



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

04/04/2018



Job Title: Office Coordinator - Opt 2
Agency: State Police
Closing Date/Time: Fri. 04/06/18 4:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Rock Island County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 21-62-ISP18-065

Under direction, performs technical secretarial and office support functions for Zone 2 Command staff involving advanced technical knowledge of software applications. Develops investigative files and transcribes confidential digital audio/video recorded interviews.

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).

04/04/2018



Job Title: **Account Technician I (Upward Mobility Target Title)**
Agency: Corrections
Closing Date/Time: Fri. 04/06/18 4:00 PM Central Time
Salary: \$3,250.00 - \$4,594.00 monthly
Job Type: Full-Time
Location: Morgan County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **IDOC-29-94-18-0097**

Under general supervision of the Accountant Supervisor, performs technical accounting work in maintaining detailed inventory and property records for the Jacksonville Correctional Center; inputs commodity inventory and property records into the computer systems, serves as facility cashier.

CONTACT:

Tena Vincent
HR Representative
Jacksonville Correctional Center
2268 E. Morton Avenue
Jacksonville, Illinois 62650
(217) 245-1481 x 221 (telephone)
(217) 243-7527 (fax)
tena.vincent@illinois.gov

04/04/2018



Job Title: **Executive I - Opt M1**
Agency: Corrections
Closing Date/Time: Fri. 04/06/18 4:00 PM Central Time
Salary: \$4,571.00 - \$6,878.00 monthly
Job Type: Full-Time
Location: Lawrence County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDOC29-00-18-0326**

makes preliminary examinations of lawsuits; researches and prepares memoranda of legal references; prepares legal briefs and motions; assists in Deputy Chief Counsel in the implementation of policies and programs for the Division at the facility.

Agency Contact:

Public Safety Shared Services
Lisa Devert, HR Specialist
1301 Concordia Ct.
Springfield, IL 62702
Lisa.Devert@illinois.gov

04/04/2018



Job Title: **Public Service Administrator - Opt 2 (SODC Operations - Fiscal Administrator)**

Agency: Human Services

Closing Date/Time: Fri. 04/06/18 4:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Lee County, Illinois

Number of Vacancies: **1**

Bid ID#: **10-66-105128**

Under administrative direction of the Region 2 Assistant Deputy Director to State Operated Developmental Centers (SODCs), serves as the Administrator of Fiscal and Support Services and performs various duties to direct, support and evaluate the administration of fiscal functions to SODC Operations as a part of the Management and Transition Team.

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

04/04/2018



Job Title: Office Assistant - Opt 2
Agency: Corrections
Closing Date/Time: Fri. 04/06/18 4:00 PM Central Time
Salary: \$2,889.00 - \$4,016.00 monthly
Job Type: Full-Time
Location: Livingston County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC 29-85-0627

Under general supervision of the Health Information Administrator, performs a variety of complex and technical clerical duties for the Medical Records Unit including information assistance, typing, answering telephone questions and other duties applying independent judgment for the Medical Records Unit.

CONTACT: ELAINE RENTZ, HR REPRESENTATIVE, PONTIAC CORRECTIONAL CENTER, 700 W LINCOLN ST., PONTIAC, IL 61764. PHONE: 815/842-2816 FAX:815/842-9079

04/04/2018



Job Title: **NONCODE-CHIEF FINANCIAL OFFICER-GET COVERED ILLINOIS**

Agency: Insurance

Closing Date/Time: Fri. 04/06/18 4:00 PM Central Time

Salary: \$75.00 - \$125.00 hourly

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: **1**

Bid ID#: **DOI 17602**

Education: Requires Bachelor's degree in Accounting. Requires extensive experience in accounting and auditing methods. Requires knowledge and experience in the use of a personal computer with experience in Access Database and Excel. Requires a Certified Public Accountant (CPA).

