



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

1/28/2018



Job Title: **Medical Administrator II Option D - Opt 18**
Agency: Human Services
Salary: \$10,441.00 - \$20,722.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **10-81-101709**

Under administrative direction of the Hospital Administrator, serves as the Facility Medical Director with full responsibility for the administration of all medical/clinical and psychiatric care services provided by licensed medical staff including Radiology, EEG/EKG, Laboratory and other clinical services; plans administers and evaluates programs and services

CONTACT INFORMATION:

Elgin Mental Health Center
Human Resource Office
750 S State St.
Elgin, IL 60123
847-742-1040, Ext. 2095; Fax: 847-429-4933

1/28/2018



Job Title: **Employment Security Program Representative
(Upward Mobility Target Title)**

Agency: Employment Security

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **2**

Plan/BU: **RC062**

Bid ID#: **RCRA 12010**

Under general supervision, for an assigned area, assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military, other federal or trade readjustment; conducts benefit right interviews; provides orientation and clarifies eligibility factors; adjudicates minor benefit claim issues. Through the use of the IL Labor Exchange system, matches candidates to job openings, provides referrals, placement and follow-up services on available job orders or training programs; processes and extracts data using automated data systems; refers clients with complex issues and service needs to the appropriate office or partner staff; establishes and maintains activity reports. As needed, performs these duties for assigned worksites within the service delivery area, other than the primary assigned office.

1/28/2018



Job Title: **Civil Engineer VIII Engineer of Design & Environment**
Agency: Transportation
Closing Date/Time: Thu. 02/08/18 4:30 PM Central Time
Salary: \$7,955.00 - \$9,710.00 monthly
Job Type: Exempt
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#42608**

This position is accountable for managing the Bureau of Design and Environment (BDE) which is responsible for developing statewide standards, specifications and policies for the design of a transportation network which provides for economical, smooth, safe, rapid and comfortable movement of people and goods within and through the state. This position is responsible for planning, directing and coordinating the activities of the bureau to ensure compliance with federal and state law which include developing transportation related policies, procedures, and standards; providing support services for district project development programs; preparing federal-aid program documents

A cover letter, resume and 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 **Thursday, February 8, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

1/28/2018



Job Title: **Civil Engineer Trainee Studies & Plans Squad Member Trainee**

Agency: Transportation

Closing Date/Time: Fri. 02/09/18 4:30 PM Central Time

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

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: **5**

Bid ID#: **IPR#42564**

This is an entry-level trainee position responsible for performing detailed tasks associated with the preparation of design studies, contract plans, and specifications for highway improvement projects.

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 **Friday, February 9, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

1/28/2018



Job Title: **Medical Administrator II Option D - Opt 06**
Agency: Human Services
Closing Date/Time: Fri. 02/16/18 5:59 PM Central Time
Salary: \$10,441.00 - \$20,722.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **10-75-104346**

Serves as the facility medical director with total responsibility for the planning, administration, direction and evaluation of all medical care, medical treatment regimens, and medical services at Shapiro Center. In addition, functions as the primary physician for an assigned caseload and for complex cases. Ensures that all medical services, policies, procedures, quality assurance and risk management processes are in compliance with Federal, Public Health, Illinois and, Shapiro Requirements. The Medical Director is responsible for being knowledgeable of CDC guidelines as it relates to a state operated center. Acts as the Chairperson of a peer review committee regarding complex medical issues with individuals served at the Center. Directs and supervises physicians at the Center and other subordinate staff.

Contact:

Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560
ATTN: PERSONNEL).

1/28/2018



Job Title: **Telecommunicator Specialist**
Agency: State Police
Closing Date/Time: Fri. 02/02/18 4:00 PM Central Time
Salary: \$4,530.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-13-ISP18-014**

Under general supervision, utilizes a multi-channel trunked radio network system simultaneously receiving, monitoring, and transmitting information. Communicates within and amongst talk groups comprised of both inter- and intra-agency radio users of the trunked radio system. Operates a multiple-terminal console configuration over which multiple databases and messaging systems are utilized to transmit and receive police business and emergency messages between mobile and other base stations. Answers and acts upon incoming telephone calls, i.e., emergency, non-emergency, 9-1-1, from the public.

