



**CHICAGO SUBURBAN CENTRAL -PART-TIME TELLER-WILLOWBROOK BC - WILLOWBROOK, IL**

Willowbrook, IL, United States  
Job number: 1500034916

Job description: Tellers primary responsibilities include, processing transactions accurately and efficiently in accordance with established policies and procedures and engaging our customers . Connecting customers through referrals to teammates and specialists making the financial lives of our customers better. Tellers are the face of Bank of America and therefore demonstrate core values in all actions and provide an excellent experience for the customer. May be required to work weekends and/or extended hours and regular, reliable attendance is critical.

**Required Skills:**

Proven results in exceeding goals in areas of sales and service in a customer-centric, results-driven environment. Minimum of six months customer service experience in financial services, retail sales or a goal-oriented environment. A minimum of six months experience with cross-selling, up-selling and/or referring products. Thrive on engaging with customers; can begin a conversation, build rapport, and handle objections. Ability to identify customer financial needs, goals and objectives; comfortable asking customers about their personal finances. Ability to sell customers on meeting with a sales associate to learn about products/services. Ability to respond and assist customers with inquiries and/or problem resolution. Ability to work effectively as a team member. Strong communication skills (including verbal and non-verbal) and active listening skills. Careful attention to detail and time management. Proficiency in basic computer skills. Pass pre-employment assessment

**Desired Skills:** Minimum of six months cash handling experience

Posting Date: 06/25/2015  
Location: US-IL-Willowbrook  
Travel: No  
Full / Part-time: Part time  
Hours Per Week: 20.00

Shift: 1st Shift  
Weekly Schedule: M: 12-5 W: 9-1 Th: 9-1 F: 9-1 Sat: 9-1

Apply online at <http://careers.bankofamerica.com/job-detail/1500034916/united-states/us/chicago-suburban-central--part-time-teller-willowbrook-bc--willowbrook-il>

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**Body Person**

Location: Melrose Park  
Office: Revenue Services  
Department: Bus Operations

**Job Description:**

Under the direction of the Superintendent of Maintenance or designate, performs all types of interior and exterior body repair and refurbishing.

Paints all company vehicles, panels, building and equipment. Performs welding on various metals. Maintains all equipment, tools, etc. in accordance with manufacturer's recommendations.

Maintains necessary paperwork required for tracking paint and solvent usage. Other duties as assigned or required.

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

**Qualifications:**

Qualified candidate must be 21 years of age and have a valid Class "A" Commercial Drivers License with Passenger and Airbrake endorsements.

Qualified candidate must have a minimum of three (3) years experience in body repair, welding and painting in a professional, industrial environment; successfully pass all written and practical exams pertaining to the position; possess knowledge of all types of primers and paints, paint booth operation and maintenance, application of paints and use of all safety equipment. Qualified candidate must have the necessary tools to perform the duties of the position.

Must be able to work independently with little or no supervision. The performance of these duties may be required at any time of day and night, any night and day of the week.

Qualified candidate must have a good work history.

Apply online at

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**Bus Servicer**

Location: Elgin

Office: Revenue Services

Department: Bus Operations

**Job Description:**

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

Operates and services washrack and cleaner, as required.

Parks and spots equipment as directed. Accurately records fuel and oil dispensed at service island and bus cleaning.

Custodial and other duties as assigned or required.

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

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

**Qualifications:**

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

Candidate must be able to lift 50- 75 lbs. The performance of these duties may be required at any time of the day and night, any day and night of the week.

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

Apply online at

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## **Bus Supervisor**

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

### Job Description:

Under the direction of the Superintendent of Transportation, or designate, responsible for supervising all field operations which include investigating accidents, passenger incidents, vehicle breakdowns and monitoring the performance of Bus Operators.

Conducts continuous checks on schedules, routes, passenger loads and boarding, road conditions, and adherence to Company rules and schedules by Bus Operators.

