



Job Title: Office Assistant - Opt 1

Agency: Human Services

Closing Date/Time: Thu. 08/21/14 5:00 PM Central Time

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

\$33,384.00 - \$45,372.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-84584

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, review case eligibility and payment level documents in Medical Consultant area for internal consistency prior to processing by other staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs. Requires ability to operate commonly used manual and automated office equipment.

Work Hours & Location/Agency Contact: 8:30am - 5:00pm
South Loop 1112 S. Wabash Chicago, IL 60605

Please submit applications to: Contractual Rights Hiring Unit
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
FAX: 217-524-2116

HOW TO APPLY IF YOU ARE NOT A CURRENT STATE EMPLOYEE, NOR, HAVE EVER HELD CERTIFIED STATUS WITH THE STATE OF ILLINOIS:

Please submit a completed and signed CMS-100 Employment Application and submit with a cover memo indicating the specific vacancy identification number you are bidding on to the Bidding Contact/address listed above. You will need to receive a valid grade from Central Management Services (CMS). In order to obtain this grade, please follow the instructions below.

****NOTE:** CMS and the bidding agency are two separate agencies, therefore, submitting your CMS-100 application to CMS for a grade is not in lieu of submitting a CMS-100 to the bidding agency as well. **

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Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 08/21/14 5:00 PM Central Time

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

\$33,384.00 - \$45,372.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-84593

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office procedures, practices and ability to operate commonly used office equipment. Requires ability to type at 35 wpm.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm, Monday - Friday
IL Dept of Human Services Lower North 2650 W. Fulton St. Chicago, IL 60612

Please submit applications to:

BES Hiring Unit
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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

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Job Title: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 08/21/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-84694

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical and secretarial functions. Serves as secretary of the Assistant Local Office Administrator.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to the completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling, punctuation, and working knowledge of basic mathematics; requires ability to operate automated office equipment and personal computer. Requires the ability to type accurately at 45 wpm. Requires ability to understand medical and legal terminology.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Eglewood FCRC 5323 S Western Ave Chicago, IL 60609

How to Apply: Please submit CMS 100 (revised 01/2014) applications to:

Bureau of Employee Services
Contractual Rights Hiring Unit
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
PHONE: 217-557-0347 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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

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Business Support Specialist

Location: Arlington Heights

Office: Internal Services

Department: Internal Services

Job Description: Under the direction of the Deputy Executive Director, Internal Services, the Business Support Specialist will be responsible for facilitating Internal Services (IS) departmental support for user groups reporting to the Office of the Executive Director (OED). Acts as primary support contact for OED procurement related matters by assisting user groups in OED with preparation of contract renewal documents and specifications, schedules, monitors contract expirations, ensures users have entered replacement requisitions, supports development of contract renewal documents such as, but not limited to, ICE forms, cost information and vendor identification. Acts as primary support for OED capital project and grant related matters by supporting OED user groups in the preparation of capital budget requests, support information, cost analysis and schedules. Assists users with project management issues, capital backlog items, resolves funding and scope problems. Acts as primary support for OED with regard to financial matters, including preparation of the annual budget for OED departments. Resolution and support on financial matters impacting OED user groups. Acts as primary support for OED on IT related projects. Monitors schedules, issues and facilitates project implementation as determined by the Deputy. Supports the Deputy Executive Director, Internal Services, with OED group issues, solutions and goals. Prepares related special reports, business plans, studies and analyses as directed by the Deputy. Trouble shoots project impediments and schedule issues. Prepares monthly report on all activities including established goals.

Qualifications: Bachelor's Degree in business or relevant discipline. Master's degree in business preferred. One to two years experience of Project Management experience. Three to five years of general business experience with exposure to capital project analysis, IT systems, Budget and resource planning and scheduling. Must be proficient in computer word processing programs and computer applications such as MS Word, Excel and PowerPoint, and must be able to create documents related to job duties. Financial and math skills such as percentage changes, growth, cost analysis, time value of money, compound interest, etc. Advanced financial knowledge will be used in job functions in relation to financial responsibilities. The ability to effectively interface with managers and staff to facilitate the advancement of projects and resolution of problems between various interests and operating units requiring exceptional communication, problem solving, multi-tasking and inter-personal skills. *This position is subject to the provisions set forth in 5 ILCS 430/5-45 (c) of the State Officials and Employee Ethics Act.*

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=674

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Payroll Accountant II

Location: Arlington Heights

Office: Internal Services

Department: Accounting

Job Description:

Under the direction of the Payroll Supervisor, the Payroll Accountant II is responsible for the coordination and preparation of payroll for 350 employees that includes the Headquarters location and the Board of Directors.

