



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

03/07/2018



Job Title: **Social Worker II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Thu. 03/08/18 4:59 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10/79-104651**

Performs professional social work services in the treatment of mentally ill patients in an inpatient hospital setting. These services include assessment, treatment (individual, group, and family therapy), general case management (including completing funding applications) and discharge planning. Completes comprehensive written social assessments that are presented at multi-disciplinary treatment teams where the master treatment plan is developed and documented for that patient. Completes all documentation of assessments, treatment and discharge planning according to hospital policy and mental health code requirements.

CONTACT INFORMATION:

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

03/07/2018



Job Title: **Human Rights Investigator I - Opt SS**
Agency: Human Rights Department
Closing Date/Time: Wed. 03/07/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **4**
Plan/BU: **RC062**
Bid ID#: **18-19**

Under direct supervision of an Investigations Supervisor, investigates and evaluates simple to moderately complex charges of employment and public accommodations discriminations; conducts fact-finding conferences; submits detailed reports to supervisor for technical review and approval; counsels parties and attempts to negotiate settlements or define suggested settlement terms of the parties to the charge (with supervisory review of written terms); explain and interprets Human Rights Act, agency investigation procedures and rules and regulations applicable to case. Serves an initial training period under immediate supervision. Must be able to communicate effectively in Spanish in order to execute the responsibilities of the position to meet the demands for services to the monolingual community.

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).

03/07/2018



Job Title: **Human Rights Investigator Trainee - Opt SS**
Agency: Human Rights Department
Closing Date/Time: Wed. 03/07/18 5:00 PM Central Time
Salary: \$2,464.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **4**
Plan/BU: **MC-09**
Bid ID#: **18-15**

Requires extensive knowledge on the methods and techniques of performing investigations. Requires the ability to communicate effectively both orally and in writing, the ability to analyze information and make recommended decisions and the ability to acquire investigative skills. Must be able to communicate effective in Spanish in order to execute the responsibilities or the position to meet the demands for services of the monolingual community.

A separate Bid Form and Application is required for each Posting/Bid ID or your Bid will be rejected. Bid Forms and Application can be mailed to the address listed above or faxed to 312-814-6251.

03/07/2018



Job Title: **Employment Security Tax Auditor I**
Agency: Employment Security
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **0**
Plan/BU: **RC062**
Bid ID#: **Testing Purposes Only**

Under general supervision, independently performs less complex, routine professional field audits and investigations; receives training in the performance of more complex payroll audits and field investigations.

For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).

03/07/2018



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, the establishment and measurement of standards for services provided to recipients, the development and implementation of policies and directives and the recruitment and retention of medical staff personnel; serves as an active high ranking member of key facility management and treatment committees including the Hospital Executive Committee.

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

03/07/2018



Job Title: **Assistant Inspector General**
Agency: Executive Inspector General *
Salary: \$4,167.00 - \$6,667.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **3292016**

POSITION SUMMARY: Under management direction of the Deputy Inspector General and/or Deputy Inspector General and Chief, serves as Assistant Inspector General. The incumbent is responsible for drafting final summary reports for investigative cases conducted by the Office of Executive Inspector General (OEIG) under the auspices of the State Officials and Employees Ethics Act, conducting or assisting with research relating to legal, investigative, disciplinary, and other relevant issues. This position involves working with information 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 West Washington Street
Chicago, IL 60602

Contact
Human Resources
312.814.1789

03/07/2018



Job Title: **Corrections Nurse Trainee (Upward Mobility Target Title)**

Agency: **Corrections**

Salary: **\$4,617.00 - \$6,314.00 monthly**

Job Type: **Full-Time**

Location: **Will County, Illinois**

Number of Vacancies: **6**

Plan/BU: **RC023**

Bid ID#: **IDOC29-82-17-1108**

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 the nursing field. Receives training in conforming with established standards, procedures, policies and security guidelines and providing the full range of professional nursing services in the care and treatment of inmate patients in a correctional facility.