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

1/28/2018



Job Title: **Telecommunicator Trainee**
Agency: State Police
Closing Date/Time: Fri. 02/02/18 4:00 PM Central Time
Salary: \$4,213.00 - \$4,402.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-13-ISP18-013**

Under immediate supervision, on an indeterminate shift, participates in an agency-sponsored training program for a period of six to twelve months in the Illinois State Police (ISP) telecommunications applications designed to develop familiarization with ISP telecommunications procedures and practices and the usage of two-way radio, computer terminal equipment, and telephone call taking procedures.

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

1/28/2018



Job Title: **Child Support Specialist II**
Agency: Healthcare & Family Services
Closing Date/Time: Thu. 02/01/18 11:59 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: **RC062**
Bid ID#: **CS3792**

Under general direction, independently performs complex accounting and auditing work for the more complex child support accounts; independently identifies system issues which impact manual account review and adjustment requirements; develops and improves accounting procedures, methodologies, and training materials; journalizes by coding adjustment figures; completes accounts receivable ledger; organizes and submits batches for data entry; consults with Bureau of Application Development (BAD) staff on Key Information Delivery System (KIDS) technical adjustments; completes case file checklists, adjustment time logs, and quality assurance checklists.

Contact Person:
Division of Child Support Personnel
509 S. 6th St
Springfield, IL 62701
(217) 557-3900 Office
(217) 524-3960 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>

1/28/2018



Job Title: **Auditor I (Performance Audit Operations)**
Agency: Auditor General *
Salary: \$40,008.00 - \$44,004.00 annually
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **2**
Bid ID#: **012418p**

Bachelor's degree in accounting, public administration, business administration, finance, political science or similar field.

Strong conceptual, reading, communication, comprehension, interpersonal, and analytical skills.

Must be able to work as part of a team, take initiative, and meet deadlines.

To obtain an application, individuals may call (217) 782-6046 or TTY (888) 261-2887, e-mail us at jdahlquist@auditor.illinois.gov, write to the above address, or download our application form on line at www.auditor.illinois.gov. Assistance in completing the application is available for applicants with disabilities.

1/28/2018



Job Title: **Public Service Administrator - Opt 8N-Director of Nursing**
Agency: Human Services
Closing Date/Time: Tue. 02/27/18 4:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **SV063**
Bid ID#: **10-73-103845**

Under administrative direction of the Assistant Center Director for Mabley Developmental Center, plans, organizes, directs and manages all aspects of the nursing services staff who provide day-to-day care to the patients at the hospital. Develops and establishes the goals and objectives of nursing care and clinical support services. Assists the Facility Director in the management of health-related services within the facility.

Agency Contact:
Jennifer Gunnon
Human Resources/Labor Relations Director
1120 Washington Avenue
Dixon, IL 61021
815-288-8340
815-288-8321 (fax)

1/28/2018



Job Title: **Accountant (Upward Mobility Target Title)**
Agency: Public Health
Closing Date/Time: Thu. 02/08/18 5:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDPH 10-18-0204**

Under general supervision, performs professional accounting and auditing functions involving the maintenance of complex state and federally funded accounts for the department. Responsible for final audit of the vouchers from assigned department accounts. Performs final audit of obligations and obligation adjustments from assigned department accounts.

Agency Contact:

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

1/28/2018



Job Title: **Behavioral Analyst I (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Tue. 02/20/18 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-75-104290**

Requires a master's degree with major coursework in behavior analysis and modification, from a graduate program accredited by the Association for Behavior Analysis. Requires one year professional experience in behavioral analysis and modification or completion of the agency sponsored Behavioral Analyst Associate program. Requires extensive knowledge of behavior analysis principles. Requires working knowledge of training methods, the ability to plan and design individual habilitation plans, and extensive knowledge of professional and ethical guidelines, federal and state laws and department rules governing the practice of behavior modification.

8:00 AM to 4:30 PM, Monday through Friday with one early shift; one late shift; and, one weekend day per month.

Contact:

Shapiro Personnel Office, 100 E. Jeffery St, Kankakee, IL 60901 (fax: 815-939-8560).

