



**Job Title: Stationary Engineer - Chief**

Agency: Corrections

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

Salary: \$8,887.92 - \$8,887.92 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: PR000

Bid ID#: IDOC29-82-14-0800

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Asst. Warden of Operations (Sr. Public Service Admin), directs and administers a maintenance program at Stateville Corr. Ctr. including emergency maintenance, security maintenance, preventative maintenance and utility distribution systems; serves as a working supervisor; assigns and reviews work of staff engaged in the repair, maintenance and operation of institutional buildings, grounds, equipment and machinery; prepares reports; plans and coordinates new construction projects and repairs. Position Number: 42610-29-82-350-00-01

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school; requires seven years of experience in the operation of a commercial or institutional power plant or as a skilled craftsman in the mechanical or building trades; requires thorough knowledge of steam engineering, electrical generation and distribution; requires thorough knowledge of the repair and construction of buildings and equipment; requires thorough knowledge of the underlying principles of water and sewage treatment; requires extensive knowledge of public health regulations and building codes.

WORK HOURS: 6:30am to 3:00pm Mon through Fri with days off of Sat and Sunday.  
LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434  
CONTACT: Diana Wysocki, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

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: Building/Grounds Maintenance Worker**

Agency: Military Affairs, Department of

Closing Date/Time: Tue. 07/15/14 4:30 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: 15-002

**Description of Duties/Essential Functions Benefits Supplemental Questions**

Under direct supervision, regularly performs a variety of semi-skilled labor or building mechanical work below the journeyman level for the Army National Guard and may directly assist skilled craftsmen; operates heavy equipment, as required, in the maintenance of the facility and grounds.

**Minimum Requirements:**

Requires knowledge, skills and mental development equivalent to the completion of high school; plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation; working knowledge of construction and maintenance tools, equipment and materials; elementary knowledge of one or more of the building and mechanical trades; ability to use power tools, operate heavy equipment and perform semi-skilled manual work in a safe manner; ability to follow oral and written instructions including blueprints and other diagrams; ability to lift and carry 80 pounds. i.e., heavy boxes, supplies, etc; ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors and perform landscaping duties; ability to withstand extreme temperature changes to shovel and/or plow snow, mow lawns and perform external maintenance; requires exposure to a variety of chemical cleaning agents. Requires possession of appropriate driver's license.

**Work Hours & Location/Agency Contact:**

POSITION LOCATION: Calumet Avenue Armory 1919 S. Calumet Ave, Chicago  
WORK SHIFT: Monday – Friday, 7:00AM – 3:00PM BARGAINING UNIT: RC-042  
FOR ADDITIONAL INFORMATION, CONTACT Ruth Moenck, 217-761-3633

**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: Clinical Laboratory Technician I**

Agency: Human Services

Closing Date/Time: Tue. 07/15/14 4:30 PM Central Time

Salary: \$3,124.00 - \$4,402.00 monthly

Job Type: Part-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-70-14-0040

Description of Duties/Essential Functions Benefits Supplemental Questions  
Performs a variety of exams and tests including white blood count tests, H & H tests, platelet counts, CBC tests, clinical chemistry tests, electrolyte analysis, occult blood stool/gastric tests, urine and microscopy exams and glucose studies to determine the components of blood, feces, urine, spinal fluid, sputa, tissue or other specimens; draws blood samples, compiles collected data and prepares for professional interpretation and maintains a file of laboratory tests. Maintains a clean and sterile working environment of laboratory machinery and equipment by properly disposing of bio-hazard materials; prepares and submits laboratory commodity and equipment needs on a quarterly basis or as requested.

**Minimum Requirements:**

Requires education and experience equivalent to an Associate's Degree with courses in life sciences, supplemented by (2) years medical laboratory experience.

Work Hours & Location/Agency Contact: Monday through Friday 6:00am - 10:00am. (4 hours each day). Or hours as needed and requested by medical department.  
Betty Vallier / Ann M. Kiley Center  
1401 W. Dugdale Road Waukegan, IL 60085 fax: 847-249-0722

**How to Apply:**

To apply: Submit a CMS100 application to Ann M. Kiley Center (as shown above) before COB on the last day of posting. Also, submit a CMS100 application to Central Management Services (address on application).

This is a closed grading testing - you will be notified once the exam is opened, and you will be advised where to go for testing to obtain a qualifying grade.

