



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

02/07/2018



Job Title: **Health Facilities Surveillance Nurse**
Agency: Public Health
Closing Date/Time: Wed. 02/21/18 5:00 PM Central Time
Salary: \$5,293.00 - \$7,197.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **IDPH 49-18-0181**

Under general supervision of the Health Facilities Surveillance Nurse Supervisor, conducts inspections, investigations and surveys of health facilities (Hospitals, Ambulatory Surgical Centers (ASCs), End Stage Renal Dialysis Centers (ESRDs), Home Health Agencies (HHAs), Hospices, Health Maintenance Organizations (HMOs), Outpatient Physical Therapy and Speech Pathology (OPT/SP), Comprehensive Outpatient Rehabilitation Facilities (CORF), Portable X-Rays Facilities (PXR)

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

02/07/2018



Job Title: **Maintenance Equipment Operator**
Agency: Human Services
Closing Date/Time: Wed. 02/21/18 5:00 PM Central Time
Salary: \$4,583.00 - \$6,110.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **HR001**
Bid ID#: **10-72-104496**

Under direct supervision, operates automotive equipment including vans, trucks, tractors and snow removal equipment. Transports individuals to and from a variety of scheduled appointments. Schedules and maintains vehicles in good working condition. Engages in minor maintenance of equipment and minor repair of physical plant. Responds to special pick-up and delivery requests.

AGENCY CONTACT:
Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
Park forest, IL 60466
708-283-3015 (Office)
708-283-3017 (Fax)

02/07/2018



Job Title: **Revenue Computer Audit Specialist**
Agency: Revenue
Closing Date/Time: Wed. 02/21/18 5:00 PM Central Time
Salary: \$5,770.00 - \$8,873.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **DOR 16969**

Under administrative direction, provides extensive technical assistance to state-wide and out-of-state Audit Bureau Staff; provides direction and guidance regarding specific situations involving computer assisted audit (CAA) methods and statistical sampling; prepares procedure manuals and other research materials relating to computer assisted audit methods and statistical sampling; develops, coordinates and participates as an instructor in formal classroom training classes and seminars involving CAA methods and statistical sampling; assists lead auditors in conducting highly complex tax audits involving computerized systems using special audit software

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 Phone
217-782-8957 Fax

02/07/2018



Job Title: **Human Resources Representative**
Agency: Human Services
Closing Date/Time: Wed. 02/21/18 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
\$49,908.00 - \$74,616.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-11-104471**

Under direction, preforms professional human resources assignments in the Technician Selection Program (TSP), Bureau of Recruitment and Selection, Office of Human Resources, DHS. Administers segments of the Technician Selection examination at remote locations; scores and ranks applicants. Organizes activities and travel to remote testing sites.

*Bureau of Employee Services
Michelle Julian
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116*

02/07/2018



Job Title: **Financial Institutions Examiner Trainee (Upward Mobility Target Title)**

Agency: Financial & Professional Regulation

Closing Date/Time: Wed. 02/21/18 11:59 PM Central Time

Salary: \$3,498.00 - \$5,063.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **3**

Plan/BU: **RC062**

Bid ID#: **17546**

Under direct supervision, for a period of six to twelve months, travels to various sites and receives training and completes job assignments to acquire knowledge and skills requisite for examining books, documents and any other records relative to the Illinois Credit Union Act and to acquire the ability to evaluate the safety and soundness of credit union operations. Evaluates data and financial statements to determine appropriateness of controls, policies and procedures for programs and services. Completes writing assignments, indicating examination findings with the credit union.

Agency Contact: Human Resources
320 W Washington St, 2nd floor
Springfield, IL 62786

Scan all applications or questions to FPR.Employment@illinois.gov
217-557-3022 Fax

02/07/2018



Job Title: **Public Service Administrator - Opt 2B**
Agency: Financial & Professional Regulation
Closing Date/Time: Fri. 03/02/18 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: **RC062**
Bid ID#: **17510**

Under administrative direction, serves as Case Manager for the examination of banks, thrifts and corporate fiduciaries including their affiliates and subsidiaries for the Banks, Trust and Savings Institutions in the Division of Banking. Reviews and evaluates reports of examinations, enforcement actions, and prepares transmittal letters for submission to superior.

Agency Contact: Human Resources
320 W Washington St, 2nd floor
Springfield, IL 62786

Scan all applications or questions to FPR.Employment@illinois.gov

217-557-3022 Fax

02/07/2018



Job Title: **Senior Public Service Administrator - Opt 2B**
Agency: Financial & Professional Regulation
Closing Date/Time: Tue. 03/06/18 11:59 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: **TG000**
Bid ID#: **17514**

Under administrative direction, directs, coordinates and reviews the day-to-day management of the Chicago Risk Management Supervision/C1 Unit functions in the Banks, Trust Companies and Savings Institutions Section for the Division of Banking. Plans, coordinates and schedules examinations of banks and corporate fiduciaries.