Complete the Application in full and be sure to sign the application (bottom of first page).
Fax the application to: 217-558-2777 or mail to the Agency Contact address: Illinois Department of Insurance- Attn: Human Resources, 320 W. Washington Street, Springfield, Illinois 62767.

04/04/2018



Job Title: **GET COVERED ILLINOIS REGIONAL OUTREACH COORDINATOR**

Agency: Insurance

Closing Date/Time: Fri. 04/06/18 4:00 PM Central Time

Salary: \$75.00 - \$125.00 hourly

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: **2**

Bid ID#: **DOI 17603**

Education: Bachelor's Degree in a related field; Successful completion of the "Illinois Assister Training Program In-Person Training" offered through the University of Illinois School of Public Health.

Agency Contact:
Department of Insurance
Attn: Jennifer Stout
Human Resources
320 W. Washington Street
Springfield, IL 62767
Fax 217-558-2777

04/04/2018



Job Title: **Highway Maintenance Lead Worker**
Agency: Transportation
Closing Date/Time: Fri. 04/06/18 4:30 PM Central Time
Salary: \$4,748.00 - \$6,331.00 monthly
Job Type: Full-Time
Location: Macon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC019**
Bid ID#: **IPR#42741**

Under direct supervision of the Operations Supervisor, outlines and directs assignments for a crew of workers performing highway maintenance functions; performs labor relating to the maintenance of roadways; operates CDL license vehicles. Ensures compliance with departmental safety.

Please visit:

<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to view the entire job posting.

For further information, please call the Bureau of Personnel Management at 217-782-5594.

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

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

04/04/2018



Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Fri. 04/06/18 4:30 PM Central Time
Salary: \$2,700.00 - \$3,641.00 monthly
Job Type: Full-Time
Location: Union County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-80-18-37 / 105194**

Under direct supervision, assists with the preparation and serving of food items for individuals served; performs cleaning and maintenance of work in the food service area; assists with the stocking of feed items.

Location: Dietary Department
Hours: 12:00 Noon - 8:00 PM
Days Out: Wednesday & Thursday

Contact Person: Stacey Busby or Donna Patterson
PH: (618) 833-5161, ext. 2486 or 2222

04/04/2018



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

04/04/2018



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

04/04/2018



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

04/04/2018



Job Title: **Storekeeper II**
Agency: Human Services
Closing Date/Time: Fri. 04/06/18 5:00 PM Central Time
Salary: \$3,450.00 - \$4,948.00 monthly
\$41,400.00 - \$59,376.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-10-105111**

Requires knowledge, skill and mental development equivalent to completion of four years high school; requires two years experience in the keeping of stores and store records. Requires the ability to lift over 50 lbs.

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

04/04/2018



Job Title: **Educator - Opt C**
Agency: Juvenile Justice
Closing Date/Time: Fri. 04/06/18 4:00 PM Central Time
Salary: \$4,311.00 - \$7,969.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-17-0001**

Under general supervision of the Educational Facility Administrator (PSA), instructs a targeted group of students identified as Special Education eligible; provides individual and group instruction to youth classified "Learning Disabled" and "Behaviorally Disordered;" prepares curriculum and participates in institutional committees.

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

04/04/2018



Job Title: Office Associate - Opt SS1
Agency: Financial & Professional Regulation
Closing Date/Time: Mon. 04/09/18 11:59 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 17645

Under direction, performs a variety of complex clerical work in the Chicago office. Serves as a receptionist for one of the multiple Chicago office desks, including Division Executives' offices and prosecutorial/hearing conference rooms; disseminates information to the public via telephone and/or walk-in inquiries of the functions of the Department. Provides clerical office support, including but not necessarily limited to preparing documents, creating and maintaining spreadsheets, filing, entering data into database, answering general inquiries and maintaining the office. Maintains intra-office security program for all visitors entering the Chicago office reception area. Translates functions/procedures into Spanish for individuals who cannot speak or read English.

