



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



Springfield Office
239-E Stratton Office Building
Springfield, IL 62706
TEL: 217-782-5962
FAX: 217-557-4502

Chicago Austin * Oak Park *
Riverside * North Riverside *
Brookfield * Berwyn * Proviso
Township * Forest Park * La Grange
* LaGrange Park * Western Springs

1/05/2018



Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Fri. 01/12/18 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: McDonough County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-93-104173

Under general supervision, serves as receptionist for local office; Performs a variety of difficult and responsible clerical functions and assistance including filing, typing, record processing, secretarial and general office support functions.

*Bureau of Employee Services
Krissie Buss
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116*

1/05/2018



Job Title: **Stores Clerk**
Agency: Human Services
Closing Date/Time: Fri. 01/12/18 5:00 PM Central Time
Salary: \$2,700.00 - \$3,641.00 monthly
\$32,400.00 - \$43,692.00 annually
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-93-104168**

Under direct supervision, performs manual labor and routine clerical record keeping tasks when storing, shipping, packing or shredding recipient case records or files received from the various offices of the Department of Human Services; maintains updated records of cases received, shipped, stored or purged; indicates name, number and date of action taken and by whose authorization.

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Krissie Buss
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Springfield, IL 62762
217-557-0347
FAX: 217-524-2116*

1/05/2018



Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Fri. 01/12/18 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: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-94-104174**

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting of incoming documents, maintaining office supplies and forms, providing office receptionist functions for support staff.

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Krissie Buss
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116*

1/05/2018



Job Title: **Insurance Analyst III**
Agency: Central Management Services
Closing Date/Time: Fri. 01/12/18 5:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CMS 17030**

Under direction of the Benefits & Claims Support Manager, performs a variety of advanced technical and specialized duties for various State programs for the Local Government Health Plan (LGHP), the Teachers' Retirement Insurance Plan (TRP), the College Insurance Plan (CIP) and the State Employees' Group Health, Retiree Healthcare and Life Insurance Programs.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

1/05/2018



Job Title: **Automotive Mechanic - Opt 1**
Agency: Central Management Services
Closing Date/Time: Fri. 01/12/18 5:00 PM Central Time
Salary: \$4,239.00 - \$5,652.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC045**
Bid ID#: **CMS 17033**

Under direct supervision of the Automotive Shop Supervisor, performs skilled mechanical work in the maintenance and repairs of passenger vehicles and light duty trucks, employing standard trade practices and procedures well established in the automotive industry. Inspects and performs major repair and maintenance to various systems and other components requiring service. Operates diagnostic electronics testing equipment.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

1/05/2018



Job Title: **Insurance Analyst III**
Agency: Central Management Services
Closing Date/Time: Fri. 01/12/18 5:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CMS 17099**

Under direction, performs a variety of advanced technical and specialized duties related to insurance discrepancies, which includes the Teachers' Retirement Insurance Program with the Teachers' Retirement System (TRS) and its representative. Investigates, analyzes, reviews and audits vouchers, direct payments and the membership file to determine compliance with Teachers' Retirement System and Group Insurance Division policy and procedures.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

1/05/2018



Job Title: Office Associate - Opt 2
Agency: Public Health
Closing Date/Time: Fri. 01/12/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDPH 27-16-0199

Under direction, performs a variety of complex and specialized confidential processes regarding vital records; applies laws, regulations and agency policies necessary to process delayed birth and death records, amends birth and death records, creates new birth records and seals original files

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRApplications@illinois.gov

1/05/2018



Job Title: **Administrative Assistant I - Opt E1**
Agency: Public Health
Closing Date/Time: Fri. 01/12/18 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **IDPH 27-18-0163**

Under general direction of Division Chief of Vital Records, serves as a staff assistant participating in administrative staff assignments, special projects and studies relating to the overall management and execution of the Division of Vital Records; assists in the establishment and implementation of program goals and objectives, policies and procedures; conducts research, report preparation, communicates with the public and maintains appropriate records and files.