The Payroll Accountant II also serves as a key contact and support person to the nine operating division locations.

Current job responsibilities include collection and review of timesheets, entry of payroll data into automated payroll system, coordination of new hires and terminations with Human Resources, benefit deductions and 401K changes, preparation of wage deduction payments, tracking and reporting of employee vacation, sick and leave time, processing of the general ledger interface, journal entry preparation and account analysis and preparation of payroll reporting.

This position will also be involved in the implementation of the Oracle Time and Labor system. They will serve as a point person to headquarters staff and the division payroll administrators regarding questions regarding this new module.

Qualifications:

Qualified candidate must be accurate and detail oriented. Must be comfortable using a computer and have knowledge of Excel.

Five years of experience with automated payroll processing as well as strong verbal and written communication skills are required. Experience with automated time and attendance systems is preferred. General knowledge of a report writer such as Crystal Reports is also preferred.

The person in this position will be privy to confidential information so it is essential that they are discreet and trustworthy. Qualified candidate must have a good work history and be willing to work during holiday weeks.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=682

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Part-time Bus Operators

Location: Melrose Park

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=145

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Part-Time Servicer (6)

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed.

Responsible for completing all required documents and reports for work performed.

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, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment.

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 be capable of heavy lifting.

This is a safety sensitive position.

Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665

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Job Title: Office Coordinator - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 08/21/14 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

\$36,324.00 - \$50,676.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-84494

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, serves as secretary to and performs paraprofessional and technical office support functions for the Local Office Administrator of the South Suburban Office. Assists in a variety of office management and support functions. Types a variety of forms, form letters, cards and records.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years secretarial/business college or completion of high school and two years related office experience or two years independent business experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling, punctuation and basic mathematics; requires the ability to follow oral and written instructions. Requires ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: 8:30am - 5:00pm
South Suburban 3301 Wireton Rd. Blue Island, IL 60406
Please submit applications to: Contractual Rights Hiring Unit
Bureau of Employee Services 100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762 FAX: 217-524-2116

HOW TO APPLY IF YOU ARE NOT A CURRENT STATE EMPLOYEE, NOR, HAVE EVER HELD CERTIFIED STATUS WITH THE STATE OF ILLINOIS:

Please submit a completed and signed CMS-100 Employment Application and submit with a cover memo indicating the specific vacancy identification number you are bidding on to the Bidding Contact/address listed above. You will need to receive a valid grade from Central Management Services (CMS). In order to obtain this grade, please follow the instructions below.

****NOTE:** CMS and the bidding agency are two separate agencies, therefore, submitting your CMS-100 application to CMS for a grade is not in lieu of submitting a CMS-100 to the bidding agency as well. ******

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Temporary Sign & Shelter Technician

Location: Arlington Heights
Office: External Relations
Department: Sign & Shelter

Job Description:

Under the direction of the Supervisor of Passenger Facilities Maintenance, or designate, will install, clean and maintain shelters and bus stop signs throughout the six county region. Maintenance will include replacing shelter glazing, repairing shelters, replacing signs, installing sign posts, applying decals and maintaining shelter and sign inventory.

Winter conditions may require snow removal duties at Pace shelters and passenger facilities including shoveling, operating a snow blower and snow plowing.

Other duties as assigned or required.

Qualifications:

Qualified candidate must be able to repair and clean shelters, signs and perform maintenance at passenger facilities using basic hand and power tools, e.g., pop rivet tool, electric drill and saw, strapping tool, power washer, etc.

Must possess a valid driver's license, good driving record and be capable of heavy lifting.

Must be able to keep good records of work performed and complete work orders. Position reports to Pace Sign and Shelter Shop located at Pace West Division in Melrose Park. May be required to work occasional evenings and weekends.

Must be able to work independently with minimal supervision.

Basic computer skills required. Qualified candidate must have a good work history. This is a safety sensitive position.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=592

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Job Title: Office Coordinator - Opt 3

Agency: Human Services

Closing Date/Time: Thu. 08/21/14 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

\$36,324.00 - \$50,676.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-84609

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs paraprofessional and technical secretarial and office support functions for the Local Office Administrator in the Northwest Office of the Division of Family & Community Services, DHS. Assists in a variety of office management and support functions. Takes dictation, transcribes and types a variety of forms, form letters, cards and records.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two years secretarial/business college or completion of high school and two years related office experience or two years independent business experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling, punctuation and basic mathematics; requires the ability to follow oral and written instructions. Requires ability to type accurately at 30 wpm and take dictation at 80 wpm.

