



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

02/27/2018



Job Title: **Social Services Career Trainee - Opt MC**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10 41 SSCT MC**

Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives info on DHS as well as community services and supports available to persons w/disabilities. Becomes aware of different disabilities and the medical and functional limits imposed while completing academic coursework necessary to obtain a Master's degree in Rehab or a closely related field. Assists on caseload of persons who communicate with the use of Sign Language.

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).

02/27/2018



Job Title: **Social Services Career Trainee - Opt SS**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10 41 SSCT SS**

Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives information on DHS as a total agency & the comprehensive services provided as well as community services and supports available to persons w/disabilities. Becomes aware of different disabilities and the medical and functional limitations imposed while completing academic coursework necessary to obtain a Master's degree in rehabilitation or a closely related field. Assists on caseloads of persons whose primary language is Spanish.

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).

02/27/2018



Job Title: **Social Services Career Trainee**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **K-HCD Continuous**

Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

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).

02/27/2018



Job Title: **Human Services Caseworker**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,891.00 - \$5,797.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **I-HCD Continuous**

Under direction, performs professional casework activities in providing public assistance services available from DHS 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.

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).

02/27/2018



Job Title: **Investigator**
Agency: Executive Inspector General *
Salary: \$3,333.50 - \$5,833.50 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **200S**

POSITION SUMMARY: Under direct supervision of the Supervising Investigator, Deputy Inspector General and Chief, Deputy Inspector General, or Assistant Inspector General, serves as Investigator. The incumbent is responsible for conducting investigations in compliance with applicable laws, rules, and policies. Gathers, preserves, and analyzes evidence; obtains information via interviews and other methods; prepares investigative reports. This position involves working within limits of authority on assignments of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

9:00 a.m. - 5:00 p.m.
Office of Executive Inspector General
69 W. Washington Street
Chicago, IL 60602

Contact:
Human Resources
312-814-1789

02/27/2018



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).

02/27/2018



Job Title: **Registered Nurse II**
Agency: Human Services
Salary: \$5,024.00 - \$6,833.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **10.79-122-23-01**

Under the supervision of the Nursing Manager, serves as Charge Nurse to RN's, LPN's and Mental Health Technicians; participates as a member of the interdisciplinary treatment team; directs personnel in the delivery of patient care and treatment consistent with individual treatment plans.

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

02/27/2018



Job Title: **Registered Nurse I (Upward Mobility Target Title)**
Agency: Human Services
Salary: \$4,471.00 - \$6,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **10.79.200.02.01**

Under general supervision of the Clinical Nurse Manager, provides a full range of professional nursing services, consistent with individual treatment plans of mentally ill deaf/blind hard of hearing recipients; participates as a member of the Interdisciplinary Treatment Team.

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

02/27/2018



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; Provides input in to the development of individualized service plans. Transports youth and supervises movement to and from destination. Attends in-service training to attain new and updated skills and proficiency to carry out specialized service delivery programs.

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

02/27/2018



Job Title: Office Coordinator - Opt 2
Agency: Commerce & Economic Opportunity
Closing Date/Time: Fri. 03/09/18 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#: DCEO42-05-091.18

Under direction, conducts secretarial and complex, specialized office support functions; edits and types a variety of correspondence, reports, program manuals, procedure letters, application packages and management reports or other information from handwritten hard copies and computer applications for the Office of Community Assistance; receives and responds to telephone inquiries regarding program services; assists with the preparation and execution of the annual program conferences and meetings with sub-grantees; organizes, updates and maintains master files

Illinois Department of Commerce & Economic Opportunity
COMMUNITY ASSISTANCE OFFICE
500 East Monroe Street – Springfield, Illinois 62701

MAIL TO: **Natalie Chambers, Human Resources Office**
500 East Monroe, 1st Fl. - Springfield, IL 62701-1643

PHONE: **217-785-1577** **FAX:** **217-524-0189**

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>

02/27/2018



Job Title: **Accountant Advanced**
Agency: Commerce & Economic Opportunity
Closing Date/Time: Fri. 03/09/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **DCEO42-05-061.18**

Under direction, independently conducts annual fiscal monitoring of grantees; writes detailed reports to summarize the results of grantee agency fiscal monitoring; coordinates with division programmatic staff on specific financial aspects of grantee agency operations; assists in the development of policies, forms, procedures, and strategies for grantee agency fiscal monitoring and external auditing

Illinois Department of Commerce & Economic Opportunity
COMMUNITY ASSISTANCE OFFICE
JRTC, 100 W. RANDOLPH STREET - CHICAGO, ILLINOIS 60601

MAIL TO: Natalie Chambers, Human Resources Office
500 East Monroe, 1st Flr. - Springfield, IL 62701-1643

PHONE: 217-785-1577 FAXES ACCEPTED: 217-524-0189

02/27/2018



Job Title: **Manpower Planner III**
Agency: Commerce & Economic Opportunity
Closing Date/Time: Fri. 03/09/18 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#: **DCEO42-40-089.18**

Under the direction of the Northern Workforce Development Manager, performs rapid response and layoff aversion duties associated with the Workforce Investment and Trade Act Programs. Conducts on-site meetings with employers initiating or contemplating reductions in their labor force and provides rapid response or layoff aversion services authorized by the United States Department of Labor.