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## **Customer Solutions Director for NRS Drug Customers**

Talent Area : Customer Service Operations

Location : Niles, IL, USA

Requisition Number : 00024233

Full or Part Time : Regular Employee FT

The Customer Solutions Director will serve as the supply chain point of contact for NRS Drug Customers supporting all routes to market.

This position is responsible for the development & execution of joint customer and Coca-Cola initiatives to improve efficiencies, effectiveness and customer service.

Additionally, this position will collaborate with CCR Account Teams, key business operations and independent bottlers to:

- Drive customer satisfaction
- Develop supply chain strategies to support Joint Business Plan (JBP)
- Effectively launch new products and execute promotions
- Steward customer service scorecards to customers
- Identify and address systemic service issues
- Implement electronic order-to-cash capabilities (e.g., EDI, ASN)
- Engage customers in Product Availability Program to use scan data for improving on-shelf availability
- Implement joint initiatives that support Coca-Cola's sustainability goals
- Realize productivity savings for CCR's Product Supply organization

### **REQUIRED EDUCATION AND/OR EXPERIENCE:**

- Bachelor's degree or equivalent
- 5 years of relevant work experience
- 3 years of supply chain experience

### **PREFERRED EDUCATION AND/OR EXPERIENCE:**

- MBA or equivalent
- 7+ years of relevant work experience
- 5+ years of supply chain experience

PLEASE SUBMIT RESUMES IN MS WORD OR PDF FORMAT We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/customer-solutions-director-for-nrs-drug-customers-niles-illinois-job-1-4536623>

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### **Accountant III**

Department: GENERAL ACCOUNTING

Schedule: Full Time

Shift: Days

#### Job Details:

The Accountant III prepares financial statements, payroll tax returns and journal entries, and performs related complex accounting procedures.

Serves as a resource person for other department staff and assumes responsibility for accounting leadership in the absence of their designated supervisor.

#### EXPERIENCE AND QUALIFICATIONS:

Bachelor's degree in finance or accounting required; master's degree and/or designation as a Certified Public Accountant highly desirable. Minimum 5 years of accounting experience required. Healthcare experience a plus.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=256395](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=256395)

### **PHYSICAL THERAPIST ASSISTANT**

Department: Physical Therapy

Schedule: Registry

Shift: Days

Hours: Day Hours

Contact Information:

Address: 1225 W. Lake Street Melrose Park, IL

#### Job Details:

1-2 years experience is required

Current PTA IL license required

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=301557](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=301557)

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**Job Title: Communications Equipment Technician I**

Agency: State Police

Closing Date/Time: Thu. 07/17/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Will County, Illinois Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: 21-69-ISP14-036

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years of high school supplemented by two years of technical school with course work in electricity, electronics, and communications systems. Requires valid F.C.C. licensure or certification by an approved organization (Active Radiotelephone, First or Second Class Operator's Licenses, while no longer issued by the F.C.C., remain applicable; Certification by the National Association of Business and Educational Radio or the Associated Public Safety Communications Officers or an equivalent approved organization is also substitutable.) Requires possession of an appropriate valid driver's license. Requires working knowledge of practical electronics, with particular emphasis in radio communications principles, theory and equipment circuitry and operation, maintenance and repair. Requires working knowledge of electronic test equipment operation and application in diagnostic and calibration procedures. Requires ability to read schematic diagrams of electronic circuitry in order to gain an understanding of circuit operation, normal performance characteristics, and diagnostic and adjustment procedures. Requires an experienced ability to recognize and correct communications equipment malfunctions. Requires eye-hand coordination and fine motor skills in the use of hand tools to effect repairs to equipment. Requires physical ability to perform the assigned duties. Requires exposure to unfavorable atmospheric conditions and varied temperatures. Requires the ability to lift up to 75 pounds. Prefers experience in the use of Windows computer operating systems and radio and electronic equipment programming software.

Work Hours & Location/Agency Contact: Work hrs: 8:30 AM to 5:00 PM, Mond thru Fri.  
Work location: Illinois State Police District 6 800 Old Airport Road Pontiac, IL  
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).

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**Job Title: Executive I - Opt H7**

Agency: Human Services

Closing Date/Time: Tue. 07/15/14 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#: 10-91-83114

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Local Office Administrator, serves as the Office Manager of a local Family and Community Services office. Organizes, plans, executes, controls and evaluates the activities of staff engaged in maintaining central files, operating the office switchboard, client transactions processing, office maintenance and petty cash. Monitors local office budget for equipment, commodities, supplies, travel and other administrative costs; authorizes expenditures.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in public or business administration. Requires one year responsible administrative experience in a public or business organization. Requires extensive knowledge of the principals and practices of public and business administration. Requires working knowledge of governmental accounting, program budgeting, personnel, statistics, and procurement.

