



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

1/17/2018



Job Title: **State Mine Inspector**
Agency: Natural Resources
Closing Date/Time: Mon. 01/29/18 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Franklin County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **12-70-5343**

Subject to administrative direction, performs technical inspection of and safety control duties by personal examination of mines and surface facilities; collaborates with various state and federal coal regulatory authorities; reviews and evaluates mine records; investigates fatal or serious mining accidents; researches mine safety issues and presents safety information; travels to conduct mine inspections.

WHERE TO APPLY

Department of Natural Resources
Attn: Bill Patterson
503 East Main Street
Benton IL 62812
Phone: (618)-439-9111

1/17/2018



Job Title: **Site Technician II (Upward Mobility Target Title)**
Agency: Natural Resources
Closing Date/Time: Mon. 01/29/18 5:00 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **12-35-5345**

Under direct supervision performs a variety of semi-skilled and unskilled duties associated with various building trades and historic skilled crafts, including but not limited to, carpentry, electrical, painting, tree trimming, and removal; cuts and places forms for concrete; makes minor repairs to plumbing/heating/air conditioning equipment; reroofs buildings; restores, renovates or reconstructs period buildings, fences, furniture and artifacts; performs routine building and grounds maintenance and janitorial functions; operates and maintains heavy equipment; maintains daily and monthly operational records and reports; provides leadership and direction to seasonal employees and volunteers.

WHERE TO APPLY

Department of Natural Resources
Division of Historic Preservation
Attn: Justin Blandford
One Old State Capitol
Springfield, IL 62701
Phone: 217/622-5279

1/17/2018



Job Title: **Building/Grounds Laborer**
Agency: Natural Resources
Closing Date/Time: Mon. 01/29/18 5:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC042**
Bid ID#: **12-35-5346**

Under immediate supervision, performs nonskilled cleaning tasks and manual grounds and building labor; including but not limited to scrubbing, waxing and polishing floors; washing windows; cleaning and maintaining restrooms; maintaining lawns; snow removal; trash duties; conducting rounds of various sites to ensure facility safety; and assisting in the upkeep of Agency vehicle fleet; tasks will be performed at various state Historic sites in Springfield.

WHERE TO APPLY

Department of Natural Resources
Division of Historic Preservation
Attn: Justin Blandford
One Old State Capitol
Springfield, IL 62701
Phone: 217/622-5279

1/17/2018



Job Title: Office Coordinator - Opt 2
Agency: Natural Resources
Closing Date/Time: Mon. 01/29/18 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#: 12-82-5347

Under direction, performs paraprofessional office support functions associated with Summary Revocations/Suspensions and Suspension of Watercraft and Operation Privileges; prepares and completes all Points and Operating under the Influence (OUI) suspensions and expungements; maintains and secures files of a confidential nature; responds to inquiries from sworn staff, attorneys, other agencies and the public.

WHERE TO APPLY

Department of Natural Resources
Attn: Curt Stephens
One Natural Resources Way
Springfield, IL 62702
Phone: 217-524-4866

1/17/2018



Job Title: **Human Services Casework Manager - Opt SS**
Agency: Human Services
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: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-104241**

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. Provides training to caseworker staff to maximize effectiveness and verifies efficient and proper delivery of public assistance programs. Interprets and implements new procedures for existing programs and new initiatives. Establishes and maintains effective working relationships with community resources to improve and expand service delivery.

Contact Info:
Bureau of Employee Services
Amy Cook
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

1/17/2018



Job Title: Office Coordinator - Opt 2
Agency: Human Services
Closing Date/Time: Wed. 01/24/18 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#: 10-91-104244

Under direct supervision, serves as secretary to and performs paraprofessional and technical office support functions for the Local Office Administrator of the Lower North Office. Assists in a variety of office management and support functions. Types a variety of forms, form letters, cards and records.

Contact Info:
Bureau of Employee Services
Amy Cook
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

1/17/2018



Job Title: **Human Services Caseworker - Opt SS (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Wed. 01/24/18 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly
\$47,628.00 - \$70,956.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **2**

Plan/BU: **RC062**

Bid ID#: **10-91-104265-66**

Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits. Completes casefile documentation. This position performs functions outlined below, or a portion thereof (e.g., Intake), as part of an assigned caseload or on a rotational basis. Communicates in Spanish to those individuals who do not read or speak English.

Contact Info:
Bureau of Employee Services
Ashley Moore
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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>

1/17/2018



Job Title: **Public Service Administrator - Opt 8L**
Agency: Central Management Services
Closing Date/Time: Wed. 01/24/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB010**
Bid ID#: **CMS 17324**

Under administrative direction of the Senior Personnel Counsel, provides legal representation for discrimination complaints made against CMS and client agencies. Serves as initial Legal Services contact for client agencies for questions of interpretation or implementation of the Family Medical Leave Act (FMLA); serves as a liaison with the U.S. Department of Labor for client agencies regarding issues or complaints related to FMLA and the Fair Labor Standards Act (FLSA); develops informational materials and conducts training on FMLA for client agencies. Counsels client agencies on interpretation and application of the IL Personnel Code, Personnel Rules, Pay Plan, etc. and other various Federal and State laws and regulations. Conducts complex legal research on other various legal issues related to Personnel.

Agency Contact:

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

1/17/2018



Job Title: **Building/Grounds Maintenance Worker**
Agency: Military Affairs, Department of
Closing Date/Time: Wed. 01/24/18 12:00 AM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC042**
Bid ID#: **18-029**

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

FOR ADDITIONAL INFORMATION: Contact Lindsy Morrow at (217) 761-3633 or Janice Estes at (217) 761-3786.