Assists and instructs Bus Operators on maintaining service in emergency situations. Performs Dispatch duties as needed.

Other duties as assigned or required.

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

### Qualifications:

Qualified candidate must have a minimum of three (3) years experience in transportation.

Must be at least 21 years of age and have a valid Illinois Commercial Driver's License (CDL) Class B or equivalent, extensive knowledge of transit system, supervisory ability, excellent written and verbal communication skills, and ability to make quick, accurate decisions.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history.

Apply online at

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**Capital Construction Project Mgr.- Electrical Engr**

Location: Arlington Heights

Office: Internal Services

Department: Capital Financing & Infrastructure

**Job Description:**

Under the direction of the Section Manager, Design and Construction, responsibilities include: managing architectural and engineering professional services contracts and construction contracts; writing task order project scopes for solicitation of architectural and engineering professional services; reviewing and negotiating professional services fee proposals; managing project documentation and contractual responsibilities during pre-design, design, construction, and warranty periods; performing quality assurance/quality control reviews for architectural and engineering design submittals; writing construction documents for bid letting for construction; inspecting construction contract work in the field and ensuring that project is constructed in accordance with detailed plans and specifications; reviewing and negotiating contractor change order proposals; performing all close-out tasks associated with the completion of all architectural and engineering services and construction contract work on projects assigned.

**Qualifications:**

Qualified candidate must have a Bachelor's Degree in Electrical Engineering and must be a licensed Professional Engineer with 7-10 years of design and construction inspection experience.

Candidate must possess knowledge of building and site lighting, power and stand-by power, fire alarm, security, and data cabling systems for office and Industrial/bus garage environments.

Must be proficient in Word, Excel, and AutoCAD2013. LEED Certification and building systems commissioning expertise are a plus.

Most work is performed in a normal office environment, but must have the ability to maneuver on a construction site.

Apply online at

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## **Human Resource Supervisor**

Location: North Riverside, IL, United States - North Riverside Mall 7507 W Cermak Rd

Job ID: 1008189

Date: June 20, 2015

### General Description

Are you all about the talent? Do you enjoy teaching and training others to make them stronger performers in their respective positions? Do like working within systems to stay organized and provide structure to the team? Wellbeing a Human Resource Supervisor at JCPenney might be the position for you! Come be a part of our team. The Human Resource Supervisor's role is to interact and partner with associates throughout the store to ensure they have all of the learning necessary to perform in their roles as well as assist in the talent acquisition process for store positions.

**Responsibilities:** Store training programs You love meeting new associates and sharing your insight and knowledge about the company and how the store operates. You conduct training and know what training is occurring throughout the store for the entire team! Scheduling resources on the sales floor You might as well have developed the slogan of the right people, in the right place, at the right time. You partner with leaders in the store to ensure that our customer service associates are scheduled appropriately to have the biggest impact for our customers. Talent acquisition process You control the systems and processes associated with jobs in the store. You look at the available talent, you route qualified applicants to hiring managers you are the facilitator for all things talent! Culture You know that in order to have a well-oiled machine you need the oil and that oil is a strong, supportive store culture. You partner with leaders on all engagement, inclusion, and associate relations activities that allow associates to put our customers first

**Skill and Characteristics:** Build Trust: You demonstrate character and integrity in your actions, you show the courage to do what's right, and you do great work because you have the right skill and experience. Work with Others: You're a team player who willingly shares information, you enjoy providing outstanding service, and you build positive working relationships. Drive Results: You use your abilities to think critically, solve problems and take action to get things done and make things better. Organization You thrive in environments that need order and rely on process to get things done right. Decision Making You evaluate situation effectively and exercise good judgment when making decisions.