Position Number: 09836-29-82-431-22-01

CONTACT: Julie Cahill, Human Resources Representative - IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

Phone: (815)727-3607 extension 6693

Fax: (815)727-0838

E-mail: julie.cahill@doc.illinois.gov

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

03/07/2018



Job Title: **Insurance Company Field Staff Examiner**
Agency: Insurance
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC062**
Bid ID#: **DOI 17560**

Under direct supervision of an examiner-in-charge, performs a variety of tasks in examining the financial and non-financial records of life, accident and health insurance companies; determines compliance by applications of the Illinois Insurance Code, rules and regulations and accepted insurance accounting practices; communicates with company personnel and other examiners regarding examination procedures and findings; duties of this position are conducted at the insurance company site which requires extensive travel by the incumbent(s).

Agency Contact:
Department of Insurance
Attn: Human Resources
320 West Washington Street, 4th floor
Springfield, IL 62767
Fax: 217/558-2777

03/07/2018



Job Title: **Insurance Company Financial Examiner Trainee**
Agency: Insurance
Salary: \$3,498.00 - \$3,498.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC062**
Bid ID#: **DOI 17559**

Under the immediate supervision of an examiner-in-charge, for a period not to exceed twelve months, receives training and is assigned various tasks of increasing difficulty to develop knowledge, understanding and practical skills requisite for examining the financial records of life, accident and health insurance companies, property and casualty insurance companies and other types of insurance entities; receives instruction to determine compliance with the Illinois Insurance Code, rules and regulations, and statutory accounting practices and procedures; communicates with company personnel and other examiners regarding examination procedures and findings. Travels to various insurance company sites as examination team member within and outside the State of Illinois.

Agency Contact:
Department of Insurance
Attn: Human Resources
320 West Washington Street, 4th floor
Springfield, IL 62767
Fax: 217/558-2777

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

03/07/2018



Job Title: **Executive I - Opt J2**
Agency: Financial & Professional Regulation
Closing Date/Time: Thu. 03/15/18 11:59 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **17636**

Under general direction, organizes, plans, and controls the operations of state-wide Vehicle Fleet Program for the Department of Financial and Professional Regulation, administered by the Division of Administrative Services. Writes, develops, and evaluates policy as it affects the department when establishing operating policies, practices and procedures relative to vehicles. Maintains vehicle database. Serves as the Property Control liaison for Cook County facilities. Serves as working supervisor. Serves as backup for the Telecommunications Coordinator. Attends trainings and travels as needed.

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

03/07/2018



Job Title: Security Officer (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Fri. 03/16/18 4:00 PM Central Time
Salary: \$3,492.00 - \$5,141.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC029
Bid ID#: 10-81-104643

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires ability to administer emergency first aid and CPR. Requires a valid Illinois drivers license.

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

**Bid Forms and Applications can be mailed to the address above OR
Faxed to: 847-429-4933**

03/07/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Fri. 03/16/18 4:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **10-66-104800**

Requires the ability to develop, install and evaluate new and revised methods, procedures and performance standards. Requires the ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires ability to communicate effectively both verbally and in writing skills. Requires ability to perform essential job functions using a computer. Requires working knowledge of Microsoft Outlook, Word and Excel.

Agency Contact:
Kerri Bresley, HR/LR Administrator
SODC Operations Region 2
1120 Washington Ave
Dixon, IL 61021
Phone ~ (815)288-8345
Fax ~ (815)288-8321
kerri.bresley@illinois.gov

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

03/07/2018



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**

Requires a bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

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>

03/07/2018



Job Title: **Forensic Scientist Trainee - Opt A**
Agency: State Police
Closing Date/Time: Tue. 03/13/18 4:00 PM Central Time
Salary: \$4,167.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **5**
Plan/BU: **RC062**
Bid ID#: **21-31-ISP18-044**

Requires a Bachelor's degree in natural science or forensic science.

