



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

03/31/2018



Job Title: 2018 Summer Student Intern Program
Agency: Capital Development Board
Closing Date/Time: Tue. 04/10/18 4:59 PM Central Time
Salary: \$1,346.00 / Month
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: 2
Bid ID#: CDB00112

MINIMUM REQUIREMENTS

This program is open to residents of the State of Illinois who are at least 18 and are a student or enrolled to attend college in the fall semester.

Agency Contact:

Wanda Trumbo
Human Resources Specialist
Illinois Capital Development Board
3rd Floor, Wm G. Stratton Building
401 S. Spring St.
Springfield, IL 62706
217-524-7510
wanda.trumbo@Illinois.gov

03/31/2018



Job Title: **Human Resource Associate - Opt 2**
Agency: Human Services
Closing Date/Time: Tue. 04/10/18 5:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-72-105221**

Requires knowledge, skill and mental development equivalent to completion of two years of college or satisfactory completion of an approved training program. Requires extensive knowledge of office practices and procedures. Requires working knowledge of human resources programs, rules and regulations.

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

03/31/2018



Job Title: **Lottery Sales Representative**
Agency: Illinois Lottery
Closing Date/Time: Tue. 04/10/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Winnebago County, Illinois
Number of Vacancies: **01**
Plan/BU: **RC062**
Bid ID#: **LOT 17840**

requires ability to apply and interpret the lottery law, rules and regulations, and agency policies as they affect day-to-day operations; requires ability to independently conduct survey and studies and prepare reports of findings and recommendations in a logical and valid manner; requires ability and willingness to travel frequently and for extended periods of time, often keeping irregular hours. Requires possession of an appropriate valid driver's license.

03/31/2018



Job Title: **Conservation/Historic Preservation Worker**
Agency: Agriculture
Salary: \$8.25 - \$17.00 hourly
Job Type: Temporary
Location: Perry County, Illinois
Number of Vacancies: **300**
Bid ID#: **276**

Under immediate supervision, for a period not to exceed 6 months, performs a variety of unskilled manual labor in maintenance and/or simple clerical duties at the DuQuoin State Fairgrounds. Involves responsibility only for performing work promptly and efficiently.

DuQuoin State Fairgrounds
655 Executive Drive
DuQuoin, IL 62832
618-542-1515

03/31/2018



Job Title: **Public Service Administrator - Opt 8L**
Agency: Human Services
Closing Date/Time: Mon. 04/09/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **GB010**
Bid ID#: **10-17-105230-105231**

Requires knowledge and training in the use of computer word processing systems and online legal research programs. Prefers the successful completion of a course of study on administrative law and experience in the conduct of judicial or quasi-judicial hearings.

DHS, ADMIN & COMMUNITY SUPP/OCAPS PERSONNEL
ATTN: KRIS TAPOCIK
100 S. GRAND AVE. EAST, 3RD FL.
SPRINGFIELD, IL 62762
FAX: (217) 524-3385

03/31/2018



Job Title: **State Steward**
Agency: Illinois Racing Board
Closing Date/Time: Wed. 04/04/18 5:00 PM Central Time
Salary:
Job Type: Part-Time
Location: Madison County, Illinois
Number of Vacancies: **1**
Bid ID#: **IRB 17784**

College degree, or equivalent knowledge, skills and abilities, preferred with an emphasis in English, Public Speaking and/or Political Science. Excellent writing and speaking skills a must. Prefer at least five years of experience in the horse racing industry. The duties of this position can be performed at any racetrack under the jurisdiction of the IRB and requires the ability to travel to and from any track as assigned. Prefer accreditation from Racing Officials Accreditation program. Requires familiarity with the administrative rules and statute. Prefer two plus years of supervisory or management experience. Requires proficiency in Microsoft Office Software. Requires ability to stand and walk for long periods of time and the ability to bend, and reach above shoulder level.

Human Resources
100 W. Randolph; 5-700
Chicago, IL 60601
312-814-2600
312-814-5062 Fax

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

03/31/2018



Job Title: **Natural Resources Advanced Specialist - Opt 4**
Agency: Natural Resources
Closing Date/Time: Wed. 04/04/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Ford County, Illinois
Number of Vacancies: **1**
Bid ID#: **12-00-5415**

Requires ability to prepare and maintain records and written narrative reports. Requires ability to collect information and assists in analyzing and evaluating technical data and reports. Must have a thorough knowledge of the natural areas community in Illinois and techniques of land preservation. Combination of natural science and real estate background with an interest in natural areas preferred. Requires possession of a valid driver's license valid in Illinois.