1/17/2018



Job Title: **Physician Specialist - Option C/ D - Opt 18**
Agency: Human Services
Closing Date/Time: Thu. 01/25/18 4:00 PM Central Time
Salary: \$83.58 - \$116.30 hourly
\$6,292.62 - \$8,756.31 biweekly
\$13,634.00 - \$18,972.00 monthly
\$163,608.00 - \$227,664.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-82/103676**

Under administrative and clinical direction of the Medical Director/Associate Medical Director, as an Illinois licensed physician, practices the specialty of psychiatry and is responsible for the clinical direction of a caseload insuring the psychiatric treatment of recipients under his/her care.

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141

Fax# 708-338-7078

1/17/2018



Job Title: **Management Operations Analyst II**
Agency: Children & Family Services
Closing Date/Time: Thu. 01/25/18 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: **RC062**
Bid ID#: **1808002-085898**

Under direction, independently conducts in-depth Department-wide management operations studies involving complex case record review and analysis of agency performance to ensure compliance with quality and improved outcomes related to the safety, permanency, and well-being of children through the life of a case; independently analyzes records and identifies positive and negative trends

Agency Contact:
Michele Shoultz-Hughes
406 E Monroe, stat. 373
Springfield, Il 62701
Phone: (217) 558-0502
Fax: (217) 524-3970
E-mail: Michele.Shoultz-Hughes@illinois.gov

1/17/2018



Job Title: **Management Operations Analyst II**
Agency: Children & Family Services
Closing Date/Time: Thu. 01/25/18 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: **RC062**
Bid ID#: **1808001-085933**

Under direction, independently conducts in-depth Department-wide management operations studies involving complex case record review and analysis of agency performance to ensure compliance with quality and improved outcomes related to the safety, permanency, and well-being of children through the life of a case

Agency Contact:
Michele Shoultz-Hughes
Phone: (217) 558-0502
Fax: (217) 524-3970
E-mail: Michele.Shoultz-Hughes@Illinois.gov

Mailing Address: 406 E. Monroe, Stat. 373, Springfield, IL 62701

1/17/2018



Job Title: **Educator - Opt B - Science**
Agency: Juvenile Justice
Closing Date/Time: Thu. 01/25/18 5:00 PM Central Time
Salary: \$4,248.00 - \$8,061.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-18-0007**

Under general supervision of the Principal, (PSA), instructs students in the assigned secondary curriculum area 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

CONTACT:

Melissa Stewart
Personnel Manager, IDJJ
2715 West Monroe
Springfield, IL 62704
(217) 557-4021 (desk)
(217) 557-1107 (fax)
melissa.k.stewart@illinois.gov EMAIL

1/17/2018



Job Title: **Administrative Assistant I - Opt D1**
Agency: Children & Family Services
Closing Date/Time: Fri. 01/26/18 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **1850003-502652**

Under general direction of the Associate Deputy Director, serves as staff assistant; performs a variety of important staff and administrative functions; conducts special projects related to dually involved youth, human trafficking, and the emergency shelter system, which may be of a sensitive, confidential nature; serves as liaison, representing the Associate Deputy Director in working with Departmental divisions, regions, and other administrators

SUBMIT BIDS TO:
Paige Baker
DCFS
406 E. Monroe St., Station 30
Springfield, IL 62701
Paige.Baker@illinois.gov

Phone: (217) 557-7430
Fax (217) 785-0395

1/17/2018



Job Title: **Educator - Opt C**
Agency: Juvenile Justice
Closing Date/Time: Tue. 01/23/18 11:59 PM Central Time
Salary: \$4,248.00 - \$8,061.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-18-0006**

Under general supervision of the Principal (PSA), instructs targeted group of students identified as Special Education eligible; provides individual and group instruction to youth identified as special education eligible; prepares curriculum and participates in institutional committees.

Contact:

Melissa Stewart, Personnel Manager
IL Dept. of Juvenile Justice
2715 W. Monroe Street
Springfield, IL 62704
(217) 557-4021 (desk)
(217) 557-1107 (fax)
Melissa.K.Stewart@illinois.gov

1/17/2018



Job Title: **Senior Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Fri. 01/26/18 5:00 PM Central Time
Salary: \$4,295.00 - \$12,128.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **10-41-104272**

Subject to management approval, serves as the program policy administrator and liaison to the federal government on disability and educational issues in the Division of Rehabilitation Services, DHS. Utilizing substantial knowledge of rehabilitation programming, evaluates proposed and existing federal legislation and policies to assess programmatic impact and policy implications for rehabilitation delivery services.

Contact Info:
Bureau of Employee Services
Melissa Bringle
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-3444
FAX: 217-524-2116
Melissa.Bringler@illinois.gov

1/17/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Fri. 01/26/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-48-104271**

Under general direction, plans, implements, directs, coordinates, and supervises all program activities assigned to an area of the Division of Rehabilitation Services' region structure. Assures all service needs are being met in accordance with applicable rules, policies, standards and procedures. Directs and coordinates staff planning and fiscal monitoring for an assigned section of the state.

Contact Info:
Bureau of Employee Services
Melissa Bringle
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-3444
FAX: 217-524-2116
Melissa.Bringler@illinois.gov

1/17/2018



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

1/17/2018



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

1/17/2018



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

1/17/2018



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>

1/17/2018



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
 -



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

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

1/17/2018



- 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.