



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

1/18/2018



Job Title: **Housing & Transition Liaison**
Agency: Aging
Closing Date/Time: Mon. 01/29/18 11:59 PM Central Time
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **AGE-17-12**

Education: Must possess a Master's degree in Urban Development and Planning or a related field with some related experience in housing or community development.

Experience: 5-10 years of experience in housing and community development. Must possess a demonstrated knowledge and understanding of all rules and regulations related to housing as it relates to Aging and persons with disabilities.

Must be able to travel.

Please apply to:
Illinois Department on Aging
Attn: Office of Human Resources
One Natural Resources Way, Suite 100
Springfield, IL 62702

FAX: 217/557-4918

1/18/2018



Job Title: **Corrections Leisure Activities Specialist I**
Agency: Corrections
Closing Date/Time: Tue. 01/30/18 3:00 PM Central Time
Salary: \$3,957.00 - \$5,854.00 monthly
Job Type: Full-Time
Location: Vermilion County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDOC-29-97-18-0073**

Under direct supervision, functions at the beginning professional level by participating in providing for the direct delivery of professional leisure time activities to offenders at Danville Correctional Center; participates in planning and coordinating leisure activities; maintains records.

CONTACT:

Melisa Higgins, Human Resources Representative
Danville Correctional Center
3820 E. Main Street
Danville, IL 61834
Phone: (217) 446-0441, Ext. 215
Fax: (217) 446-9945
Email: melisa.higgins@illinois.gov

1/18/2018



Job Title: Office Coordinator - Opt 2
Agency: Transportation
Closing Date/Time: Tue. 01/30/18 3:30 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#: IPR#42525

Under direction as a secretary to the Section Manager of the Labor/EEO and DBE Contract Compliance Section performs a wide variety of difficult and complex technical secretarial and office support functions.

Please visit:

<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to view the entire job posting.

For further information, please call the Bureau of Personnel Management at 217-782-5594.

1/18/2018



Job Title: Educator - Opt MCC
Agency: Human Services
Closing Date/Time: Tue. 01/30/18 4:00 PM Central Time
Salary: \$3,831.00 - \$3,831.00 monthly
Job Type: Temporary
Location: Morgan County, Illinois
Number of Vacancies: 1
Plan/BU: HR010
Bid ID#: 10-43-8-101686

THIS IS A SUBSTITUTE TEACHER POSITION. Under direction of the School Principal at the Illinois School for the Deaf, performs highly specialized teaching duties at the appropriate level in academic areas; applies standard and special teaching methods and techniques in instructing students who are deaf and hard of hearing, some with secondary disabling conditions. Adapts methods to meet the needs of the type of students encountered; fosters discipline, good study habits and positive self-concept in the individual students being served. Utilizes sign language to communicate with students on a daily basis.

WORK LOCATION/AGENCY CONTACT

Illinois School for the Deaf
Attn: Angela Leavell
125 S. Webster Ave.
Jacksonville, IL 62650
phone: 217-479-4224
fax: 217-479-4294
email: DHS.ISDHiring@illinois.gov

1/18/2018



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

1/18/2018



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.

1/18/2018



Job Title: **Public Service Administrator - Opt 8L**
Agency: Pollution Control Board
Closing Date/Time: Tue. 01/23/18 11:59 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PCB PSA8L 1801**

Under administrative direction of the General Counsel of the Illinois Pollution Control Board, the incumbent performs specialized legal work including review of existing regulatory provisions and administrative policies to streamline environmental regulation. In addition, performs specialized legal work including pollution control and/or environmental laws and confidential administrative work as a technical advisor for the Board in preparing Board opinions and orders, in conducting regulatory hearings, and in representing the Board before the Joint (Legislative) Committee on Administrative Rules. Reviews case records including transcripts, evidence, exhibits and pleadings; researches applicable Federal, State and Local environmental laws including pollution control and/or environmental laws, regulations and policies

Agency Contact:
Kathy Griffin, Chief Fiscal Officer
1021 N. Grand Ave., East
P.O. Box 19274
Springfield, IL 62794-9274

E-Mail: Kathy.Griffin@illinois.gov
Fax: 217-524-8508

1/18/2018



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 EMAIL

1/18/2018



Job Title: **Child Protection Specialist - Opt SS**
Agency: Children & Family Services
Closing Date/Time: Tue. 01/23/18 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **1847002-477123**

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; assesses immediate safety and risk factors of involved children and takes necessary protection action; makes recommendations about investigative findings; implements short-term services, including concrete services directly or through family advocates; on a rotating basis, assigned to 24 hour "on call" duty in addition to normal assignments, to ensure that services are provided as mandated by statute and policy; translates and interprets, both orally and in writing, for Spanish speaking clients.

SUBMIT BIDS TO:

Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
2020 W Roosevelt, 2nd Fl
Chicago, Illinois 60608
Phone: 312-814-3775
Fax: 312-814-1224
Email: Tracey.Hardrick@illinois.gov

1/18/2018



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

1/18/2018



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

1/18/2018



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

1/18/2018



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

1/18/2018



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

1/18/2018



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>

1/18/2018



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

1/18/2018



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.

1/18/2018



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

1/18/2018



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

1/18/2018



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

1/18/2018



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>

1/18/2018



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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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>

1/18/2018



- 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.