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRApplcations@illinois.gov

1/05/2018



Job Title: **Project Coordinator**
Agency: Criminal Justice Information Authority
Closing Date/Time: Fri. 01/12/18 5:00 PM Central Time
Salary: \$40,000.00 - \$50,000.00 annually
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA PSC-29-2017**

The Illinois Criminal Justice Information Authority is seeking an independent contractor for a temporary and part-time project coordinator role. The Linking Systems of Care Project Coordinator is a mid-level position to help inform services for kids and families impacted by violence. The Project Coordinator will assist the Project Director in all aspects of the project, including agenda setting and policy analysis for large stakeholder meetings and committee meetings

Please submit by email a cover letter and resume to:

Dawn English, Human Resources Professional
dawn.english@illinois.gov

1/05/2018



Job Title: **Shift Supervisor**
Agency: Corrections
Closing Date/Time: Wed. 01/17/18 4:00 PM Central Time
Salary: \$6,698.00 - \$9,984.00 monthly
Job Type: Full-Time
Location: Livingston County, Illinois
Number of Vacancies: **1**
Plan/BU: **VR704**
Bid ID#: **IDOC 29-85-18-0110**

Under direction of the Assistant Warden of Operations, Sr. Public Service Administrator, supervises and directs a security force in housing and custodial programs on an assigned shift; implements and maintains programs conducive to security and rehabilitative needs of inmates; conducts security investigations; verifies compliance of administrative and institutional directives and policies

LOCATION: IDOC/PONTIAC CORRECTIONAL CENTER, 700 W. LINCOLN ST., PONTIAC, IL 61764.
AGENCY CONTACT: ELAINE RENTZ, HR REPRESENTATIVE, PONTIAC CORRECTIONAL CENTER,
700 W. LINCOLN ST., PONTIAC, IL 61764. PHONE: 815/842-2816 x 2407. FAX: 815/842-9079.

1/05/2018



Job Title: **Dietary Manager II**
Agency: Human Services
Closing Date/Time: Wed. 01/17/18 4:30 PM Central Time
Salary: \$4,571.00 - \$6,878.00 monthly
Job Type: Full-Time
Location: Randolph County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-78-100201**

Under administrative direction, serves as Manager of a comprehensive food services program involving planning and directing all phases of food service responsibility; supervises the planning of modified diets to conform to diet prescriptions and supervises in preparing and serving general and special diets and performing other food service functions.

Location: Dietary
Chester Mental Health Center
1315 Lehman Drive
Chester, IL 62233

Agency Contact: Nicole Wolff / Rhonda Dunning, Human Resources
Phone: (618) 826-4571 ext. 331
Fax: (618)826-3398

1/05/2018



Job Title: **Disability Claims Adjudicator II**
Agency: Human Services
Closing Date/Time: Wed. 01/17/18 4:30 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **BDDS104088**

Under direction, develops and adjudicates disability cases under the provisions of Title II and Title XVI of the Social Security Act. Conducts reconsideration of cessations (pre-hearings) and other complex cases referred by the SSA field offices, Administrative Law Judges, Office of Disability, Program Centers, Court Remands, etc.

Please submit CMS-100 (revised 10/2014) Application and Bid Form to:
Mindi Tuxhorn
100 North 1st Street, Springfield, Illinois 62702
Fax: (217) 558-5076

1/05/2018



Job Title: **Disability Claims Adjudicator II**
Agency: Human Services
Closing Date/Time: Wed. 01/17/18 4:30 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **BDDS104090**

Under direction, develops and adjudicates disability cases under the provisions of Title II and Title XVI of the Social Security Act. Conducts reconsideration of cessations (pre-hearings) and other complex cases referred by the SSA field offices, Administrative Law Judges, Office of Disability, Program Centers, Court Remands, etc.