EMPLOYMENT & TRAINING OFFICE

JRTC, 100 West Randolph Street – Chicago, Illinois 60601

**MAIL TO: Natalie Chambers, Human Resources Office
500 East Monroe, 1st Flr. - Springfield, IL 62701-1643**

PHONE: 217-785-1577 FAXES ACCEPTED: 217-524-0189

02/27/2018



Job Title: **Employment Security Field Office Supervisor**
Agency: Employment Security
Closing Date/Time: Fri. 03/09/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **RCRA 12075**

Under general direction, plans, directs and supervises professional employees engaged in provision of Employment Security programs and service to claimants and employers. Establishes and maintains systems to monitor employee performance against office goals and objectives which most directly affect the administration of Unemployment Insurance and Wagner Peyser services

WHERE TO APPLY:

IDES Recruitment & Selection
607 E. Adams Street - 8th Floor
Springfield, IL 62701
Attn: Pamela Bowen
Phone: 217-785-2647
Fax: 217-524-2083

02/27/2018



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

Agency: Employment Security

Closing Date/Time: Fri. 03/09/18 5:00 PM Central Time

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

Job Type: Full-Time

Location: McHenry County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **RCRA 12076**

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

WHERE TO APPLY:

IDES Recruitment & Selection
607 E. Adams Street - 8th Floor
Springfield, IL 62701
Attn: Pamela Bowen
Phone: 217-785-2647
Fax: 217-524-2083

02/27/2018



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

Agency: Human Services

Closing Date/Time: Fri. 03/09/18 5:00 PM Central Time

Salary: \$4,059.00 - \$5,503.00 monthly
\$48,708.00 - \$66,036.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **10-91-104709**

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 customer data and determines eligibility.

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

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

02/27/2018



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

Agency: Human Services

Closing Date/Time: Fri. 03/09/18 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: **20**

Plan/BU: **RC062**

Bid ID#: **10-91-104680-83; 104685-700**

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 customer data and determines eligibility.

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

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

02/27/2018



Job Title: **Administrative Assistant I - Opt S3**
Agency: Central Management Services
Closing Date/Time: Fri. 03/09/18 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC028**
Bid ID#: **CMS 17651**

Under general direction of the Certification Section Manager of the Business Enterprise Program for Minorities, Females and Persons with Disabilities, performs functions relative to certification, compliance, outreach, public affairs, vendor relations and BEP Council relations for the program. Analyzes vendor reciprocity files, including such documents as federal tax returns to conduct a review of history, organizational structure, financial, legal and administrative operations.

Agency Contact:

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

02/27/2018



Job Title: **Public Service Administrator - Opt 7**
Agency: Corrections
Closing Date/Time: Wed. 03/07/18 4:00 PM Central Time
Salary: \$6,698.00 - \$9,894.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **VR704**
Bid ID#: **IDOC29-09-18-0009**

Under administrative direction of the Intelligence Program Manager (PSA), directs and monitors staff who function as Security Threat Group (STG) Coordinators in the Northern facilities. Reviews final investigation reports. Participates in investigations of high level management and executive staff. Implements policies and procedures. Coordinates functions associated with the Security Threat Group. Compiles information for management.

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

02/27/2018



Job Title: **Corrections Treatment Senior Security Supervisor**
Agency: Corrections
Closing Date/Time: Wed. 03/07/18 4:00 PM Central Time
Salary: \$4,432.00 - \$10,595.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **2**
Plan/BU: **MS-31**
Bid ID#: **IDOC29-89-18-0008**

Under administrative direction of Assistant Warden of Operations (SPSA), serves as full line supervisor, directing the corrections treatment officers and related staff. Organizes, plans, executes, controls, and evaluates security operations at Elgin Treatment Center. Oversees daily inspections of all operations at Elgin Treatment Center including routine, random shakedown of offender living areas. Gathers data related to facility security/safety incidents and reviews to establish future preventive measures. Serves as Duty Administrative Officer as assigned.

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

02/27/2018



Job Title: **ET I Seasonal Engineering Technician Intern (District 1/Schaumburg)**

Agency: Transportation

Closing Date/Time: Wed. 03/14/18 4:30 PM Central Time

Salary: \$17.00 - \$17.00 hourly

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: **44**

Bid ID#: **IPR#42662**

- Valid driver's license
- A minimum of 30 semester hours/45 quarter hours of college courses in engineering
- Official transcripts*
- At least 18 years old within the calendar year of hire
- Frequent travel within the district

Applicants may also e-mail these materials (PM2425, CMS284A and CMS284B) to Dot.SummerApplications@Illinois.gov. College/Universities must submit Official College Transcript(s) in PDF format to: Dot.SummerApplications@Illinois.gov.

Please visit <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the application, CMS284A&B and to view the entire position description.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-4665.

02/27/2018



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02/27/2018



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

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02/27/2018



- 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.