WHERE TO APPLY

Department of Natural Resources
Attn: Carrie Rapp
Office of Resource Conservation
One Natural Resources Way
Springfield, IL 62702-1271
217/782-0312

03/31/2018



Job Title: Office Associate - Opt SS2
Agency: Human Services
Closing Date/Time: Wed. 04/04/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-105132

Under direction, performs a variety of complex, specialized clerical duties for supervisory staff, types documents, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures. Communicates in Spanish to those individuals who do not read or speak English.

*Bureau of Employee Services
Krissie Buss
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116*

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03/31/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Wed. 04/04/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
\$37,392.00 - \$117,180.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-91-105125**

Under administrative direction, performs highly responsible administrative duties as assistant to the Local Office Administrator; supervises subordinate supervisory staff engaged in Income Maintenance, Intake and/or professional operations. Serves as liaison to other State and Local government agencies; provides leadership and administrative direction to other administrative staff.

Please submit applications to:
Edima Essien
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
Fax: 217-524-3826

03/31/2018



Job Title: **Information Systems Analyst II - Opt A**
Agency: Human Services
Closing Date/Time: Wed. 04/04/18 5:00 PM Central Time
Salary: \$5,770.00 - \$8,873.00 monthly
\$69,240.00 - \$106,476.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-76-105142**

Requires experience in developing interfaces with information systems assuring data quality and integrity. Requires experience in developing complex reports using multiple databases and file sources. Requires developed oral and written communication skills to present technical knowledge to others.

Contact Info:
Bureau of Employee Services
Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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03/31/2018



Job Title: **Public Service Administrator - Opt 7**
Agency: Corrections
Closing Date/Time: Wed. 04/11/18 4:00 PM Central Time
Salary: \$6,501.00 - \$9,994.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **CU500**
Bid ID#: **IDOC29-05-18-7070**

Under administrative direction of the Northern Deputy Chief (SPSA), plans, organizes and evaluates the operation of the Parole Offices during the PM shift; performs routine and covert monitoring of inmates in the community and the apprehension/transportation of program violators; functions as the Manager of all activities assigned to the Parole Offices; supervises staff; implements policies and procedures.

Agency Contact:

Christie Austin, HR Specialist
IDOC Parole Personnel
1301 Concordia Ct, Admin Bldg
PO Box 19277
Springfield, IL 62794-9277

Christina.Austin@illinois.gov

03/31/2018



Job Title: Office Associate - Opt 2 - Field Services
Agency: Corrections
Closing Date/Time: Wed. 04/11/18 4:00 PM Central Time
Salary: \$3,051.00 - \$4,234.00 monthly
Job Type: Full-Time
Location: Perry County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-62-18-0163

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires extensive knowledge of office practices, procedures, and programs; extensive knowledge of composition, grammar, spelling, and punctuation; working knowledge of basic mathematics; elementary knowledge of agency programs, rules, and regulations; requires ability to type accurately at 45 wpm.

CONTACT:

Cliff Van Zandt
Human Resource Representative
5835 State Rt. 154
Pinckneyville, IL 62274
PH: 618-357-9722 ext. 2053
FAX: 618-357-2083

03/31/2018



Job Title: Office Associate - Opt 2
Agency: Corrections
Closing Date/Time: Wed. 04/11/18 4:00 PM Central Time
Salary: \$2,935.00 - \$4,234.00 monthly
Job Type: Full-Time
Location: Williamson County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-05-18-0008

Under direction of the Public Service Administrator, provide clerical support keyboarding complex, technical documents and reports which contain legal and medical terminology; organize and control electronically stored and manual records; generate reports; coordinate incoming and outgoing correspondence; answer phones; maintain files; process incoming and outgoing mail.

Agency Contact:

Christie Austin, HR Specialist
IDOC Parole Personnel
1301 Concordia Ct, Admin Bldg
PO Box 19277
Springfield, IL 62794-9277

Christina.Austin@illinois.gov

03/31/2018



Job Title: Office Associate - Opt 2
Agency: Corrections
Closing Date/Time: Wed. 04/11/18 4:00 PM Central Time
Salary: \$2,935.00 - \$4,234.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-05-18-7071

Under direction of the Parole Supervisor (PSA), independently perform a variety of complex, specialized clerical duties for an assigned area within the Northern Regional Parole Offices; keyboard technical and complex reports and correspondence with specialized terminology; maintain files of violation reports, court cases, warrant dispositions and related reports; coordinates data input for Offender Tracking System; monitor and transmit electronic correspondence.

Agency Contact:

Christie Austin, HR Specialist
IDOC Parole Personnel
1301 Concordia Ct, Admin Bldg
PO Box 19277
Springfield, IL 62794-9277

Christina.Austin@illinois.gov

03/31/2018



Job Title: **Administrative Assistant I - Opt H7**
Agency: Human Services
Closing Date/Time: Tue. 04/10/18 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
\$49,908.00 - \$74,616.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-40-105191**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Requires working knowledge of word processing and spreadsheet software.