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

Broadway Central FCRC 5050 N. Broadway Chicago, IL 60640

Please submit applications to: Krissie Buss / Bureau of Employee Services

100 S. Grand Avenue 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 H7 - Dept Human Services**

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**Sr. Shopper Marketing Manager (Walgreens)- (NILES/ CHICAGO AREA)**

Talent Area : Marketing

Location : Niles, IL, USA

Requisition Number : 00022495

Full or Part Time : Regular Employee FT

EDUCATION: Minimum Education Required: Bachelor's degree

Preferred Level: MBA or other graduate degree

PROFESSIONAL EXPERIENCE: Minimum Experience Required: • 5 years' experience, preferably in the consumer goods/beverages industry • People leadership/management - specifically, experience leading leaders of others (leading organization with deep functional expertise) • Leadership across multiple customers • Experience in Developing Shopper Marketing Strategies and Plans

Preferred Level: 7 years' experience, preferably in the consumer goods/beverages industry • Extensive Marketing and Sales Experience (particularly in area of Shopper Marketing) • Customer/Sales management experience • Brand management experience

Minimum Required: • Planning experience; strategic thinking (forward-looking vision and anticipating of future needs) • Proven track record for delivering sustainable result • Collaborating with brand/category teams and other key internal/external stakeholders; effective in influencing wide variety of stakeholders, particularly in situations where Commercial leadership may have accountability for doing the work but may not have control over all decisions impacting the work • Effectively communicates & builds relationships at all organizational levels • Strong change management capabilities • Propensity for creative problem-solving and opportunity identification (to improve service to rest of business/customer engagement)

Preferred Level: • Experience building and monitoring annual business plans • Shopper insights, category management and shopper marketing experience • Demonstrated reputation for customer engagement with ability to drive mutual business results. • Experience/comfort establishing external relationships - e.g., w other CPG companies

Travel: Up to 25% Relocation Assistance: Not Available

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/sr-shopper-marketing-manager-walgreens-niles-chicago-area-niles-illinois-job-1-4528119>

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## **MANAGER OF ACCOUNTING**

Department: GENERAL ACCOUNTING

Schedule: Full Time

Shift: Days

### Job Details:

Bachelors degree required

Hands on position working with controller to oversee the accounting functions for the Chicago market, excluding certain ambulatory entities (VMG, CHS, and MPG) including General Accounting, Budgeting, Special Projects.

Reviews the accounting functions of all units and provides guidance on accounting policies and procedures.

Establishes and maintains relationships with regulatory agencies, financial institutions and internal audit.

### EXPERIENCE AND QUALIFICATIONS:

Level of knowledge normally acquired through a Bachelor's degree in Accounting/Finance or as evidenced by having attained CPA certification. Master's degree a plus.

Eight (8) years of experience in accounting in order to demonstrate technical and professional skills.

Familiarity with healthcare environment a plus.

Previous management experience highly desirable. Working knowledge of personal computer including significant experience with Microsoft Excel and Access, as well as Hyperion.

The interpersonal skills necessary to interact with all levels of hospital and corporate personnel and other external parties, frequently in situations that are sensitive and/or significant to the Hospital.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&JobId=855685](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=855685)

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**Unarmed Security Shift Supervisor - O'Hare - All Shifts**

ID 2014-1358

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

**Overview:**

Titan Security is currently recruiting for Full Time Unarmed Security Shift Supervisors to work at a commercial property located in O'Hare area of Chicago.

Started in 1977, Titan Security is one of the largest privately-held security services providers in the Chicagoland area and we are growing! Join a leading company in one of the fastest growing industries.

Unarmed Security Shift Supervisor responsibilities include, but are not limited to:

**Qualifications:**

Education and/or Experience: High School diploma or general education degree (GED) and 3 years prior satisfactory employment as a security officer or directly related experience. Must be at least 21 years of age.

