



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

03/24/2018



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).

03/24/2018



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,**

03/24/2018



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.

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.

03/24/2018



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.

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.

03/24/2018



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

03/24/2018



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.

03/24/2018



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

03/24/2018



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

03/24/2018



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

03/24/2018



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).

03/24/2018



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**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

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).

03/24/2018



Job Title: **Human Services Caseworker - Opt SS**
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#: **J-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel. Requires ability to speak, write and read 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).

03/24/2018



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

Agency: **Corrections**

Closing Date/Time: **Continuous**

Salary: **\$4,338.00 - \$6,500.00 monthly**

Job Type: **Full-Time**

Location: **LaSalle County, Illinois**

Number of Vacancies: **4**

Plan/BU: **RC063**

Bid ID#: **IDOC29-80-15-0249**

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 standard, 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 # 09836-29-80-210-11-01

CONTACT: Faith DiRosa / HR Rep
Sheridan Correctional Center
4017 E. 2603rd Road
Sheridan, IL 60551
815-496-2181 ext: 2008
815-496-2931 Fax

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>

03/24/2018



Job Title: **Veterans Nursing Assistant - Certified - Upward Mobility Target Title**
Agency: **Veterans Affairs**
Closing Date/Time: **Continuous**
Salary: **\$2,951.00 - \$4,124.00 monthly**
Job Type: **Full-Time**
Location: **LaSalle County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **34-123-16-CONTVNAC**

Under general supervision, performs nursing assistance and personal care services for patients with physical and/or mental impairments. Assistance typically includes physical care, activities of daily living, patient feeding, bathing, personal hygiene care, ambulation, transfer of residents, and dressing needs.

Contact:
IL Veterans' Home
Human Resources
1015 O'Connor Avenue
LaSalle, Illinois 61301
Phone 815-223-0303 ext. 207
Fax 815-223-5815

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
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03/24/2018



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

03/24/2018



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

03/24/2018



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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03/24/2018



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Plan/BU: PM-00
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03/24/2018



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Location: Cook County, Illinois
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Plan/BU: **GB063**
Bid ID#: **155006**

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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

03/24/2018



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

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFOR.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFOR.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

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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

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>

03/24/2018



- 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.