Job Title: Human Resource Supervisor

Location: North Riverside, IL, United States - North Riverside Mall 7507 W Cermak Rd

Job ID: 1008189

Apply online at <http://jobs.jcp.com/jobs/3921824-human-resource-supervisor--242>

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### **CNG Training Technician**

Location: South Holland  
Office: Revenue Services  
Department: Maintenance

#### **Job Description:**

Under the direction of the Department Manager, Maintenance & Technical Services, prepares, provides and oversees technical training to Pace Maintenance employees.

Develops and presents classroom and service floor training and to oversee all activities of productivity and vehicle maintenance including both diesel and Compressed Natural Gas(CNG) propulsions systems, as well as, CNG Facilities Maintenance and Operations.

Works in conjunction with outside agencies to enhance Pace's training program. Administer Apprenticeship Programs and evaluate training programs in conjunction with maintenance supervisors, scheduling classes and training employees in technical and non-technical aspects of maintenance, developing and organizing training manuals, lesson plans, schedules, procedures and certification programs, maintaining records and monitoring and evaluating trainees.

Other duties include representing the Maintenance Department, observing and analyzing work practices, encouraging positive changes, resolving bus maintenance problems and vehicle operations issues, and coordinating with staff and other departments.

#### **Qualifications:**

A minimum of five (5) years verifiable work experience in teaching the diagnosis, maintenance and/or repair of transit vehicles, diesel engines, Compressed Natural Gas (CNG) engines or related equipment.

Must possess or able to possess a valid and current, state of residence issued, non-exempt, CDL license, with a Passenger(P) and air brake endorsements and a "B" classification.

EPA Environmental Protection Agency (EPA) 608 Certification, Forklift (OSHA) and other certifications as required.

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**Job Title: Food Service Asst. 1 Patient Services - Temporary**

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

Full/Part: Type 4 (Temporary)

Job Number: 2015-1208

Job Description: Food Service Assistant 1

Part time Temporary position that is 40 hours every two weeks, not eligible for benefits

Position Highlights: Under direct supervision, is responsible for preparing, portioning, serving, and clean up of food services provided to patients/ patient families, cafeteria/kiosk customers and catering customers in any department assigned work area. Required to support and follow safe food handling and sanitation procedures as stated in department, hospital, and healthcare regulatory standards

Position Qualifications Include:

H. S. Diploma or GED required.

Foodservice experience preferred

Must be able to communicate verbally and in writing in English and demonstrate reading ability. Note: On the Job Training Competency will be evaluated

Able to perform as an active team player,

Good interpersonal skills, outgoing personality

Able to demonstrate basic math skills

Must be able to lift 30 - 50 pounds and push or pull a cart.

Work demands 100% walking and/or standing.

Work duties may demand standing in place for extended periods, stooping, bending, lifting, pushing and pulling.

Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet).

Requires individual to move in and out of refrigerated areas and work in a dish room operation which is a warm, wet and noisy area.

Must be able to tolerate working close to hot equipment.

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.

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**Job Title: Pharmacy Tech I**

Shift: 4th (Rotating)

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

Job Number: 2015-1312

**Job Description:**

The Pharmacy Department is looking for a full-time, day shift Pharmacy Technician I.

**Position Highlights:** Pharmacy Technician I assists licensed pharmacists in the practice of pharmacy performing duties such as preparing, filling and labeling medications for patients in the Medical Center. As patient care assignments dictate, the technician I is responsive to the explicit need of neonatal, pediatric, adolescent, adult, and geriatric patients. When relevant, appropriate standards of practice and sensitivity to the psychosocial needs of these patient populations are exercised. The Pharmacy Technician I exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications:**

Must be a high school graduate or equivalent. Eligible for pharmacy technician licensure in Illinois. Must obtain PTCB (Pharmacy Technician Certification Board) certification within 6 months of hiring date. Successfully complete competency exam that will test the ability to compute mathematical calculations required for usual dosage determinations by the end of the defined training period. Previous experience as a pharmacy technician or equivalent health-care related practice preferred. Equivalent of 1-3 months training program or on-the job training or completion of the Rush pharmacy training modules. Microsoft Outlook, fax machine, copier and other office equipment as necessary. May be exposed to certain hazardous materials, including but not limited to chemotherapeutic agents. Lifting up to 30 pounds, continuous standing and frequent walking may be required.