Certificates, Licenses, Registrations: Valid PERC, driver's license as applicable.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$10.00 and \$12.00 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

Apply online at <http://www.titan-security.com/careers/job-opportunities/>

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## **Body Shop Supervisor**

Location: CHICAGO

Department: Maintenance

Application Deadline: Friday, July 18, 2014

### Qualifications:

- High school graduate or GED with strong written and verbal communication skills.
- Bachelor's degree in transportation or related field preferred
- 3 + yrs of supervisory/ mgmt. exp. in ground transportation maintenance or related field required
- 3 + yrs of Body Shop repair exp. to include painting and collision repair
- Must have mechanical background
- Proven ability to work up written estimate for collision or routine body repairs
- General knowledge of all OSHA and EPA regulations
- Ability to solve problems and make real-time decisions
- Strong written and verbal communication skills required
- Must understand and be able to operate all bus models
- Driving experience and CDL preferred
- Attention to detail
- Able to led employees to perform the highest quality work and exceed expectations
- Ability to take discipline where required
- Must be motivated and possess strong interpersonal skills
- Union knowledge and experience preferred
- Experience interviewing and training preferred

### Additional Information:

The Maintenance Supervisor is responsible for the overall efficient supervision of maintenance employees and the quality and repair of the fleet.

This position will work as team with various external agencies and internal customers such as MRD, Driver Operations, Customer Service, Safety, Operations Support Center and various corporate key interfaces to ensure a pleasant customer experience.

Apply online at <https://www.greyhound.com/en/careers/details.aspx>

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## **Maintenance Supervisor**

Location: CHICAGO

Department: Maintenance

Application Deadline: Wednesday, July 09, 2014

### Key Duties:

Determine and prioritize repair orders and other operational demands as well as ensure that operational schedules are met and facility/shift productivity is maintained

Assign maintenance and contract personnel to ensure maintenance resources are used economically, meet maintenance workload needs and meet other objectives (i.e. training, special projects, etc.)

Identify and resolve quality issues and productivity bottlenecks such as training, improper procedures, tool/equipment requirements, etc.

Ensure that the garage provides a safe and pleasant work environment

Communicate effectively with internal customers regarding equipment availability

Ensure that the use of parts, vendors, consumable products, etc. is at the lowest possible cost

Give direction, coach and discipline employees when appropriate

Implement corporate policies and practices

### Qualifications:

3+ years of supervisory or management experience in ground transportation maintenance or related field required

Bachelor degree in transportation or related field preferred

Ability to solve problems and make real-time decisions

Strong written and verbal communication skills required

Must understand and be able to operate all bus models

Driving experience and CDL preferred

Need attention to detail

Ability to take discipline where required

Must be motivated and possess strong interpersonal skills

Union knowledge and experience preferred

Experience interviewing and training preferred

### Additional Information:

Basic Summary The Maintenance Supervisor is responsible for the overall efficient supervision of maintenance employees and the quality of workmanship at the garage. This position will interface with MRD, Driver Operations, Customer Service, Safety, Operations Support Center and various corporate key interfaces to ensure a pleasant customer experience.

Apply online at <https://www.greyhound.com/en/careers/details.aspx>

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**Job Title: Executive I - Opt M1**

Agency: Corrections

Closing Date/Time: Thu. 07/17/14 5:00 PM Central Time

Salary: \$4,291.00 - \$6,743.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDOC29-09-14-5005

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Chief of Investigations & Intelligence (Sr. Public Service Admin.), organizes, plans, executes and controls a statewide training program for the Intelligence Internal Investigations Program; develops and implements training standards and modules for statewide training of institutional intelligence staff; conducts studies evaluating current procedures and training curriculum; researches new methods for training and documenting of procedures; implements policy; prepares reports regarding program evaluations.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college preferable with course work in business or public administration; requires one year of responsible administrative experience in a public or business organization; requires extensive knowledge of the principles and practices of public or business administration; requires working knowledge of the function of State government and of the character of relationships between the branch and other branches, between the State and higher and lower levels of government; requires working knowledge of the principles of governmental accounting, program budgeting, personnel, statistics and procurement.

Work Hours & Location/Agency Contact: Work Hrs: 8:30am - 5:00pm Monday - Friday  
Work Location: Illinois Department of Corrections 19551 W. Division St., Lockport, IL  
Agency Contact: Shae Bruce / 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 M1 - Dept Corrections

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**Job Title: Health Facilities Surveyor I - Opt 2**

Agency: Public Health

Closing Date/Time: Fri. 07/11/14 5:00 PM Central Time

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC062

Bid ID#: IDPH 80531, 80533

**Minimum Requirements:**

Requires a bachelor's degree in a human services professional field such as sociology, special education, rehabilitation counseling, or psychology, supplemented by one year of experience working directly with persons with mental retardation or other developmental disabilities and an additional two years of professional experience affording knowledge of the problems and needs of mentally retarded individuals and/or those with related conditions; or a master's degree in a human services professional field and one year of experience working directly with persons with mental retardation or other developmental disabilities. Requires ability to travel and possession of a valid Illinois Drivers License.