*Bureau of Employee Services
Kelly Kindred
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116*

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03/31/2018



Job Title: TT Seasonal Technician Trainee Intern (Bureau of Legal Services - Cook)
Agency: Transportation
Closing Date/Time: Tue. 04/10/18 4:30 PM Central Time
Salary: \$11.10 - \$11.10 hourly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: IPR#42773

Required:

- Valid driver's license
- Must be enrolled in college for the Spring 2018 session
- At least 18 years old within the calendar year of hire

Applicants may also e-mail these materials (PM2420, CMS284A and CMS284B) to Dot.SummerApplications@Illinois.gov. College/Universities must submit Official College Transcript(s) in PDF format to: Dot.SummerApplications@Illinois.gov.

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

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

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03/31/2018



Job Title: **Educator - Opt B - Science Teacher**
Agency: Juvenile Justice
Closing Date/Time: Mon. 04/09/18 4:00 PM Central Time
Salary: \$4,311.00 - \$7,969.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-18-0003**

Under general supervision of the Principal (PSA), instructs students in the assigned curriculum area using developmental teaching methods and techniques consistent with current teaching methodology; prepares and executes diagnostic tests instruments geared to each student's abilities and needs; administers evaluative testing on a follow-up basis to gage the rate and scope of progress in maximizing the students potential and meeting the educational and behavioral goals; goal setting with the student, fellow teachers, administrators, and counselors as the result of evaluation and continuing interaction shall be a basis for directing the educational approach and formalizing the individual student's plan; provides developmental, corrective and supportive supervision.

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>

03/31/2018



Job Title: **Corrections Nurse I (Upward Mobility Target Title)**
Agency: **Corrections**
Closing Date/Time: **Continuous**
Salary: **\$5,017.00 - \$6,809.00 monthly**
Job Type: **Full-Time**
Location: **Fayette County, Illinois**
Number of Vacancies: **13**
Plan/BU: **RC023**
Bid ID#: **IDOC29-87-1-0002**

Under general supervision of the Director of Nursing (PSA) provides a full range of professional nursing services in the care and treatment of inmates; performs assigned nursing care activities in an ambulatory care setting including outpatient clinic and/or infirmary; utilizing professional training and expertise in the field of nursing.

Agency Contact: Sonya Bruno - Human Resources Representative
Vandalia Correctional Center PO Box 500 Vandalia IL 62471
618-283-4170 Ext 2140 FAX 618-283-9147

03/31/2018



Job Title: **Activity Therapist (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Thu. 04/05/18 4:00 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-82/105154**

Under general supervision of the activity therapy supervisor is responsible for planning, interviewing, instructing and evaluating facility wide activity programs. Responsible for all ordering of supplies, inventory control of supplies compliant with county health regulations. Assists with other activity programs as needed. Valarie Laird/Human Resources

Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141
Fax (708) 338-7078

03/31/2018



Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Thu. 04/05/18 4:00 PM Central Time
Salary: \$2,761.00 - \$3,389.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-82/105192**

Under direct supervision of the Dietary Manager, performs tasks in one or several areas on the evening shift of the Dietary Department; assists in the preparation and serving of food; distributes food to patient areas; cleans and maintains sanitation of the kitchen and related areas. Sweeps and mops; assisting cleaning dishwashing area and cleans equipment after each use.

Valarie Laird /Personnel
Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141

Fax # 708-338-7078

03/31/2018



Job Title: **Data Analyst - NON-CODE/PSC**
Agency: Human Services
Closing Date/Time: Thu. 04/05/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **10-18-052 - PSC**

Serves as a lead analyst within the Office of Innovation, Strategy and Performance. Under the direction of the Chief Strategy and Innovation Officer and the Manager for Performance Management to work with all IDHS divisions on program analysis and advanced analytics, including cross-system / division / bureau data integration work, to inform IDHS executives in program / policy decisions and approaches. Specialized analytical skills will be particularly important including predictive analytics, machine learning, data visualization, and other "big data" skill sets that can applied to public policy and IDHS programming.

A civil service grade from Central Management Services is not required.

This is NOT a permanent position. This is a **PERSONAL SERVICE CONTRACT**, which **expires June 30, 2018**.

Please submit a resume and/or [CMS 100 Employment Application](#) to Michelle.Julian@illinois.gov

03/31/2018



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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How many Second Chance positions are available?

Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.

How long does the program last?

Based on job performance and attendance, a participant may serve for 12 months or more.

How much does the program pay?

Participants are paid at a rate of \$10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

How is a participant selected?

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

Once the referring agency recommends an applicant, what happens?

- Applicants are fingerprinted for background processing.
 - Applicants complete a medical review.
- If the applicant passes background and medical what are the next steps?
 - Orientation/pre-hire
- Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.
 - Completion of all hiring documentation and application inserts
 - Training

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- 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.