1/28/2018



Job Title: **Civil Engineer Trainee Studies & Plans Squad
Member Trainee**

Agency: Transportation

Closing Date/Time: Fri. 02/09/18 4:30 PM Central Time

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

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: **5**

Bid ID#: **IPR#42564**

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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 **Friday, February 9, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

1/28/2018



Job Title: **Revenue Collection Officer Trainee**
Agency: Revenue
Closing Date/Time: Thu. 02/08/18 5:00 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Williamson County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **DOR 17437**

Under direct supervision, for a period of six to twelve months, participates in an Agency sponsored training program receiving training and controlled working assignments designed to develop broad knowledge, understanding, and practical skills necessary to perform the duties of a Revenue Collector I; completes assignments of increasing difficulty under close supervision of a higher level collector. Travels in the performance of job duties.

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

1/28/2018



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

Agency: Revenue

Closing Date/Time: Thu. 02/08/18 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 17300**

DoIT Designated Position

Under direction, monitors and directs lower level staff in 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; provides and maintains documentation and reports.

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

1/28/2018



Job Title: Office Coordinator - Opt 4
Agency: Corrections
Closing Date/Time: Tue. 02/06/18 4:00 PM Central Time
Salary: \$3,027.00 - \$4,401.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-00-18-4501

Under direction, independently performs a variety of highly complex specialized office support; completes work via a work processing system and personal computer; maintains litigation tickler system; keyboards documents.

Agency Contact:

Illinois Department of Corrections
Lisa Devert- HR Specialist
1301 Concordia Ct
Springfield, IL 62702
lisa.devert@illinois.gov

1/28/2018



Job Title: **Compliance and Quality Liaison Nurse**
Agency: Aging
Closing Date/Time: Mon. 02/05/18 11:59 PM Central Time
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **AGE-18-06**

Education: Must possess a Bachelors' degree with a PMP

Experience: 5-10 years of experience in quality assurance implementation/management.
Knowledge of quality control methodologies and measurement techniques.

List any specialized knowledge, skills and/or abilities required for successful performance:
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

1/28/2018



Job Title: **Volunteer Services Coordinator III**
Agency: Guardianship & Advocacy Commission
Closing Date/Time: Mon. 02/05/18 4:59 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Bid ID#: **48483-50-70-311-1002**

Requires knowledge, skill and mental development equivalent to the completion of four years of college, preferably with courses in the social sciences; requires 3 years professional experience in volunteer services program management or management of a social services delivery program. Requires experience in investigations, researching and applying disability laws, writing formal reports, public speaking, advocacy, negotiating outcomes and conducting meetings. Some travel required.

SEND BIDS AND APPLICATIONS Via FAX or MAIL TO BOBBIE FOX, Director, Human Resources (Please do not send scanned documents)

ILLINOIS GUARDIANSHIP & ADVOCACY COMMISSION
160 N. LASALLE, ROOM 500
CHICAGO, IL 60601
FAX # 312-793-4311

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>

1/28/2018



Job Title: **Educator Career & Technical**
Agency: Juvenile Justice
Closing Date/Time: Wed. 02/07/18 5:00 PM Central Time
Salary: \$3,020.00 - \$6,096.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **IDJJ27-10-18-0009**

Under general supervision of the Principal (Public Service Administrator), provides educational and occupational instruction in all career and technical areas including but not limited to Building Trades, Computer Skills, Culinary Arts, Horticulture, Landscaping and other areas that apply. Teaches vocational subject matter theory and information using standard professional educator skills; instructs students in areas of vocational and technical development

CONTACT:

Melissa Stewart
IDJJ
2715 W. Monroe
Springfield, IL 62704
(217) 557-4021 (desk)
(217) 557-1107 (fax)

1/28/2018



Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Wed. 02/07/18 5:00 PM Central Time
Salary: \$2,761.00 - \$3,389.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **02**
Plan/BU: **RC009**
Bid ID#: **10-72-104413 & 104414**

Under direct supervision of the Dietary Manager and direction from the Support Service Coordinator 2, performs routine tasks as assigned in a food service capacity including preparing and cleaning food, plating food, delivering meals and cleaning and operating various food service equipment.

AGENCY CONTACT:

Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
114 N. Orchard Drive
Park Forest, IL 60466
708-283-3015

1/28/2018



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1/28/2018



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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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
 -

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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.

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

1/28/2018



- 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.