Work Hours & Location/Agency Contact: Work Hours & Location: 4 Day Work Week  
Office of Health Care Regulation  
Division of Long Term Care Field Operations - 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](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 - Qmrp**

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

Agency: Human Services

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

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-70-14-0037

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of Director, utilizes a computer/typewriter, performs a variety of confidential duties. Handles multiple tasks at any given type. Types correspondence and reports and serves as a receptionist when needed. Assists in gathering reports and materials of a highly sensitive nature; prepares and maintains data and records, types memorandums and letters; proofreads and edits documents for clarity of content, punctuation, grammar and spelling.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience.

Requires ability to type accurately at 35 wmp and is knowledgeable in computers and various software.

Typing Test is given at James Thompson Center, 100 W. Randolph, St3-300, Chicago, IL - Monday through Thursday - between 8 - 12:30. Typing test results must be submitted with your application and bid form. Phone number: 217-782-7100.

Work Hours & Location/Agency Contact: Monday -Friday; 8:00 - 4:00pm

Contact: Betty Vallier Ann M. Kiley Center

1401 W. Dugdale Road Waukegan, IL 60085 FAX: 1-847-249-0722

**How to Apply:**

Current state employees submit a CMS100B application with your typing test and a bid form to Kiley Center prior to end of posting date.

Non-current state employees submit a CMS100 application with your typing test results to Kiley Center prior to end of posting date.

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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 Monday – Friday

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.

If currently a state employee, FAX CMS100B application to 847-249-0722, prior to end of posting with a Bid Form. Also submit a copy of your application to CMS (address on application) to obtain a qualifying grade for this position. - NO PHONE CALLS.

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 Aid Eligibility Assistant**

Agency: Human Services

Closing Date/Time: Tue. 07/15/14 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#: 10-91-83099

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: 8:30am-5:00pm  
Stroger 600 S. Hoyne Chicago, IL 60612

Please submit applications to: Krissie Buss  
Bureau of Employee Services  
100 S. Grand Avenue 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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### **Transport Driver**

Talent Area: Transportation/Driver

Location: St Charles, IL, USA

Requisition Number: HV034824

Full or Part Time: Regular Employee FT

### **POSITION DESCRIPTION**

Position Description: Responsible for moving trailers across lots during loading and related functions.

- Conducts a daily check of trailers for raw materials and full goods in addition to assessing for empty trailers and others that need to be relocated or loaded.
- Properly stores trailers not being used.
  
- Maintains proper order of customer pick up trailers brought to the docks.
- Ensure a complete and accurate list of trailers brought in and moved to the docks.
  
- Ensure that all trailers brought to the docks have their wheels chocked.
- Reports problems or damages that occur.

Position Requirements: - High School diploma or GED preferred.

- 0 - 3 year of general work experience required.

- 1+ year prior warehouse/stocking/fork-lift experience preferred.

- Previous experience within high-speed industrial environment a plus.

- Ability to operate a manual / powered pallet jack or lift product.

- Demonstrated attention to detail.

- Fork-lift certification is required

- Must be able to repetitively lift up to 60lbs

- CDL Class A required if transporting product on public roads.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/transport-driver-st-charles-illinois-job-1-4527724>

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

Agency: Human Services

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

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

\$37,392.00 - \$117,180.00 annually

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB063 Bid ID#: 10-97-83095

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Associate Director of the Office of FCRC Workforce Development and Policy, serves as Executive Assistant to the Associate Director. Performs a variety of special and sensitive functions relating to the overall coordination of office activities, programs, policies, procedures, and daily operations. Reviews policy issues for appropriateness and validity and recommends course of action to Associate Director. Provides major administrative input into planning for future initiatives and direction for operation. Plans, develops, and directs special programs as determined by the Associate Director. Serves as administrative liaison with full authority between Associate Director and administrative staff.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of college with course work in business or public administration. Requires three years progressively administrative experience in a public or private organization.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m., Monday - Friday  
IL Dept of Human Services / Office of FCRCs Workforce Dev & Policy  
401 S Clinton Chicago, IL 60607

BIDDING CONTACT: Illinois Department of Human Services  
Family and Community Services ATTN: Jennifer Wagner, Associate Director  
401 South Clinton Chicago, IL FAX: (312) 793-3756

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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