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

Northwest 4105 W. Chicago Ave. Chicago, IL 60651

Please submit applications to: Contractual Rights Hiring Unit

Bureau of Employee Services 100 S. Grand Avenue East, 3rd Floor

Springfield, IL 62762 FAX: 217-524-2116

HOW TO APPLY IF YOU ARE NOT A CURRENT STATE EMPLOYEE, NOR, HAVE EVER HELD CERTIFIED STATUS WITH THE STATE OF ILLINOIS: Please submit a completed and signed CMS-100 Employment Application and submit with a cover memo indicating the specific vacancy identification number you are bidding on to the Bidding Contact/address listed above. You will need to receive a valid grade from Central Management Services (CMS). In order to obtain this grade, please follow the instructions below.

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Job Title: Paralegal Assistant

Agency: Corrections
Closing Date/Time: Mon. 08/18/14 11:59 PM Central Time
Salary: \$3,803.00 - \$5,580.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: IDOC29-82-14-6000
Position Number: 30860-29-10-406-11-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with related coursework in such areas as pre-legal, English, and statistics or related areas. Requires working knowledge of precedent cases, search procedures, writing style, format and vocabulary appropriate to the subject matter upon completion of a job learning period. Requires working knowledge of technical report writing, vocabulary, word usage and analytical ability in working with information such as would typically be acquired through a professional education. Requires ability to write in a clear and concise manner. Requires ability to analyze and organize facts, evidence and precedents and to draft written material to legal staff in clear and logical form. Requires ability to organize and present statistical data.

Work Hours & Location/Agency Contact: WORK HOURS: 6:30am to 2:30pm Monday through Friday with days off of Saturday and Sunday.
LOCATION/AGENCY: IDOC Stateville Correctional Center/office of Adult Education and Vocational Services, P.O. Box 112, Joliet, IL 60434
CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Pharmacy Technician

Agency: Human Services

Closing Date/Time: Tue. 08/19/14 5:00 PM Central Time

Salary: \$2,854.00 - \$3,917.00 monthly

\$34,248.00 - \$47,004.00 annually

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-89-83873

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of a registered pharmacist, performs adjunctive professional pharmacy duties including the compounding of prescriptions and manufacturing of pharmaceutical preparations in the Pharmacy at Shapiro Developmental Center.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of 4 years of high school. Requires Illinois certification as a certified pharmacy technician. Must be at least 18 years of age. Requires working knowledge of the principles and practices of pharmacy. Requires working knowledge of aseptic handling of drugs. Requires working knowledge of typing; requires ability to prepare pharmaceutical preparations. Requires ability to maintain accurate records and prepare reports of pharmaceuticals purchased, dispensed and stored. Requires ability to perform data entry into a computerized pharmacy record keeping system.

Work Hours & Location/Agency Contact: 7:30am - 4:00pm
Shapiro Developmental Center 100 E Jeffrey St Kankakee IL 60901

Please submit CMS 100 (revised 01/2014) applications to:
Bureau of Employee Services / Hiring Unit
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
PHONE: 217-557-0347 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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Public Service Administrator - Opt 6

Agency: Human Services

Closing Date/Time: Thu. 08/21/14 5:00 PM Central Time

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB063

Bid ID#: 10-91-84706

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction, performs highly responsible administrative duties as Assistant Local Office Administrator in an Illinois Medicaid Redetermination Project local office; serves as a full-line supervisor, supervising subordinate staff engaged in Income Maintenance, Intake and/or professional operations. Serves as liaison to other State and Local government agencies; provides leadership and administrative direction to other administrative staff.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in a social or human services field. Requires three years progressively responsible administrative experience in a health or human services organization.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m., Monday - Friday
IL Dept of Human Services / Office of Family & Community Services
Broadway IMRP 5050 N. Broadway Chicago, IL 60610
Please submit applications to: Jeri Bond
Bureau of Employee Services 100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762 FAX: 217-524-3826

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 6 - Health & Human Services