Please submit CMS-100 (revised 10/2014) Application and Bid Form to:
Mindi Tuxhorn
100 North 1st Street, Springfield, Illinois 62702
Fax: (217) 558-5076

1/05/2018



Job Title: **Disability Claims Adjudicator II**
Agency: Human Services
Closing Date/Time: Wed. 01/17/18 4:30 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **BDDS104093**

Under direction, develops and adjudicates disability cases under the provisions of Title II and Title XVI of the Social Security Act. Conducts reconsideration of cessations (pre-hearings) and other complex cases referred by the SSA field offices, Administrative Law Judges, Office of Disability, Program Centers, Court Remands, etc.

Please submit CMS-100 (revised 10/2014) Application and Bid Form to:
Mindi Tuxhorn
100 North 1st Street, Springfield, Illinois 62702
Fax: (217) 558-5076

1/05/2018



Job Title: **Information Services Specialist I - Opt C (Upward Mobility Target Title)**

Agency: Central Management Services

Closing Date/Time: Wed. 01/17/18 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC063**

Bid ID#: **CMS 17274**

Under immediate supervision, functions as a member of the Procurement Call Center providing Tier 1 support for all procurement systems, including but not limited to the Illinois Governmental Purchasing System (IGPS), Remedy - Procurement Business Case (PBC), Illinois Procurement Bulletin (IPB), Management, Strategic Sourcing Project and any new applications that are implemented.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

1/05/2018



Job Title: **Information Systems Analyst I - Opt S**
Agency: Department of Innovation & Technology (DoIT)
Closing Date/Time: Wed. 01/17/18 5:00 PM Central Time
Salary: \$5,146.00 - \$7,849.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC063**
Bid ID#: **DoIT 17276**

Under general direction, performs difficult and specialized professional and advisory functions in the Midrange Wintel Systems Administration & Support Unit for non-routine work applying to the research, planning, administration and implementation of customer system accounts for appropriate security permissions and access to systems, applications, folders, and files. Maintains and manages infrastructure supporting the enterprise network printer environment.

Agency Contact:

Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection
120 W Jefferson St, 3rd floor
Springfield, IL 62702
DoIT.BidForms@illinois.gov
217-557-3337
217-524-6629 Fax

1/05/2018



Job Title: Office Assistant - Opt 2
Agency: Central Management Services
Closing Date/Time: Wed. 01/17/18 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: CMS 16865

Under general direction of the Automotive Shop Supervisor, performs a variety of difficult clerical work at the Springfield Central Garage; prepares daily and monthly reports regarding stocking levels, costs, repairs, purchases, ect.; maintains files; opens and distributes mail; prepares correspondence; maintains time records on all employees in the office and prepares related reports; assists in taking inventory of parts and stock levels

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

1/05/2018



Job Title: **Human Services Casework Manager**
Agency: Human Services
Closing Date/Time: Wed. 01/17/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Winnebago County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-92-104199**

Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance in a local office in the Division of Family & Community Services, DHS.

*Bureau of Employee Services
Kelly Kindred
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116*

1/05/2018



Job Title: **Information Systems Analyst I - Opt S**
Agency: Department of Innovation & Technology (DoIT)
Closing Date/Time: Wed. 01/17/18 5:00 PM Central Time
Salary: \$5,146.00 - \$7,849.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC063**
Bid ID#: **DoIT 17276**

Under general direction, performs difficult and specialized professional and advisory functions in the Midrange Wintel Systems Administration & Support Unit for non-routine work applying to the research, planning, administration and implementation of customer system accounts for appropriate security permissions and access to systems, applications, folders, and files.

Agency Contact:

Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection
120 W Jefferson St, 3rd floor
Springfield, IL 62702
DoIT.BidForms@illinois.gov
217-557-3337
217-524-6629 Fax

1/05/2018



Job Title: **Deputy Clerk 3 - Supreme**
Agency: Illinois Courts/Supreme Court
Salary: \$34,911.00 / Year
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **221**

The Clerk of the Illinois Supreme Court seeks a highly responsible individual for the Springfield office. This position requires a highly motivated, detail oriented and dedicated individual with excellent word processing skills, including typing (min. 55 wpm) and transcription; strong customer service orientation; ability to meet deadlines; handle interruptions, confidential information and maintain critical record systems.

