



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

03/21/2018



Job Title: **Switchboard Operator I (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Mon. 03/26/18 5:00 PM Central Time

Salary: \$2,705.00 - \$3,655.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC014**

Bid ID#: **10-75-104906**

Under direct supervision, performs routine work in operating a Department of Human Services, 24 hour, facility switchboard carrying a heavy traffic load; Answers, screens and routes incoming calls; takes and delivers messages when staff are unavailable. Places inter-office calls for facility personnel. Answers routine non-technical questions and refers callers to identified staff; transfers incoming calls to proper station.

Contact:
Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).

03/21/2018



Job Title: **Technical Advisor II**
Agency: Financial & Professional Regulation
Closing Date/Time: Wed. 03/21/18 11:59 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Plan/BU: **CF010**
Bid ID#: **17637**

Under general direction of the Deputy General Counsel in the Professional Regulation Program Counseling Section in the Office of Legal Affairs Division, serves as legal advisor, interpreting various provisions of licensure acts administered by the Department of Professional Regulation.

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

03/21/2018



Job Title: **TM V Sign Shop Manager**
Agency: Transportation
Closing Date/Time: Tue. 03/27/18 4:30 PM Central Time
Salary: \$6,020.00 - \$10,210.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#42679**

This position is accountable for managing District Sign Shop Operations, which install and maintain pavement marking and signs and prepare special panels and structural materials for the operation and maintenance of freeway signing.

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 **Tuesday, March 27, 2018**, 4:30 p.m.

03/21/2018



Job Title: ET III Resident Technician/Inspector
Agency: Transportation
Closing Date/Time: Fri. 03/30/18 4:30 PM Central Time
Salary: \$3,840.00 - \$5,308.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: 3
Plan/BU: PM-00
Bid ID#: IPR#42696

This position is accountable for the layout, inspection, and documentation of minor to intermediate construction projects or assisting the Resident Engineer/Resident Technician on major construction projects.

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03/21/2018



Job Title: **TM IV Database GIS Specialist**
Agency: Transportation
Closing Date/Time: Fri. 03/30/18 4:30 PM Central Time
Salary: \$5,015.00 - \$7,085.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **PM-00**
Bid ID#: **IPR#42493**

This position is accountable for development, operation and continuing appraisal of all Geographic Information System (GIS) applications in the Bureau of Programming, Program Development and Program Management Sections. Most of these applications will use data from a comprehensive project information system, Windows Program Planning System (WPPS), and other bureau applications including the Performance Based Project Prioritization (PBP) System that uses GIS files and Excel spreadsheets. Users of these applications are Office of Highways Project Implementation staff.

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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>

03/21/2018



Job Title: **Vocational Instructor - Opt L**
Agency: Human Services
Closing Date/Time: Tue. 03/20/18 11:59 PM Central Time
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC028**
Bid ID#: **10-44-104607/08**

Under general supervision, provides occupational instruction to students with physical, mental, cognitive and emotional disabilities, in Business Software Applications i.e., Microsoft Suite (Word, Excel, Power Point, and Access), Google Drive, organizational tools, email and other general use software.

ATTN: Benjamin Davis

312/433-3147 - Voice
312/433-3056 - Fax

03/21/2018



Job Title: **Support Service Worker - Housekeeping**
Agency: Veterans Affairs
Closing Date/Time: Wed. 03/21/18 4:00 PM Central Time
Salary: \$1,911.00 / Month
Job Type: Emergency
Location: Union County, Illinois
Number of Vacancies: **01**
Plan/BU: **RC009**
Bid ID#: **34-118-18-12**

Under direct supervision, performs all duties required to maintain cleanliness and sanitary environment for all buildings at the facility.