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.

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**Job Title: Unit Clerk - General Pediatrics - Part-time**

Department: Pediatrics-General

Shift: 4th (Rotating)

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2015-1258

**Position Highlights:**

The Unit Clerk performs clerical duties associated with customer service, the patient care record and electronic health record on the inpatient units. The Unit Clerk is directly responsible for the maintenance of the patient care record and its contents as well as coordinating patient activities, services and supplies from ancillary and support areas that directly relate to patient care. The Unit Clerk is also directly responsible for communication equipment. The Unit Clerk exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures. This is a part-time 20 hours per week position ROTATING between the day/evening/night and weekend shifts, benefit-eligible.

**Position Responsibilities:**

Greet customers and answer incoming telephone calls promptly and courteously  
Collaborate with Patient Placement, Patient Access, Unit Clerical Manager, and Environmental Services to ensure room readiness for patient admits or transfers  
Assume accountability for the maintenance of medical records  
Utilize complex telecommunication systems and trouble shoot all unit based communication equipment ability to navigate systems to obtain equipment and supplies for patients, staff, and internal customers.

**Position Qualifications Include:**

High school diploma or GED equivalent required  
Must have knowledge of basic computer and Windows programs  
Strong problem solving and communication skills required  
Able to write legibly and perform basic mathematical calculations  
Able to type 25 words/minute or greater  
Able to handle internal and external customer interaction with courtesy, diplomacy and discretion. Work requires the ability to move throughout the Medical Center  
Work requires lifting or carrying objects up to 25 lbs.  
Shifts include providing 7 days a week, 24 hours/day, coverage as necessary  
Able to respond to and prioritize multiple requests and variable degrees of unpredictability

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150630094754&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150630094754&)

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### **Coordinator of Public Outreach**

Location: Arlington Heights

Office: External Relations

Department: Marketing & Communications

Job Description: Under the direction of the Department Manager, Marketing, or designate, responsible for the coordination and implementation of Pace's customer-facing outreach. Sets up speaking engagements with organizations across the six-county region. Develops and executes messaging and presentations. Coordinates production and delivery of promotional materials. Liases with Pace's outreach contractors. Other duties as assigned.

#### Qualifications:

Qualified candidate must have a Bachelor's Degree or equivalent and a minimum of two years' experience in customer service or external outreach. Understanding of northeastern Illinois' public transit system a plus. Computer skills including Microsoft Office required. Must possess excellent organization skills including writing, oral and interpersonal skills. Must have a good work history and a valid driver's license.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=710](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=710)

### **Dr of Optometry Hire**

Walmart

Position Description: Oversees the implementation of and participates in community outreach programs and encourages Associates to serve as a good member of the community. Ensures compliance with Company and legal policies, procedures and regulations for assigned areas. Provides Optical care and services to patients by obtaining measurements, verifying, determining, and dispensing prescriptions, counseling, consulting with, and educating Customers. Assists customers with eyewear selection. Maintains confidential information

Minimum Qualifications: Doctoral Degree in Optometry (OD)

Must meet professional credential requirements

Job Role: Dr. of Optometry - Hire

Location: SAINT CHARLES

Job ID: 507995BR

Apply online at <http://jobs.walmart.com/chicago/doctors-of-optometry/jobid7831394-dr-of-optometry-hire-jobs>

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## **Dispatcher**

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

### Job Description:

Under the direction of the Superintendent of Transportation, or designate, performs dispatcher functions encompassing supervision and coordination of bus routes and Bus Operators.

Maintains work assignment board on daily basis.

Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Maintains appropriate dispatch paperwork. Answers phones and field calls.