Agency Contact: Human Resources
320 W Washington St, 2nd floor
Springfield, IL 62786

Scan all applications or questions to FPR.Employment@illinois.gov

217-557-3022 Fax

02/07/2018



Job Title: **Technical Manager III - IT Business Analyst**
Agency: Transportation
Closing Date/Time: Wed. 02/21/18 4:30 PM Central Time
Salary: \$4,670.00 - \$6,483.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR# 42478**

This position is responsible for assisting IDOT business units with the analysis, development, and implementation of technology solutions in a cost-effective manner; analyzing existing business processes, working with business stakeholders to improve processes, determining project requirements, and communicating requirements to all stakeholders, process owners and IT staff. This position works closely with project managers to interpret and translate business needs into required business and technical requirements documentation used by developers, as well as any additional planning, training, testing, implementation and system documentation.

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 **Wednesday, February 21, 2018**. 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.

02/07/2018



Job Title: **Hearing & Speech Technician II - Opt MC**
Agency: Human Services
Closing Date/Time: Tue. 02/20/18 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **RC028**
Bid ID#: **10-72-104439**

Under direct supervision, provides Speech, Language and Hearing programs and services at Ludeman Center. Utilizes manual communication skills with individuals who are deaf and/or hard of hearing. Conducts routine communication training programs. Assists in the planning and designing of communication training programs and materials which include sign language, communication aids and devices. Monitors program implementation and documentation following the Center's policy, procedures and practices, and regulatory bodies' guidelines.

AGENCY CONTACT

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

02/07/2018



Job Title: **Geographic Information Trainee**
Agency: Natural Resources
Closing Date/Time: Tue. 02/20/18 5:00 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **12-41-5364**

Under immediate supervision, for a period of six to twelve months, participates in an agency sponsored training program, receiving a combination of comprehensive classroom and on-the-job training in all aspects necessary to utilize Geographic Information Technology hardware and spatial analysis reports; receives closely supervised on-the-job training assignments to acquire a practical knowledge of performing spatial analysis of departmental data and providing mapping products.

WHERE TO APPLY

Department of Natural Resources
Attn: Mike Chandler
CREP Manager
One Natural Resources Way
Springfield, IL 62702
Phone: 217-785-8773

02/07/2018



Job Title: **Guardianship Representative**
Agency: Guardianship & Advocacy Commission
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**
Bid ID#: **17710-50-70-129-10-06**

Under general supervision, serves as representative from the Office of State Guardian (OSG), a division of the Guardianship and Advocacy Commission to adult individuals whose disabilities hinder day-to-day management of personal and financial affairs; visits, assesses and counsels wards at scheduled intervals and travels to conduct visits; manages estate cases; investigates assets; prepares inventories and accounts; processes receipts and disbursements; answers inquiries from the general public

Send bids & applications via Fax or U.S. Mail ONLY:
Bobbie Fox, HR Director
Illinois Guardianship & Advocacy Commission
160 N. LaSalle Street, Room 500
Chicago, IL 60601
Fax # 312-793-4311

02/07/2018



Job Title: **Internal Auditor 2**
Agency: Illinois Courts/Supreme Court
Closing Date/Time: Tue. 02/20/18 5:00 PM Central Time
Salary: \$54,563.00 / Year
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **226**

The Internal Auditor 2 is responsible for conducting audits of judicial branch programs including financial, operational, compliance, and assisting with EDP audits in accordance with the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing and the Supreme Court Internal Audit's Audit Guide. This position is also responsible for performing consulting type engagements as directed by the Chief Internal Auditor.

Illinois Supreme Court
Internal Audit
3101 Old Jacksonville Road
Springfield, IL 62704

Barbara Black
(217) 524-6429

02/07/2018



Job Title: **Child Welfare Specialist - Opt SS (Upward Mobility Target Title)**

Agency: Children & Family Services

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC063**

Bid ID#: **Spfld State Central Register**

Under general supervision, provides statewide telephone coverage of a toll-free number for the reporting of alleged child abuse and neglect; makes highly responsible decisions regarding intake and screening of information received on initial calls to the toll-free number; completes all necessary reports and forwards to appropriate staff; provides information for input into computer terminals; monitors incoming written reports; translates and interprets, both orally and in writing, for Spanish speaking clients.

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

02/07/2018



Job Title: **Juvenile Justice Specialist Intern - Upward Mobility**
Agency: Juvenile Justice
Salary: \$3,994.00 - \$5,867.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **00**
Bid ID#: **DJJ27-09 Continuous**

Under immediate supervision and subsequently under direct supervision for a period of twelve months, receives formal classroom instruction and on the job training, while performing beginning level professional duties. Assist in the supervision of the daily activities of youth; Interacts with youth; facilitates group sessions to develop rapport with youth

Ken Hilgendorf, Agency Contact
Illinois Department of Juvenile Justice
217-557-1030 x3008

02/07/2018



Job Title: Day Care Licensing Representative II (Upward Mobility Target Title)
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Winnebago County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: Rockford Licensing 2016

Under supervision, performs responsible functions of the day care licensing program in accordance with agency policies and procedures; maintains responsibility for the licensing of specific day care centers and homes; conducts licensing studies of day care centers and homes to determine compliance with licensing standards; investigates reports of non-compliance and recommends appropriate licensing actions.

Contact:

Zack Booher
DCFS Licensing
10 Collinsville Ave
East St. Louis, IL 62201
Fax: 312-328-2321
Email: Zackary.Booher@illinois.gov

02/07/2018



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.

02/07/2018



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

02/07/2018



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

02/07/2018



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)

02/07/2018



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

02/07/2018



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>



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

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

02/07/2018



- 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.