



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

1/09/2018



Job Title: **Mental Health Administrator I**
Agency: Human Services
Closing Date/Time: Mon. 01/22/18 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **RC062**
Bid ID#: **10-72-104239**

Under general direction of the Unit Administrator, acts as the Assistant Unit Administrator in coordinating treatment programs, assisting in policy development, and monitoring implementation of habilitation plans. Assists in the development of unit policy

AGENCY CONTACT:
Alice M. Chambers
Human Resources Representative
114 N. Orchard Drive
Phone: 708-283-3015
Fax: 708-283-3017

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219
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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

1/09/2018



Job Title: **Shift Supervisor**
Agency: Corrections
Closing Date/Time: Tue. 01/23/18 3:59 PM Central Time
Salary: \$6,698.00 - \$9,894.00 monthly
Job Type: Full-Time
Location: Crawford County, Illinois
Number of Vacancies: **1**
Bid ID#: **IDOC-29-57-18-2791**

Under direction of the Assistant Warden of Operations, Sr. Public Service Adm., 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

Work Hours: 3-11 Shift
Days Off: Sunday/Monday
Location: Robinson Correctional Center
13423 E, 1150 th Ave.
Robinson, IL 62454
Contact: Shelly Johnson, HR Representative
(618)546-5659 Ext: 5204

1/09/2018



Job Title: **Educator - Opt B**
Agency: Juvenile Justice
Closing Date/Time: Tue. 01/23/18 4:00 PM Central Time
Salary: \$4,311.00 - \$7,969.00 monthly
Job Type: Full-Time
Location: Saline County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-18-0100**

Under the general supervision of the Principal (PSA), instructs students in the assigned curriculum area (**Social Studies**) using developmental teaching methods and techniques consistent with current teaching methodology; prepares and executes diagnostic test instruments geared to each student's abilities and needs; administers evaluative testing on a follow-up basis to gauge the rate and scope of progress in maximizing the students potential and meeting the educational and behavioral goals

Work Hours: 8:00 a.m. to 4:00 p.m. Monday through Friday, Days Off Saturday and Sunday.
Location/Agency: IDJJ/IYC Harrisburg Education Department, 1201 W. Poplar, Harrisburg, IL 62946.
Contact: Linda L. Butler, Human Resource Representative, IYC Harrisburg, 1201 W. Poplar, Harrisburg, IL 62946 (618) 252-8681 ext. 233.

1/09/2018



Job Title: **Nuclear Safety Engineer II**
Agency: Emergency Management Agency
Closing Date/Time: Tue. 01/23/18 4:00 PM Central Time
Salary: \$4,784.00 - \$10,523.00 monthly
Job Type: Full-Time
Location: Grundy County, Illinois
Number of Vacancies: **1**
Bid ID#: **50-17-IEMA18-006**

Under the administrative direction of the Bureau Chief, Nuclear Facility Safety, plans, develops, implements and administers programs of a highly complex and technical nature to assure the safety of the public from the potential hazards associated with radioactive releases from Illinois power facilities. Supervises Resident Inspection and ASME Code Inspection staff. Travels throughout the state in performance of duties.

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217

1/09/2018



Job Title: **Nuclear Safety Engineer I**
Agency: Emergency Management Agency
Closing Date/Time: Tue. 01/23/18 4:00 PM Central Time
Salary: \$5,770.00 - \$8,873.00 monthly
Job Type: Full-Time
Location: Grundy County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **50-17-IEMA18-007**

Under direction of the Section Head, Nuclear Facility Inspection, provides assistance for the implementation of the Resident Inspector Program at Illinois nuclear facilities and the state Boiler and Pressure Vessel Inspection Program. Assists in reviews of licensing and emergency response issues with Bureau staff. Travels throughout the state in performance of duties.

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217

1/09/2018



Job Title: Office Assistant - Opt 2
Agency: State Fire Marshal
Closing Date/Time: Tue. 01/23/18 4:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 50-50-SFM18-001

Under general supervision, performs a variety of difficult clerical duties including but not limited to filing, typing, record keeping, faxing, copying, opening and sorting mail and answering the telephone. Maintains logs and records.

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217

1/09/2018



Job Title: **Human Resources Representative**
Agency: **Corrections**
Closing Date/Time: **Tue. 01/23/18 4:00 PM Central Time**
Salary: **\$4,338.00 - \$6,500.00 monthly**
Job Type: **Full-Time**
Location: **Randolph County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDOC29-83-18-2555**

Under direction of the Executive Assistant (PSA), serves the a human resource generalist; recommends action concerning application of rules, regulations, and policies governing all personnel transactions, retirement system benefits, staffing procedures and requirements for candidates to management supervisory staff, para-professional staff and employed staff of Menard Correctional Center; serves as working supervisor.

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).

