



**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

03/09/2018



Job Title: **Correctional Sergeant**  
Agency: Corrections  
Closing Date/Time: Thu. 03/22/18 3:59 PM Central Time  
Salary: \$4,161.00 - \$6,139.00 monthly  
Job Type: Full-Time  
Location: Lawrence County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC006**  
Bid ID#: **iDOC 29-63-18-1282**

Under supervision of the Correctional Lieutenant, directly responsible for housing units/buildings on an assigned shift, serves as a lead worker; assists as a lead worker; assists in the orientation of new officers and on-going officer in-service training; enforces and maintains disciplinary, safety, security and custodial measures.

Work Hours: 7 am - 3 pm Thursday through Monday TUES/WED off

Lawrence Correctional Center, 10940 Lawrence Road, Sumner, IL 62466  
Diane Musgrave, Human Resource Representative  
618-936-2064, Ext. 2011

03/09/2018



Job Title: **Correctional Lieutenant (Upward Mobility Target Title)**  
Agency: **Corrections**  
Closing Date/Time: **Thu. 03/22/18 4:00 PM Central Time**  
Salary: **\$4,904.00 - \$7,396.00 monthly**  
Job Type: **Full-Time**  
Location: **Henry County, Illinois**  
Number of Vacancies: **1**  
Plan/BU: **CU500**  
Bid ID#: **IDOC-29-67-18-0047**

Under supervision of the Shift Supervisor, instructs and supervises Correctional Sergeants, Correctional Officers, and Correctional Officer Trainees; enforces and maintains discipline, safety, security, maintenance, sanitary and custodial measures for the control of offenders; monitors compliance with Department Rules, Administrative Directives and Institutional Policies.

**Contact:**

Shannon McDermott, Human Resources Representative  
Kewanee Life Skills Re-Entry Center  
2021 Kentville Rd.  
Kewanee, IL 61443

309-852-4601 ext 1013

309-852-4617 fax

Email: [shannon.mcdermott@illinois.gov](mailto:shannon.mcdermott@illinois.gov)

03/09/2018



Job Title: Office Administrator III - Opt 2  
Agency: Corrections  
Closing Date/Time: Thu. 03/22/18 4:00 PM Central Time  
Salary: \$3,240.00 - \$4,401.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: IDOC29-00-18-0088

Under direction of the Central Screening Manager, (PSA), supervises staff in the performance of a variety of complex, specialized clerical functions. Reviews and projects unit workload. Plans and coordinates in-service training for current and new employees. Interprets policies and procedures for use by employees. Types correspondence, reports and various documents.

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

03/09/2018



Job Title: **Disaster Services Planner**  
Agency: Emergency Management Agency  
Closing Date/Time: Thu. 03/22/18 4:00 PM Central Time  
Salary: \$4,612.00 - \$6,990.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **50-17-IEMA18-017**

Requires knowledge, skill, and mental development equivalent to the completion of four years of college, preferably with coursework in planning, business or public administration. Requires two (2) years of professional experience in various planning areas, such as regional, urban or management planning. Requires ability to travel. Requires working knowledge of the manner in which state and local governments function. Requires working knowledge of basic statistical methods, graphics and report preparation.

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

03/09/2018



Job Title: **Re-Entry Program Coordinator - Personal Services Contract**

Agency: Corrections

Closing Date/Time: Thu. 03/22/18 4:00 PM Central Time

Salary: \$35,000.00 - \$45,000.00 annually

Job Type: Temporary

Location: Logan County, Illinois

Number of Vacancies: **1**

Bid ID#: **IDOC29-PSC-18-1111**

Coordinate and manage daily operations of the Females in Transition (FIT) transitional/re-entry program. Coordinate and manage pre-release programming. Coordinate staff training opportunities. Evaluate the effectiveness of program implementation and impact. Supervise staff. Maintain small caseload of pre-release transitional services program participants.

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

03/09/2018



Job Title: **Accounting Specialist**  
Agency: Comptroller \*  
Closing Date/Time: Fri. 03/23/18 5:00 PM Central Time  
Salary: \$2,304.00 - \$4,583.33 monthly  
\$27,648.00 - \$55,000.00 annually  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **18-008**

Under the direction of the Funds, Receipts and Collections Unit Supervisor the Accounting Specialist will primarily assist with daily operation of the Involuntary Withholding program. The Accounting Specialist will be required to respond to debtor and state agency phone calls, emails and written correspondence. They will be responsible for providing support to State Agencies and Universities with IDROP (Illinois Debt Recovery Offset Portal) questions. This position also assists with processing the daily receipt transactions

**Contact:**

Office of Human Resources  
325 W. Adams Street  
Springfield, IL 62704  
217/785-1102

