL STAFFING OFFICE-ADMIN

Shift: 4th (Rotating)

Full/Part: Type 4 (Temporary)

Job Number: 2014-1220

**Job Description:**

Are you a multi-tasking individual who has administrative office experience working in a fast paced environment?

If this describes you, you may be the right person for the Schedule Coordinator position in the Clinical Staffing Office at Rush University Medical Center!

**\*\*THIS IS A TEMPORARY POSITION\*\***

*\*Schedule: 7:00 am – 7:00 pm / 7:00 pm to 7:00 am\**

*\*Maybe required to work both shifts as needed\**

**General Summary:**

Demonstrates the ability to fill supplemental staffing requests for the Medical Center with different level of supplemental health care workers. Exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures.

**Knowledge, Skills and Abilities:**

High School Diploma required.

At least one year work experience preferred.  
Analytical ability is required to problem solve.

Communication skills are required to be able to interact effectively with customers including difficult and stressful situations.

Work requires the ability to sit for most of your designated shift.  
Ability to proofread staffing schedules for errors.

Use a keyboard to enter and retrieve information.  
Work independently in an office setting.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140630182309&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140630182309&)

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### **Part-time Bus Operators**

Location: Markham

Office: Revenue Services

Department: Bus Operations

#### Job Description:

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

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

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

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

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

#### Qualifications:

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

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

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

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=77](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=77)

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