



**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

04/05/2018



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.

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

04/05/2018



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.

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

Fax # 708-338-7078

04/05/2018



Job Title: **Support Service Worker-Dietary**  
Agency: Veterans Affairs  
Closing Date/Time: Thu. 04/12/18 4:00 PM Central Time  
Salary: \$2,700.00 - \$3,641.00 monthly  
Job Type: Part-Time  
Location: LaSalle County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC009**  
Bid ID#: **34-423-18-55**

Requires working knowledge of routine tasks found in the dietary area, six months experience in the support service functional area of a dietary department, skill in the basic operation of machinery and equipment found in a dietary area and requires the ability to instruct others in simple methods and procedures common to the dietary area.

Apply To:  
Human Resources  
IL Veterans' Home  
1015 O'Connor Avenue  
LaSalle, Illinois 61301  
Phone: (815) 223-0303 ext. 207  
Fax: (815) 223-2815

04/05/2018



Job Title: **Technical Advisor II**  
Agency: Public Health  
Closing Date/Time: Mon. 04/16/18 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC010**  
Bid ID#: **IDPH 07-18-0297**

Under the general direction of the Chief Administrative Law Judge of the Department of Public Health, functions as an Administrative Law Judge, conducting hearings primarily relating to cases in which the Department is not a party, drafting findings and providing legal advice to the Department of Public Health Regional Health Officers.

**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](mailto:DPH.HRAApplications@illinois.gov)

04/05/2018



Job Title: **Technical Advisor II, Legal Advocacy Service**  
Agency: Guardianship & Advocacy Commission  
Closing Date/Time: Tue. 04/10/18 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Peoria County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC010**  
Bid ID#: **45252-50-70-221-1009**

Requires a license to practice law in the State of Illinois; requires knowledge of relevant administrative, statutory and case law references to provide effective assistance to eligible clients at administrative, trial and appellate levels.

Send Bids and Applications via FAX or U.S. Mail ONLY:  
Bobbie Fox, Director Human Resources  
Guardianship & Advocacy Commission  
160 N. LaSalle Street, Room 500  
Chicago, IL 60601

Fax# 312-793-4311

04/05/2018



Job Title: **Telecommunications Supervisor**  
Agency: State Police  
Closing Date/Time: Wed. 04/04/18 4:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Madison County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **21-13-ISP18-063**

Under general direction, on an assigned/indeterminate shift, plans, directs, and evaluates the operations of the District Communications Center. Supervises a staff of telecommunicators who provide computer assisted law enforcement radio dispatching to state and local agencies.

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

04/05/2018



Job Title: **Telecommunicator Lead Specialist**  
Agency: State Police  
Closing Date/Time: Wed. 04/04/18 4:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **21-13-ISP18-062**

Under direction, on an assigned/indeterminate shift, acts as lead worker directing the activities of Telecommunicator Trainees and Telecommunicator Specialists utilizing a multiple channel trunked radio network system.

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



04/05/2018



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**

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.

This position provides support services to the Office of Chief Counsel by maintaining accurate documentation and performing general administrative duties as required.

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

04/05/2018



Job Title: **TT Seasonal Technician Trainee Intern (Office of Intermodal Project Implementation)**

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: **2**

Bid ID#: **IPR#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.

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.

04/05/2018



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](mailto:tena.vincent@illinois.gov)

04/05/2018



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](mailto:Lisa.Devert@illinois.gov)

04/05/2018



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

04/05/2018



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

04/05/2018



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.

04/05/2018



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

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>



04/05/2018



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.

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

04/05/2018



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

04/05/2018



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

04/05/2018



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

04/05/2018



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](mailto:Michelle.Julian@illinois.gov)

04/05/2018



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*

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

04/05/2018



- 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.