03/09/2018



Job Title: **Senior Public Service Administrator - Opt 6 (Clinical & Behavioral Services Director)**

Agency: Human Services

Closing Date/Time: Mon. 03/26/18 4:00 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: **TA000**

Bid ID#: **10-72-104838**

Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in social or human services field. Prefers a Master's Degree in Social Work or Psychology or a related field such as Behavioral Analysis. Requires four years progressively responsible administrative experience in a Mental Health or Developmental Disabilities organization. Requires thorough knowledge of behavior analysis principles. Requires thorough knowledge of Federal, State and Private Accrediting guidelines concerning habilitation programs for individuals who have a developmental disability. Requires thorough knowledge of training methods.

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](mailto:kerri.bresley@illinois.gov)

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



03/09/2018



Job Title: **Human Resources Associate - Opt 2**  
Agency: Human Services  
Closing Date/Time: Mon. 03/26/18 4:00 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
Job Type: Full-Time  
Location: Lee County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **10-73-104845**

Requires knowledge, skill and mental development equivalent to two years of college or satisfactory completion of an approved training program. Requires ability to type accurately.

Please submit CMS 100 applications to:  
Jennifer Gunnon  
Human Resources/Labor Relations Director  
Jack Mabley Developmental Center  
1120 Washington Avenue  
Dixon, IL 61021  
815-288-8340  
815-288-8321 (fax)  
[Jennifer.gunnon@illinois.gov](mailto:Jennifer.gunnon@illinois.gov)

03/09/2018



Job Title: **Administrative Secretary**  
Agency: Illinois Courts/Administrative Office of the Illinois Courts  
Salary: \$34,911.00 / Year  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **230**

**EXPERIENCE AND SKILL REQUIREMENTS:** Individual must have a Bachelor's Degree. Candidates must possess excellent oral and written communication skills; a high degree of critical and analytical abilities, judgment, and diplomacy skills; ability to transcribe dictation of legal work product and correspondence by attorney staff or judges, incorporate revisions, and draft and prepare interoffice correspondence for such individuals. Ability to work independently and/or as part of a team; handle confidential materials; to prioritize duties/tasks and have an interest in law. Must be proficient in the operation and use of computer systems and software applications. Ability to sit for extended periods of time.

8:30 a.m. - 4:30 p.m  
Fourth District Appellate Courthouse  
201 West Monroe Street  
Springfield, IL 62794

Shirley Wilgenbusch  
(217) 558-6789

03/09/2018



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**

**Requires an Illinois license to practice medicine and American Specialty Board Certification or its equivalent in Psychiatry.** Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation.

**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

03/09/2018



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

03/09/2018



Job Title: **Public Service Administrator - Opt 8N**  
Agency: Children & Family Services  
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#: **155006**

Requires a master's degree in nursing or a related human services degree and five years progressively responsible experience in public or private child welfare supervision and/or administration; requires extensive knowledge of health services and familiarity with the diagnosis and treatment of child abuse and neglect, substance use/abuse, AIDS, and children with medically complex conditions; requires licensure as a professional nurse in Illinois; requires travel.

**Agency Contact:**

Frances Cunningham  
Clinical Practice & Professional Development  
JRTC, 100 W Randolph 6-100  
Chicago, IL 60601  
**Phone:** 312-814-5987  
**Fax:** 312-814-5986  
**Email:** [frances.cunningham@illinois.gov](mailto:frances.cunningham@illinois.gov)

03/09/2018



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](mailto:julie.cahill@doc.illinois.gov)

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

03/09/2018



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

03/09/2018



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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03/09/2018



Job Title: **Child Protection Specialist - Opt SS**  
Agency: Children & Family Services  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **0**  
Plan/BU: **RC062**  
Bid ID#: **Cook Inv. 2017 (Bilingual)**

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; 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.

**Contact:**

Tracey Hardrick  
Bureau of Operations  
2020 W. Roosevelt, 2th Floor  
Chicago, Illinois 60608  
Phone: 312-814-3775  
Fax: 312-814-1224  
Email: [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)

03/09/2018



Job Title: **Cancer Registrar I**  
Agency: Public Health  
Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: 2 Counties, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IDPH**

Under general supervision for the Illinois State Cancer Registry (ISCR), abstracts and re-abstracts cancer submissions. Explains, educates and interprets the Illinois Health and Hazardous Substance Registry Rules and Regulations and procedures of the program on a daily bases to participating hospitals. Processes cancer reports submitted by medical facilities.

**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](mailto:DPH.HRApplications@illinois)

03/09/2018



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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

03/09/2018



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.

03/09/2018



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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



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03/09/2018



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





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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.

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>



- 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.