



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

1/15/2018



Job Title: **Technical Advisor II**
Agency: Environmental Protection Agency
Closing Date/Time: Wed. 01/24/18 5:00 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: **RC010**
Bid ID#: **21-0002**

Under direct supervision of an Associate Counsel, engages in enforcement and general legal services for the Division of Air Pollution Control.

Contact: Kathy Taylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield IL 62794-9276
217/785-1745
Fax: 217/524-6907

1/15/2018



Job Title: **Technical Advisor II**
Agency: Environmental Protection Agency
Closing Date/Time: Wed. 01/24/18 5:00 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: **RC010**
Bid ID#: **21-0003**

Under direct supervision of a Deputy General Counsel, engages in enforcement and general legal services for the Bureau of Water.

Contact: Kathy Taylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield IL 62794-9276
217/785-1745
Fax: 217/524-6907

1/15/2018



Job Title: Office Coordinator - Opt 2
Agency: Environmental Protection Agency
Closing Date/Time: Wed. 01/24/18 5:00 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#: 21-0004

Under direction of the Administrative Support Supervisor, performs professional clerical and office support functions for the Division of Legal Counsel. Provides clerical support to designated professional legal staff and section managers with multiple programs.

Contact: Kathy Taylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield IL 62794-9276
217/785-1745
Fax: 217/524-6907

1/15/2018



Job Title: **Methods & Procedures Advisor II**
Agency: Department of Innovation & Technology (DoIT)
Closing Date/Time: Wed. 01/24/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **DoIT 17316**

Under direction of the Contract Management Manager for the Department of Innovation & Technology DoIT), performs complex functions involving the development, analysis, evaluation, revision and implementation of new and improved methods and procedures related to fiscal review of procurement requests and obligation activities

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

1/15/2018



Job Title: **Human Services Grants Coordinator II - Opt A**
Agency: Commerce & Economic Opportunity
Closing Date/Time: Wed. 01/24/18 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#: **DCEO42-05-077.18**

Under general supervision, conducts grant monitoring of agencies receiving funds from the Office of Community Assistance; participates in programmatic and management analysis; conducts on-site visits and travels to assigned grantee agencies to monitor for compliance with federal and state rules and regulations

MAIL TO: Natalie Chambers, Human Resources Office
500 East Monroe, 1st Flr. - Springfield, IL 62701-1643

PHONE: 217-785-1577 FAXES ACCEPTED: 217-524-0189

1/15/2018



Job Title: **Support Service Coordinator I**
Agency: Human Services
Closing Date/Time: Mon. 01/22/18 4:00 PM Central Time
Salary: \$3,102.00 - \$4,344.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-73-104240**

Under direction of the Business Manager, performs a variety of semi-skilled work below the journeyman level in the maintenance, upkeep and custodial care of buildings and grounds of the Mabley Developmental Center; serves as designated lead work and liaison to center's contractual housekeeping staff

Please submit CMS 100 applications to:
Jennifer Gunnon
Human Relations/Labor Relations Director
Jack Mabley Developmental Center
1120 Washington Avenue
Dixon, IL 61021
815-288-8340
815-288-8321 (fax)
Jennifer.gunnon@illinois.gov

1/15/2018



Job Title: **Project Manager - Personal Services Contract**
Agency: Emergency Management Agency
Closing Date/Time: Mon. 01/22/18 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Temporary
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **50-17-IEMA18-002**

Lead a multi-disciplinary team of state, local, and private sector representatives in successfully addressing identified gaps and shortfalls in the overall state emergency management program as they relate to the potential consequences of a Complex, Coordinated Terrorist Attack (CCTA) event and, working with these preparedness and response partners

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

1/15/2018



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

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

1/15/2018



Job Title: **Social Worker II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 01/22/18 4:00 PM Central Time
Salary: \$4,821.00 - \$7,304.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-81-104138**

This position performs advanced casework activities on a Forensic Treatment Patient Unit at the Elgin Mental Health Center; conducts involved casework interviews; works with agencies and other appropriate resources to obtain pertinent information for the purpose of formulating a diagnosis of psycho social problems.

CONTACT INFORMATION:
Human Resource Office
Elgin Mental Health Center
750 S State., Elgin, IL 60123
Phone: 847-742-1040, Ext 2095 or 2029
Fax: 847-429-4933

1/15/2018



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

1/15/2018



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*

1/15/2018



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

1/15/2018



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

1/15/2018



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.**

1/15/2018



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.**

1/15/2018



Job Title: **Data Processing Administrative Specialist (Upward Mobility Target Title)**

Agency: **Revenue**

Closing Date/Time: **Wed. 01/17/18 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: **RC028**

Bid ID#: **DOIT 16930**

Under direction, monitors and directs the operation of high speed laser printers, impact printers and all associated print equipment; oversees the printing and processing of large-volume print tasks on a multi-agency platform. Investigates and resolves complex problems

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

1/15/2018



Job Title: **Information Systems Analyst II - Opt A**
Agency: Department of Innovation & Technology (DoIT)
Closing Date/Time: Wed. 01/17/18 5:00 PM Central Time
Salary: \$5,770.00 - \$8,873.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **DoIT 17281**

Under administrative direction, works with program and IT staff to provide a full range of business process re-engineering and transformation services for highly complex enterprise-wide applications; coordinates and conducts complex business process analysis, detailed requirements analysis, technical research, and feasibility studies on-site and at user provided facilities to create detailed process diagrams, business requirements

Agency Contact:

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120 W Jefferson St, 3rd floor
Springfield, IL 62702
DoIT.BidForms@illinois.gov
217-557-3337
217-524-6629 Fax

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>

1/15/2018



Job Title: Information Services Intern (Upward Mobility Target Title)
Agency: Department of Innovation & Technology (DoIT)
Closing Date/Time: Wed. 01/17/18 5:00 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: DoIT 17279

Under immediate supervision, participates in an agency-sponsored IT training program for a period of six to twelve months, but up to a maximum of 24 months; receives formal instruction and on-the-job training as a call center contact at the Customer Service Center (CSC).

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

1/15/2018



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

Agency Contact:

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

1/15/2018



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

1/15/2018



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1/15/2018



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
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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
 -

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>



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>

1/15/2018



- 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.