Apply To:
IL Veterans' Home-Anna
Melanie McReynolds
792 North Main Street
Anna, Illinois 62906
Phone: (618) 833-6302 ext: 227
Fax: (618) 833-2040

03/21/2018



Job Title: **Stationary Engineer - Assistant Chief**
Agency: Central Management Services
Closing Date/Time: Wed. 03/28/18 5:00 PM Central Time
Salary: \$8,559.06 - \$8,901.84 monthly
Job Type: Full-Time
Location: Livingston County, Illinois
Number of Vacancies: **1**
Plan/BU: **PR000**
Bid ID#: **CMS 17758**

Under general direction, plans and directs all phases of the physical plant operations for the efficient operation and maintenance for the Central & Southern Region, Illinois Department of State Police (ISP) District 6 Headquarters in Pontiac, ISP Ashkum, Metamora & Macomb Offices, Peoria CMS Regional Building and other client agency facilities within the region.

Agency Contact:

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

03/21/2018



Job Title: **Social Services Career Trainee - Opt SS**
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#: **L-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

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).

03/21/2018



Job Title: **TM IV Plan Manager**
Agency: Transportation
Closing Date/Time: Fri. 03/30/18 4:30 PM Central Time
Salary: \$5,015.00 - \$7,085.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **PM-00**
Bid ID#: **IPR#42684**

This position reviews federal and departmental policies governing transportation enhancements and develops program guidelines and criteria that meet requirements for implementation of the Illinois Transportation Enhancement Program (ITEP). This position analyzes, evaluates and makes funding recommendations for candidate ITEP projects submitted by local governmental agencies and ensures compliance with the Grant Accountability and Transparency Act (GATA).

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, March 30, 2018**, 4:30 p.m.

03/21/2018



Job Title: **Veterans Employment Representative I - Opt 2**
Agency: Employment Security
Closing Date/Time: Thu. 03/29/18 5:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **RCRA 12079**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in social or behavioral sciences, business administration or marketing. Requires other than dishonorable discharge from the Armed Services of the United States and **requires a qualified Service-Connected disability.**

WHERE TO APPLY:

IDES Recruitment & Selection
607 E. Adams Street - 8th Floor
Springfield, IL 62701
Attn: Don Motley
Phone: 217-524-2980
Fax: 217-524-3472

03/21/2018



Job Title: **Mental Health Technician Trainee /Mental Health Technician I**
Agency: Human Services
Closing Date/Time: Thu. 03/29/18 5:00 PM Central Time
Salary: \$2,577.00 - \$3,454.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **13**
Plan/BU: **RC009**
Bid ID#: **10-72-105023-105035**

Mental Health Technician Trainee

Under immediate supervision, completes classroom and on-the-job training. Performs beginning level direct care functions in the care and habilitation of individuals with developmental disabilities, on assigned unit under supervision of the Residential Services Supervisor during trainee period.

AGENCY CONTACT:

Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
114 N. Orchard Drive
Park Forest, IL 60466
Phone: 708-283-3015
Fax: 708-283-3017

03/21/2018



Job Title: **Executive Secretary III - Opt 2**
Agency: Public Health
Closing Date/Time: Thu. 03/29/18 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: **RC014**
Bid ID#: **IDPH 40-16-0087**

Subject to management approval performs highly responsible administrative secretarial work for the Deputy Director for the Office of Health Care Regulation; Composes and types correspondence of highly complex and confidential nature. Proofs for form, grammar, and spelling. Conducts complex projects and studies by gathering, reviewing and completing assigned projects. Takes telephone messages, and screens calls for the Deputy Director.

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

03/21/2018



Job Title: **Public Service Administrator - Opt 8L**
Agency: Healthcare & Family Services
Closing Date/Time: Thu. 03/29/18 11:59 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: **GB010**
Bid ID#: **GC0066**

Requires knowledge, skill and mental development equivalent to graduation from a recognized law school; requires the possession of a license to practice law in Illinois; requires two years of professional experience in the practice of law or in the conduct of judicial or quasi-judicial hearings; requires thorough knowledge of substantive law and general knowledge of accounting.