Assists with bus operator run/vacation picks, passenger complaints, monitor reports and monitors bus operators compliance with Pace rules policies and procedures.

Other duties as assigned or required.

### Qualifications:

Qualified candidate must have at least five (5) years experience in transportation. Must be 21 years of age and possess or be able to obtain a valid Class B Commercial Driver's License.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions and proficient use of computers with focus on Microsoft Windows.

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

Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=168](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=168)

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**Foreman**

Location: Markham

Office: Revenue Services

Department: Maintenance

**Job Description:**

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

Assigns work to employees utilizing Oracle.

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

Other duties as assigned or required.

**Qualifications:**

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

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

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

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

Supervisory experience in preferred.

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

Apply online at

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

Agency: Human Services

Closing Date/Time: Mon. 07/13/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: 10-91-91690

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs a variety of complex specialized clerical duties for supervisory staff, types documents, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at a rate of 45 wpm. Requires knowledge and understanding of medical, technical and legal terminology.

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

Medical Field Operations, 1112 South Wabash, Chicago, IL 60605

Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services / Lisa Horsley

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

**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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## **Human Resource Supervisor**

Location: Calumet City, IL, United States - River Oaks Shpg Cntr 200 River Oaks Dr

Job ID: 1008433

Date: June 29, 2015

### General Description

Are you all about the talent? Do you enjoy teaching and training others to make them stronger performers in their respective positions? Do like working within systems to stay organized and provide structure to the team? Wellbeing a Human Resource Supervisor at JCPenney might be the position for you! Come be a part of our team. The Human Resource Supervisor's role is to interact and partner with associates throughout the store to ensure they have all of the learning necessary to perform in their roles as well as assist in the talent acquisition process for store positions.

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**Skill and Characteristics:** Build Trust: You demonstrate character and integrity in your actions, you show the courage to do what's right, and you do great work because you have the right skill and experience. Work with Others: You're a team player who willingly shares information, you enjoy providing outstanding service, and you build positive working relationships. Drive Results: You use your abilities to think critically, solve problems and take action to get things done and make things better. Organization You thrive in environments that need order and rely on process to get things done right. Decision Making You evaluate situation effectively and exercise good judgment when making decisions.

Job Title: Human Resource Supervisor

Location: Calumet City, IL, United States - River Oaks Shpg Cntr 200 River Oaks Dr

Job ID: 1008433

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**Job Title: Public Aid Eligibility Assistant**

Agency: Human Services

Closing Date/Time: Mon. 07/13/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-91-91680

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
South Loop, 1112 S Wabash, Chicago, IL 60606

Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services  
Lisa Horsley  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
FAX: 217-524-2116

**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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**Job Title: Senior Public Service Administrator - Opt 6**

Agency: Human Services

Closing Date/Time: Mon. 07/13/15 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly Job Type: Full-Time

Location: Kankakee County, Illinois Number of Vacancies: 1

Plan/BU: TA000 Bid ID#: 10-66-90495

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of Deputy Director for State Operated Developmental Centers (SODC's), serves as Assistant Regional Deputy Director for Region 2 and performs various duties to assist in the administration of Regional State Operated Developmental Centers; writes reports to document on-site visits, noting any deficiencies and follows-up to confirm those deficiencies are resolved. Serves as liaison with surveying agencies and represents Deputy Director at meetings. Reviews Plans of Correction and Administrative Reviews for Deputy Director.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college with course work in a social or human services field. Requires four years progressively responsible administrative experience in a health or human services organization. Requires thorough knowledge of agency programs and service objectives. Requires extensive knowledge of agency policies and procedures. Requires extensive knowledge of Federal and State standards and regulations related to the provision of care and services to people with intellectual disabilities. Requires ability to clearly communicate information orally and in writing while adapting a style to fit the audience. Requires ability to perform essential job functions using a computer. Requires working knowledge of Microsoft Outlook, Word and Excel.