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Transportation Engineer

Location: Arlington Heights

Office: Strategic Services

Department: Planning Services

Job Description: Under the direction of the Section Manager, Long Range Planning, serves as engineering advisor to Pace. Engineer provides technical guidance and support for transit related design elements to regional planning agencies, municipalities, developers, and Departments of Transportation. Reviews IDOT, ISTHA, county and municipal roadway projects for transit accommodations, pedestrian improvements and transit supportive design recommendations during phase I and phase II design. Lead the detailed review process for Pace of IDOT, ISTHA, county and municipal roadway preliminary and final contract plans to ensure the satisfactory delivery of transit related design elements into Phase III construction. Conducts site plan and development reviews pertaining to transportation improvements including transit supportive guideline designs and pedestrian access. Administers the multi-modal Development Review Assistance for Transit (DRAFT) program. Develops sketch plans and reviews plans for transit facility designs, bus stop and station locations. Performs traffic and safety analyses on transit projects. Submits bus stop and shelter location designs for approval, coordinates with contractors and consultants on bus stop construction issues. When required by permitting authority submits P.E. approval on construction permit applications for bus stop locations. Provide technical guidance adhering to engineering design standards and Best Management Practices (BMPs) during the development of multi-modal construction projects including Pace's Bus on Shoulder (BOS), Arterial Bus Rapid Transit (ART), park & ride facilities, express bus network, station development, queue jump lanes, conversion to posted-stops-only operation, transit access lanes and Transit Signal Priority (TSP) programs. Assists the Supervisor Transit Engineer ITS. Other duties as assigned.

Qualifications: Bachelor's Degree in civil engineering or related field with emphasis on traffic and transportation engineering. Masters Degree preferred. Professional Engineer License for the State of Illinois is required. Three to five years progressively responsible experience as a Transportation Engineer or similar position. Demonstrate familiarity with USDOT, FHWA, IDOT regulations, project management experience, roadway design, construction and managing consultants. Provide an understanding of transit planning and facility design. Must have good communication and interpersonal skills and have experience with software including AutoCAD, Microstation, Synchro and GIS. Qualified candidate must have a good work history and possess a valid driver's license in order to use Pace owned vehicles for field work, attending off-property meetings or to travel to Pace facilities.

Apply online at

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Staff Development Specialist I

Agency: Human Services

Closing Date/Time: Thu. 08/21/14 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#: 10-91-84557

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, serves as program trainer for Region 1 South 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 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 r 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
Region 1 South 401 S Clinton Chicago, IL

How to Apply: Please submit CMS 100 (revised 01/2014) applications to:
Bureau of Employee Services / Contractual Rights Hiring Unit
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
PHONE: 217-557-0347 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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Sun. 08/17/14 5:59 PM Central Time

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

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-75-81082

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs duties in one or more of the support service functions such as dietary, laundry, housekeeping, or clothing service on programmatic units. Requires ability to perform heavy physical work and operate standard equipment and machinery. Requires six months experience in the support service functional area to which assigned. Requires working knowledge of routine tasks commonly found in the area of assignment. Requires skill in the basic operation of machinery and equipment in assigned area.

Minimum Requirements: Requires ability to perform heavy physical work and operate standard equipment and machinery. Requires six months experience in the support service functional area to which assigned. Requires working knowledge of routine tasks commonly found in area of assignment. Requires skill in the basic operation of machinery and equipment in assigned area.

Work Hours & Location/Agency Contact:

Detail Pool 6:30 am – 3:00 pm Rotating Days Off

Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Technical Advisor II

Agency: Revenue

Closing Date/Time: Fri. 08/22/14 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#: DOR 9291

Minimum Requirements:

Requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence. Requires working knowledge of the common law and the provisions of State and Federal laws relating to administrative and regulatory functions. Requires working knowledge of principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems. Requires the ability to travel.

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

Work Location: Illinois Department of Revenue

Legal/Property, Sales & Excise Tax Litigation Office

100 West Randolph Street Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-558-0987 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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Truck Weighing Inspector

Agency: State Police

Closing Date/Time: Wed. 08/20/14 5:00 PM Central Time

Salary: \$3,492.00 - \$4,913.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: 21-62-ISP14-070

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of high school, or comparable education, training, and/or experience. Requires elementary knowledge of various types of equipment used in measuring and weighing highway vehicles. Requires elementary knowledge of state laws governing vehicles on state highways. Requires exposure to unfavorable weather conditions and varied environmental conditions including engine noise, dust, dirt, grease, oil, petroleum, and other chemicals. Requires climbing ladders and steps, walking, crawling, bending and lifting buckets filled with water or cleaning solutions. Requires ability to lift items up to 45 pounds. Must hear and speak clearly and be able to work alone for periods of time. Must be able to interact effectively with the public, officers of the Illinois State Police, and other law enforcement personnel. Must be able to obtain and maintain LEADS certification at the less than full access level.

Work Hours & Location/Agency Contact: WORK HOURS: 2:30 PM to 12:30 AM, Monday through Thursday or Tuesday through Friday.

WORK LOCATION: Frankfort Scales I-80, Will County

AGENCY CONTACT: Shae Bruce / Public Safety Shared Services Center

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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Truck Driver, Class A - Full Time

Requisition ID 2014-8048

Primary State/Province IL

Primary City CHICAGO

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.

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/8048/truck-driver%2c-class-a---full-time/job>

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