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

04/04/2018



Job Title: **Cancer Registrar II**
Agency: Public Health
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **IDPH**

Under direction for the Illinois State Cancer Registry, performs complex technical and advisory functions to evaluate quality, completeness, and validity of cancer data. Identifies program problems and prepares methods to alleviate the problems.

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.HRApplcations@illinois.gov

04/04/2018



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.HRAapplications@illinois.gov

04/04/2018



Job Title: **TT Seasonal Technician Trainee Intern (District 8/Collinsville)**
Agency: Transportation
Closing Date/Time: Tue. 04/10/18 4:30 PM Central Time
Salary: \$11.10 - \$11.10 hourly
Job Type: Temporary
Location: Madison County, Illinois
Number of Vacancies: **5**
Bid ID#: **42773**

The Seasonal Technician Trainee Intern Program is designed to give students an opportunity to obtain on-the-job training from May 16, 2018 through August 15, 2018.

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.

04/04/2018



Job Title: **2018 Summer Student Internship 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: **1**
Bid ID#: **CDB00111**

REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES

- Must be at least 18 years old, a college student or enrolled in the fall semester
- Be well organized, detail oriented and have strong problem solving and writing skills
- Exhibit professional qualities regarding attitude, dress, appearance and personal bearing.

Springfield, IL 62706

217-524-7510
Email: wanda.trumbo@illinois.gov

04/04/2018



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

04/04/2018



Job Title: **Accountant Supervisor - DIXON CC**
Agency: Corrections
Closing Date/Time: Tue. 04/10/18 4:00 PM Central Time
Salary: \$4,571.00 - \$6,878.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDOC29-93-18-0100**

Under direction of the Business Administrator, Public Service Administrator, serves as a full line supervisor of technical staff in maintaining and examining complex departmental budgetary reports and statements for use in the department/ assigns and reviews subordinates' work, prepares performance evaluations, effectively recommends and imposes disciplinary actions, and adjusts grievances; coordinates overall operations and functions of the commissaries.

Agency Contact:

IDOC/Dixon CC
Kathy Newstrand, HRR or Joyce Rogers, HRA
2600 N. Brinton Avenue
Dixon, IL 61021
email: kathy.newstrand@illinois.gov or joyce.rogers@doc.illinois.gov
phone: 815-288-5561 Ext. 2106 or 210

04/04/2018



Job Title: **Librarian I**
Agency: Corrections
Closing Date/Time: Tue. 04/10/18 4:00 PM Central Time
Salary: \$4,141.00 - \$6,184.00 monthly
Job Type: Full-Time
Location: Christian County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDOC29-10-18-0523**

Under general direction of the Educational Facility Administrator (Public Service Administrator), performs professional library duties as Librarian in the institutional library. Plans, directs and manages the general and law libraries at the facility. Selects appropriate books, magazines and newspaper for collection. Maintains security of the library area. Conducts periodic inventory and replaces worn, obsolete and missing material. Assists users with research projects and reference work.

AGENCY CONTACT: Amanda Wilson, HR Rep
Taylorville Correctional Center
PO Box 1000
Taylorville, IL 62568
(217) 824-4004 ext. 5402
(217) 824-4042 fax
amanda.wilson@illinois.gov

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

04/04/2018



Job Title: Office Administrator II - Opt 2 (Upward Mob. Target Title) - Mailroom Supervisor
Agency: Corrections
Closing Date/Time: Tue. 04/10/18 4:00 PM Central Time
Salary: \$3,151.00 - \$4,401.00 monthly
Job Type: Full-Time
Location: Perry County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-62-18-0136

Under general supervision, serves as a working supervisor in the operations of the Mail Room for the facility; performs a variety of complex, specialized clerical functions; types correspondence, reports, etc.; monitors to ensure correct procedures are used in the processing of institutional and inmate mail.

CONTACT:

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

04/04/2018



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.

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>



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

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



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

04/04/2018



- 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.