Work Location:
Illinois State Police
Statewide Training - Forensic Science Center at Chicago
1941 W. Roosevelt Road
Chicago, IL

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

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

03/07/2018



Job Title: Educator - Opt C
Agency: Juvenile Justice
Closing Date/Time: Tue. 03/13/18 5:00 PM Central Time
Salary: \$4,248.00 - \$8,061.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: IDJJ27-10-18-0014

Under general supervision of the Principal (PSA) instructs a targeted group of students identified as Special Education eligible; provides individual and group instruction to youth identified as special education eligible; prepares curriculum and participates in institutional committees.

CONTACT:

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

03/07/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Tue. 03/13/18 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: **GB063**
Bid ID#: **10-97-104759**

Requires knowledge, skill and mental development equivalent to completion of four years' college with course work in a social or human services field. Requires three years progressively responsible administrative experience in a health or human services organization.

Please forward applications to:
Hillary Vassmer
Bureau of Employee Services
100 South Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-3826
Hillary.Vassmer@Illinois.gov

03/07/2018



Job Title: **Environmental Protection Specialist Iv**
Agency: Environmental Protection Agency
Closing Date/Time: Wed. 03/14/18 5:00 PM Central Time
Salary: \$5,441.00 - \$8,318.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **14-0031**

Under general direction of the Northern, Central and Southern Monitoring Unit Manager, Surface Water Section, in the Division of Water Pollution Control/Bureau of Water, serves as Lead Worker to the specialist staff in the Northern Region, and is responsible for water quality and biological monitoring activities; serves as technical advisor for the design and analysis of monitoring data; provides interpretations and reports of complex chemical, physical, and biological data; travels in performance of duties.

Contact: Kathy Taylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield IL 62794-9276
Phone: 217/785-1745
Fax: 217/524-6907

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

03/07/2018



Job Title: **Student Intern**
Agency: Healthcare & Family Services
Closing Date/Time: Mon. 04/30/18 11:59 PM Central Time
Salary: \$1,346.00 - \$2,848.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **5**
Bid ID#: **PS0070**

Requires knowledge, skill and mental development equivalent to the completion of high school and active enrollment at a college. Requires no previous work experience. Requires ability to follow written and oral instructions. Requires ability to establish and maintain working relationship with agency staff and the general public.

Contact Person:
Leslie Rusciollelli
Bureau of Personnel and Administrative Services
2946 Old Rochester Road
Springfield, Illinois 62703

Leslie.Rusciollelli@Illinois.gov

03/07/2018



Job Title: **Automotive Mechanic - Opt 1**
Agency: Central Management Services
Closing Date/Time: Fri. 03/16/18 5:00 PM Central Time
Salary: \$4,239.00 - \$5,652.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC045**
Bid ID#: **CMS 17680**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school or coursework in automotive mechanics or completion of an approved training course. Requires experience necessary to qualify as a skilled mechanic. Requires a valid Commercial Driver's License - Class B. Requires the ability to repair diesel engines as well as gasoline engines. Requires extensive knowledge of all mechanical hand tools and testing equipment. Requires extensive knowledge of materials and parts. Requires working knowledge of standard garage shop practices and techniques, occupational hazards and applicable precautionary measures. Requires the ability to locate and adjust mechanical feedbacks in motors and equipment and make necessary repairs. Requires skill in the use of tools and the operation of the machines and equipment employed in motor repair and adjustment. Requires the ability to make work activity reports.

Agency Contact:

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

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

03/07/2018



Job Title: **Child Protection Specialist - Opt SS**
Agency: Children & Family Services
Closing Date/Time: Fri. 03/16/18 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **1848008-488226**

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

SUBMIT BIDS TO:

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

03/07/2018



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03/07/2018



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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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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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?
 - o Orientation/pre-hire
- Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.

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



- 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.
 - 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.