Supreme Court Clerk's Office
200 East Capitol Avenue
Springfield, Illinois 62701

Melissa Roth (217) 782-2035

1/05/2018



Job Title: **Civil Engineer Trainee Airport Construction Engineer Trainee**

Agency: Transportation

Closing Date/Time: Tue. 01/23/18 4:30 PM Central Time

Salary: \$4,275.00 - \$4,655.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: **1**

Bid ID#: **IPR#42427**

Under immediate supervision, this position is accountable for assisting in the general supervision of airport construction within Illinois where state, local and/or federal funds are involved.

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, January 23, 2018, 4:30 p.m.**

1/05/2018



Job Title: **Civil Engineer Trainee Assistant Design Engineer Trainee**

Agency: Transportation

Closing Date/Time: Tue. 01/23/18 4:30 PM Central Time

Salary: \$4,275.00 - \$4,655.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: **1**

Bid ID#: **IPR#42429**

Under direct supervision, this position is accountable for providing technical engineering assistance to the airport design section engineers while gaining valuable experience and knowledge in airport development (particularly planning and design) that is necessary for the future advancement of airport improvement projects in Illinois.

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, January 23, 2018, 4:30 p.m.**

1/05/2018



JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORDD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORDD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

1/05/2018



CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:
James R. Thompson Center
100 W. Randolph, Suite 3-300
Chicago, IL 60601-3220
(312) 793-3565 (voice)
Illinois Relay Center 800) 526-0844

**MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible
Schedule Testing Check in time for tests - clerical and non-clerical is anytime
between 8:00 a.m. - 1:30 p.m.**

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO
WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>



What is the CTA Second Chance Program?

The CTA Second Chance Program is an initiative offered in conjunction with the City of Chicago and social service agencies throughout the city. Working closely with the Department of Family and Support Services, hard-to-place individuals are given an opportunity to obtain full-time employment and training which may enable a start of a long-term, meaningful career.

How to apply

Jobseekers need to actively participate in one of the 13 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus servicer and rail car servicer Second Chance positions.

[Click Here For the 13 Designated Agencies](#)

What are the eligibility requirements and qualifications?

- Job seekers interested in participating must:
 - Reside within the City of Chicago
 - Be 18 years or older
- Participate in 8-10 weeks of Job Readiness Training and obtain a certificate of completion from one of the 13 referring agencies.
- Second Chance participants that are referred are required to be released from the following:
 - House arrest (wearing metal band/bracelet)
 - Drug/alcohol program (i.e. Methadone treatment)
 - Work release center
 -



How many Second Chance positions are available?

Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.

How long does the program last?

Based on job performance and attendance, a participant may serve for 12 months or more.

How much does the program pay?

Participants are paid at a rate of \$10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

How is a participant selected?

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

Once the referring agency recommends an applicant, what happens?

- Applicants are fingerprinted for background processing.
 - Applicants complete a medical review.
- If the applicant passes background and medical what are the next steps?
 - Orientation/pre-hire
- Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.
 - Completion of all hiring documentation and application inserts
 - Training
- Participants are required to complete a (paid) safety training prior to reporting to assigned work location.

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

1/05/2018



- The overall performance and attendance/tardiness of each apprentice is scored.
- Supervisors and apprentices are required to review the scoring of the evaluations, solicit feedback and address any questions or concerns.
- Agencies provide individual case management on each apprentice and maintain periodic contact.

What happens when the participant successfully completes the program?

- Participants in good standing receive a certificate of completion and letter of reference from CTA.
- Providing there are no additional arrests or convictions on the participant's record, the Second Chance program participant is encouraged to apply for CTA vacancies.

Who can you call if you have questions?

If you still have questions about this program, you can contact the CTA Second Chance Hotline

- 312-681-2293.