



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

02/03/2018



Job Title: **Child Welfare Specialist (Upward Mobility Target Title)**
Agency: Children & Family Services
Closing Date/Time: Tue. 02/06/18 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: **RC063**
Bid ID#: **1849001-490829**

Under general supervision, performs experienced professional casework services to children and families; conducts interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treatment plans; implements service plans with families; determines the need and coordinates the placement of children in substitute care facilities; works with intact families and children in home and/or substitute care; develops and maintains liaison roles with various community agencies

Email: Tracey.Hardrick@Illinois.gov
Phone: 312-814-3775
Fax: 312-814-1224

02/03/2018



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

02/03/2018



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

02/03/2018



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
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>

02/03/2018



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)

02/03/2018



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

02/03/2018



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**

Requires knowledge, skills and mental development equivalent to four years college with academic background in social/behavioral sciences or business; or requires two years (3,000 work hours) of experience as a department intermittent staff member and a minimum of two years college credits completed with passing grades in social/behavioral sciences or business; or four years (6,000 work hours) as a department intermittent staff member. Requires working knowledge of those provisions of the UI Act impacting on areas of responsibility; job knowledge of employers and their UI and employment service needs.

Non-State Employees:

Do not apply directly to Agency Contact. Follow procedures in *How to Apply* section below.

Questions related to Testing and Grading can be directed to: CMS at (217) 524-1321 or (312) 793-3565.

02/03/2018



Job Title: **Information Systems Analyst II - Opt A**
Agency: State Retirement Systems
Closing Date/Time: Wed. 02/07/18 4:30 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#: **50-74 8-0012**

Under administrative direction, performs complex advanced professional programmer/analysis functions for the agency's supported application systems; coordinates and conducts complex application development; conducts and coordinates in-depth technical research, feasibility studies and systems analysis to create system design; serves as project leader for complex projects; maintains and enhances existing applications systems; develops new major sub-systems including application interfaces, or special projects. Performs program development; prepares testing specifications, test script and test data for new or modified programs and/or systems.

Applications may be faxed or mailed to:

Kelley Gray
State Retirement Systems
2101 S. Veterans Parkway
Springfield, IL 62704
Phone - 217-785-7017
Fax - 217-557-3943

02/03/2018



Job Title: Office Associate - Opt 2
Agency: Public Health
Closing Date/Time: Wed. 02/07/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDPH 27-18-0220

Under direction, performs a variety of complex and specialized confidential processes regarding vital records; applies laws, regulations and agency policies necessary to process delayed birth and death records, amends birth and death records, creates new birth records and seals original files; makes independent judgment in making determinations on various important vital records and problems which do not involve deviation from established policies and procedures.

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

02/03/2018



Job Title: **Public Service Administrator - Opt 7A**
Agency: Revenue
Closing Date/Time: Wed. 02/07/18 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: **GB062**
Bid ID#: **DOR 17338**

Under administrative direction, as an armed agent with full police powers, serves as the Criminal Investigative Manager for the Cook County offices; conducts inter-state and intra-state investigations of tax evasion, tax fraud or other overt or covert acts to circumvent laws administered by the Department; serves as a spokesperson for the Director and Division Manager when engaged in criminal investigations; provides advice and technical assistance to subordinates in resolving unusual or controversial issues; assigns cases and monitors to ensure necessary investigative steps are taken; develops operating policies and procedures; conducts or coordinates highly sensitive criminal investigative cases that are of a highly complex and/or controversial nature

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

02/03/2018



Job Title: **Automotive Mechanic - Opt 2**
Agency: Central Management Services
Closing Date/Time: Wed. 02/07/18 5:00 PM Central Time
Salary: \$4,239.00 - \$5,652.00 monthly
Job Type: Full-Time
Location: Morgan County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC045**
Bid ID#: **CMS 17363**

Under direct supervision of the Central Garage Automotive Shop Supervisor, performs skilled mechanical repairs of medium/heavy duty trucks and/or off - road equipment (tractors, mowers, loaders, tractors, backhoes, stationary generators, drill rigs, strippers, stationary engines, sign boards, sweepers, chain saws, weed eaters, various small engines), employing standard trade practices and procedures well established in the automotive industry. Travels to remote IDOT sites such as Jacksonville (Morgan County), Virginia (Cass County) and Rushville (Schuyler County) performing repairs. Travels to the primary work location and arrives within 45 minutes to perform repairs. Inspects and performs major repair and maintenance to various systems and other components requiring service.

Agency Contact:

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

02/03/2018



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

Under general supervision of the Psychology Director, performs professional behavioral analysis and modification services for individuals with intellectual disabilities. Develops and implements behavior analysis programs; trains program delivery staff in behavior analysis techniques; develops program recommendations for inter-disciplinary or multi-disciplinary team review; serves as a member of the inter-disciplinary team. Provides habilitation programming for individuals with intellectual disabilities. Integrates facility and community based services to meet each individual's needs; writes programs and schedules, conducts in-service training to enhance staff understanding of and ability to provide active habilitation; serves on facility Human Rights Committee and Behavior Intervention Committee.

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).

02/03/2018



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.

02/03/2018



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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).

02/03/2018



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).

02/03/2018



Job Title: Public Service Administrator - Opt 6
Agency: Healthcare & Family Services
Closing Date/Time: Wed. 02/07/18 11:59 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: CS3794

Subject to management approval, plans, initiates, and conducts complex reviews of various aspects of the agency's Child Support Enforcement (CSS) program utilizing data recorded in the Key Information Delivery System (KIDS); researches current and proposed federal and state legislation and its impact on the Division of CSS; serves as liaison between the Division of CSS and the Circuit Clerks, the Attorney General's staff, the State's Attorneys, and legal representatives to assess the programmatic impact of client based litigation; researches and evaluates Division of CSS programs in delivery of services to targeted communities; consults with other department divisions regarding the consequences of initiatives upon client access to child support services programs; travels to attend meetings.

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>

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



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.**



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

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02/03/2018



- 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.