Work Hours & Location/Agency Contact: Monday – Friday 8:30 am – 5:00 pm

SODC Operations, Shapiro Developmental Center

100 E. Jeffery St., Kankakee, IL 60901

DHS – Bureau of Employee Services Attn: Eric Mitchell

100 South Grand Avenue East, 3rd floor, Springfield, IL 62762

Phone: 217-524-5545 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](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 6 - Health & Human Services

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Job Title: Staff Development Specialist I  
Agency: Human Services  
Closing Date/Time: Mon. 07/13/15 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
\$52,524.00 - \$78,972.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062 Bid ID#: 10-91-91679

**Description of Duties/Essential Functions** Benefits Supplemental Questions  
Under general supervision, serves as program trainer for Region 1 North of Family and Community Services (FCS). Develops and implements training plans which assist local office professional and clerical staff in implementing current, new and revised welfare programs. Organizes the goals and objectives of the local office training program; conducts management and research studies of procedures and local office performance in relation to goal achievement and payment accuracy. Consults with local office supervisors in identification of training needs for the office as a whole as well as individual employees; implements training portions of employee corrective action plans. Serves as a liaison with trainers at the regional, division and agency level in integration of training goals. Requires travel in performance of duties.

**Minimum Requirements:** Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

**Work Hours & Location/Agency Contact:** 8:30 am - 5:00 pm  
Department of Human Services, 401 S Clinton, Chicago, IL 60607  
Please submit CMS 100 (revised 10/2014) applications and bid form to:  
Bureau of Employee Services, Lisa Horsley  
100 South Grand Ave East, 3rd floor Springfield, IL 62762 FAX: 217-524-2116

**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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**Job Title: Support Service Worker**

Agency: Human Services

Closing Date/Time: Tue. 07/14/15 4:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC009 Bid ID#: 10-70-15-0035

Description of Duties/Essential Functions Benefits Supplemental Questions  
Performs duties in one or more of the support service functions: Foods/Dietary, Housekeeping, or Warehouse/Stores. Requires ability to perform heavy physical work and operate standard equipment and machinery. Other duties may be assigned which are within the scope of the support service worker duties.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires ability to lift items weighing up to 100 lbs. Requires ability to receive and follow oral and written instructions, as well as the items listed under essential functions above. Ability to drive and operate a delivery truck and a lift gate truck (which requires a valid driver's license) and climb a 10 ft ladder preferred.

Work Hours & Location/Agency Contact: Monday - Friday, 7:00am - 3:30pm - may need to work some weekends as required based upon facility needs.

Contact: Human Resources / Ann M. Kiley Center 1401 W. Dugdale Road Waukegan, IL 60085 FAX: 1-847-249-0722

Current employees submit CMS100B promotional application (if applicable); if voluntary reduction, submit CMS100 application; any non-state workers submit CMS100 application to Kiley Center - fax number shown above - prior to end of posting.

**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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**Job Title: Technical Advisor II**

Agency: Gaming Board

Closing Date/Time: Wed. 07/08/15 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010 Bid ID#: IGB 10856

Minimum Requirements: Requires graduation from a recognized law school. Requires possession of a valid license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence; common law and the provisions of state and federal laws relating to administrative and regulatory functions; principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems. Requires litigation skills. Requires ability to maintain satisfactory public contacts and working relationships with others; exercise sound judgment in appraising and evaluating problems of a procedural nature; use expediently all primary and secondary legal source materials, to analyze all legal documents and instruments and to prepare, conduct and report formal or informal administrative hearings. Requires skill and ability in analyzing, appraising, and organizing facts, evidence and precedents and in presenting such material, involving a moderately complex problem, in clear and logical form in written media as briefs, memoranda, summarizations, research reports or regulations. Requires the ability to travel.

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

Work Location: Illinois Gaming Board / Office of Legal Services

Bilandic Building - 160 N. LaSalle, Suite 300, Chicago, 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 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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