Location:
Office of General Counsel
Bureau of Administrative Hearings
69 W Washington, 4th Floor
Chicago, Illinois 60607 (Cook County)

Agency Contact:
Judy Beverly
Bureau of Personnel and Administrative Services
2946 Old Rochester Road
Springfield, Illinois 62703

judy.beverly@illinois.gov

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

03/21/2018



Job Title: **Office Associate - Opt SS1**
Agency: Healthcare & Family Services
Closing Date/Time: Thu. 03/29/18 11:59 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **GC0067**

Under general supervision, performs a variety of responsible clerical duties, serves as unit receptionist; responds to inquiries from callers and visitors in Spanish for individuals who speak Spanish but do not speak or understand English; receives, date stamps, and distributes office mail; reviews, updates, and submits for data entry material such as case jackets, trip sheets, withdrawals, and other documents; drafts weekly and monthly reports.

Agency Contact:
Judy Beverly
Bureau of Personnel and Administrative Services
2946 Old Rochester Road
Springfield, Illinois 62703

217-557-5244 Office
217-782-8889 Fax

judy.beverly@illinois.gov

03/21/2018



Job Title: **Site Superintendent II - Opt 1**
Agency: Natural Resources
Closing Date/Time: Fri. 03/23/18 5:00 PM Central Time
Salary: \$5,251.00 - \$7,769.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC056**
Bid ID#: **12-32-5404**

Requires knowledge, skill, and mental development equivalent to a bachelor's degree in park and recreation administration, or natural resource area administration. Requires three years of supervisory experience in managing an outdoor recreational park, or natural public area; requires a valid Illinois Driver's license. Requires extensive knowledge of agency programs, policies and procedures; staff utilization and employee motivations; labor and employment development

WHERE TO APPLY

Department of Natural Resources
Attn: Mike Mason
One Natural Resources Way
Springfield, IL 60702
Phone: 217-557-0482

03/21/2018



Job Title: **Human Rights Investigator Trainee**
Agency: Human Rights Department
Closing Date/Time: Fri. 03/23/18 5:00 PM Central Time
Salary: \$2,464.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Plan/BU: **MC-09**
Bid ID#: **18-30**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with coursework in business, public, or personnel administration or social science. Requires no previous experience. Requires elementary knowledge of human rights issues, 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.

8:30 a.m. to 5:00 p.m., Department of Human Rights, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601. Please send all application to Contact Person: Janice Woods-Wills, Department of Human Rights, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601. Fax: 312-814-6251.

03/21/2018



Job Title: **Human Rights Investigator I**
Agency: Human Rights Department
Closing Date/Time: Fri. 03/23/18 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: **1**
Plan/BU: **RC062**
Bid ID#: **18-31**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with coursework in business, public, or personnel administration or social science. Requires elementary knowledge of human rights issues. Requires two years professional experience in investigative work or dealing with human rights issues. Requires ability to interpret and apply the Human Rights Act in discrimination cases. Requires extensive knowledge on the methods and techniques of performing investigations. Requires ability to perform difficult analysis of information and recommend a decision.

8:30 a.m. to 5:00 p.m., Department of Human Rights, 100 West Randolph Street, Suite 10-100, Chicago, Illinois, 60601. Please send all application to Contact Person: Janice Woods-Wills, Department of Human Rights, 100 West Randolph Street, Suite 10-100, Chicago, Illinois, 60601. Fax: 312-814-6251

03/21/2018



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**

Subject to management approval, serves as the Director of Clinical and Behavioral Services at Ludeman Developmental Center; performs highly responsible administrative and clinical supervision of clinical and behavioral services, including but not limited to: psychological and behavioral services, social services and Qualified Intellectual Disabilities Professional (QIDP) services. Services as liaison with consulting psychiatrist and primary physician. Chairs and serves on Committee's as assigned, providing administrative, clinical and behavioral expertise. Develops and monitors psychological and behavioral standards, policies and procedures and behavioral training programs, individual service plans and admission/discharge processes.

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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03/21/2018



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



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.

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03/21/2018



- 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.