1/09/2018



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.**

1/09/2018



Job Title: **Civil Engineer Trainee Airport Planning Engineer & Environmental Specialist**

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#42428**

Under direct supervision, this position assists the Airport Environmental and Planning Manager with the initiation, scoping, coordination, development, review, and financial management of airport planning projects and project specific environmental studies for all airports and airport project developments 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.**

1/09/2018



Job Title: Office Coordinator - Opt 2
Agency: State Police
Closing Date/Time: Mon. 01/22/18 4:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 21-66-ISP18-005

Under general direction, performs technical secretarial and office support functions which are coordinative in nature and involve a combination of high-level clerical and low-level professional work. Maintains electronic bookkeeping and financial ledgers for several cost centers; types vouchers

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217

1/09/2018



Job Title: **Administrative Assistant II - Opt F1**
Agency: State Police
Closing Date/Time: Mon. 01/22/18 4:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **21-50-ISP18-004**

Under administrative direction, serves as staff assistant to the Deputy Director of the Division of Internal Investigation, independently performing varied highly responsible administrative and fiscal duties for the Deputy Director's Office, some sensitive and highly confidential, assisting in the operation of all entities in the Division of Internal Investigation to include Northern and Southern commands

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217

1/09/2018



Job Title: **Corrections Food Service Supervisor I (Upward Mobility Target Title)**

Agency: Corrections

Closing Date/Time: Mon. 01/22/18 4:00 PM Central Time

Salary: \$3,994.00 - \$5,867.00 monthly

Job Type: Full-Time

Location: Henry County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC006**

Bid ID#: **IDOC29-67-18-0278**

Under direct supervision of the Corrections Food Service Supervisor III, monitors offenders in the preparation and serving of food; maintains inventory records; enforces and maintains disciplinary, sanitary, security and custodial measures.

Contact:

Shannon McDermott HRR
2021 Kentville Rd.
Kewanee, IL 61443
Phone: 309-852-4601 ext. 1013
Fax: 309-852-4617

1/09/2018



Job Title: **Executive II - Opt P1**
Agency: Emergency Management Agency
Closing Date/Time: Mon. 01/22/18 4:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **50-17-IEMA18-001**

Under the general direction of the Manager, Mitigation and Infrastructure (M&I) Section, administers the statewide hazard mitigation programs. Provides assistance to State and local government organizations regarding hazard mitigation and related infrastructure recovery activities including but not limited to: planning, reviewing

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217

1/09/2018



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

1/09/2018



Job Title: **Administrative Assistant II - Opt H7**
Agency: Human Services
Closing Date/Time: Mon. 01/22/18 4:30 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Morgan County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-45-8-104191**

Under administrative direction, serves as professional staff assistant, performing a variety of controversial and sensitive staff assignments relative to the overall operation of the Illinois School for the Visually Impaired (ISVI). Assists in the periodic review of office policies and methods of operations of the ISVI. Performs administrative functions for the ISVI Superintendent.

Agency Contact

Deborah Morris,
Personnel
217-479-4406
Fax: 217-479-4432
Email: deborah.e.morris@illinois.gov

1/09/2018



Job Title: **Public Service Administrator - Opt 8N**
Agency: Human Services
Closing Date/Time: Mon. 01/22/18 4:30 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-77-690-00-88-104134-4425**

Under direction of the Director of Nursing of the Alton Mental Health Center , manages the Health Services & Admissions Unit; directs staff in the development & implementation of the Program for all staff, patients and employees at the hospital which includes medical appointments for patients, employee physicals, nursing education and admissions of new patients.

Alton Mental Health Center
Attn: Elton Arrindell
4500 College Avenue
Alton, IL 62002
Fax: 618-474-5538

1/09/2018



Job Title: **Revenue Tax Specialist III**
Agency: Revenue
Closing Date/Time: Mon. 01/22/18 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: **RC062**
Bid ID#: **DOR 17309**

Under general direction, provides advanced technical and consultative services to Returns and Deposit Operations Bureau staff, Information Technology Program staff, taxpayers, their representatives and others; provides responses to highly technical, complex issues or legal questions to management staff, supervisors, Information Technology Program personnel and the public

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239
217-782-9925 Fax

1/09/2018



Job Title: **Revenue Audit Supervisor**
Agency: Revenue
Closing Date/Time: Mon. 01/22/18 5:00 PM Central Time
Salary: \$6,547.00 - \$10,163.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **DOR 17002**

Under general direction, plans, directs and supervises a staff of Auditors in conducting field audits of Illinois and out-of-state taxpayers subject to one or more taxes administered by the Department of Revenue; serves as a working supervisor; makes case assignments; contacts high level officials of major companies prior to audit

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 Phone
217-782-9925 Fax

1/09/2018



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.

1/09/2018



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

1/09/2018



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

1/09/2018



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.**

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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>

1/09/2018



- 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.